WORLDSOFTWARE®

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WORLDSOFTWARE®

Accounts Payable

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Where Do I Look?

CD–ROM Guides

Guides

Technical Foundation

System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for the current release of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

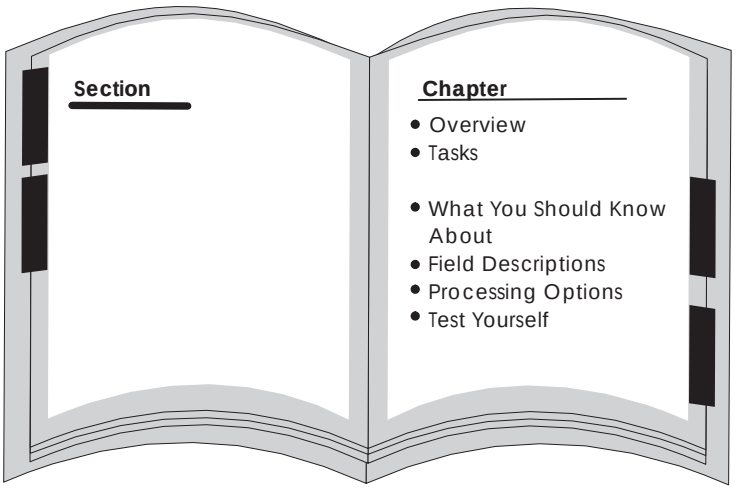
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means "file."

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Glossary

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Accounts Payable Overview

About Accounts Payable

The J.D. Edwards 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, J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

This overview of the Accounts Payable system consists of the following topics:

- System integration
- Accounts payable features
- Account numbering concepts
- Accounts payable system flow
- Accounts payable information flow
- Tables used by accounts payable

System Integration

The Accounts Payable system works with other J.D. Edwards 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.

Procurement	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 Management	When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can do so manually.
Job Cost	Vouchers are created when payments are made against a contract for a job.
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.

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

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.

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
- Payables and receivables netting
- Flexible tax structures
- Payment processing
- Reporting

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.

Payables and Receivables Netting

When you do a high volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

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.

Flexible Tax Structures

Different countries have different tax requirements for their suppliers. J.D. Edwards 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.

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.

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.

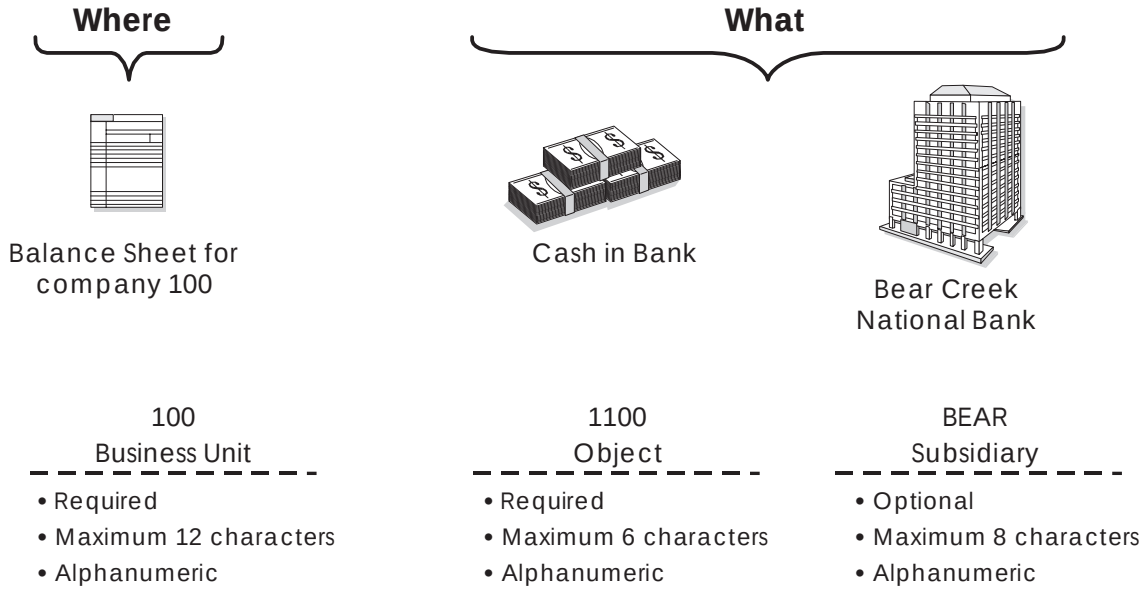
Multi-National Functionality

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 Belgian franc. 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.

Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for 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 *General Accounting II Guide* for information about how to set up the different account numbering methods

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 – here 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.

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).

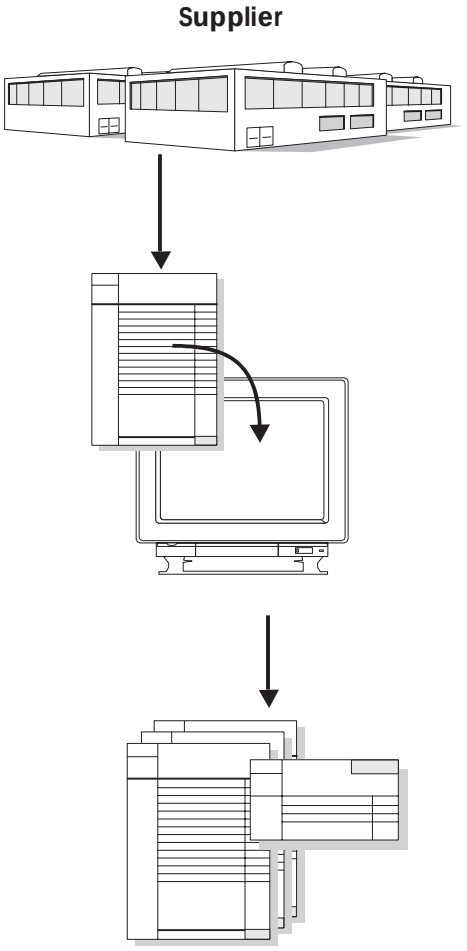
There are two parts of the "what":

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

Accounts Payable System Flow

When a supplier sends you an invoice that you must pay, you enter a voucher to represent the invoice, then select the voucher for payment.

The following graphic illustrates this process.

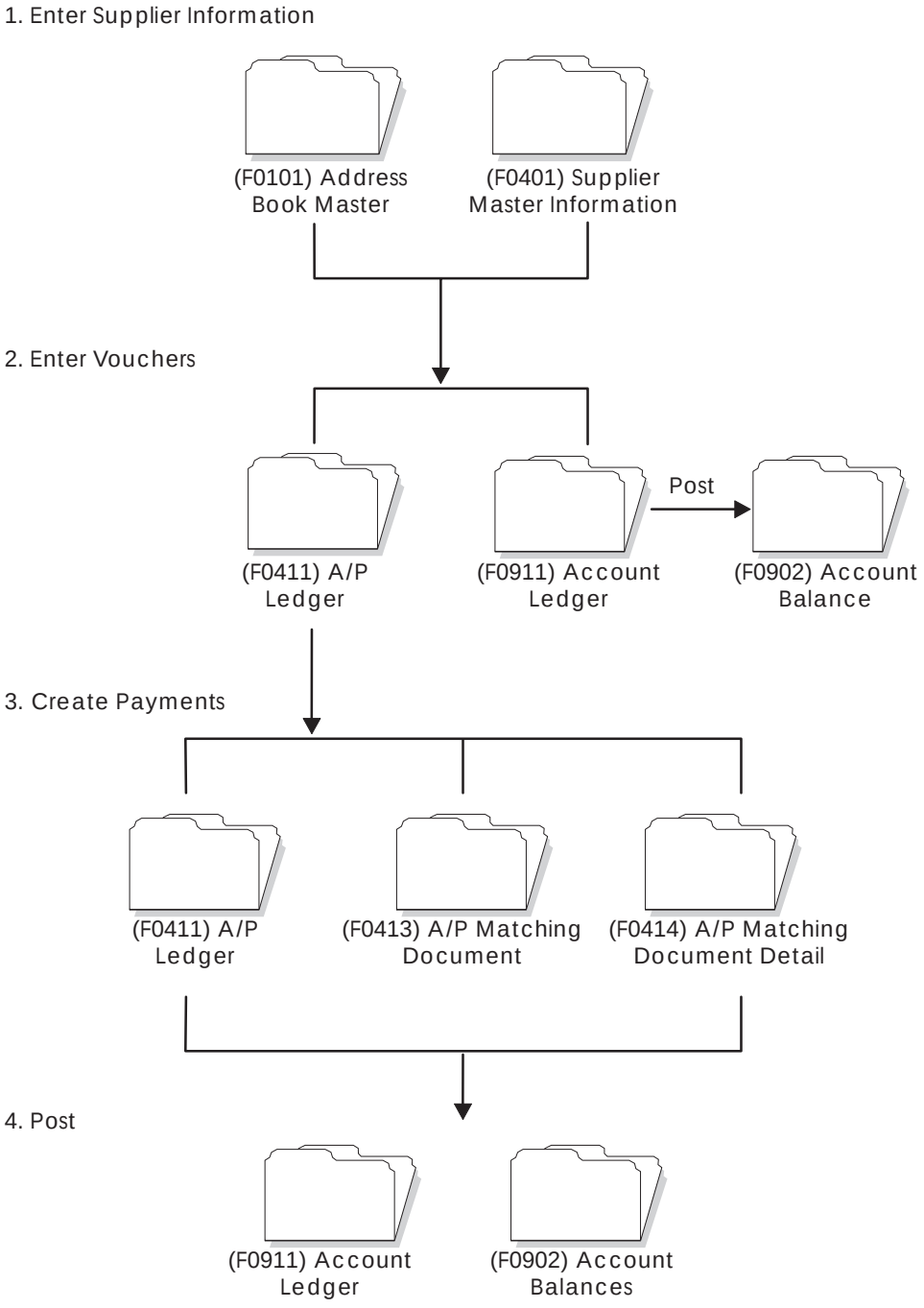


1. A supplier sends you a bill for goods or services you have received

2. You enter the voucher into the system

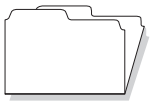
3. You select the voucher for payment and create a check that is sent to the supplier

Accounts Payable Information Flow

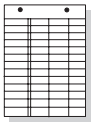


Tables Used by Accounts Payable

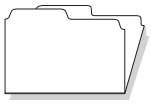
Address Book



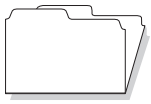
Address Book Master (F0101)



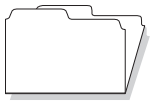
Accounts Payable



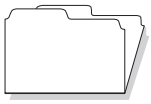
Supplier Master (F0401)



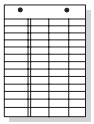
A/P Ledger (F0411)



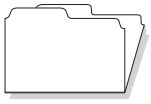
A/P Matching Document (F0413)



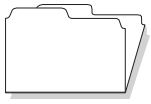
A/P Matching Document Detail (F0414)



General Ledger



Account Ledger (F0911)



Account Balance (F0902)

Tables and Descriptions

The Accounts Payable system uses the following primary tables:

Address Book Master (F0101)

Stores the following:

- Supplier names
- Supplier effective date
- Category code information
- Factor/Special Payee

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

The Supplier Master stores the default values for payment terms, G/L class, payment instrument, and tax information. These values can be overridden.

A/P Ledger (F0411)

Stores the following voucher transaction information:

- Invoice date
- Invoice amount
- Due date
- G/L date

A/P Matching Document (F0413)

Stores the following payment summary information:

- Payment number
- Payment amount
- Payment date
- Payment instrument
- G/L bank account

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

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.

Menu Overview

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

Menu Overview – Accounts Payable

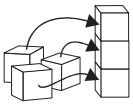
Accounts Payable G04

Daily Operations

- Supplier and Voucher Entry G0411
- Manual Payment Processing G0412
- Automatic Payment Processing G0413
- Other Voucher Entry Method G04111
- Accounts Payable Reports G0414

Periodic Operations

- Periodic Processes G0421
- Annual 1099 Processing G0422
- 1099s Option 1: G/L Method G04221
- 1099s Option 2: A/P Ledger Method G04222



Setup Operations

- Accounts Payable Setup G0441
- Automatic Payment Setup G04411
- Tax Processing and Reporting G0021

Advanced and Technical Operations

- A/P Advanced and Technical Operations G0431
- Batch Voucher Processing G04311
- EDI Processing G4726

Training Environment Case Study

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.

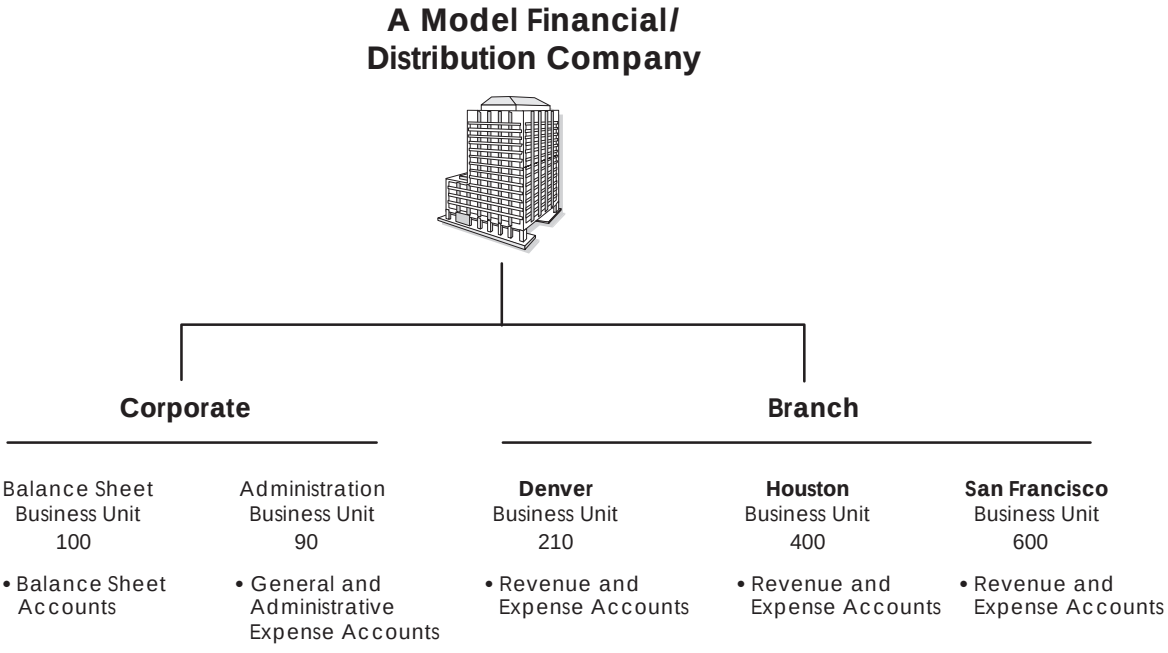


Chart of Accounts Structure

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)

The following is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
1000	**Assets**	**N**	**3**	**X**				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks		6	X				
1110.BEAR	Cash in Banks/Bear Creek		7	X				
1110.FIB	Cash in Banks/First Interstate		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable	M	6	X				
1215	Allow for Doubtful Accts	M	6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable	M	6	X				
1224	Remittance Receivable	M	6	X				
1230	Employee Receivables	M	6	X				
1240	VAT Recoverable	M	6	X				
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts	M	6	X				
1299	Credit Note Reimbursement		6	X				
1300	Work in Progress	N	5	X				
1310	Capital Projects		6	X				
1400	Inventory		5	X				
1800	Prepaid Expenses	N	5	X				
1810	Prepaid Insurance		6	X				
1890	Other Prepaid Expenses		6	X				
2000	**Fixed Assets**	**N**	**4**	**X**				
2001	Property and Equipment	N	5	X				
2020	Buildings		6	X				
2060	Furniture & Office Equipment		6	X				
2070	Computer		6	X				
2090	Other Assets		5	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2160	Accum Depr - Office Furn/Equip		6	X				
2170	Accum Depr - Computer		6	X				
4000	**Liabilities and Equity**	**N**	**3**	**X**				
4010	Current Liabilities	N	4	X				
4100	Accounts Payable	N	5	X				
4110	Accounts Payable - Trade	M	6	X				
4112	A/P Voucher Logging Distrib.		7	X				
4120	Drafts Payable		6	X				
4130	Notes Payable	M	6	X				
4190	Accounts Payable - Other		6	X				

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
4200	**Accrued Payroll Liabilities**	**N**	**5**	**X**				
4400	Other Accrued Liabilities	N	5	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales & Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		5	X				
4600	**Long Term Liabilities**	**N**	**4**	**X**				
4610	Notes Payable		5	X				
4690	Long Term Debt		5	X				
4900	**Stockholders' Equity**	**N**	**4**	**X**				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		5	X				
4980	Retained Earnings	M	5	X				
4999	**YTD Income (Loss)**	**N**	**5**	**X**				
5000	**Revenues**	**N**	**4**			**X**	**X**	**X**
5005	Sales - Product A	N	5			X	X	X
5010	Store Sales		6			X	X	X
5030	Contract Sales		6			X	X	X
5060	Less Returns & Allowances		6			X	X	X
5070	Less Sales Discounts		6			X	X	X
5100	Sales - Product B	N	5			X	X	X
5110	Service Sales		6			X	X	X
5200	Sales - Other	N	5			X	X	X
5206	Finance Charge Income Credit		6			X	X	X
6000	**Direct Costs**	**N**	**4**			**X**	**X**	**X**
6010	Cost Of Sales - Product A	N	5			X	X	X
6020	Prime Cost of Goods		6			X	X	X
6030	Scrap		6			X	X	X
6040	Freight		6			X	X	X
6100	Cost Of Sales -Product B	N	5			X	X	X
6120	Prime Cost of Goods		6			X	X	X
6130	Scrap		6			X	X	X
6120	Shop Supplies Expense		6			X	X	X
6140	Freight		6			X	X	X
6200	Damage Credit/Writeoff		6			X	X	X
6210	Disputed Tax/Freight Writeoff		6			X	X	X
6250	Minor Amount Writeoff		6			X	X	X
6300	Cost of Sales - Other		5			X	X	X
7000	**Other Direct Expenses**	**N**	**5**			**X**	**X**	**X**
7900	Allocated Overhead	N	5			X	X	X
7930	Distributed Building Expense		6			X	X	X
7950	Distributed Computer Costs		6			X	X	X
7970	Distributed General Expenses		6			X	X	X

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
8000	**General And Administrative**	**N**	**4**		**X**	**X**	**X**	**X**
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8300	Building Expense	N	5		X	X	X	X
8315	Dpr-Building & Improvements		6		X	X	X	X
8320	Dpr-Office Furn/Equipment		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Maintenance & Repair		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8600	Supplies, Services & Other	N	5		X	X	X	X
8605	Advertising		6		X	X	X	X
8620	Bad Debt Expense		6		X	X	X	X
8665	Entertainment		6		X	X	X	X
8670	Dues & Subscriptions		6		X	X	X	X
8685	Legal, Accounting & Other		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals & Lodging		6		X	X	X	X
9000	**Other Income and Expenses**	**N**	**4**		**X**	**X**	**X**	**X**
9100	Other Income	N	5		X	X	X	X
9120	Interest Income		6		X	X	X	X
9150	Discounts Taken	N	6		X	X	X	X
9153	Discounts Available		7		X	X	X	X
9156	Discounts Lost		7		X	X	X	X
9200	Other Expense		5		X	X	X	X
9700	Income Taxes		5		X	X	X	X
9901	Branch Office Head Count	U	7					

Daily

Supplier Information

Objectives

- To locate and create supplier information

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.

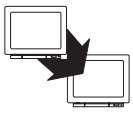
You must create a supplier master record before you can enter a voucher and issue payment.

Supplier information consists of:

- ❑ Entering suppliers
- ❑ Locating suppliers

Enter Suppliers

Entering Suppliers



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
- Assign bank accounts to suppliers
- Enter information for 1099 reporting

Information about suppliers is stored in the following tables:

Supplier Master (F0401)	Supplier information
Address by Date (F0116)	Mailing address information
Bank Transit Number Master (F0030)	Bank account information

What You Should Know About

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.

Structure type

When you create a parent/child relationship for a supplier, the Structure Type field must be blank.

See *Viewing Parent/Child Relationships (P01270)* in the *Address Book 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.

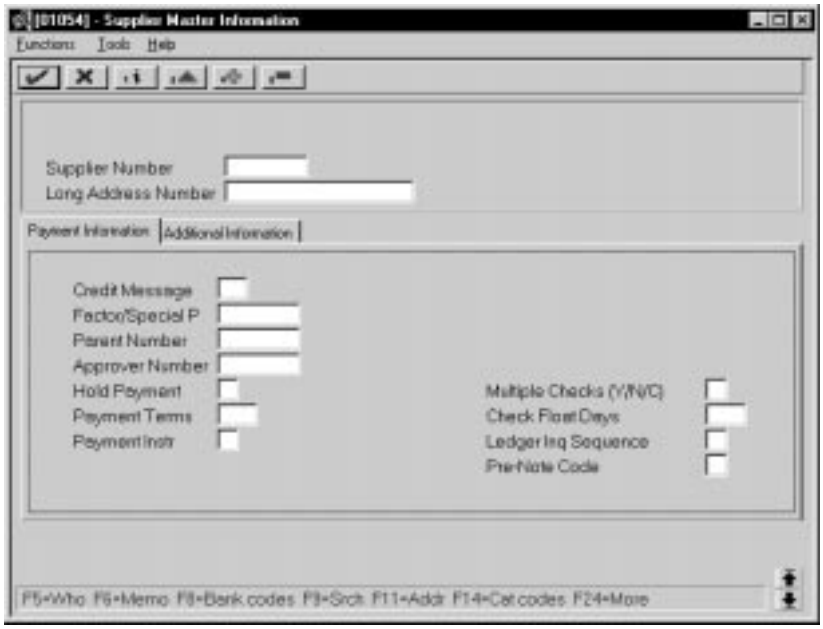
Before You Begin

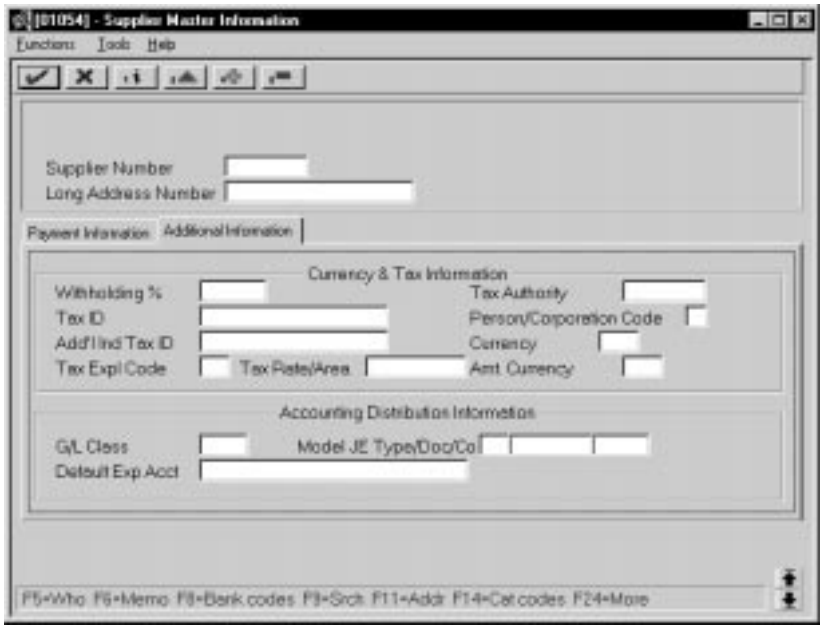
❑ To determine which forms automatically display when you enter suppliers, set processing options for the following programs:

- Supplier Master Information for category codes, bank accounts, and purchasing information forms
- Address Book for category codes, related addresses, and additional information forms

The tasks described here assume that the following forms display:

- Address Book Addition (displays regardless of processing options)
- Address Book - Additional Information


[01054] - Supplier Master Information
Functions Tools Help
Supplier Number
Long Address Number
Payment Information
Additional Information
Credit Message
Factor/Special P
Parent Number
Approver Number
Hold Payment
Payment Terms
Payment Instr
Multiple Checks (Y/N/C)
Check Float Days
Ledger Inq Sequence
Pre-Note Code
F5=Who F6=Memo F8=Bank codes F9=Srch F11=Addr F14=Cat codes F24=More


[01054] - Supplier Master Information
Functions Tools Help
Supplier Number
Long Address Number
Payment Information
Additional Information
Currency & Tax Information
Withholding %
Tax ID
Addl Ind Tax ID
Tax Expl Code
Tax Rate/Area
Tax Authority
Person/Corporation Code
Currency
Amt Currency
Accounting Distribution Information
G/L Class
Default Exp Acct
Model JE Type/Doc/Co
F5=Who F6=Memo F8=Bank codes F9=Srch F11=Addr F14=Cat codes F24=More

See Also

- *Entering Address Book Records (P01051)* in the *Address Book Guide*
- *Reviewing Address Book Information for 1099s (P01054)*

▶ To enter supplier identification

When you enter a new supplier record, the first step is to enter information that identifies the supplier. The system uses this as default information when you enter vouchers and payments.

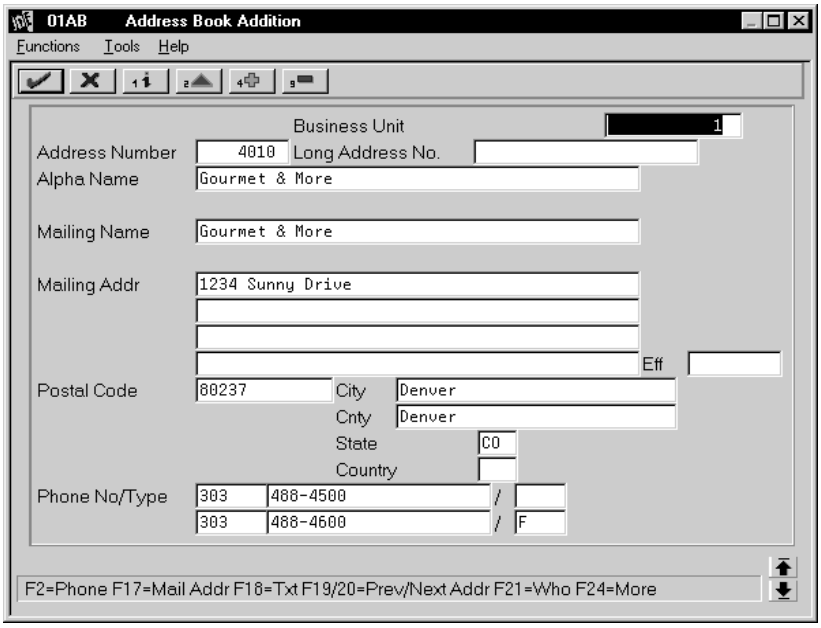
On Supplier Master Information

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 Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members. . . . . . *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. You can use this field 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



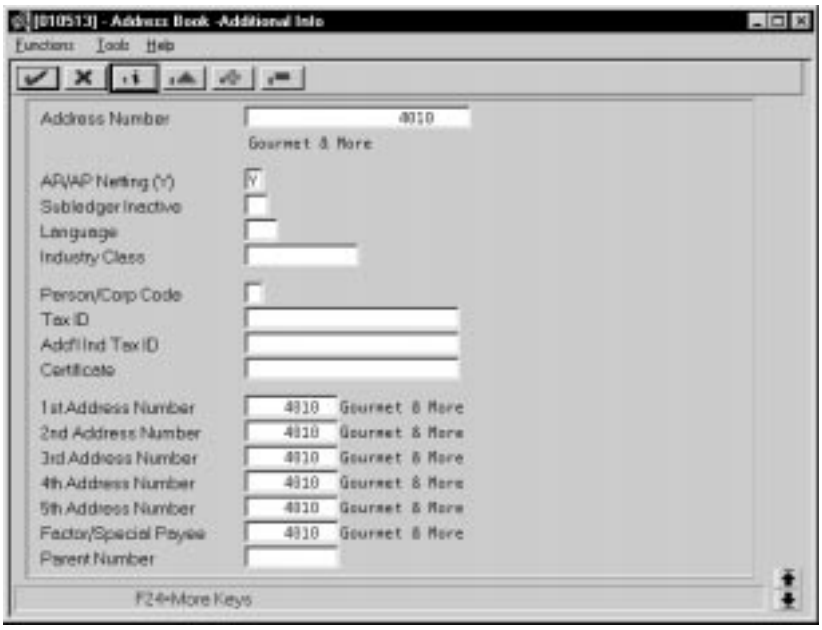
1. On Address Book Addition, complete the following fields:
   - Alpha Name (optional)
   - Mailing Name
   - Mailing Address (optional)
2. Use the Add action.

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.

Field	Explanation
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 address book additional information

On Address Book - Additional Information

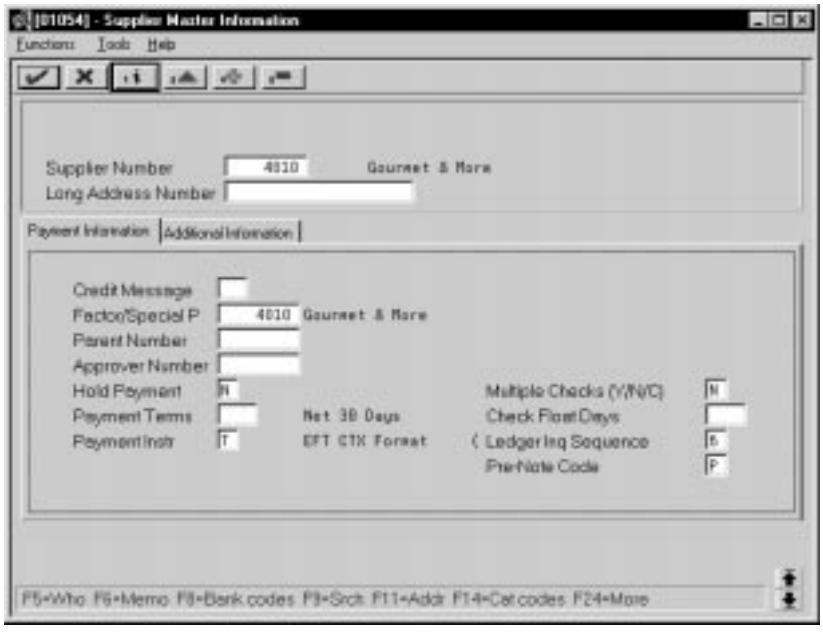


1. Complete the following optional fields:
   - AR/AP Netting
   - 1st Address Number
   - 2nd Address Number
   - 3rd Address Number
   - 4th Address Number
   - 5th Address Number
2. To accept or change the information in these fields, use the Change action.
3. To return to Supplier Master Information, press Exit.

Field	Explanation
AR/AP Netting Indicator	A code that indicates whether an address is eligible to used in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.
1st Address Number	An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example: • Salesperson • Law firm • Accountant • Securities agent • Bonding agent If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. The address book number of the person to whom the system will send an additional copy of the document.

▶ To enter supplier information

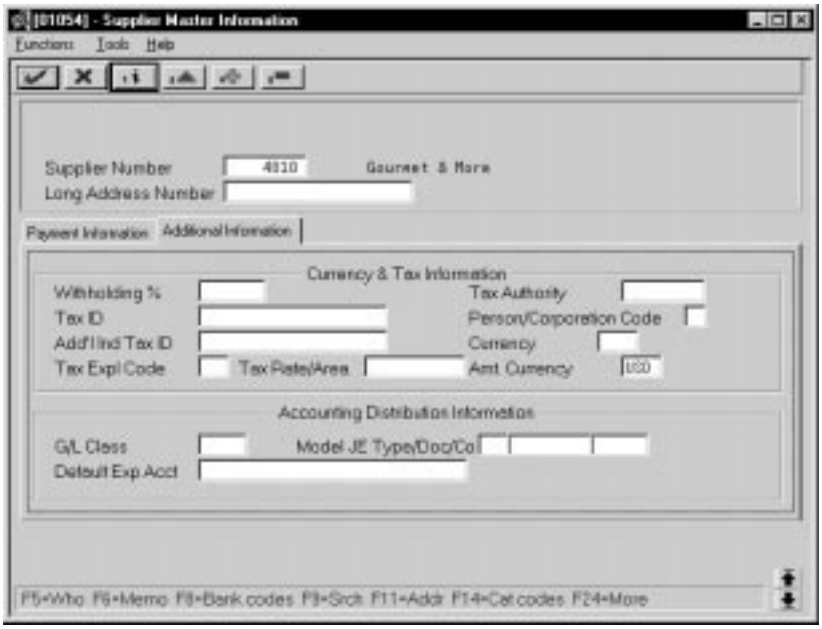
On Supplier Master Information



1. For payment information, complete the following optional fields:
   - Credit Message
   - Factor/Special Payee

- Parent Number
- Approver Number
- Hold Payment
- Multiple Checks
- Payment Terms
- Check Float Days
- Payment Instrument
- Ledger Inquiry Sequence
- Pre-Note Code

2. For WorldVision, click the Additional Information tab.



3. For currency and tax information, complete the following optional fields:
   - Tax ID (required for 1099 processing)
   - Person/Corporation Code (required for 1099 processing)
   - Additional Individual Tax ID
   - Currency
   - Tax Explanation Code
   - Tax Rate/Area
   - Amount Currency

4. For accounting distribution information, complete the following optional fields:

   - G/L Offset
   - 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 Customer Master Information and the Supplier Master Information forms display credit messages for customers and suppliers when you enter or locate information.
Factor/Special Payee (Hard Coded)	An address book number that identifies a special payment address for A/P. If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.
Parent Number	Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Examples: • Subsidiaries to parent companies • Branches to a home office • Job sites to a general contractor If you leave this field blank on an entry screen, the system supplies the primary address from the Address Number field.
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.

Field	Explanation
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 (Y/N/C)	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).
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 Instr	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.

Field	Explanation
Ledger Inq 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
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 payments 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.
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. When you add new line items to a supplier's worktable record, the supplier master record supplies the default value for the tax ID.

Field	Explanation
Person/Corporation 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
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
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 Expl Code	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.

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic 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. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. . . . . . *Form-specific information* . . . . . . If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.
Amt. Currency	The currency in which a supplier's amounts are stored. For example, the Prior Year Vouchered, Year to Date Vouchered, and so forth.
G/L Class	A code that determines the A/P liability account (class) that will be the offset when you post vouchers. 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 OTHR or 4120 – Other Accounts Payable (Use class codes as the exception to the trade account.) If you leave this field blank during voucher entry, the system uses the default value from the supplier master record. NOTE: For WorldSoftware and WorldVision, do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.

Field	Explanation
Default Exp Acct	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 • Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. . . . . . *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.

What You Should Know About

Calculating withholding You use the Withholding Percentage and Tax Authority fields for calculating withholding.

See *Withholding Supplier Taxes*.

▶ To assign a model journal entry to a supplier

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

On Supplier Master Information

1. Locate a supplier.
2. For WorldVision, click the Additional Information tab.
3. Complete the following field:
   - Model JE Type/Document/Company

Field	Explanation
Model JE Type/Doc/Co	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.

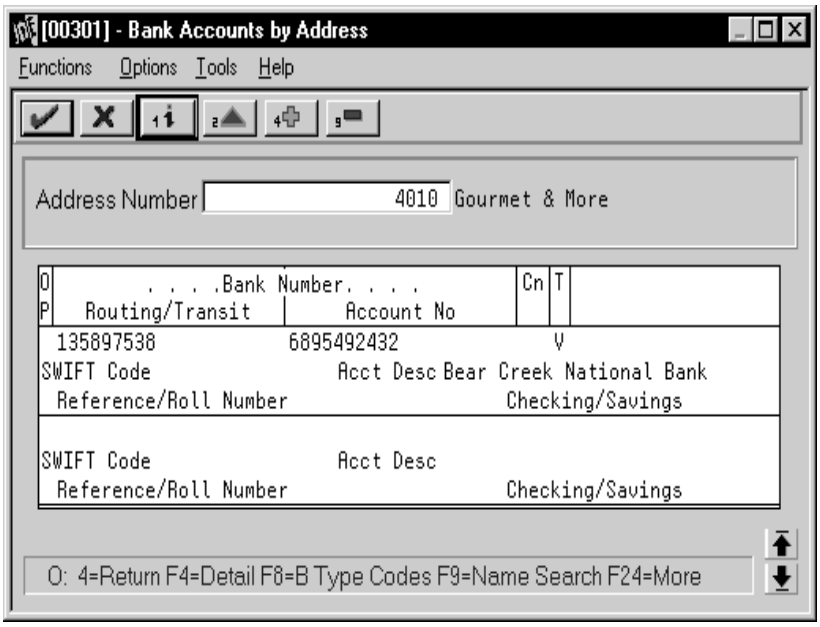
See Also

- *Working with Model Journal Entries (P09101)*

▶ To assign bank accounts to suppliers

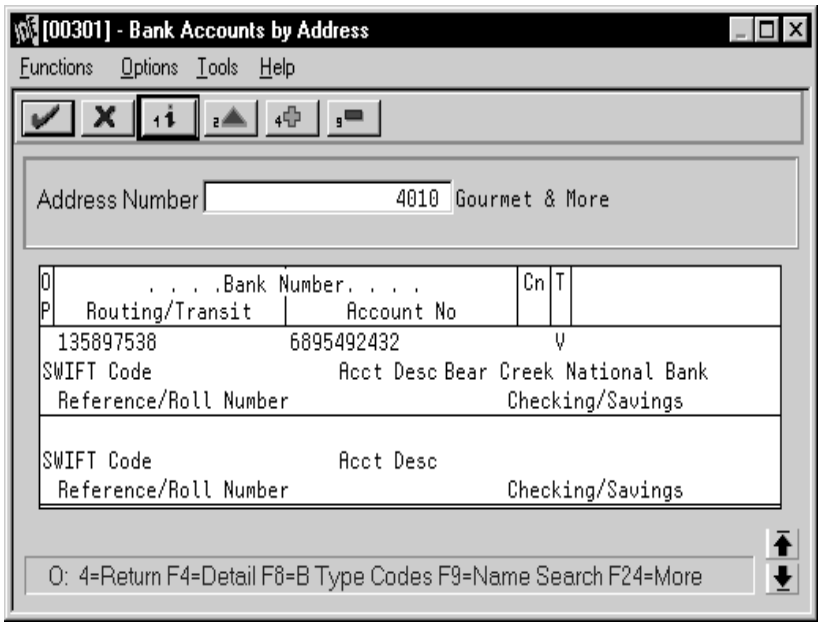
On Supplier Master Information

1. Choose Bank Codes.



2. On Bank Accounts by Address, complete the following fields:
   - Routing/Transit
   - Account Number
   - Control Digit
   - Bank Type

3. Access the detail area (optional).



4. Complete the following optional fields:
   - SWIFT Code
   - Account Description
   - Reference/Roll Number
   - Checking/Savings
5. Use the Add action.
6. To return to Supplier Master Information, press Exit.

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.
Account No	The customer's bank account number, usually found on the bottom of the customer's check.
Cn	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
T	A code used to distinguish external bank accounts from internal bank accounts. 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 Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.
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.
Acct Desc	A user defined name or remark. . . . . . *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 Account	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 For OneWorld, designate whether the account is checking or savings with a check mark.

See Also

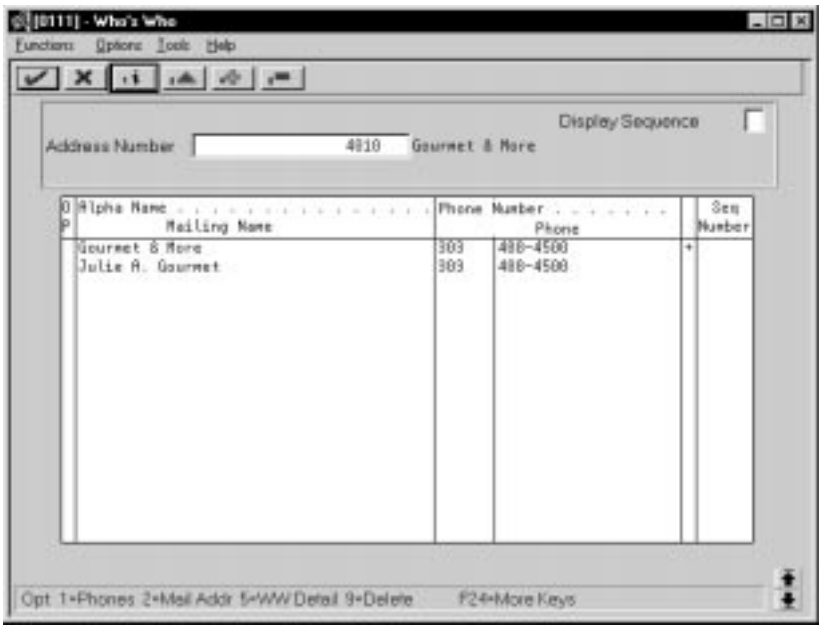
- *Verifying Cross-References for A/P (P00310, P00311)* for information on verifying bank cross-references for suppliers

To enter information for 1099 reporting

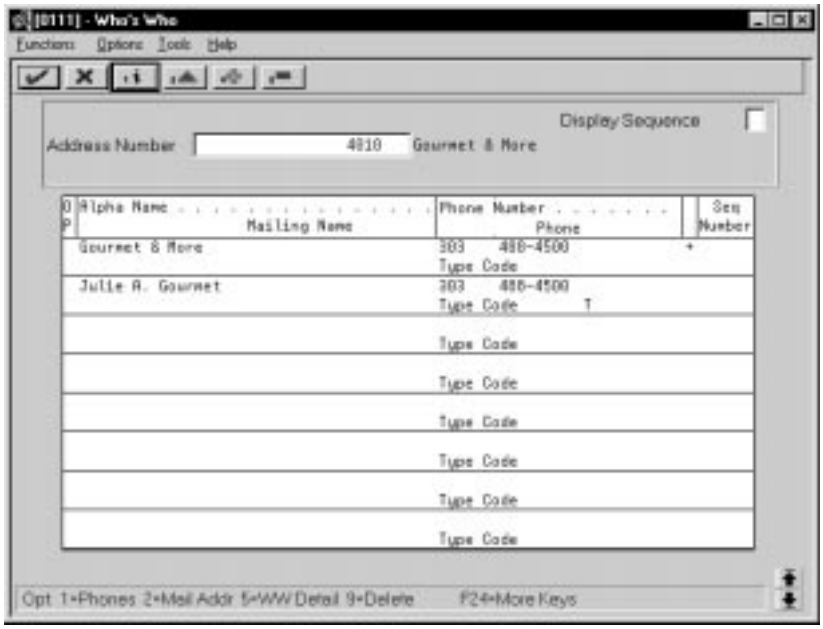
If a supplier is not a legal entity, you must enter the legal name of the person that corresponds to the supplier's tax ID.

On Supplier Master Information

1. Choose Who.



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



4. Complete the following field:
    - Type Code
5. After you complete this task, you must also:
    - Verify that the the street address is the last non-blank line of the mailing address on Address Book Addition.

      See *Entering Address Book Records* in the *Address Book 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 1099 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.
Address Line 1	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.

Processing Options for Supplier Master Information

```
ADDITIONAL MAINTENANCE:
1. Enter a '1' to suppress the tax                    _____________
   id field.  If left blank, the tax id
   field will appear on the screen.

2. Enter a '1' to automatically display               _____________
   the additional information screen on
   an add.

3. Enter a '1' to automatically display               _____________
   the category codes screen on an add.

4. Enter a '1' to automatically display               _____________
   bank information on an add.

5. Enter a '1' to automatically display               _____________
   the purchasing instructions screen on
   an add.

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.
```

What You Should Know About Processing Options

Depending on how you set a processing option for Address Book, one or more of the following forms automatically appear when you enter a supplier.

Address Book – Additional Information	Use this to attach up to seven address numbers for forwarding and so on. See *Entering Address Book Records* in the *Address Book Guide.*
Category Codes	Use this to group addresses for reporting and mailings. See *Setting Up Category Codes for Address Book* in the *Address Book Guide.*

Bank Accounts by Address	Use this to specify a supplier for Electronic Funds Transfer (EFT) when processing automatic payments.
Purchasing Instructions	Use this to designate specific purchase order instructions. See *Entering Supplier Information for a Purchase Order* in the *Procurement Guide*.

Exercises

See the exercises for this chapter.

Test Yourself: Entering Suppliers

1. How can you place a payment for outstanding vouchers on hold, but still enter new vouchers for a supplier?

   _____

   _____

2. What table does the system use to store supplier master information?

   _____

3. For what is the Factor/Special Payee field used?

   _____

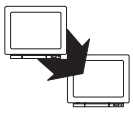
4. What happens if you leave the Factor/Special Payee field blank?

   _____

The answers are in *Appendix B*.

Locate Suppliers

Locating Suppliers



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

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

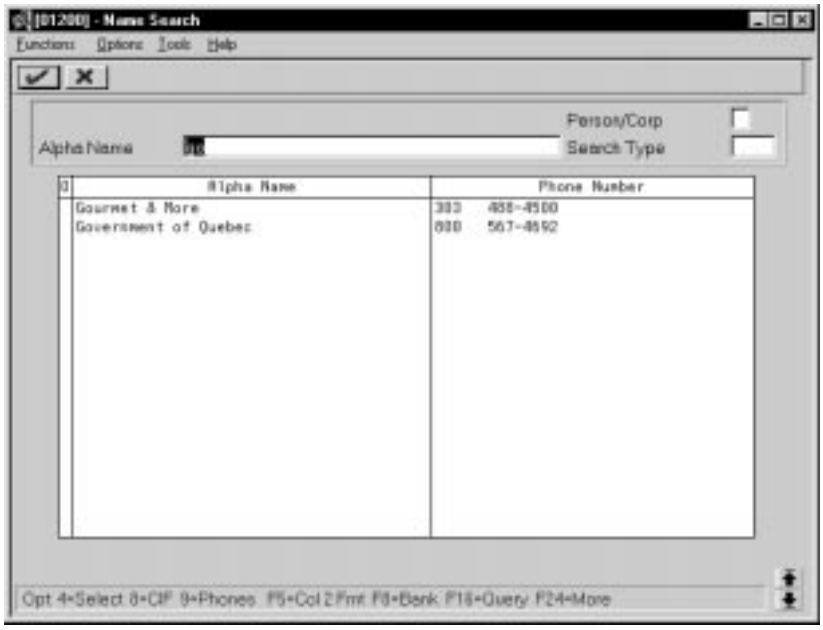
To enter or review A/P information, you locate a supplier by specifying:

- Alpha name
- Person or corporation
- Search type

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

▶ To locate a supplier

On Name Search



Complete the following fields:

- Alpha Name
- Search Type (optional)
- Person/Corporation (optional)

Field	Explanation
Name – Alpha	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.

See Also

- *Locating Addresses (P01051)* in the *Address Book Guide*

Processing Options for Name Search

```
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 . . .      _____________

DEFAULT SEARCH TYPE:
2. Enter the default Search Type that     _____________
   should appear upon entry into Name
   Search.
```

Voucher Processing

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

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.

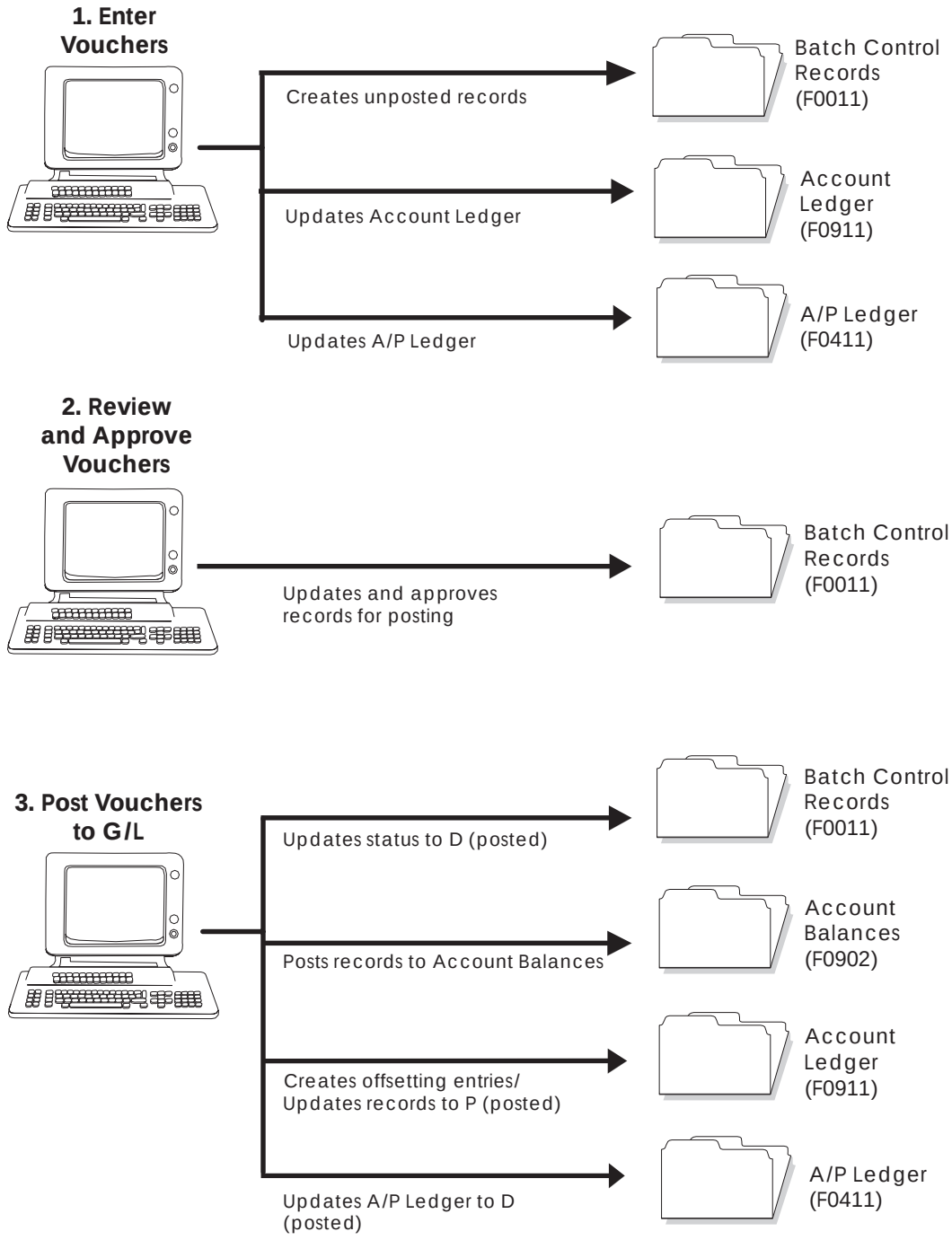
Voucher processing consists of:

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

What Is the Three-Tier Process?

Voucher processing is one example of three-tier processing. All J.D. Edwards 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.



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

- *Entering Other Types of Vouchers (P04105)*

Which Type of Voucher Should You Enter?

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

Standard voucher advantages

You can:

- Create split payments
- Set up recurring vouchers
- Modify and delete entries
- Specify from which bank account to pay
- Assign an alternate payee

Standard voucher disadvantages

You cannot:

- Enter vouchers as quickly because you use two forms to enter voucher and general ledger information

Speed voucher advantages

You can:

- Enter vouchers quickly because you enter less information
- Use one form to enter voucher and general ledger information

Speed voucher disadvantages

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
- Assign an alternate payee

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

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 to A/P trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the vouchers as posted (P) in the Account Ledger (F0911) and A/P Ledger (F0411) tables
- Prints a posting edit report, which lists any errors, and a posting journal report

Understand Voucher Entry Controls

About Voucher Entry Controls

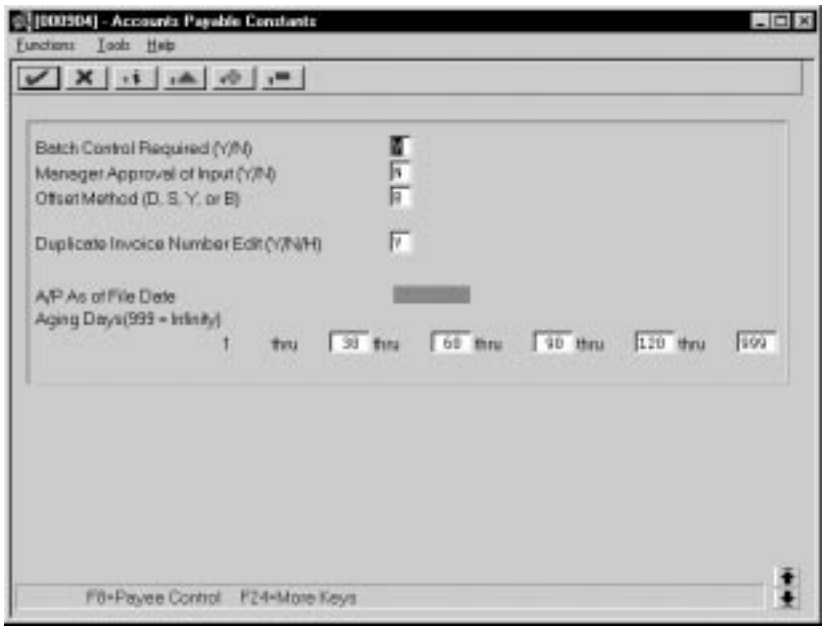
Before entering vouchers, you can activate two control features to help manage the entry process:

- A/P batch control
- Two-cycle entry

A/P Batch Control

Before entering vouchers, you can activate batch control to help manage your voucher entry process. The following describes why you would set up batch control and when you would use it.

Use batch control to verify that the batch of vouchers you enter into the system balances to a manual record of the batch. You activate batch control in the Accounts Payable Constants. The system stores this information in the Batch Control table (F0011).



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.

What You Should Know About

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.

Decimal position in Amount column

The Amount column does not represent decimal precision. A batch might contain multiple currencies with different decimal positions. You can set up the decimal position for transactions in the Data Dictionary.

See Also

- *Setting Up Constants for A/P (P000904)*

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.

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

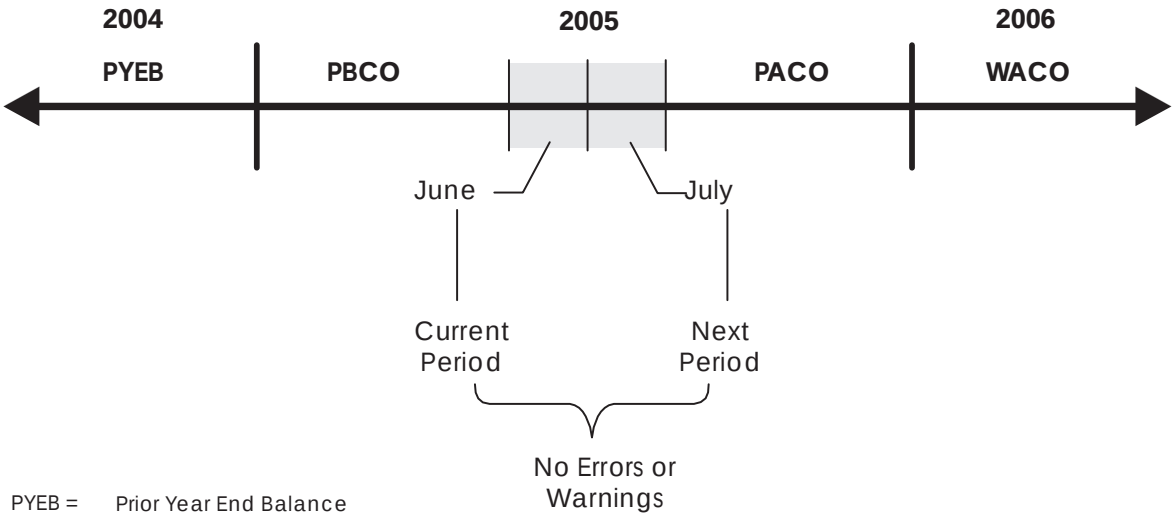
- Standard Voucher Entry
- Speed Voucher Entry
- Voucher Logging
- Prepayment Voucher Entry
- Multi Company – Single Supplier
- Multi Voucher – Single Supplier
- Multi Voucher – Multi Supplier

Understand G/L Date Warnings

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.



PYEB = Prior Year End Balance
PBCO = Prior Before Cut Off
PACO = Period After Cut Off
WACO = Way After Cut Off

Warning and Error Messages

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.

PYEB – Prior Year-End Balance	**Reason:** You tried to post to a prior year. **Result:** You get an error message. The system does not accept the entry.
PBCO – Post Before Cut Off	**Reason:** You entered a G/L date before the current period. **Result:** You either get a warning or an error message, depending on your general accounting constants.
PACO – Post After Cut Off	**Reason:** You entered a G/L date that is after the two-period window. **Result:** 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	**Reason:** You entered a G/L date in a future year. **Result:** 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 *General Accounting I Guide*

Work with Standard Vouchers

Working with Standard Vouchers

Standard vouchers provide the most features and flexibility when you enter vouchers for your suppliers' invoices. When you need to change, delete, or void vouchers, use standard voucher entry.

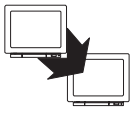
Working with standard vouchers consists of:

- ❑ Entering standard vouchers
- ❑ Locating vouchers
- ❑ Revising unposted vouchers
- ❑ Copying vouchers
- ❑ Adding attachments to vouchers

Before You Begin

- ❑ Set up suppliers on Supplier Master Information. See *Entering Suppliers.*
- ❑ Set the appropriate processing options
- ❑ Verify that AAI items PB and PC are set up correctly. See *About AAIs for A/P.*

Entering Standard Vouchers



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

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

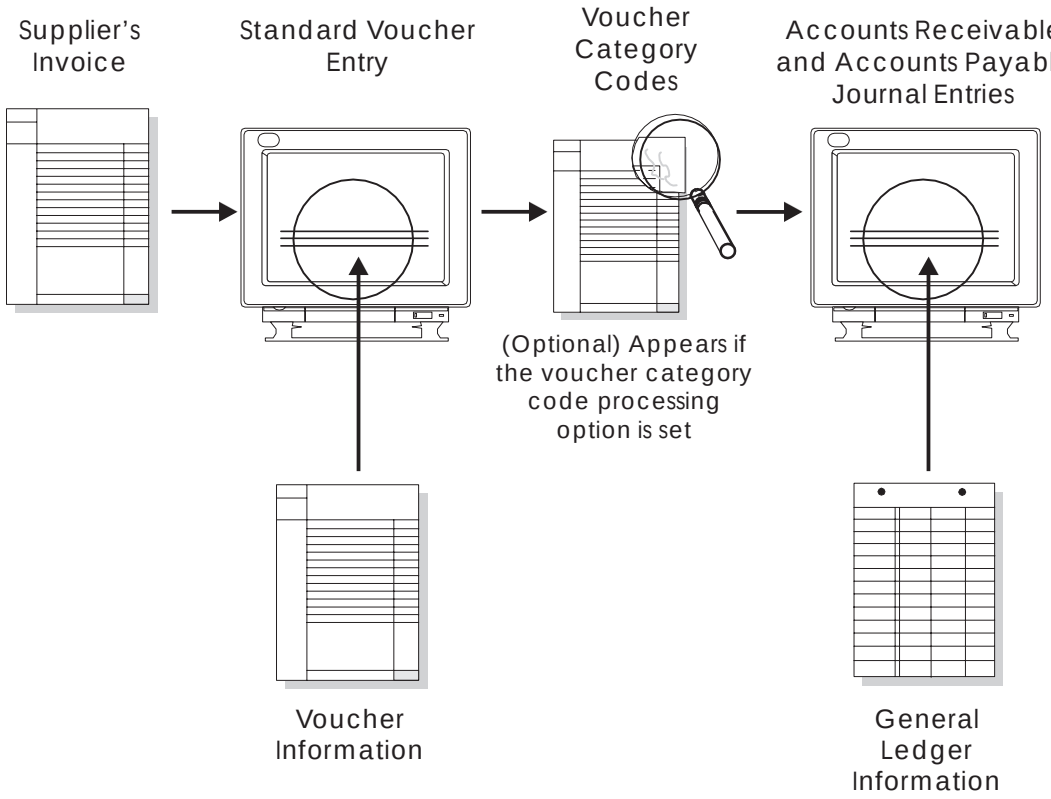
After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment or allow this information to default from the supplier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

The following graphic illustrates the forms that you use 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.

What You Should Know About

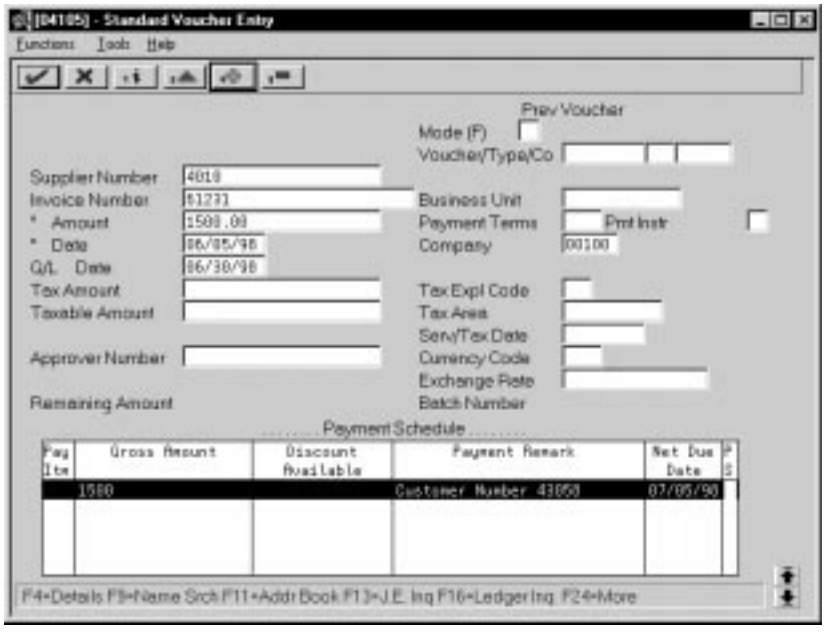
Reference numbers	When you complete a voucher, the system displays the assigned document type and document number. You can use this information to locate and review a voucher.
Creating a supplier	You can create a supplier record when you enter a voucher. To do this, choose the Address Book function to access Supplier Master Information. You do not need to exit Standard Voucher Entry.

See Also

- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide*

▶ To enter voucher information

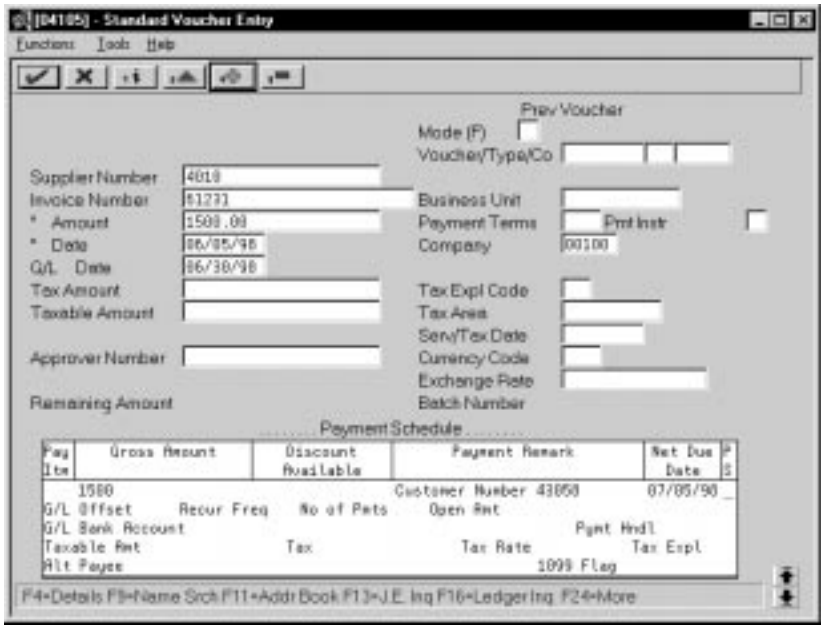
On Standard Voucher Entry



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.



4. Complete the following optional fields:
   - G/L Offset
   - G/L Bank Account
   - Payment Handling Code
   - Alternate Payee
5. To add the record, press Enter.
6. If two-cycle entry is activated, press Enter again.

7. After you complete these steps, do one of the following:
    - Follow the steps to assign a voucher category code to a transaction (optional)
    - 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.
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.

Field	Explanation
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.
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.

Field	Explanation
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 affect 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.

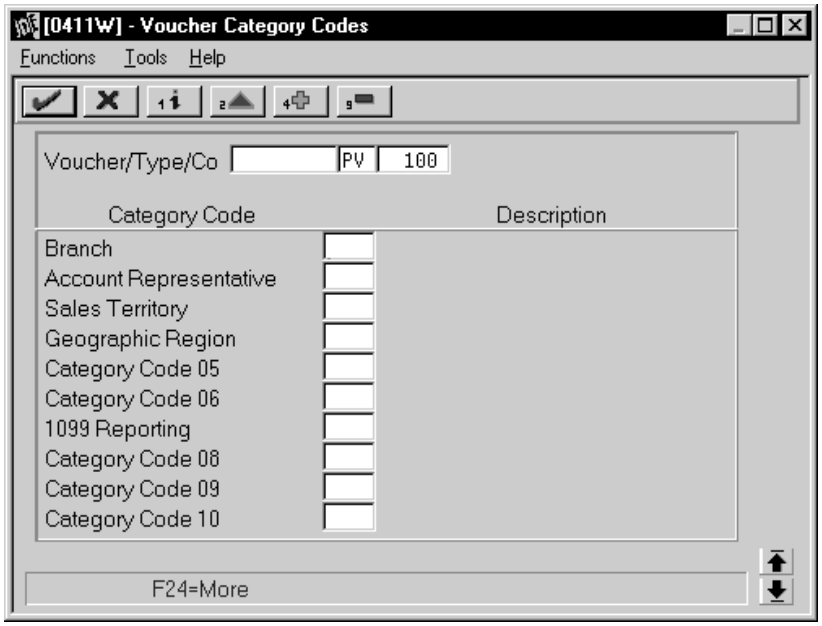
▶ To assign a voucher category code to a transaction

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

If a processing option is set to add voucher category code to transactions, a window appears 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.

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. If two-cycle entry is activated, press Enter again.
4. After you complete these steps, follow the steps to enter the general ledger information.

What You Should Know About

Other voucher entry programs	Set the processing option for each voucher entry program for which you want to review voucher transactions. 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 window (P0411W) to protect any of the voucher category code fields from data entry.

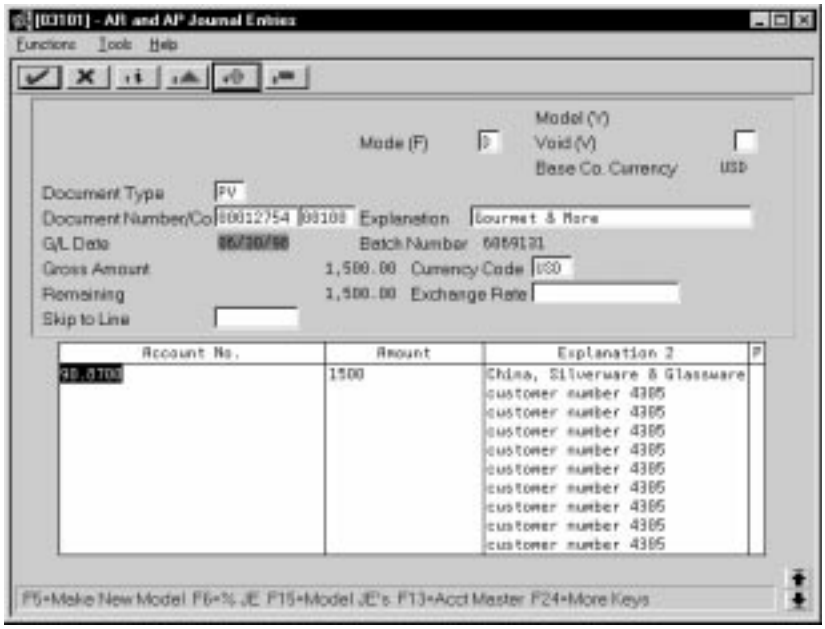
See Also

- *Setting Up Category Codes for Vouchers (P00051)* for more information about voucher category codes and how they are used for transactions

▶ To enter general ledger information

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

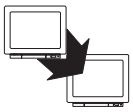
On AR and AP Journal Entries



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)

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 • Speed code (not currently available in OneWorld) 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.
Explanation	A description, remark, explanation, name, or address. . . . . . *Form-specific information* . . . . . . This is the customer or supplier name.

Locating Vouchers



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

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

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 click Inquire:

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

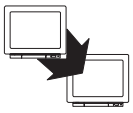
What You Should Know About

Other methods of locating vouchers	You can also locate a voucher on: • Voucher Journal Review, if you know the batch number. • Supplier Ledger Inquiry, if you know the supplier number.
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

- *Reviewing and Approving Vouchers (P00201)*
- *Revising Unposted Vouchers (P04105)*
- *Revising Posted Vouchers (P04105)*

Revising Unposted Vouchers



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

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

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
- Currency Code

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, click OK, then delete the original voucher

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

See Also

- *Revising Posted Vouchers (P04105)*

▶ To revise an unposted voucher

On Standard Voucher Entry

1. Locate the voucher.

   See *Locating Vouchers (P04105)*

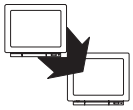
2. Change the information in any field that is not a key field.
3. To access AR and AP Journal Entries, use the Change action.

4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
    - Account Number
    - Amount
    - Explanation 2 (optional)

What You Should Know About

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.
Paying unposted vouchers	The system does not prevent you from paying an unposted voucher, if it is approved.
Changing pay items	You cannot change a pay item that has been paid.
Changing several vouchers	To quickly change several vouchers at once, use Speed Release. See *Preparing Vouchers for Automatic Payments* 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. To maintain an audit trail, post the batch and then void the voucher.
Deleting paid and posted vouchers	You cannot delete a paid or posted voucher. You must void it.

Copying Vouchers



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

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

You can create a new voucher by copying an existing voucher and then making the changes to the appropriate fields on the new voucher. 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 *Locating Vouchers (P04105)*.

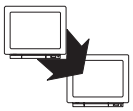
2. Clear the following field:
   - Document Number
3. Change any field that is not a key field.
4. Use the Add action.
5. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

What You Should Know About

Making multiple copies If you need similar journal entries on an ongoing basis, consider creating a model journal entry.

See *Working with Model Journal Entries* in the *General Accounting I Guide*.

Adding Attachments to Vouchers

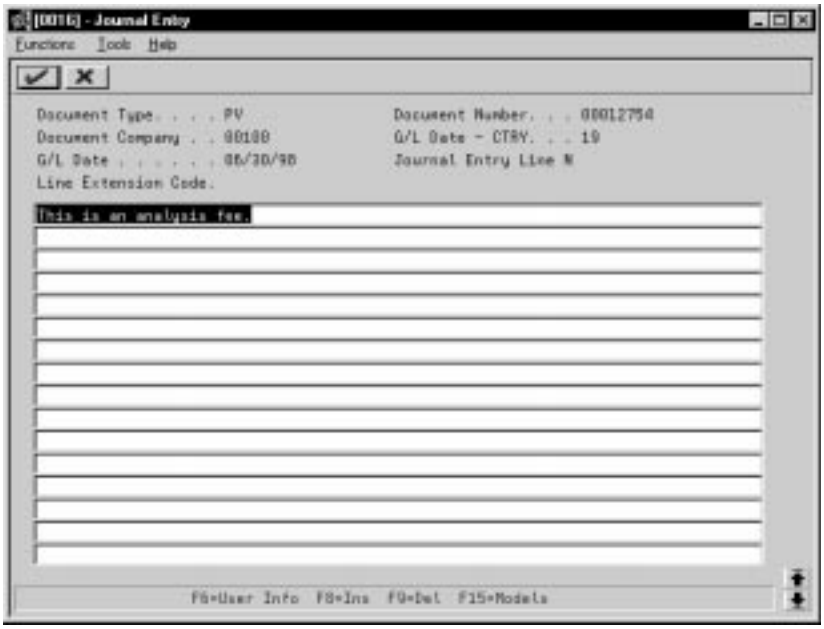


From Accounts Payable (G04), choose Supplier & Voucher Entry

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

After you enter a voucher, you can add a comment or memo to it. This text is for internal reference only. Complete one or both of the following tasks:

- Add text
- Add text to a detail line of a voucher



What You Should Know About

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

On Standard Voucher Entry

1. Locate the voucher.

   See *Locating Vouchers (P04105)*

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 Write/View Memo 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 *Locating Vouchers (P04105)*.

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.

Exercises

See the exercises for this chapter.

Enter Other Types of Vouchers

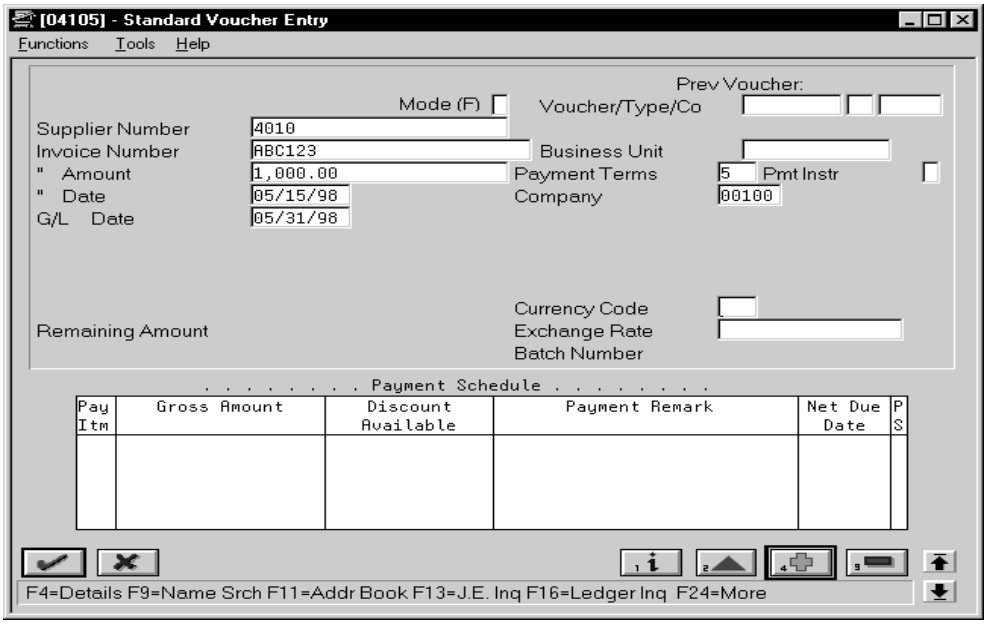
Entering Other Types of Vouchers

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.

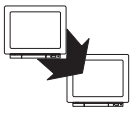
Entering other types of vouchers consists of:

- ❑ Entering split payment vouchers
- ❑ Entering vouchers with discounts
- ❑ Entering debit memos
- ❑ Entering vouchers with taxes
- ❑ Entering multi-currency vouchers

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



Entering Split Payment Vouchers

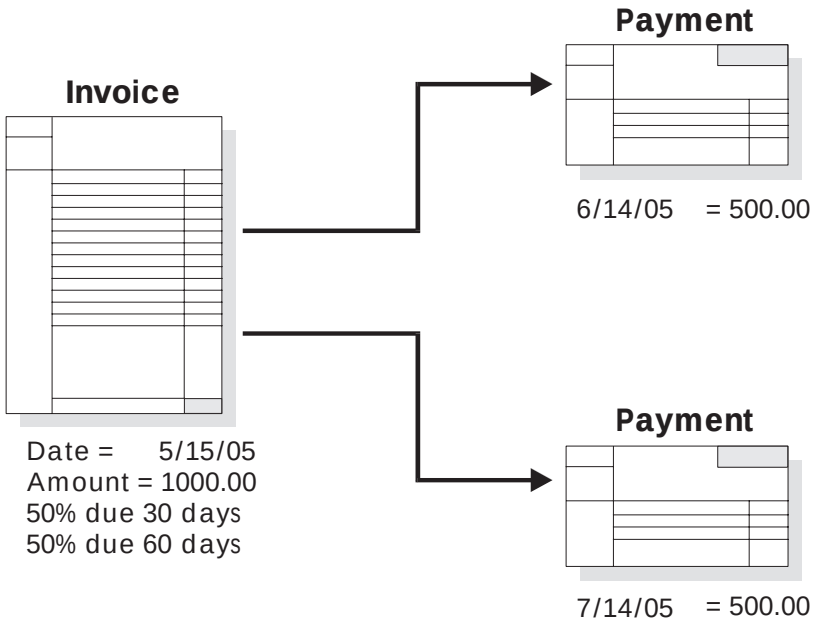


From Accounts Payable (G04), choose Supplier & Voucher Entry

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

You might need to pay your vouchers in equal installments and at regular intervals. 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 term assigned to the voucher. 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.



▶ To enter a split payment voucher

On Standard Voucher Entry

1. Follow the steps to enter a standard voucher.

   See *Entering Standard Vouchers (P04105)*.

2. Complete the following field:
   - Payment Terms

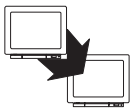
What You Should Know About

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

- *Entering Suppliers (P01054)*
- *Setting Up Payment Terms for A/P (P0014)*

Entering Vouchers with Discounts



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

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

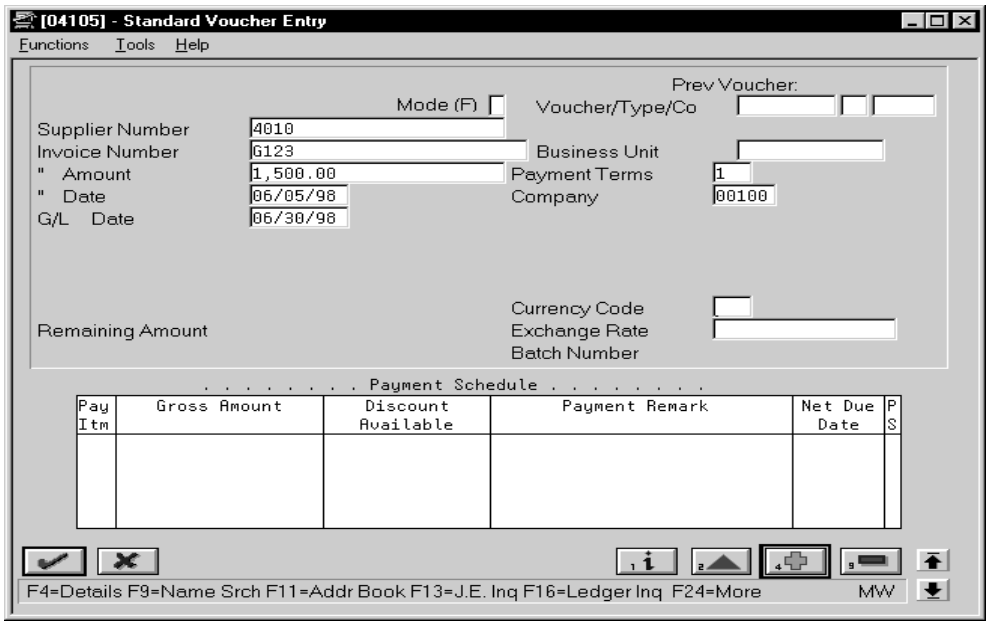
Suppliers frequently offer discounts as an incentive for early payment of their invoices. When you enter a voucher with a discount, the system calculates the discount according to the payment term assigned to the voucher. You can change the discount before you issue payment by changing the payment term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

There are three methods for entering discounts:

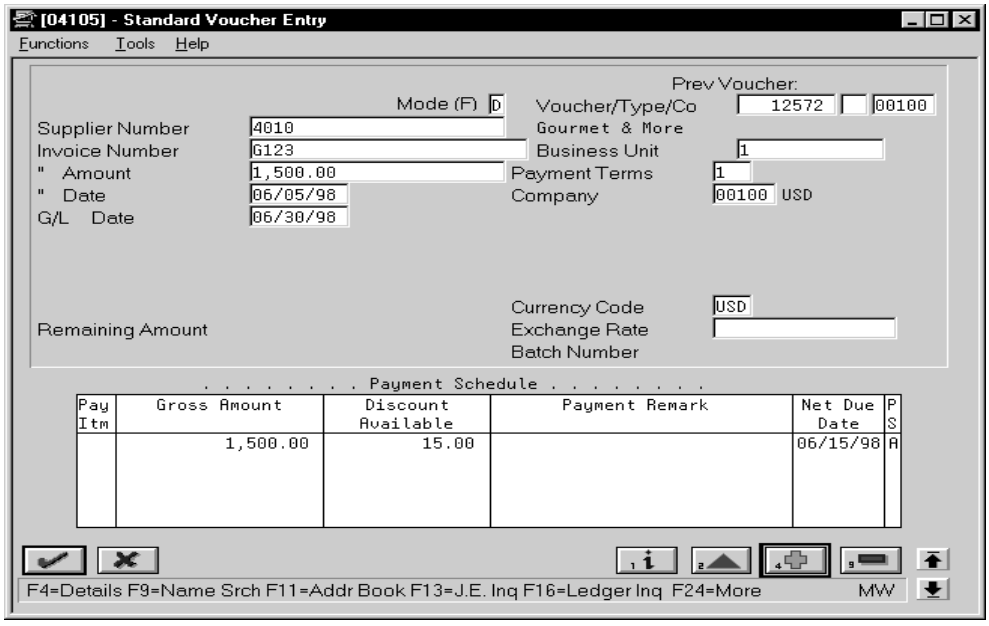
- Payment terms
- Discount amount
- Discount percentage

Payment Terms

You enter a voucher and specify payment terms.

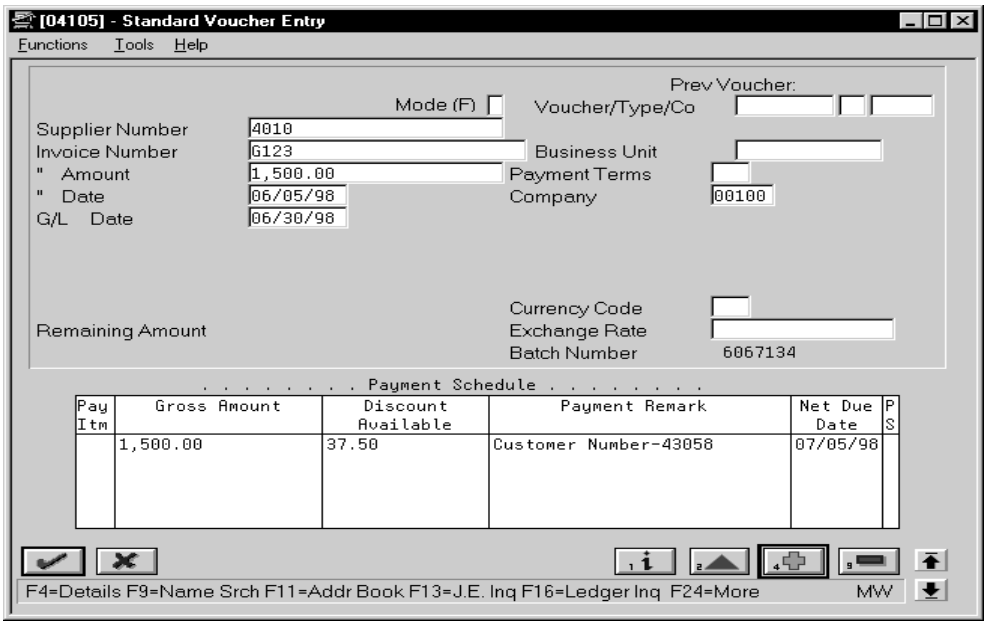


The system calculates the discount available and due date from the payment terms.



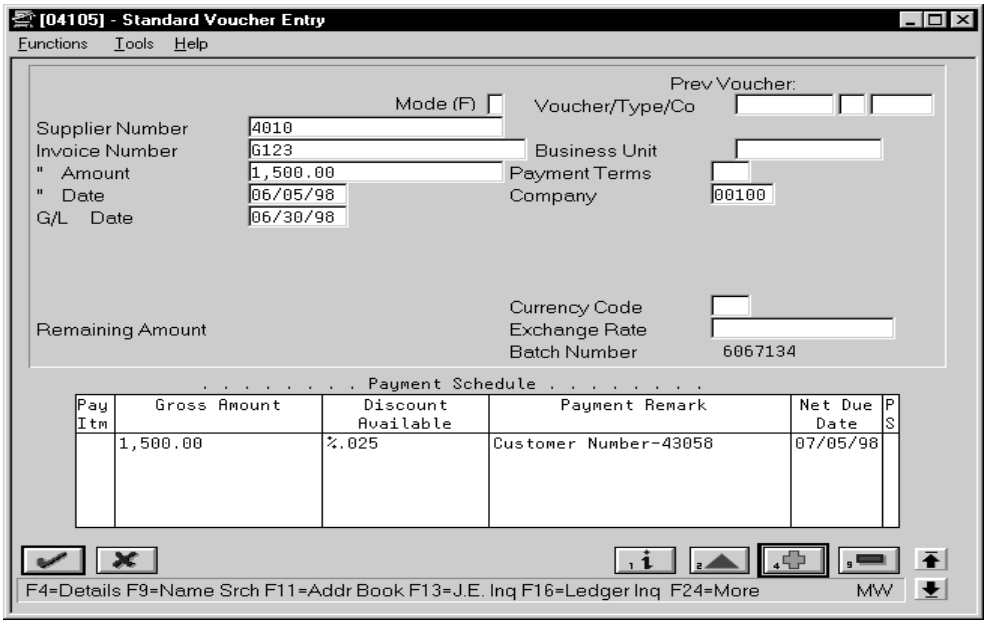
Discount Amount

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

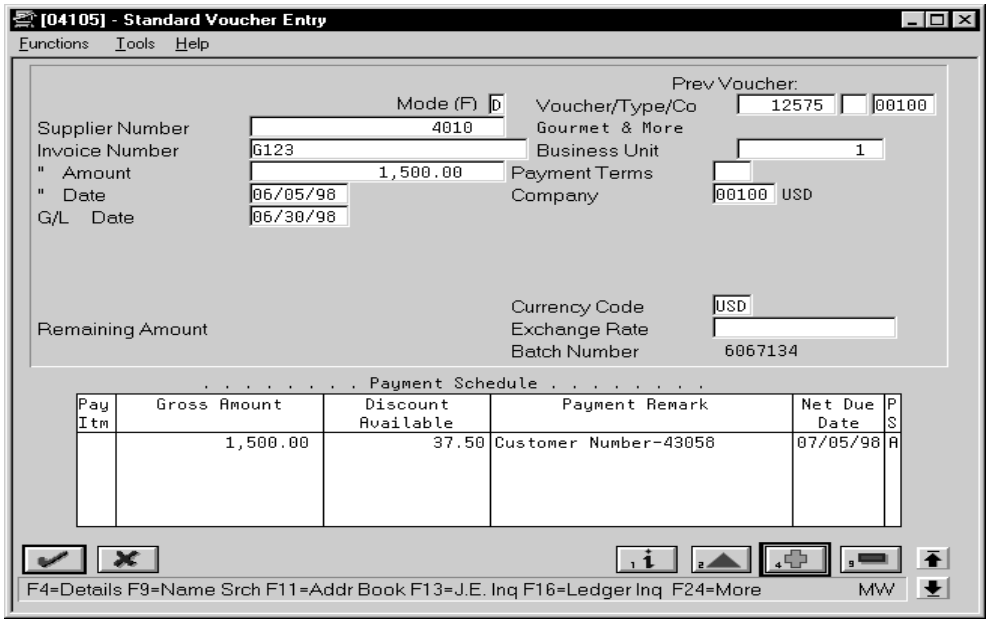


Discount Percentage

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



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



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 *Entering Standard Vouchers (P04105)*.

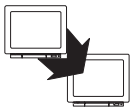
2. Complete one of the following fields:
   - Payment Terms
   - Discount Available
3. Complete the following optional field:
   - Net Due Date
4. On Enter Voucher-Payment Information, complete the following field:

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. • For WorldSoftware and WorldVision, type a percentage as a percent sign (%) followed by the percentage amount. For example, type %.02 for 2%. For OneWorld, type a percent as a decimal amount only. • For OneWorld, type the discount amount with a decimal preceding the value. For example, type 2% as .02. • 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.

What You Should Know About

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.

Entering Debit Memos



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

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

When a supplier sends you a credit, enter the invoice as a debit memo. The credit is applied to open vouchers when you issue payment to the supplier.

▶ To enter a debit memo

On Standard Voucher Entry

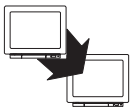
Follow the steps to enter a standard voucher, except enter a negative amount.

See *Entering Standard Vouchers (P04105)*.

What You Should Know About

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.

Entering Vouchers with Taxes



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

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

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 all associated pay items. You can override the default tax information for a pay item.

The system creates accounting entries for taxes when you post the voucher. AAI item PT____ identifies the payables account for use tax.

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)
- ❑ Set up AAI item PT (payables taxes)

See Also

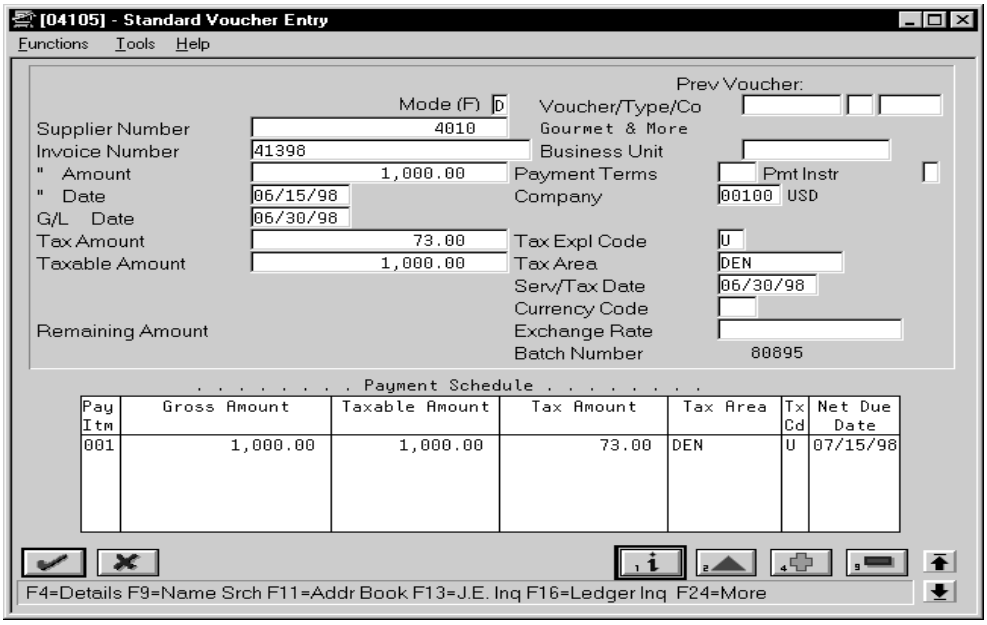
- *Setting Up Tax Rules by Company for A/P (P0022)*

▶ 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 *Entering Standard Vouchers (P04105)*.



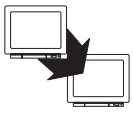
3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code
   - Taxable Amount (optional)
   - Tax Rate/Area
   - Service Tax/Date (optional)

Amount – Tax	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.
Amount – Taxable	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 Taxable Amount field, the system will validate it according to the tax rules you set up on Tax Rules by Company.
Date – Service/Tax	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.

What You Should Know About

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.

Entering Multi-Currency Vouchers



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

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

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). Alternatively, you can enter a voucher with a domestic amount and the system will calculate the foreign amounts.

This task consists of:

- Entering a multi-currency voucher
- Verifying the voucher currency (optional)

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.

   See *Entering Standard Vouchers (P04105)*.

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

▶ To verify the voucher currency

On Standard Voucher Entry

1. Locate the voucher.

   See *Locating Standard Vouchers (P04105)*.

2. Verify the following field:
   - Mode

Field	Explanation
Currency Mode – Foreign or Domestic	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 of Transaction	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.
Currency Conversion Rate – Spot 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.

What You Should Know About

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.

Exercises

See the exercises for this chapter.

Test Yourself: Entering Vouchers

1. Which document type code does the system assign to payable vouchers?

   _____

2. Which document type code does the system assign to debit memos?

   _____

3. Which batch type code does the system assign to voucher batches?

   _____

4. List two fields that cannot be changed on an unposted voucher:

   _____

   _____

5. Which table does the header information on Voucher Entry update?

   _____

6. Which table does AR and AP Journal Entries update?

   _____

7. When are discounts recognized?

   _____

The answers are in *Appendix B.*

Processing Options for Standard Vouchers

Processing Options for Voucher Entry

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

FORMAT CONTROL (CONT'D):
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. _____

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:

```
Enter the version for each program:
If left blank, ZJDE0001 will be used.

10. A/R and A/P Journal Entries (P03103)          _____________
11. A/P Voucher Processing    (XT0411Z1)          _____________
12. Supplier Ledger Inquiry    (P042003)          _____________
13. Supplier Master Information (P01054)          _____________
14. Name Search                 (P01200)          _____________
15. Voucher Category Code Review(P0411W)          _____________

FIELD PROTECTION CONTROL:
16. Enter a '1' to protect the Pay                _____________
    Status field.  If left blank the Pay
    Status field will be unprotected.

17. Enter a '1' to protect the Exchange           _____________
    Rate field.  If left blank, the
    Exchange Rate will not be protected.
```

What You Should Know About Processing Options

Processing options 5, 6, and 7 See *Entering Prepaid Vouchers (P04105)*.

Processing options 8 and 9 See *Working with Logged Vouchers (P04105)*.

Processing Options for Accounts Payable Functional Server

```
DEFAULT PROCESSING:
1. Select the default Service/Tax Date:           _____________
   '1' = Use Invoice Date
   ' ' = Use G/L Date

2. Enter the default Pay Status or leave          _____________
   blank to use the data dictionary
   default value.

3. Enter the default document types for
   a voucher and a debit memo.
     Default voucher document type                _____________
     Default debit memo document type             _____________

DEFAULT PROCESSING (CONT'D):
4. Enter a '1' to default the Factor/             _____________
   Special Payee address from Address
   Book into the Alternate/Payee for
   payments. If left blank, the supplier
   number will be used.

5. Enter a '1' to default the Payment             _____________
   Terms Code from the associated
   Purchase Order.  If left blank, or if
   no Purchase Order is associated with
   the voucher, the Payment Terms Code
   will default from the Address Book
   Record for the Supplier.
```

DATE EDITS:
6. Enter a value to select Date Edit Processing. Valid values are as follows:
   Blank = No Edit
   1 = Warning
   2 = Hard Error
   Invoice Date > Todays Date _____
   Invoice Date > G/L Date _____

7. Enter a '1' to compute the Due Date by payment terms for debit items. _____

CURRENCY PROCESSING:
8. Enter a '1' to allow Value Added Tax on currency entries. _____

9. Select the date to use to retrieve the currency exchange rate: _____
   '1' = Use G/L Date
   ' ' = Use Invoice Date

10. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transactions. _____

11. Enter the exchange rate tolerance limit. _____

CURRENCY PROCESSING (CONT'D):
12. Enter a 1 to disallow entry to the domestic side of a foreign voucher. If left blank, entry of the domestic side of a foreign voucher will be allowed. _____

ITALIAN PROCESSING:
13. Enter the default document type to assign to Customs Authority tax only vouchers (Bolla Doganale). _____

PURCHASING SYSTEM PROCESSING:
14. Select one of the following values for processing changes and deletes of vouchers that contain a purchase order or contract number. _____
   Blank = No Edit
   1 = Warning
   2 = Hard Error

NOTE: The warning is not a valid value for the Void Payment program.

USER EXIT OPTIONS:
15. Enter the User Exit program name. If left blank, the name "XT0411Z1E" will be used. _____

Processing Options for Voucher Category Codes

1. Enter a '1' in the corresponding fields to be protected. If fields are left blank they will not be protected.

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	_____

Work with Model Journal Entries

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

Working with model journal entries consists of:

❑ Creating a model for a basic journal entry

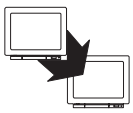
❑ Entering a journal entry based on a model

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 *General Accounting I Guide* for information about other types of model journal entries

Creating a Model for a Basic Journal Entry



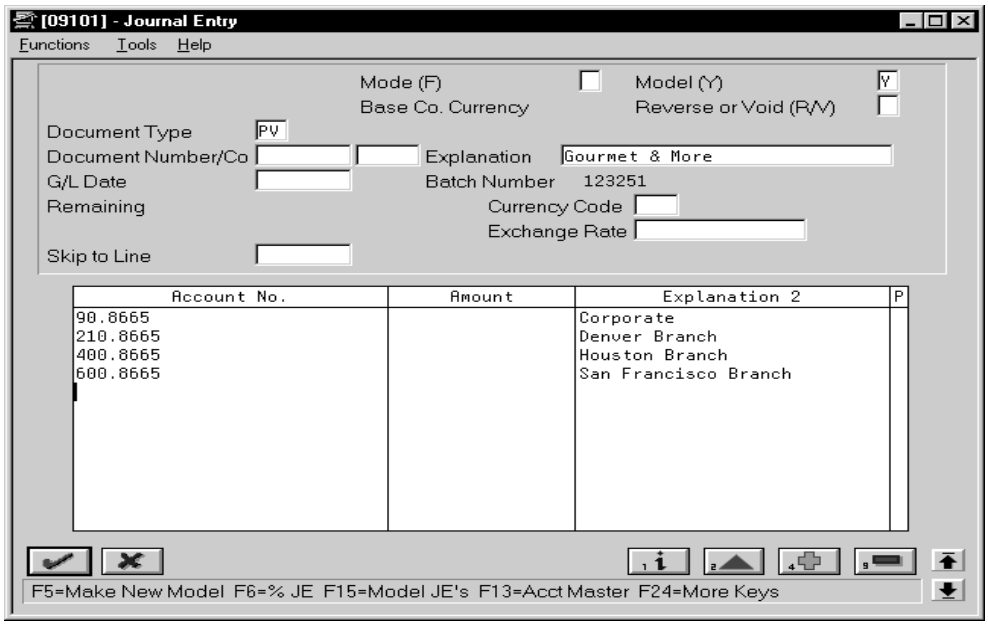
From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (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



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.

What You Should Know About

Locating model journal entries

You can locate a model on Journal Entry by providing this information:

- Model = Y
- Document type
- Document number

See *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.

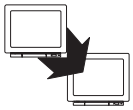
Deleting model journal entries

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.

Entering a Journal Entry Based on a Model



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 *Entering Standard Vouchers (P04105)*

   - Follow the steps to locate an existing voucher.

     See *Locating Vouchers (P04105)*
2. On AR and AP Journal Entries, choose the Model JE's 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 *Entering Standard Vouchers (P04105)*

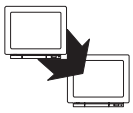
   - Follow the steps to locate an existing voucher.

     See *Locating Vouchers (P04105)*
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.

Enter Speed Vouchers

Entering Speed Vouchers



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 (which has a single due date and tax rate/area)
- Simple accounting instructions

You cannot use the speed method if you have multiple pay items. As with standard vouchers, this information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Before You Begin

❑ Set up supplier master records. See *Entering Suppliers.*

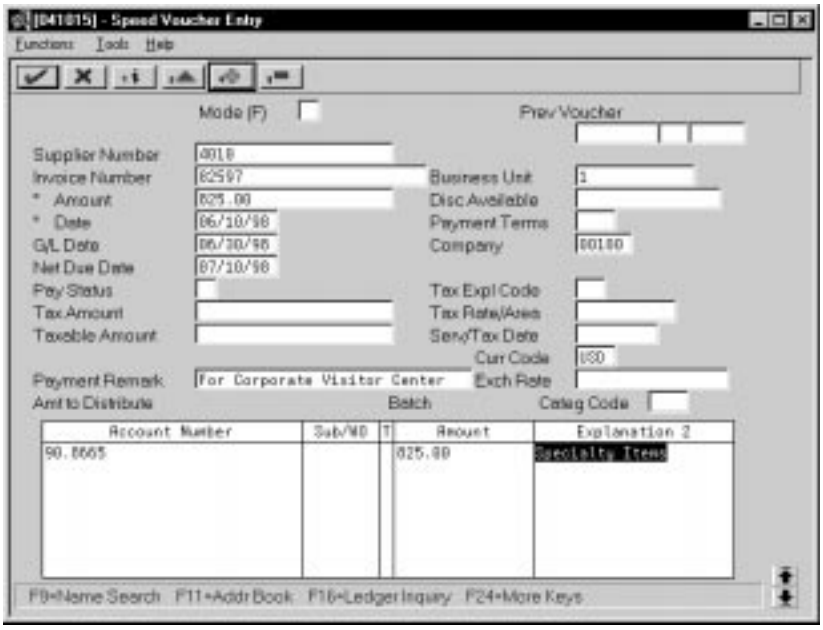
❑ Set the appropriate processing options.

❑ Verify that the following AAIs are set up correctly:

- PC (payables trade)
- PB (payables bank)
- PKD (payables discounts available)
- PKL (payables discounts lost)

To enter a speed voucher

On Speed Voucher Entry



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)
   - 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.

What You Should Know About

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

See Also

- *Entering Other Types of Vouchers (P04105)* for more information about entering a voucher with discounts, taxes, or foreign currencies
- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide* for more information about entering G/L distributions

Processing Options for Speed Voucher Entry

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. . . . . _____

2. You may activate certain capabilities by entering a ’1’ for the following:

   Approver Number Entry . . . . . _____
   Category Code 07 Entry. . . . . _____

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.

FORMAT CONTROL (CONT’D):
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) _____

FIELD PROTECTION CONTROL:
12. Enter a ’1’ to protect the Pay Status field. If left blank the Pay Status field will be unprotected. _____

13. Enter a ’1’ to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected. _____

What You Should Know About Processing Options

Processing option 5 See *Processing Options for Voucher Entry (P04105)* for information about the XT0411Z1 functional server.

Processing Options for Journal Entry Functional Server

```
DEFAULT PROCESSING:
 1. Enter the Ledger Type for entry.                    _____________
    If left blank, Ledger Type AA will
    be used.

ZERO AMOUNT PROCESSING:
 2. Enter a '1' to omit creation of                     _____________
    Journal Entry line items with zero
    amounts and no units.  This may be
    useful when creating Journal Entries
    from models.

CURRENCY PROCESSING:
 3. For currency conversion, enter                      _____________
    a '1' to edit the exchange rate
    Effective Date period against the
    G/L period for the transaction.

 4. Specify a tolerance limit to                        _____________
    warn you when you key an override
    currency exchange rate that is
    over or under this limit.  For
    example 15.0 indicates +/-15%.

CURRENCY PROCESSING (CONT'D):
5.  Enter a 1 to disallow entry to the                  _____________
    domestic side of a foreign
    transaction.  If left blank, entry
    of the domestic side of a foreign
    transaction will be allowed.

USER EXIT OPTIONS:
6.  Enter the User Exit Program name.                   _____________
    If left blank the default of
    'XT0911Z1E' will be used.
```

Exercises

See the exercises for this chapter.

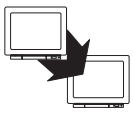
Review and Approve Vouchers

Reviewing and Approving Vouchers

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

- ❑ Reviewing vouchers
- ❑ Approving voucher batches

Reviewing Vouchers



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

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

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.

Reviewing vouchers consists of:

- Reviewing voucher batches
- Reviewing voucher information
- Reviewing general ledger information

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

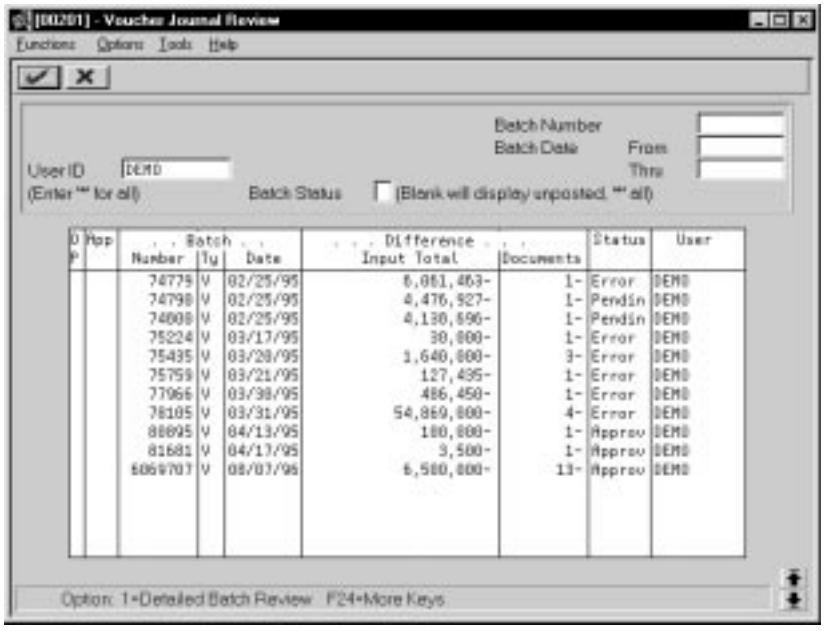
- Batch Control (F0011)
- A/P Ledger (F0411)
- Account Ledger (F0911)

See Also

- *Locating Vouchers (P04105)*
- *Revising Unposted Vouchers (P04105)*
- *Revising Posted Vouchers (P04105)*
- *About Voucher Entry Controls (P04105)*
- *Setting Up Multi-Currency (P0013)* in the *General Accounting I Guide* for information about changing the way the system displays decimals

▶ To review voucher batches

On Voucher Journal Review



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 the system processes and balances as a unit. When you enter 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.
Batch Status	A user defined code (98/IC) 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.
Date – Batch (Julian)	The date of the batch. If you leave this field blank, the system date is used.
Date Through	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.

What You Should Know About

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.

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.

Example: Multi-Currency Batch Totals

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

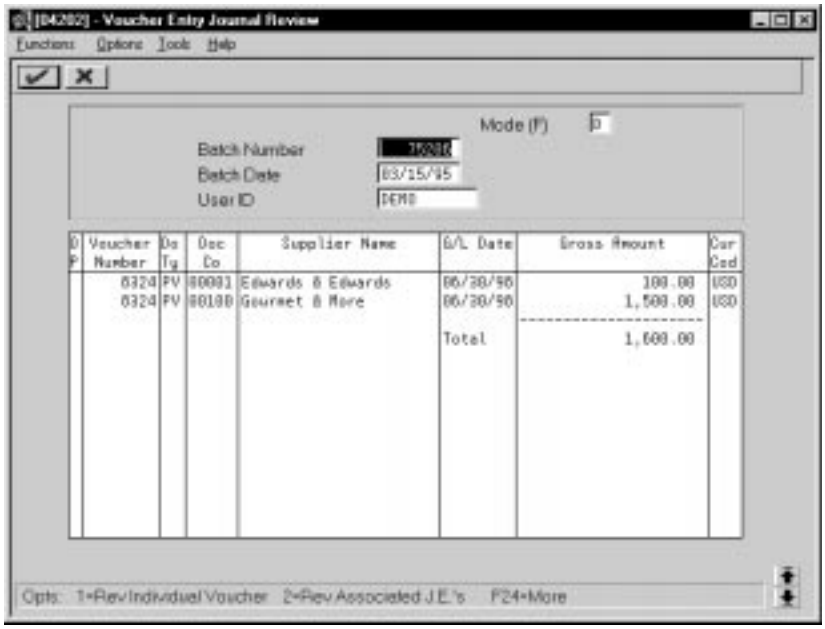
The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

- 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.



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).

What You Should Know About

Column headings	On Voucher Entry Journal Review, JB indicates Journal Entries Balanced.
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.

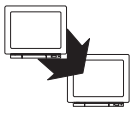
▶ To review general ledger information

On Voucher Journal Review

1. Choose Detailed Batch Review
2. Verify the following field:
   - Journal Entries Balanced

Field	Explanation
Balanced – Journal Entries	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.

Approving Voucher Batches



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

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

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 *Reviewing Vouchers (P00201)*.

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

Field	Explanation
App	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.

What You Should Know About

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

Understand the Post Process for A/P

About the Post Process for A/P

After you enter, review, and approve vouchers, you post them so that they are reflected in your general ledger.

The post program performs a number of complex tasks. J. D. Edwards strongly recommends that you do not customize it.

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. Do not run more than one post program at a time.

There are two parts to the post process:

- Pre-post
- Post

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.

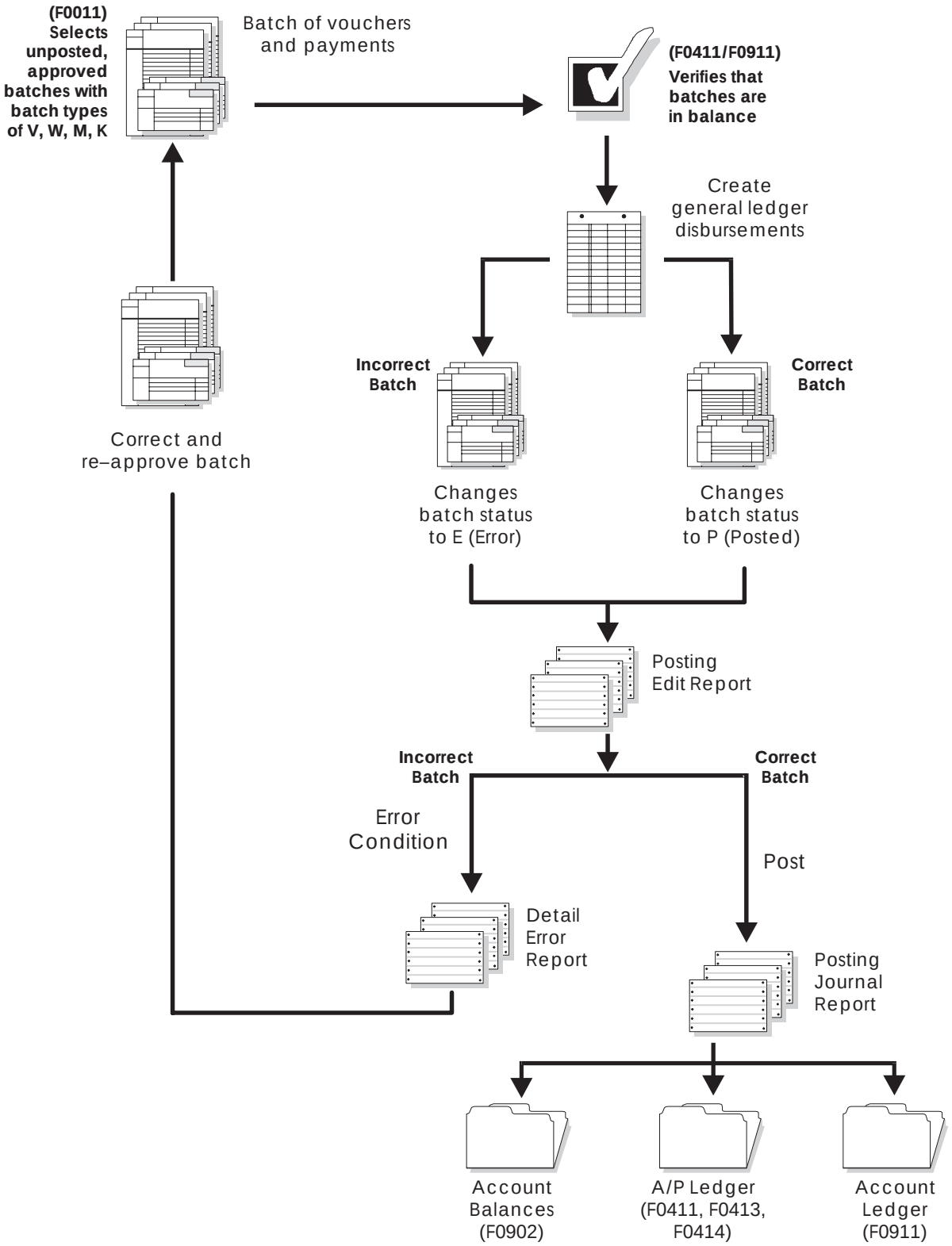
Post Process

The system performs the following tasks for the post process:

- Selects unposted and approved transactions with the criteria specified in processing options.
- Validates 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 process.



A/P Offsets

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.

Post Vouchers

Posting Vouchers

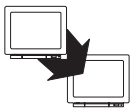
After you enter, review, and approve vouchers, post them to the general ledger. Posting vouchers consists of:

- ❑ Posting batches of vouchers
- ❑ Verifying posted vouchers

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

Posting Batches of Vouchers



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

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

When you post vouchers, the system creates automatic entries and offset entries to the general ledger for the payable account. The system typically credits an A/P liability account and debits an expense account.

All J.D. Edwards post programs post to the general ledger in the same way. There is only one post program for vouchers. The post program for vouchers has the data selection for batch type set to V (vouchers). You should not change this.

Run only one post program at a time.

▶ To post a batch of vouchers

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

What You Should Know About

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.

Processing Options for Post to General Ledger

```
BATCH SELECTION:
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’.

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.

BATCH TYPE SELECTION:                           _____________
  NOTE: This option should NOT be
  changed by User.
```

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. They include:

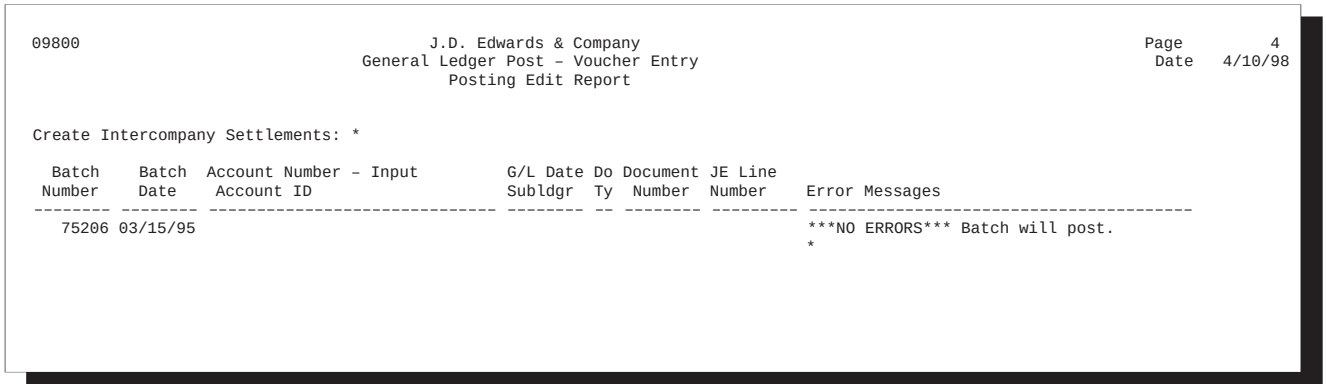
- Posting Edit Report
- Batch Edit Report
- Posting Journal
- Batches with Balancing Problems Report

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.

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



```
09800                                J.D. Edwards & Company                                Page         4
                                General Ledger Post – Voucher Entry                        Date   4/10/98
                                        Posting Edit Report


Create Intercompany Settlements: *

  Batch    Batch  Account Number – Input         G/L Date Do Document JE Line
 Number    Date    Account ID                     Subldgr  Ty  Number  Number    Error Messages
-------- -------- ------------------------------ -------- -- -------- --------- ----------------------------------------
   75206 03/15/95                                                                ***NO ERRORS*** Batch will post.
                                                                                 *
```

Batch Edit Report

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

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 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.

```
09801                                        J.D. Edwards & Company                                        Page           1
Batch Type         – V                  General Ledger Post – Voucher Entry                               Date    4/10/98
Batch Number       –    75206
Batch Date         – 04/10/98
                                              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 06/30/98 00100 Entertainment         USD           90.8665                  1,500.00                  AA
                           Gourmet & More
                            Customer Number–43058
AE    75206 06/30/98 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
```

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.

Exercises

See the exercises for this chapter.

Test Yourself: Posting Vouchers

3. When does the system update the Account Balances table (F0902)?

   _____

4. Which posted status does the system assign to vouchers in the A/P Detail table (F0411)?

   _____

5. Which posted status does the system assign to transactions in the Account Ledger table (F0911)?

   _____

6. Which posted status does the system assign to batch statuses in the Batch Header table (F0011)?

   _____

7. Which document type does the system assign to the automatic offset entry?

   _____

8. To post vouchers, what must the Batch Type processing option equal?

   _____

The answers are in *Appendix B.*

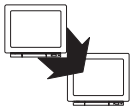
Revise and Void Posted Vouchers

Revising and 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. The tasks for these consist of:

- ❑ Revising posted vouchers
- ❑ Voiding posted vouchers

Revising Posted Vouchers



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
- Currency Code

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 the appropriate fields on the new voucher before you accept it, then void the original

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 *Locating Vouchers (P04105)*.

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)

What You Should Know About

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.

Changing a posted voucher with taxes

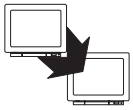
You cannot add taxes to a posted voucher. However, you can change the gross amount of the voucher, and enter tax information as an additional pay item.

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.

See Also

- *Revising Unposted Vouchers (P04105)*
- *Copying Vouchers (P04105)*

Voiding Posted Vouchers



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

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

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, however you cannot delete if from the system after its been posted.

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

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 *Locating Vouchers (P04105)*.

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 amount in supplier invoice information is zero (blank)
   - The original gross amount in payment information is zero
   - The payment status code is P (paid)
   - The G/L date is unchanged
9. To verify the audit trail, locate the new document (document type PE).
10. Verify the following:
    - The gross amount reflects the amount of the original voucher.
    - The G/L date is blank. The date does not appear on the new document until you post the voucher.

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.

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* . . . . . . To manually reverse the G/L distribution, you can enter the new balancing amount and account number.

See Also

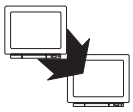
- *Voiding Automatic Payments (P04103)*

Exercises

See the exercises for this chapter.

Print Voucher Journals

Printing Voucher Journals



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

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

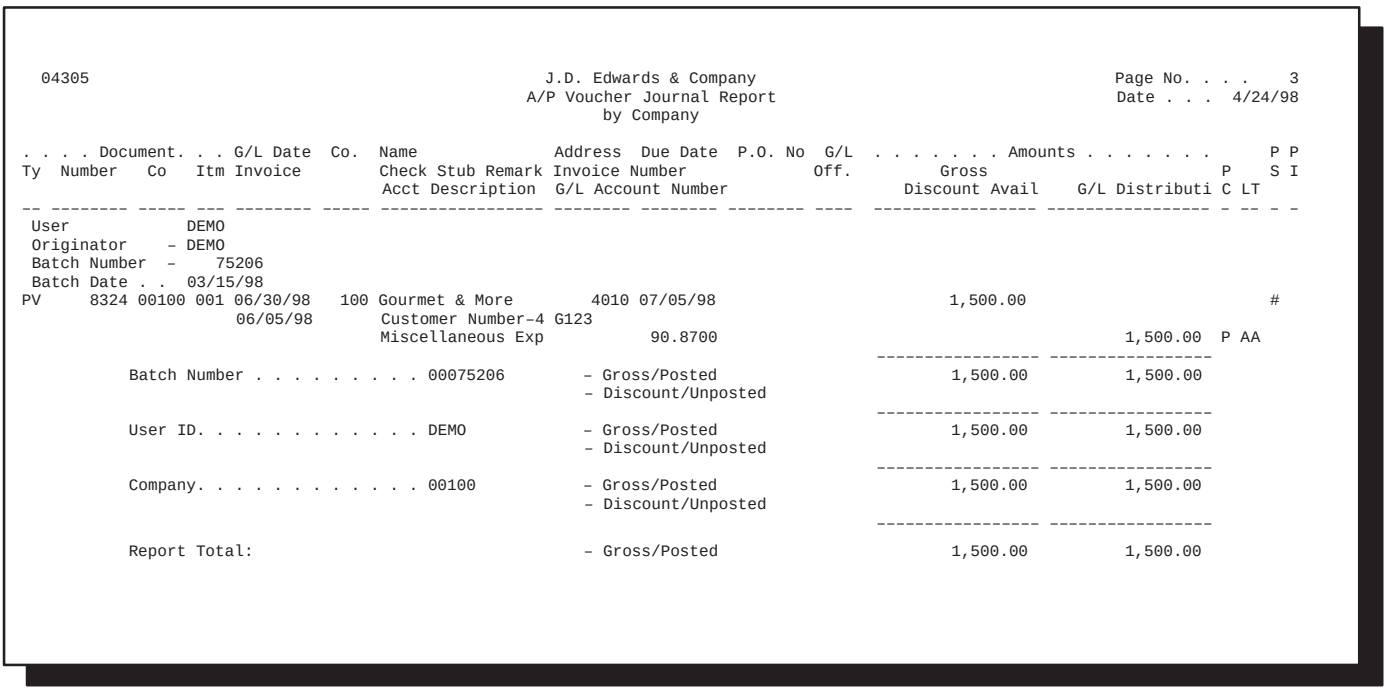
Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

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 batch process.

See Also

- *Reviewing Vouchers (P00201)* for information about reviewing voucher journal information online



```
  04305                                    J.D. Edwards & Company                                    Page No. . . .    3
                                           A/P Voucher Journal Report                                Date . . .  4/24/98
                                                 by Company

. . . . Document. . . G/L Date  Co.  Name              Address  Due Date  P.O. No  G/L  . . . . . . . Amounts . . . . . . .      P P
Ty  Number    Co    Itm Invoice        Check Stub Remark Invoice Number             Off.        Gross                          P    S I
                                       Acct Description  G/L Account Number                  Discount Avail    G/L Distributi C LT
-- -------- ----- --- -------- ----- ----------------- -------- -------- -------- ---- ----------------- ----------------- - -- - -
 User            DEMO
 Originator    - DEMO
 Batch Number  -    75206
 Batch Date . .  03/15/98
PV     8324 00100 001 06/30/98   100 Gourmet & More        4010 07/05/98                      1,500.00                          #
                    06/05/98       Customer Number-4 G123
                                   Miscellaneous Exp           90.8700                                          1,500.00  P AA
                                                                                          ----------------- -----------------
           Batch Number . . . . . . . . . 00075206        - Gross/Posted                      1,500.00          1,500.00
                                                          - Discount/Unposted
                                                                                          ----------------- -----------------
           User ID. . . . . . . . . . . . DEMO            - Gross/Posted                      1,500.00          1,500.00
                                                          - Discount/Unposted
                                                                                          ----------------- -----------------
           Company. . . . . . . . . . . . 00100           - Gross/Posted                      1,500.00          1,500.00
                                                          - Discount/Unposted
                                                                                          ----------------- -----------------
           Report Total:                                  - Gross/Posted                      1,500.00          1,500.00
```

What You Should Know About

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

Processing Options for Voucher Journal

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.
  or '1' = Account number
  or '2' = Short account ID
  or '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:
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).
```

Data Sequence for Voucher Journal

The report totals are dependent on the following sequence:

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

Other Voucher Entry Methods

Objectives

- To understand when to use other voucher entry methods

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.

Many suppliers have 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.

Working with other voucher entry methods consists of:

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

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.

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.

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

With this method, you can enter a voucher and produce a payment in the next automatic payment run or produce a manual payment. Later, when you receive the actual invoice, the system reduces the payment to the supplier by the amount of the negative voucher.

If you need to issue payment immediately, use the payment with voucher match methods.

Voucher for Multiple Companies

To distribute a voucher among several internal companies, enter a voucher for multiple companies. For example, you might want to distribute an advertising expense among many companies.

You can distribute the voucher among:

- Different G/L offset accounts
- Different bank accounts

When you do this, there are no inter-company settlements.

Multiple Vouchers for 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.

Work with Logged Vouchers

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:

1. Creates a voucher with a voucher number and document type of PL.
2. 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.
3. 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.

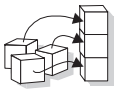
Information about logged vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Working with logged vouchers consists of:

- ❑ Entering logged vouchers
- ❑ Redistributing logged vouchers

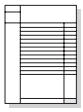
The following graphic illustrates the voucher logging process.

Step 1.



Set up AAIs and Processing Option for Voucher Logging

Step 2.

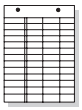


A/P data entry person enters logged vouchers

Step 3.

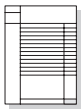
Logged Vouchers are distributed to appropriate people for approval and coding

Step 4.



Vouchers are returned to A/P data entry clerk with correct G/L distribution

Step 5.



A/P data entry person redistributes logged vouchers

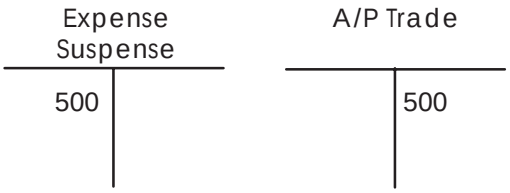
Example: Voucher Logging

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.

Expense Accounts

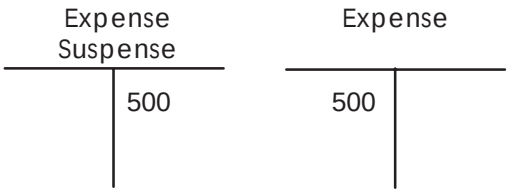
When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

Entry



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

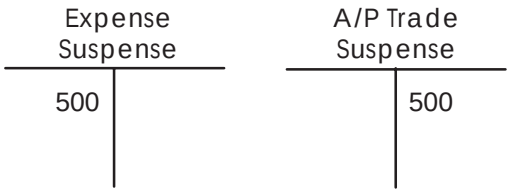
Redistribution



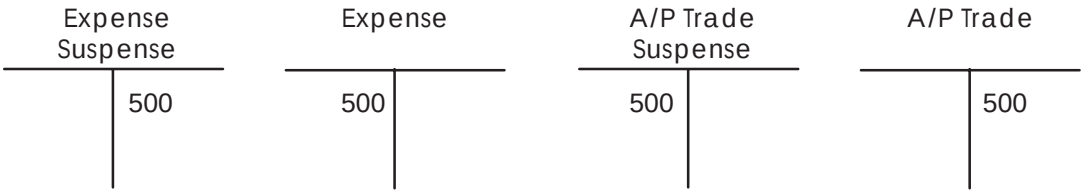
Trade Accounts

If AAI items PP (preliminary distribution) and PQ (suspense trade account) refer to both the G/L and A/P trade suspense accounts, when you post the system distributes amounts to the suspense accounts as follows:

Entry



Redistribution



What You Should Know About

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 *Printing Open A/P Detail Reports (P04423)*.

Before You Begin

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

Entering Logged Vouchers

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

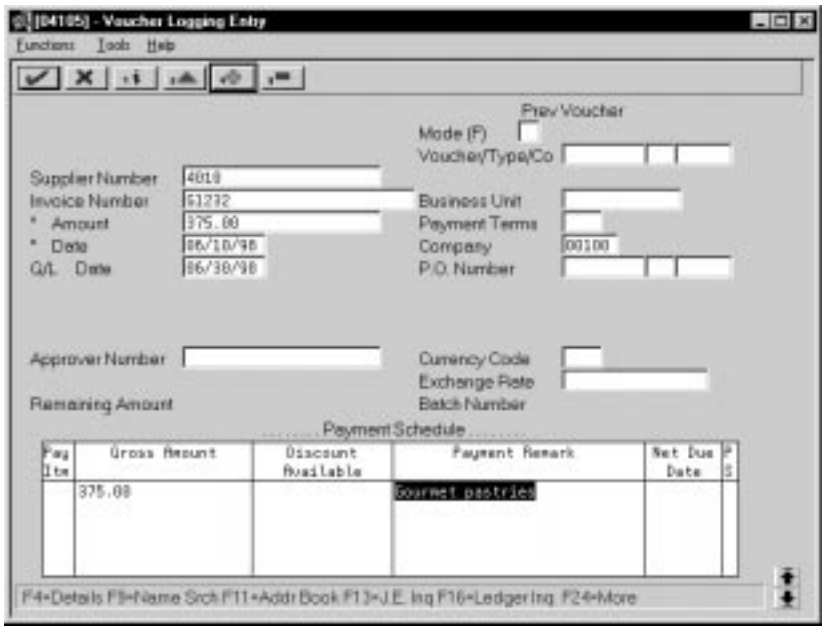
From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

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

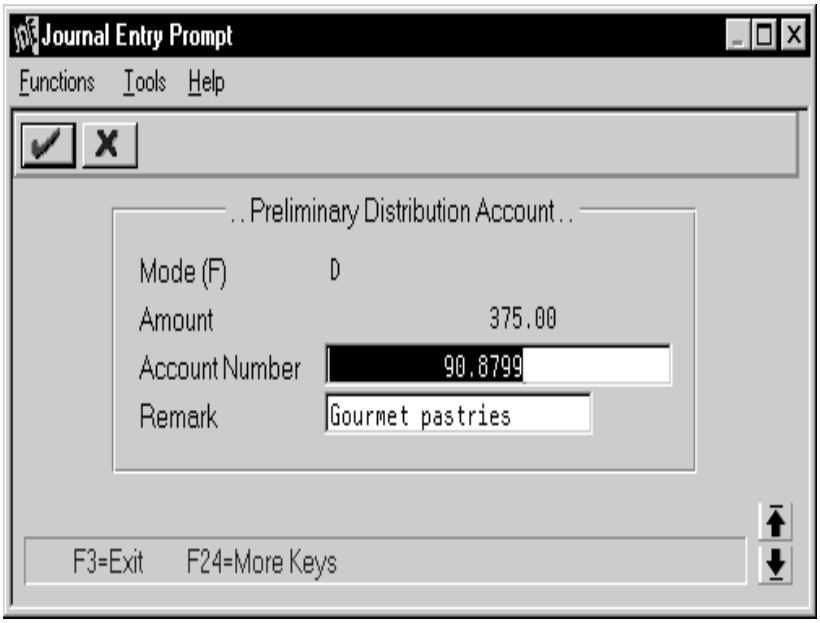
On Voucher Logging Entry



1. Follow the steps for entering a standard voucher.

   See *Entering Standard Vouchers (P04105)*.

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

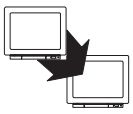


3. On Journal Entry Prompt, review and change the following fields (optional):
   - Account Number
   - Remark

   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.

Redistributing Logged Vouchers



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

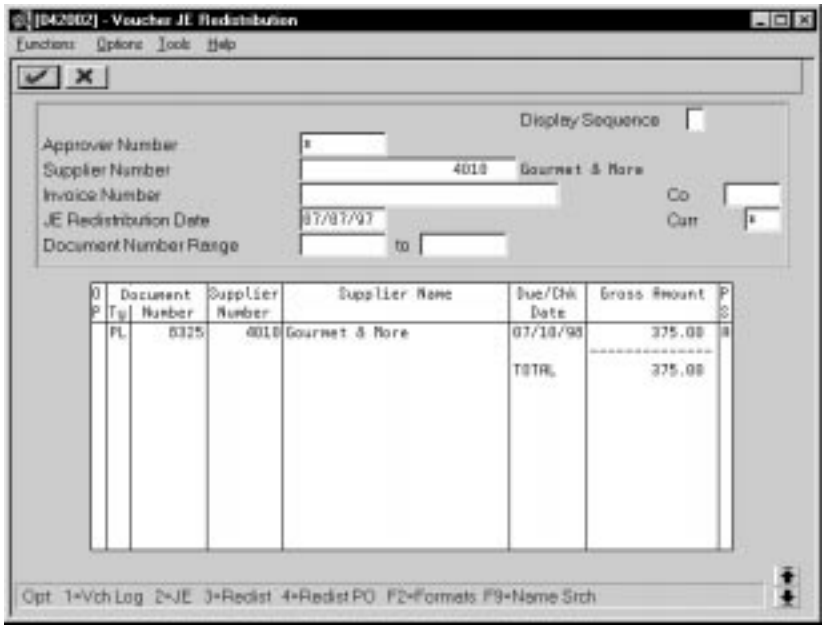
From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

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.

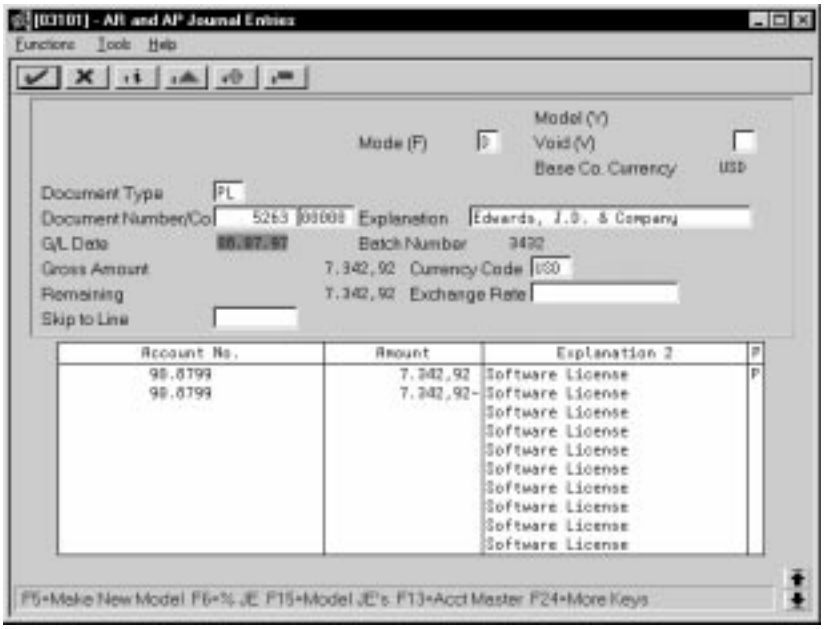
▶ To redistribute a logged voucher

On Voucher JE Redistribution



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 for the voucher you want to redistribute.

   Note that the original suspense account distribution is automatically reversed.



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

What You Should Know About

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.
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.

See Also

- *Processing Options for Voucher Entry (P04105)*

Work with Recurring Vouchers

Working with Recurring Vouchers

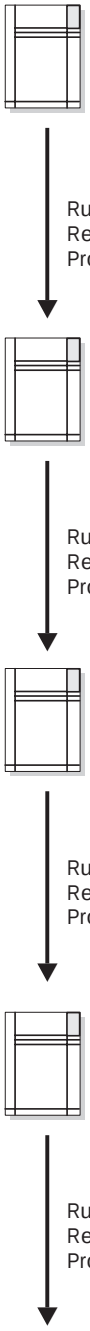
If you owe a supplier a specific amount on a regular basis, such as a lease payment, set up your Accounts Payable system to create the voucher on a recurring basis.

Working with recurring vouchers consists of:

- ❑ Entering recurring vouchers
- ❑ Reviewing recurring vouchers
- ❑ Revising recurring vouchers
- ❑ Recycling recurring vouchers
- ❑ Posting recurring vouchers

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.

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.



Enter the original document. In addition to the regular voucher information you must also enter the recurring information.

Original Invoice #5555

Document number #1267
Recurring Frequency QT
Number of Payments 4
$1,200.00

Review and approve, post and pay document #1267.

When you run the recycle program, the system makes a copy of the original invoice, reduces the number of payments by one, and assigns a new document number.

Document number #2275
Recurring Frequency QT
Number of Payments 3
$1,200.00

Review and approve, post and pay document #2275.

When you run the recycle program, the system makes a copy of document number 2275, reduces the number of payments by one, and assigns a new document number.

Document number #3120
Recurring Frequency QT
Number of Payments 2
$1,200.00

Review and approve, post and pay document #3120.

When you run the recycle program, the system makes a copy of document number 3120, reduces the number of payments by one, and assigns a new document number. When the number of payments = 1, that is the last time the voucher will be recycled.

Document number #4890
Recurring Frequency QT
Number of Payments 1
$1,200.00

Review and approve, post and pay document #4890.

See Also

- *About Voucher Processing (P04105)* for more information about three-tier processing

Entering Recurring Vouchers

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

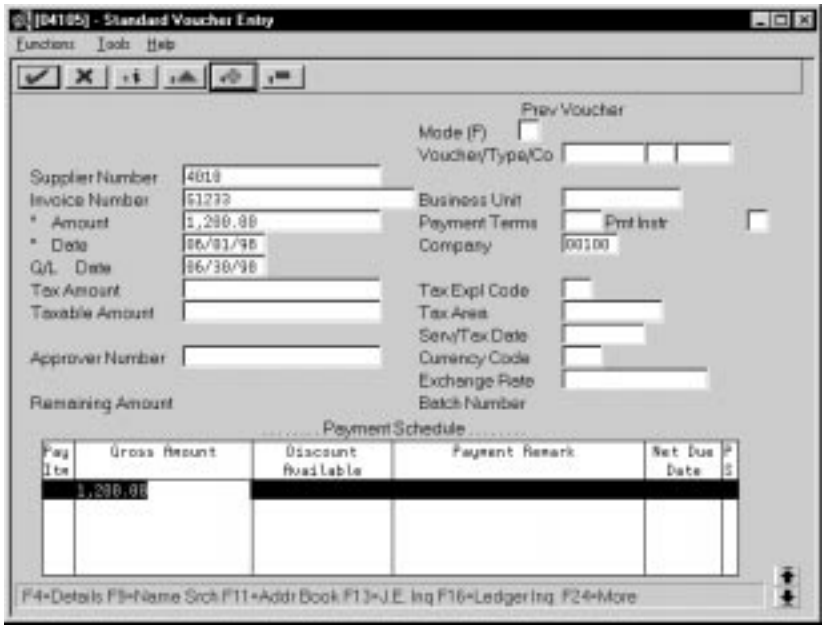
From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

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

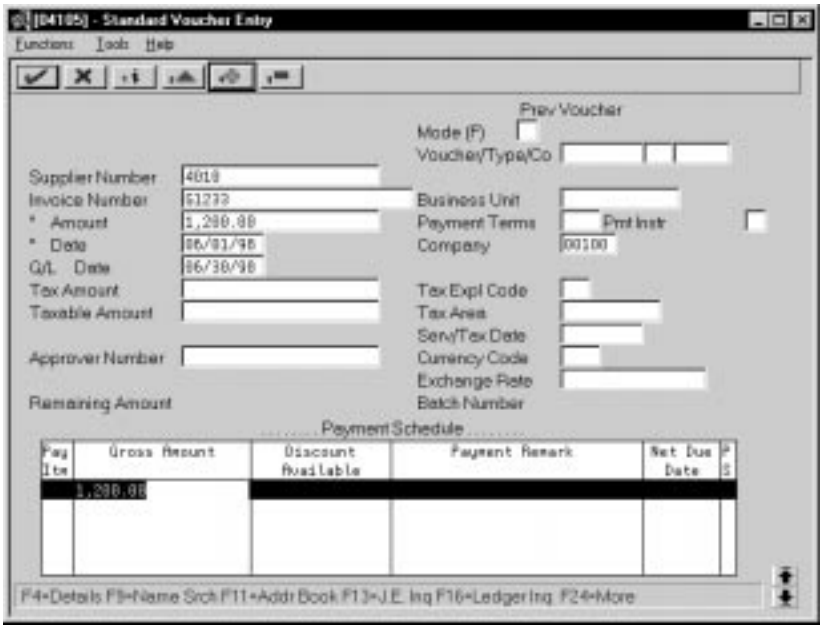
On Standard Voucher Entry



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

   See *Entering Standard Vouchers (P04105)*.

2. Choose Details.

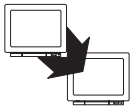


3. Complete the following fields:
   - Recurring Frequency
   - Number of Payments

Field	Explanation
Frequency – Recurring	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

Field	Explanation
Recurring Frequency # 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.

Reviewing Recurring Vouchers



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.

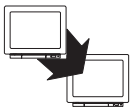
Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the A/P Ledger table (F0411)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

```
  04305                                        J.D. Edwards & Company                                    Page No. . . .    3
                                             A/P Voucher Journal Report                                  Date . . .  6/04/98
                                        User, Batch Date/Number & Voucher


. . . . Document. . . G/L Date  Co.  Name              Address  Due Date  P.O. No  G/L  . . . . . . . Amounts . . . . . . .      P P
Ty  Number    Co    Itm Invoice        Check Stub Remark Invoice Number             Off.        Gross                        P    S I
                                        Acct Description  G/L Account Number                    Discount Avail    G/L Distributi C LT
-- -------- ----- --- -------- ----- ----------------- -------- -------- -------- ----  ----------------- ----------------- - -- - -

 User            DEMO
 Originator    - DEMO
 Batch Number  -    75208
 Batch Date . .  03/15/95
PR     8326 00100 001 06/30/98  100 Gourmet & More        4010 01/07/98                        1,200.00                          A
                    06/01/98                            8950
                                    Entertainment              90.8665                                          1,200.00  P AA

                                                                                            ----------------- -----------------
           Batch Number . . . . . . . . . 00075208        - Gross/Posted                          1,200.00          1,200.00
                                                          - Discount/Unposted

                                                                                            ----------------- -----------------
           User ID. . . . . . . . . . . . DEMO            - Gross/Posted                          1,200.00          1,200.00
                                                          - Discount/Unposted

                                                                                            ----------------- -----------------
           Report Total:                                  - Gross/Posted                          1,200.00          1,200.00
                                                          - Discount/Unposted
```

See Also

- *Reviewing Vouchers (P04105)* for information about reviewing vouchers online
- *Printing Voucher Journals (P04305)* for information about processing options

Revising Recurring Vouchers



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

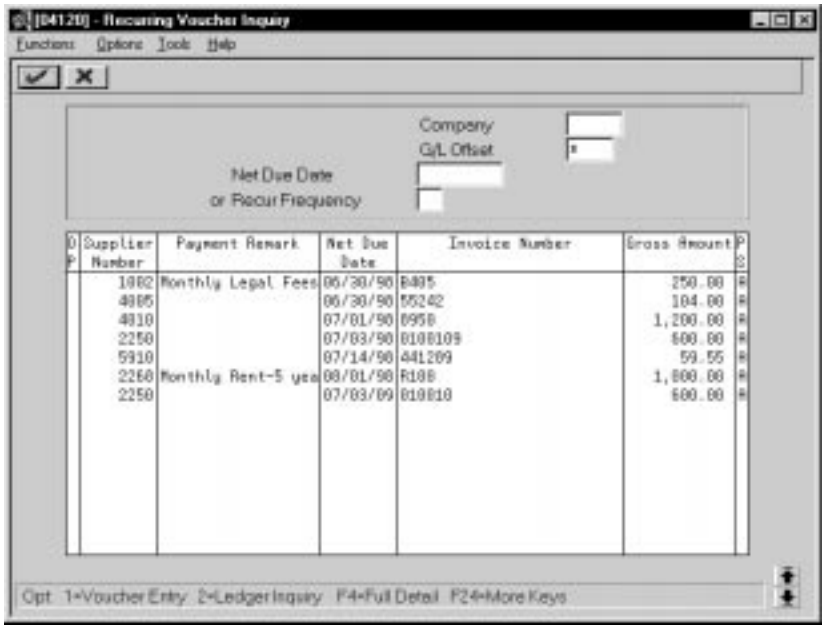
Before you recycle your recurring vouchers, you might choose to revise them. The system assigns a new document number each time it generates a recurring voucher. Therefore, there are no conflicts with old recurring voucher information. You can:

- 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



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

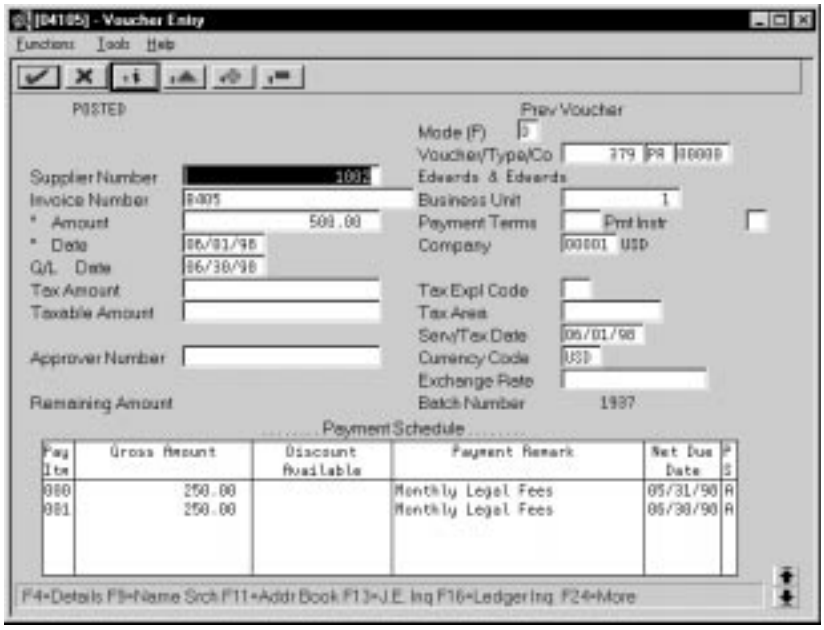
- Invoice Number

3. Choose Full Detail (optional).

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.

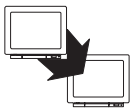


6. On Voucher Entry, change any information in the following fields:
   - Gross Amount
   - Discount Available

What You Should Know About

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.
Deleting recurring vouchers	You can delete a recurring voucher that has never been recycled. To do so, use Standard Voucher Entry.

Recycling Recurring Vouchers



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)
- A/P Ledger (F0411)
- Account Ledger (F0911)

This is a batch process.

The Recycle Process

The results of recycling recurring vouchers vary slightly, depending on whether you are:

- Recycling a recurring voucher
- Recycling a voucher for the first time

Results of Recycling Recurring Vouchers

When you recycle recurring vouchers, the system:

- Removes the recurring frequency and number of payments on the original voucher.
- Creates a new voucher and updates the following:
    - Original Document Number field on the new voucher with the original document number
    - Voucher number with a new number
    - 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 table (F0411) for the new voucher.
- Creates an Account Ledger (F0911) record 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.

Results of Recycling a Voucher for the First Time

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

Before You Begin

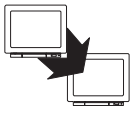
❑ Set up a separate version for each recurring frequency you use, for example, monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.

❑ Set up a next numbers series for recurring vouchers (optional).

Processing Options for Recycle Recurring Vouchers

```
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.
```

Posting Recurring Vouchers



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 Post Vouchers to G/L

After you recycle your recurring vouchers, you must post them to the general ledger.

See Also

- *Posting Vouchers*

Test Yourself: Working with Recurring Vouchers

1. What information must you enter for a voucher to make it a recurring voucher?

   _____

   _____

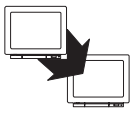
2. Which document type does the system assign to recurring vouchers?

   _____

The answers are in *Appendix B.*

Enter Prepaid Vouchers

Entering Prepaid Vouchers



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.

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.

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.

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 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.

After Posting Payment

	Prepaid Expenses 100.1890		Cash 100.1110.BEAR		A/P Trade 100.4110		Expense 90.8740	
Enter Voucher						1000	0	
Negative Pay Item	1000							
Auto Prepay Voucher				1000	1000			

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the negative voucher for 1,000 from a held payment status to an approved status. The net open amount is now 1,200. You can process payments to pay the 1,200 balance.

After Releasing Payment

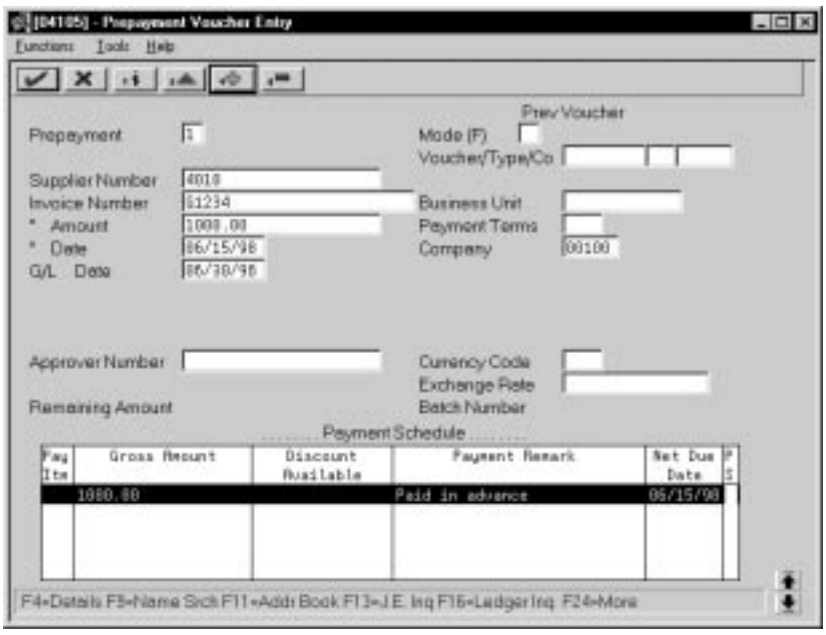
	Prepaid Expense 100.1890		Cash 100.1110.BEAR		A/P Trade 100.4110		Expense 90.8740	
Enter Voucher						1000	0	
Negative Pay Item	1000							
Auto Prepay Voucher				1000	1000			
Enter Expense Voucher						**2200**	**2200**	
Auto Pay Negative Voucher		**1000**		**1200**				
Auto Prepay Expense Voucher					**2200**			

Before You Begin

- ❑ Set up the AAI item PCyyyy to assign a default prepaid expense account
- ❑ Enter the G/L offset in the processing options for prepaid vouchers

▶ To enter a prepaid voucher

On Prepayment Voucher Entry

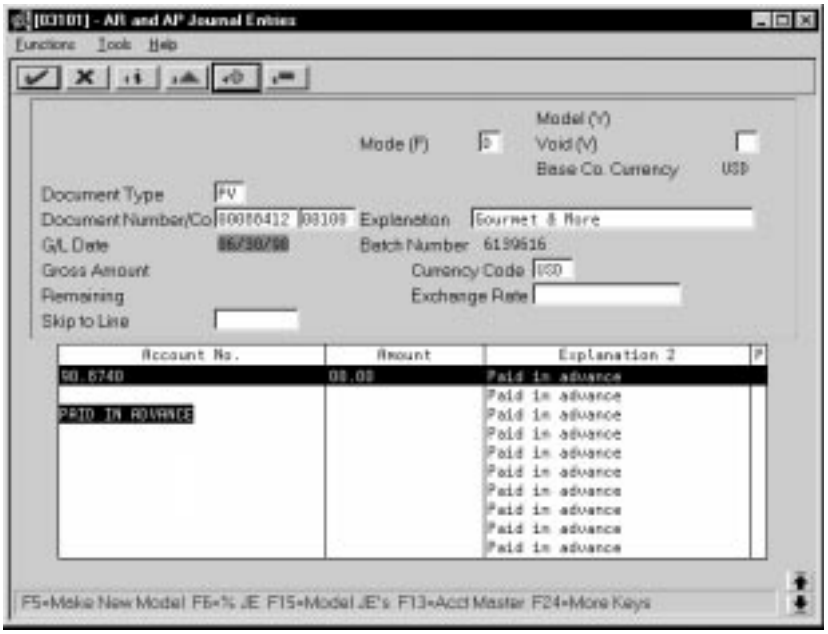


1. Follow the steps for entering a standard voucher.

   See *Entering Standard Vouchers (P04105)*.

2. Complete the following field and press Enter.

   - Prepayment



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.

See Also

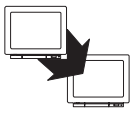
- *Processing Options for Voucher Entry (P04105)*

Exercises

See the exercises for this chapter.

Enter a Voucher for Multiple Companies

Entering a Voucher for Multiple Companies



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

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 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.

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:

210.8370 Expense Company 00100	205.8370 Expense Company 00004
1,500	1,000

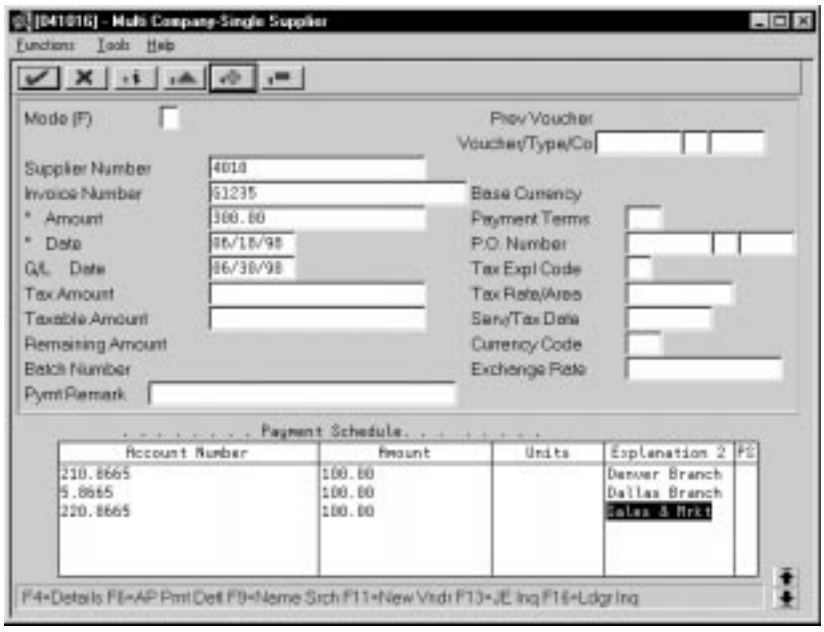
The system credits the A/P trade (liability) accounts using AAI item PCxxxx set up for each company.

100.4110 A/P Trade Company 00100/PCxxxx	200.4110 A/P Trade Company 00004/PCxxxx
1,500	1,000

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

▶ To enter a voucher for multiple companies

On Multi Company-Single Supplier



Follow the steps for entering a standard voucher, except do not enter a company.

See *Entering Standard Vouchers (P04105)*.

What You Should Know About

Reviewing vouchers	When you review a voucher for multiple companies, you can access the detail area to review the companies assigned to each distribution line.
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.

Processing Options for Multi Company-Single Supplier

```
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                      _____

TWO CYCLE OPTION:
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.
```

What You Should Know About

Processing option 3 — See *Processing Options for Voucher Entry (P04105)* for information about the XT0411Z1 A/P functional server.

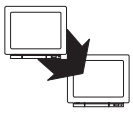
Processing option 4 — See *Entering Speed Vouchers (P041015)* for information about the XT0411Z1 A/P functional server.

Exercises

See the exercises for this chapter.

Enter Multiple Vouchers for Suppliers

Entering Multiple Vouchers for Suppliers



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 a multi-voucher entry method

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.

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.

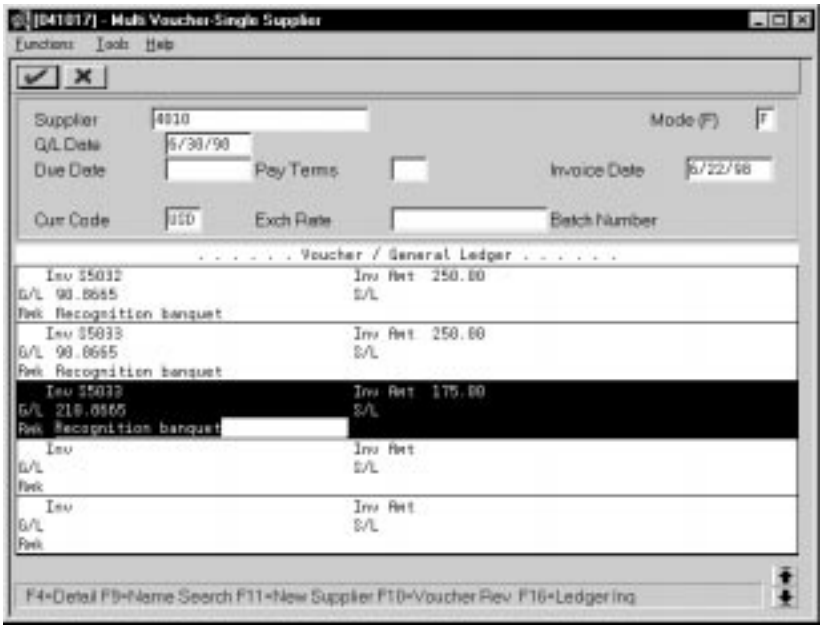
What You Should Know About

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

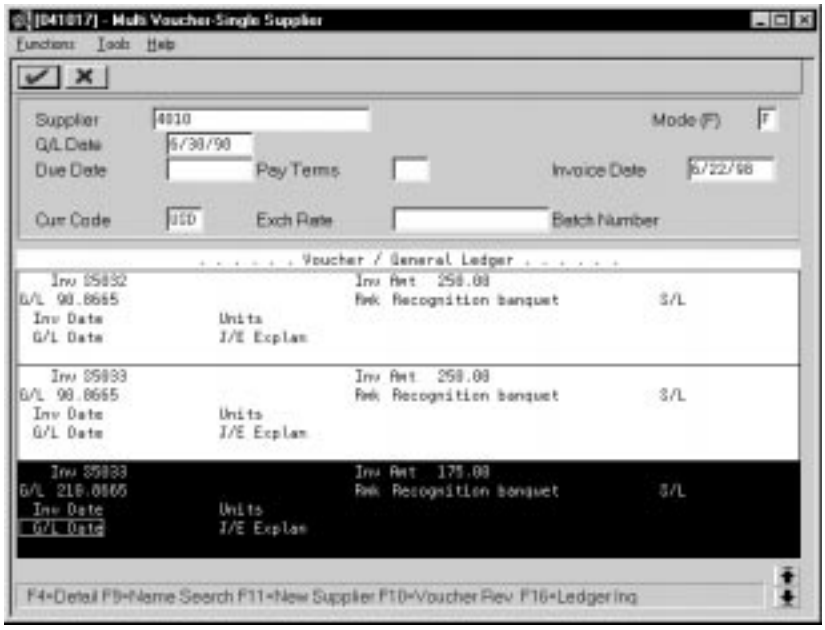


1. Complete the following fields:

- Supplier Number
- G/L Date
- Invoice Date
- Due Date
- Payment Terms
- Currency Code (optional)
- Exchange Rate (optional)

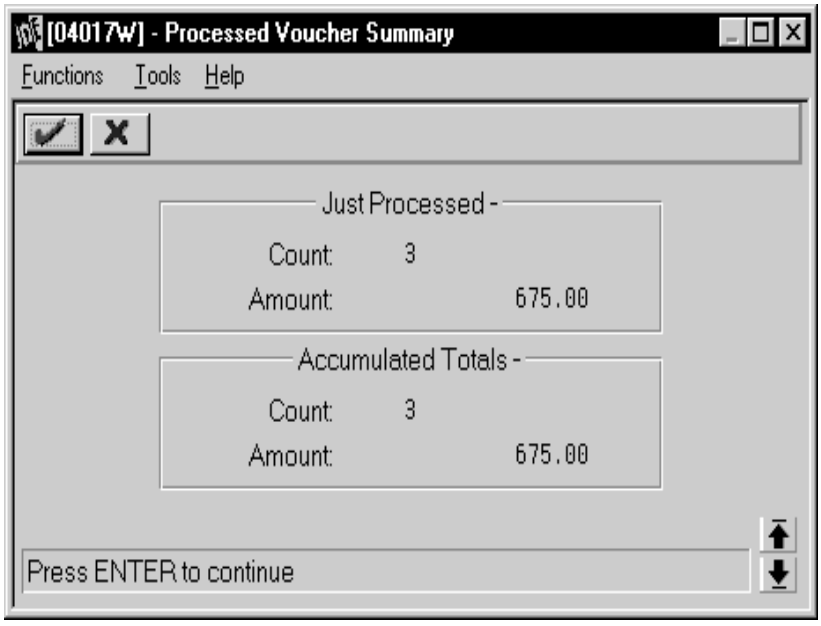
The information you enter applies to all vouchers.

2. Complete the following fields for each voucher:
   - Invoice Number (optional)
   - Invoice Amount
   - G/L Account
   - Remark
3. Choose Detail.



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 World Software, scroll to the next page to enter more vouchers.
6. Access Processed Voucher Summary by pressing Enter.

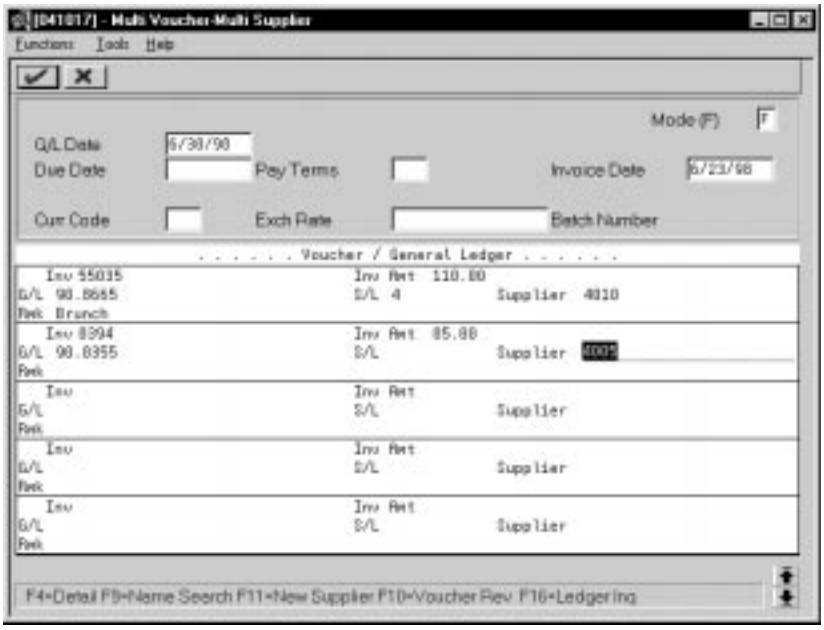


7. On Processed Voucher Summary, review the summary information, then press Enter.
8. To review detail information about the batch of entries, on Multi Voucher-Single Supplier, choose Voucher Review to access Voucher Entry Journal Review.

▶ 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



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

   See *Entering Multiple Vouchers for a Single Supplier (P041007)*.

2. Complete the following additional field:
   - Supplier

Processing Options for Multi-Voucher Entry

```
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.

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
   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
   be changed by persons responsible
   for system wide setup.

EXCHANGE RATE:
6. Enter a '1' to protect the Exchange                    _____
   Rate field.  If left blank, the
   Exchange Rate will not be protected.
```

What You Should Know About Processing Options

Processing option 4 — See *Processing Options for Voucher Entry (P04105)* for information about the XT0411Z1 A/P functional server.

Processing option 5 — See *Entering Speed Vouchers (P041015)* for information about the XT0911Z1 Journal Entry functional server.

Test Yourself: Entering Multiple Vouchers for Suppliers

1. When would you use Multi Voucher – Single Supplier to enter a voucher?

   _____

   _____

2. When would you use Multi Voucher – Multi Supplier to enter a voucher?

   _____

   _____

3. True or False

   Multiple voucher entry allows you to change, delete, or void any information you entered.

   _____

4. To review your current batch of entries, which of the following would you press?
   - F5
   - F10
   - F3
   - F4

The answers are in *Appendix B*.

Automatic Payment Processing

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

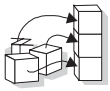
About Automatic Payment Processing

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:

- ❑ Working with supplier withholding taxes
- ❑ Preparing vouchers for automatic payments
- ❑ Grouping vouchers for automatic payments
- ❑ Working with payment groups
- ❑ Working with automatic payments
- ❑ Updating the A/P ledger
- ❑ Processing options for Work with Payment Groups
- ❑ Approving and posting automatic payments
- ❑ Voiding automatic payments and vouchers

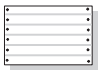
The following illustrates the automatic payment process.

Step 1.



Set up auto withholding.

Step 2.

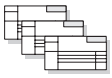


Run Cash Requirements report.

Step 3.

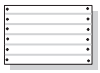
Decide what to pay. Use Speed Release to put all other payments on hold.

Step 4.



Create payment groups.

Step 5.

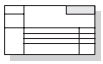


Review payment group. Edit report and payment analysis report (optional).

Step 6.

Work with payment groups.

Step 7.



Write payment/copy to tape.

Step 8.

Update payment.

Step 9.

Review payment register.

Step10.

Post payments.

How Does the System Identify Automatic Payments?

The following table shows the identifying characteristics of automatic payments:

Voucher document type	• PV (voucher) • PR (recurring voucher) • PL (voucher logging) • PD (debit memo)
Payment document type	• PK (automatic payment) • PT (electronic funds transfer • P1 (draft)
Batch type	• K (automatic payment)

See Also

- *Document Type Codes for A/P (P00051)*

Work with Supplier Withholding Taxes

Working 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. Working with supplier withholding taxes consists of:

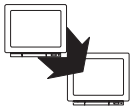
- ❑ Setting up withholding taxes
- ❑ Calculating withholding taxes
- ❑ Paying withheld amounts
- ❑ Reporting withheld amounts

Setting Up Withholding Taxes

Setting up withholding taxes consists of:

- 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



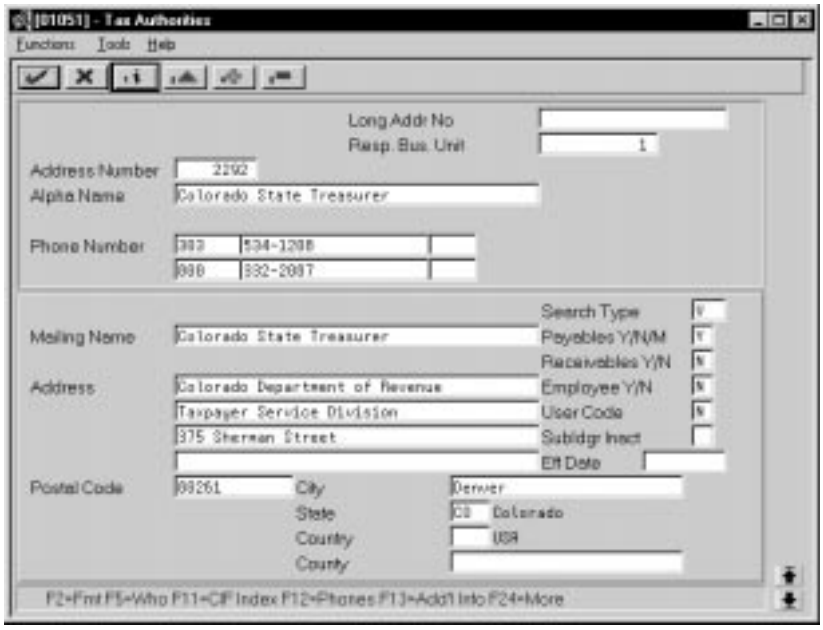
From Accounts Payable (G04), enter *29*

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

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

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.

On Tax Authorities



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 Activities* in the *Tax Reference Guide*

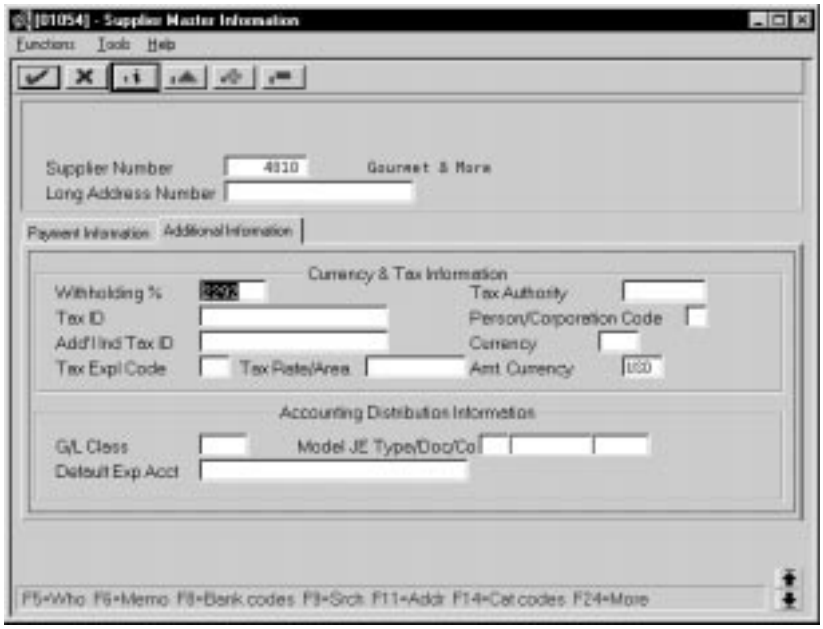
▶ To set up a supplier for withholding

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

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

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.

On Supplier Master Information



5. Locate the supplier.
6. Choose the Additional Information tab.
7. Complete the following fields:
   - Withholding Percent
   - Tax Authority
8. Use the Change action.

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.

What You Should Know About

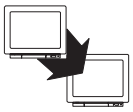
Pay status

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



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0411), choose Speed Release

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to indicate that withholding should be calculated when you pay them.

On Speed Release

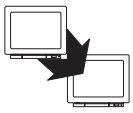
1. Locate the voucher.

   See *Reviewing Vouchers (P04114)*

2. Change the following field to indicate that withholding applies:
   - Pay Status

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).

Calculating Withholding



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Calculate Wlthholding

Calculate Withholding is a batch process that creates withholding records for existing vouchers. It does the following, in sequential order:

- Selects voucher pay items
- Calculates withholding amounts
- Changes the pay status
- Creates two pay items
- Produces two reports

This is a DREAM Writer program.

Selects Voucher Pay Items

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

Calculates Withholding Amounts

Calculates withholding amounts using the withholding percentage in the supplier master record.

Changes the Pay Status

Changes the pay status on the original pay item from % to A (approved), if you set the processing options for calculate withholding.

- The system assigns a pay status of A to original pay items so you can pay them in the next payment run.
- You can change the default pay status

Creates Two Pay Items

Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.

- If you change the default 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.

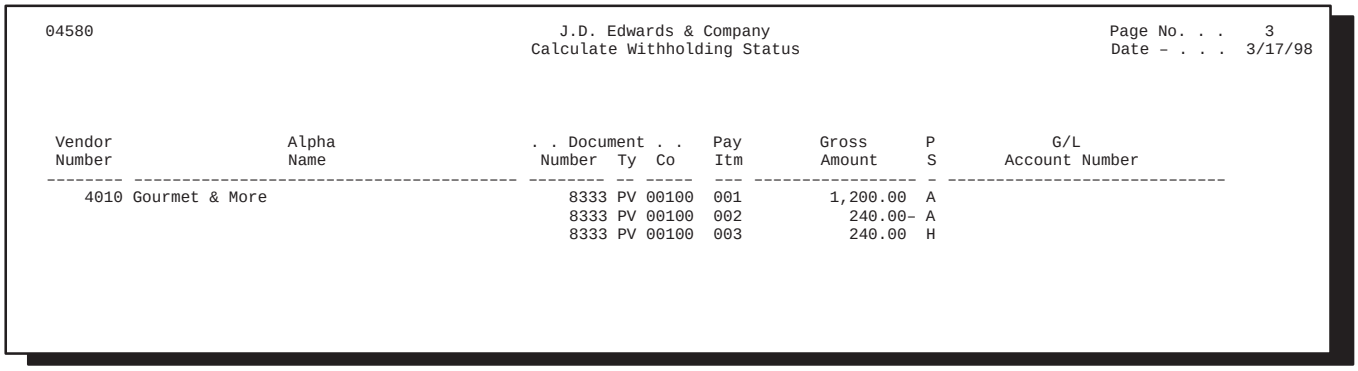
Creates a pay item for the withholding amount using the tax authority in the supplier master record as the payee. This new pay item has the same due date and G/L bank account as the original pay item.

- 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 with a processing option.

Produces Two Reports

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.



04580 J.D. Edwards & Company Page No. . . 3
Calculate Withholding Status Date – . . . 3/17/98

Vendor Number	Alpha Name	. . Document . . Number	Ty	Co	Pay Itm	Gross Amount	P S	G/L Account Number
4010	Gourmet & More	8333	PV	00100	001	1,200.00	A	
		8333	PV	00100	002	240.00–	A	
		8333	PV	00100	003	240.00	H	

What You Should Know About

Automatically calculating withholding

Instead of running this batch program, you can automatically calculate withholding by changing a processing option for Create Payment Groups. The system calculates withholding when you group vouchers for payment.

If you use this method, verify that the data selection criteria for Create Payment Groups does not exclude unposted pay items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted.

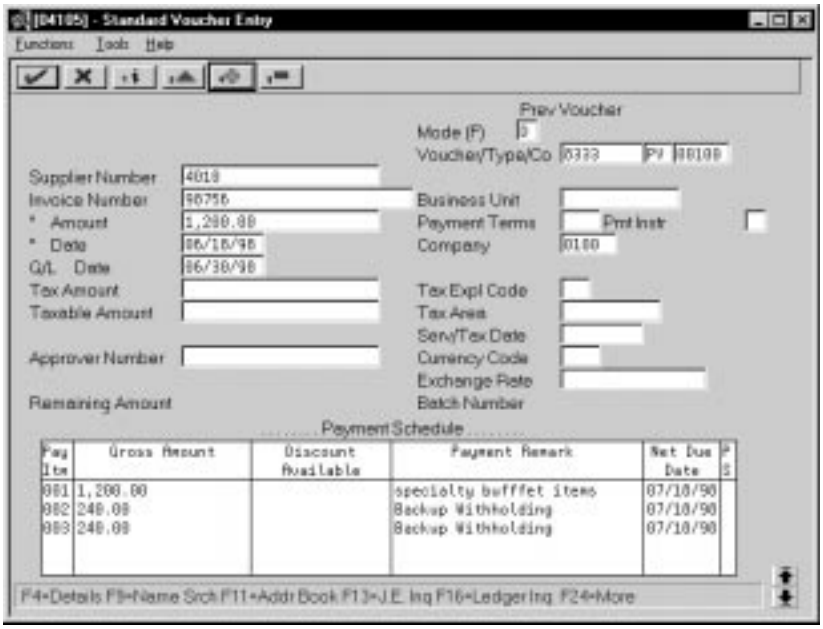
Before You Begin

- ❑ Set up a non-blank G/L offset in AAI item PCyyyy for withheld amounts
- ❑ Enter the G/L offset in the processing options

Example: Pay Items Created by Calculating Withholding

The following example shows the pay items created 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



Processing Options for Calculate Withholding

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:

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. _____

DW VERSION FOR A/P VOUCHER PROCESSOR:

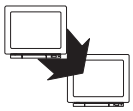
6. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version 001), enter an override version number. This should only be changed by persons responsible for _____

```
    system wide setup.

DW VERSION FOR JOURNAL ENTRY PROCESSOR:
7.  To override standard Journal Entry
    processing (DREAM Writer XT0911Z1,
    version 001), enter an override
    version number.  This should only be
    changed by persons responsible for
    system wide setup.
```

What You Should Know About Processing Options

Processing option 6	See *Processing Options for Voucher Entry (P04105)* for information on the XT0411Z1 functional server.
Processing option 7	See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

Paying Withheld Amounts



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0411), 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.

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 a processing option.

Because the withholding program must create blank records, you must set a processing option in the XT0911Z1 Journal Entry functional server to allow the creation of 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

- *Preparing Vouchers for Automatic Payments (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.

On Speed Release

1. Locate the voucher.

   See *Reviewing Vouchers (P04114)*

2. Change the following field for the pay item:
   - Pay Status

▶ 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.

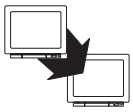
On Speed Release

1. Locate the voucher.

   See *Reviewing Vouchers (P04114)*

2. Change the following field for the pay item:
   - Pay Status (optional)
3. Access the detail area.
4. Change the following field for the pay item:
   - Alternate Payee

Reporting Withheld Amounts



From Accounts Payable (G04), choose Accounts Payable Reports

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

To report the amount you are withholding for a tax authority, print an Open A/P Detail Report. You specify which tax authority for which you want to report by designating an Alternate Payee 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 by entering the address number of a tax authority and choosing Print.

See Also

- *Printing A/P Standard Reports (P04423)* for information about the Open A/P Detail Report

Exercises

See the exercises for this chapter.

Prepare Vouchers for Automatic Payments

Preparing Vouchers for Automatic Payments

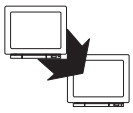
Before paying vouchers, you need to review and release them. You can also change the pay status and due dates of open vouchers. Preparing vouchers for automatic payment consists of:

- ❑ Determining cash requirements
- ❑ Reviewing vouchers
- ❑ Revising vouchers
- ❑ Releasing vouchers
- ❑ Splitting payments

Before You Begin

- ❑ Review and approve changed information for vouchers. See *About Payee Control (P0450)*.

Determining Cash Requirements



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.

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

This is a DREAM Writer program.

```
04431                                        J.D. Edwards & Company                                  As of     – 07/01/98
                                          Cash Requirements – 7 Days Aging                           Page      –          3
                                                                                                     Date      –  3/17/98

 . . . . . Vendor . . . . . .    . .Document. .   Due       Due As Of     Due As Of     Due As Of     Due After          Total     P P
 Number          Name           Ty    Number     Date      07/01/98      07/08/98      07/15/98      07/15/98           Due       S I
--------  --------------------   -- ------------ --------  ------------  ------------  ------------  ------------  ---------------- - -

Acct: *00000108                    Bear Creek National Bank  Balance:       244,420.62    Curr: USD U.S. Dollar
Co: 00001 A Model Financial Co (Trng)

    4010 Gourmet & More        PV 00008332 002 07/18/98                                                100.00           100.00  A
                               Invoice Number. . .  89457
                                                                 ------------  ------------  ------------  ------------  ---------------
         00004010      Gourmet & More                                                                    100.00           100.00

                                                                 ------------  ------------  ------------  ------------  ---------------
         00000108      G/L Bank Account . . . . . .                                                      100.00           100.00
```

What You Should Know About

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.

Processing Options for Cash Requirements Report

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. _____

AGING:

4. Enter the 'As Of' date for processing. If left blank, the current date will be used. _____

5. Enter the Aging Days. If left blank, 7 days will be calculated. _____

DISCOUNT ALLOWANCE:

6. 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:

7. 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'). If left blank, then all suppliers will be included in the report. _____

ROUNDING FACTOR:

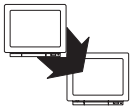
8. Enter the desired rounding factor: _____
   ' ' = no rounding (Default)
   '0' = round decimals only
   '1' = divide by 10
   '2' = divide by 100
   '3' = divide by 1000
   '4' = divide by 10000
   '5' = divide by 100000

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.

Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To exclude paid items, change Open Amount to not equal (NE) zero.

Reviewing Vouchers



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:

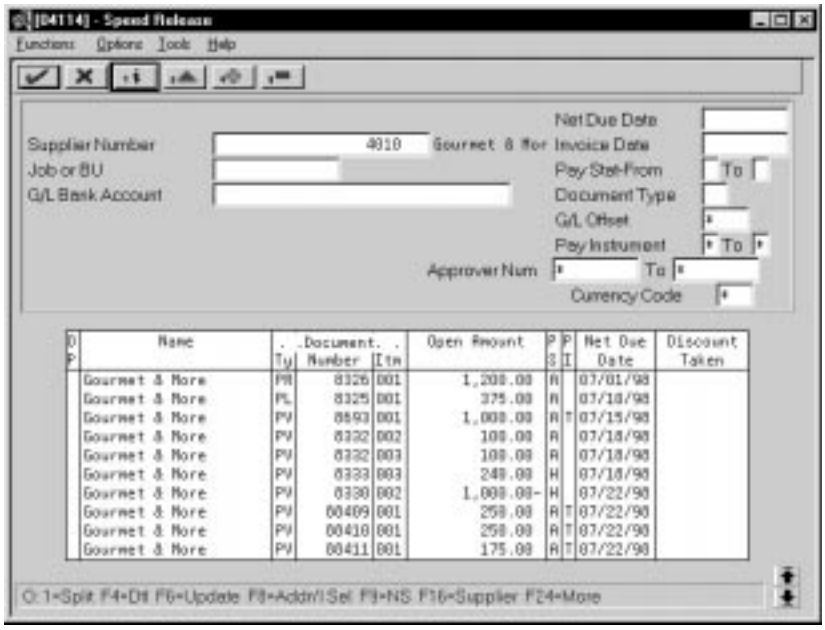
- Supplier
- Job or business unit
- G/L bank account

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).

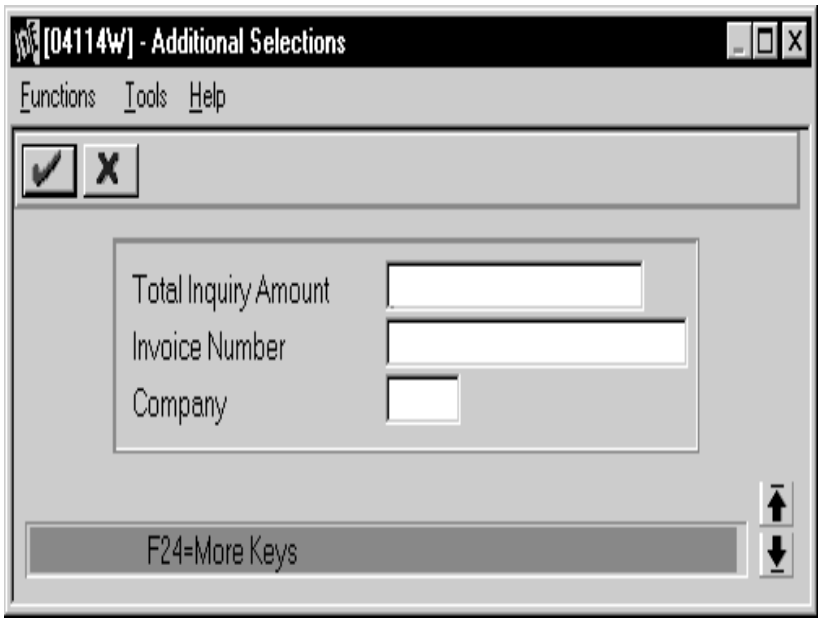
To review vouchers

On Speed Release



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:
   - Net Due Date
   - Invoice Date
   - Pay Status From
   - Document Type
   - G/L Offset
   - Payment Instrument From
   - Approver Number From
   - Currency Code

3. To further limit your search, choose Additional Selections.



4. Complete the following fields:
   - Total Inquiry Amount
   - Invoice Number

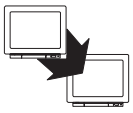
Field	Explanation
Currency Code	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company. . . . . . *Form-specific information* . . . . . . 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.
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.

What You Should Know About

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.

Revising Vouchers



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).

What You Should Know About

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.

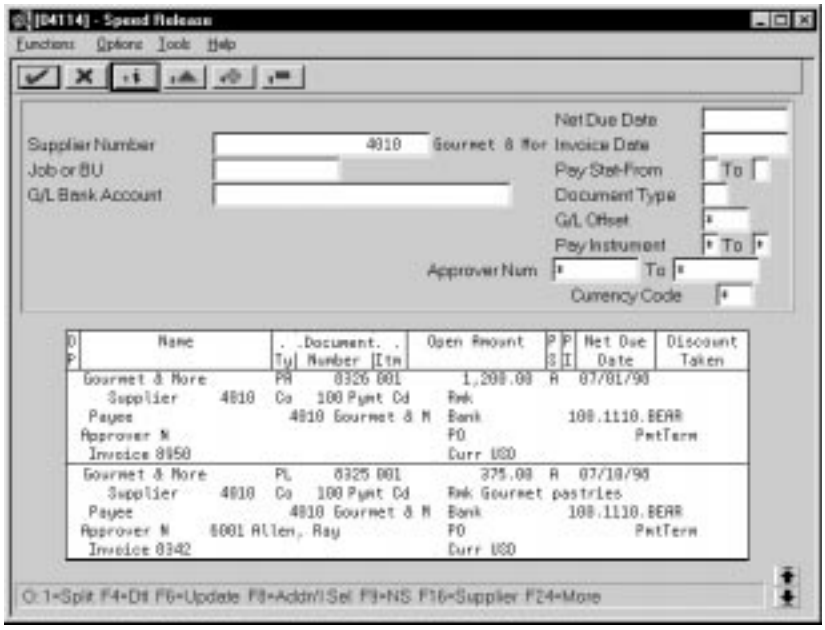
▶ To revise an individual voucher

On Speed Release

1. Locate the specific voucher you want to revise.

See *Reviewing Vouchers (P04114)*.

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



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

▶ 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 *Reviewing Vouchers (P04114)*.

   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. Do one of the following:
   - For World Software, choose Update.
   - For WorldVision, click Update.

What You Should Know About

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.

To revise multiple vouchers based on expanded search criteria

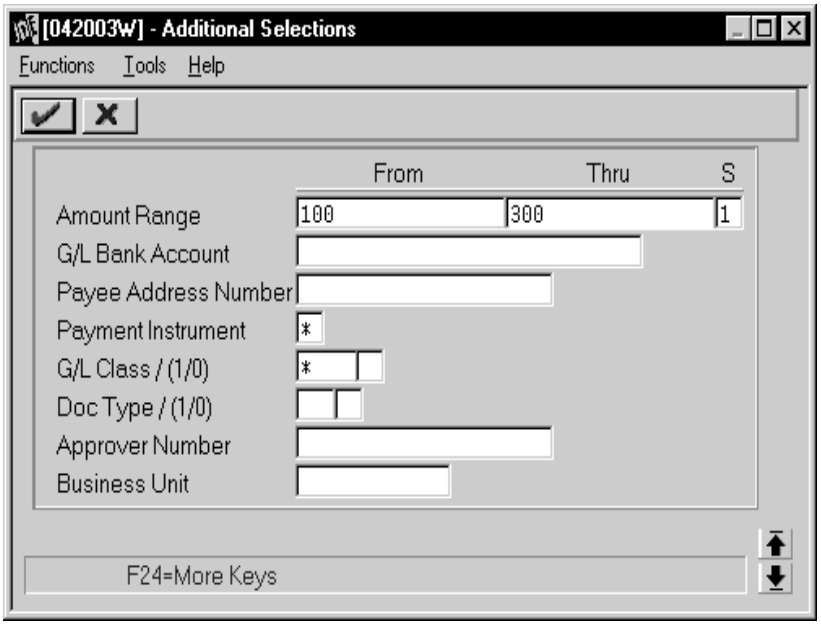
When you locate and revise vouchers for a supplier, you can have additional criteria on which to search. For example, you might want to revise all vouchers that are within the 1,000 to 5,000 amount range for a specific company. After selecting those vouchers, you might want to revise all vouchers that 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

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.

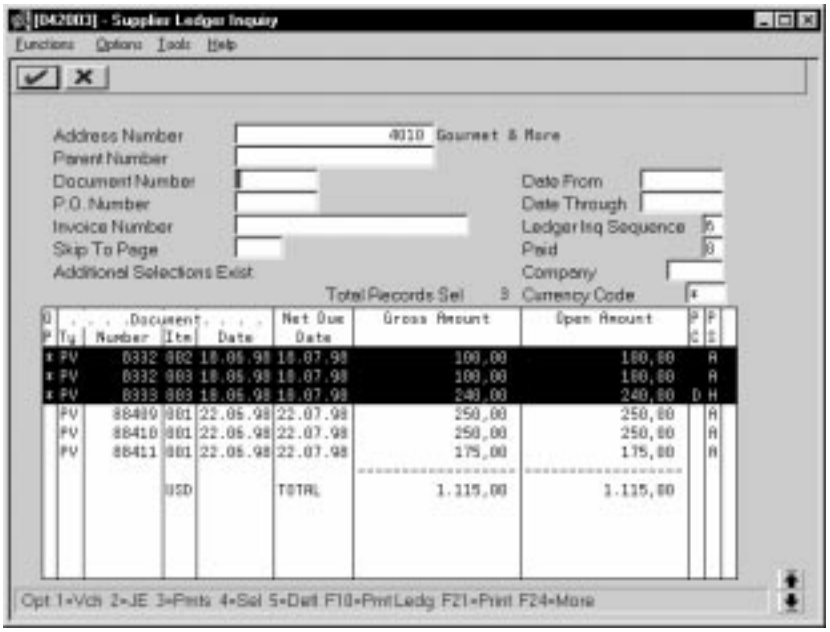


5. To view the vouchers that meet your criteria, press Enter.

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.

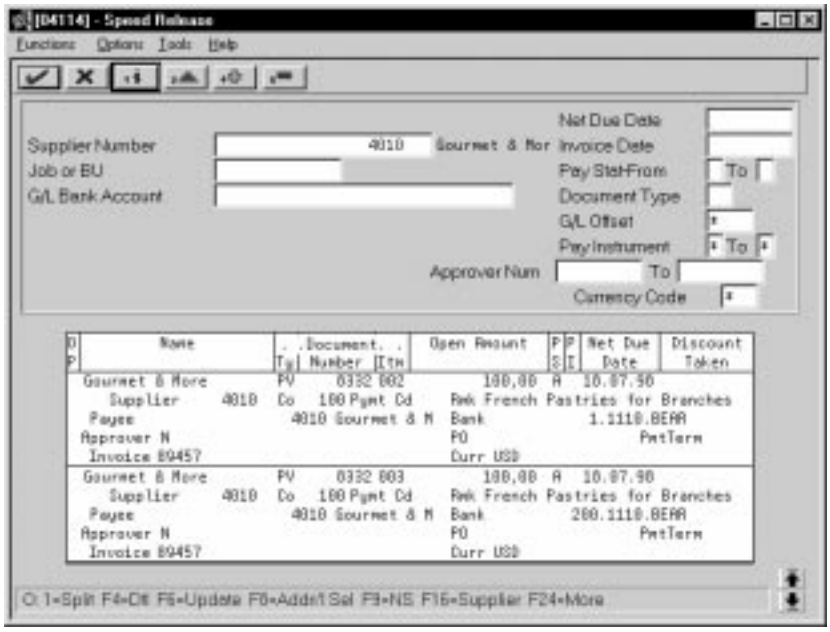


7. Return to Speed Release.
8. To revise vouchers for another supplier, locate the supplier and repeat the previous steps.

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

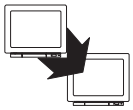
   - Exit Speed Release
   - Use the Clear Screen function
   - Use the Change action and press Enter

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



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)

Releasing Vouchers



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).

What You Should Know About

Payment Terms field

The Payment Terms field that appears in the detail area of the Speed Release form is informational only. If you change the payment terms code, the system does not recalculate the due date or discount for a voucher. Instead, it uses this field in conjunction with multi-tier payment terms to recalculate discounts available for vouchers.

If you change a value in the Due Date or Discount field, make sure the payment terms code assigned to the voucher is *not* a multi-tier code. Otherwise, the program that updates the discounts available for multi-tiered payment terms will override any changes you make.

▶ To release or place a voucher on hold

On Speed Release

1. Follow the steps for reviewing vouchers.

   See *Reviewing Vouchers (P04114)*.

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 *Reviewing Vouchers (P04114)*.

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

- Pay Status-To

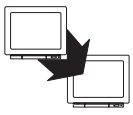
3. Do one of the following:
   - For World Software, choose Update.
   - For WorldVision, click Update.

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).

What You Should Know About

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

Splitting Payments



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 *Reviewing Vouchers (P04114)*

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

2. Choose the Split option for a pay item.

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.

What You Should Know About

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

Processing Options for Speed Release

```
TOTAL DISPLAYS:
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 (1-3) to
   indicate which formats will appear
   and in what order.  If all are left
   blank, all formats will appear in the
   order shown below.
               Discount Amount . . . .     _____________
               Approver Number . . . .     _____________
               Supplier Invoice Number     _____________

   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 .    _____________

DREAM WRITER VERSION:
5. Enter the Version of Vendor Ledger      _____________
   Inquiry to be called.  If left blank,
   the default of ZJDE0001 will be used.
```

Exercises

See the exercises for this chapter.

Test Yourself: Preparing Vouchers for Payment

1. How do you indicate the number of days to use for the aging columns on the Cash Requirements Report?

   _____

2. List three features of the Cash Requirements Report:

   _____

   _____

   _____

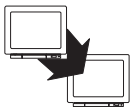
3. How can you specify that you want the Cash Requirements Report to include only vouchers that were approved for payment?

   _____

The answers are in *Appendix B.*

Group Vouchers for Automatic Payments

Grouping Vouchers for Automatic Payments



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.

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

- Bank account
- Payment instrument
- 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.

This is a DREAM Writer program.

What Happens When You Create Payment Groups?

When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
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 through the Work With Payment Groups program. This information is the basis for the A/P Matching Document table (F0413).
   - 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 be used to update the A/P ledger. This information is the basis for the Matching Document Detail table (F0414).
6. Prints a Payment Group Edit report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total.

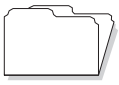
The following graphic shows the process for creating payment groups:

What You Should Know About

Totals on the report

The total number of items to be written includes any voided or cancelled payments.

The total number of payments and the total number of debit statements do not include voids for alignments.



A/P Ledger
(F0411)

Before you Create Payment Group

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

Create payment groups

Pay Status = Approved
Due on or before
June 15

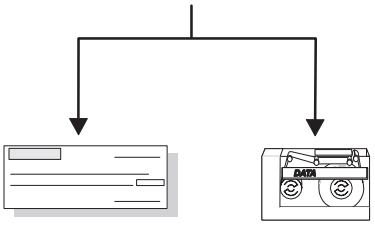
Create two payment groups

Voucher	Voucher	Pay Inst
PV101	PD103	T
	PV105	T

Vouchers are selected and stored in temporary workfiles

- Payment Control Group (F04571)
- Payment (F04572)
- Payment Detail (F04573)

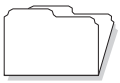
Write Payments



Update Payments

(F0411)
Voucher Number
Payment Remark
Discount Taken

(F0413)
Payee Address Number
Bank Account
Payment Date
Payment Number



(F0414)
Discount Taken
G/L Offset
Payment Amount
Company

After Payment Groups Processed

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

Before You Begin

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

See Also

- *Setting Up Debit Statements (P0417)*

Payment Group Edit Report

Processing Options for Create Payment Groups

PAYMENT SELECTION:
1. Enter in either a Pay Thru date or the number of displacement days from today.

Pay Thru Date	_____
Displacement Days	_____

DISCOUNT DATE:
2. 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. _____

AMOUNT RANGE:
3. 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:
4. Enter a '1' to create a different payment by company. Leave blank to process multiple companies on each payment. _____

DUE DATE PROCESSING:
5. 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:
6. Enter a '1' to create one payment per payee regardless of supplier. _____

PRINT CONTROL:
7. Enter a '1' to print a special attachment when payment detail information will not print on the stub. _____

8. Enter the sequence ID which will order the payments when printed. _____

_____

9. Enter a '1' to print the full _____

address for each payee on the Edit report. Leave blank to only print the payee alpha name.

10. Enter a ’1’ to print contract information on the report. _____

11. 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:

12. Enter a ’1’ to summarize pay items within a document on the pay stub and/or the attachment. If left blank, pay items will not be summarized. _____

13. 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:

14. 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: _____

15. 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

BUSINESS UNIT PROCESSING:

16. Enter a ’1’ to use the business unit as a selection criteria 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:

17. 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. _____

18. Enter a ’1’ to issue an error on the edit report if the Payee’s EFT/EDI bank information does not exist. _____

19. Enter a ’1’ to issue an error on the _____

```
    edit report if a G/L Bank Account's
    X12 information does not exist.

CALCULATE WITHHOLDING:
20. 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.

21. 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:
22. Enter the User Exit program name.                   _____
    If left blank the name 'X04570E'
    will be used.
```

What You Should Know About Processing Options

Processing option 3

To process debit balances and print debit statements, set the minimum amount to a negative number.

To exclude debit balances and not print debit statements, set the minimum amount to zero.

Example: Selecting Currency for Payment

You use a processing option to select which currency method you want to use for payment. Choose from one of the following methods:

- 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 domestic currency of the transaction.

The following examples describe these methods.

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 = FRF

Voucher Number	Domestic	Foreign
PV1	USD	FRF

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

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	FRF
PV2	USD	

Choosing this method results in paying the domestic USD amount for both vouchers.

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	FRF

Example 2:

Company base currency = GBP

Voucher Number	Domestic	Foreign
PV2	GBP	FRF

Choosing this method results in paying the foreign FRF amount for both vouchers.

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 = FRF

Transaction currency = USD

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

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

PK1	6,000 FRF	1,000 USD	6.0

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

Work with Payment Groups

Working with Payment Groups

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

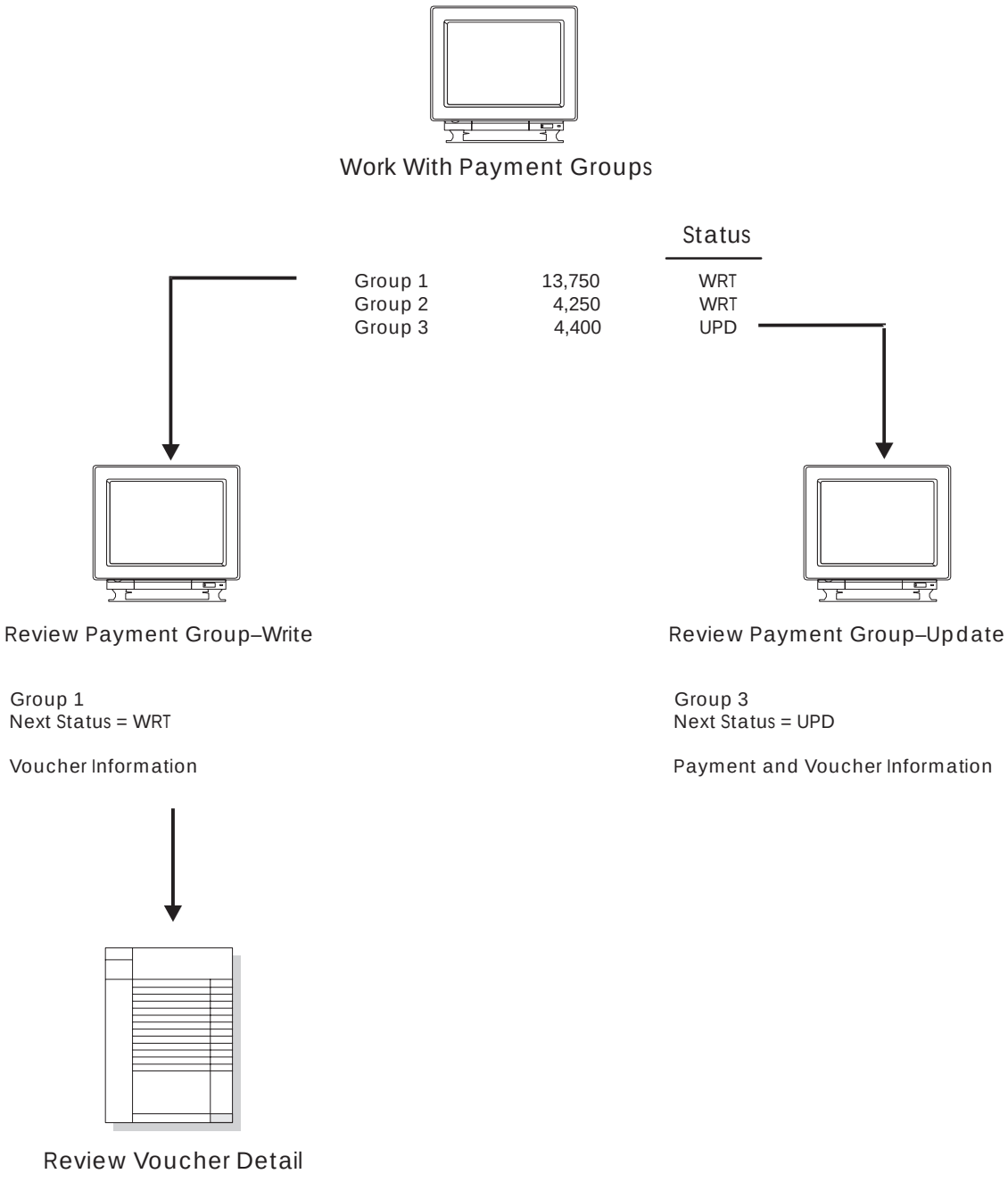
- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:
  - Change information at the payment and voucher levels
  - Remove payment groups, payments, and vouchers from the payment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

Working with payment groups consists of:

- ❑ Printing the Payment Analysis Report
- ❑ Reviewing payment groups
- ❑ Reviewing vouchers within payment groups
- ❑ Revising unprocessed payments

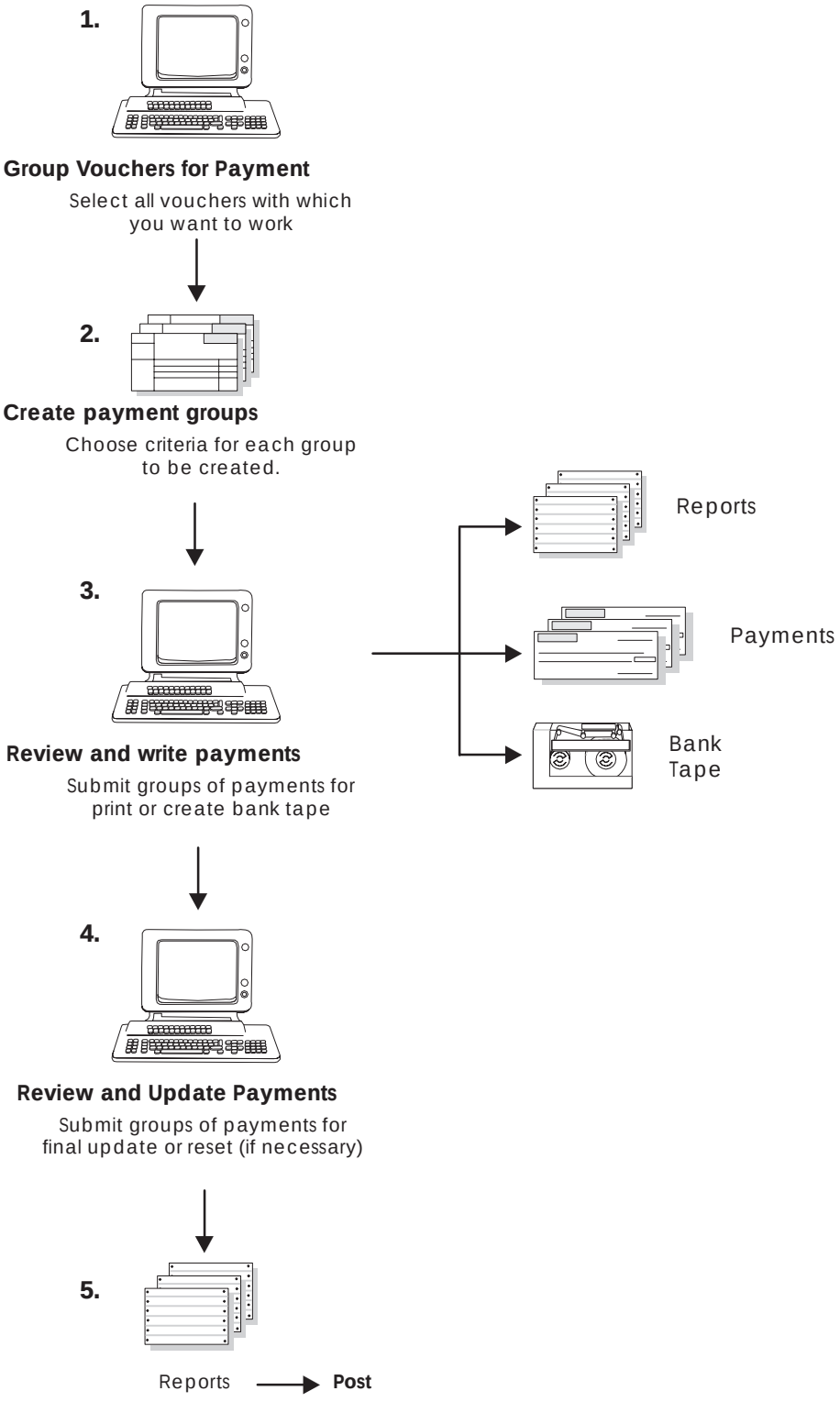
Forms Used When Working with Payment Groups

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

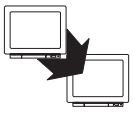


Steps Involved in Working With Payment Groups

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



Printing the Payment Analysis Report



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Payment Analysis Report

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

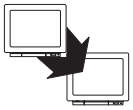
This is a DREAM Writer program.

Payment Analysis Report

Processing Options for Payment Analysis Report

```
DETAIL VOUCHER INFORMATION:
1. Enter a '1' if you would like to see          _____________
   the detail voucher information
   displayed.  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.
```

Reviewing Payment Groups



From Accounts Payable (G04), choose Automatic Payment Processing

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

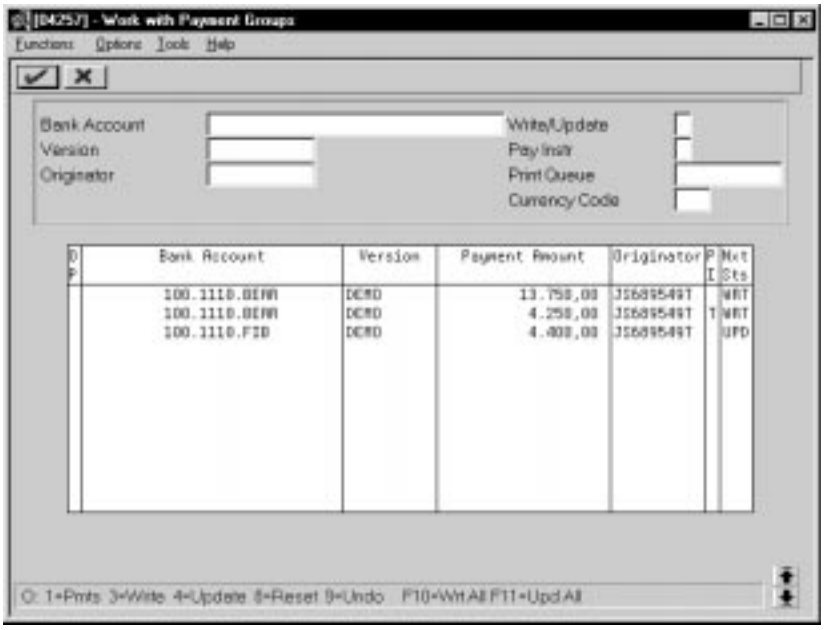
Reviewing payments includes:

- Reviewing a payment group
- Reviewing a payment within a payment group

▶ To review a payment group

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).

On Work with Payment Groups



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	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers. For OneWorld, the name of the version. It is created when the version is added.

Field	Explanation
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 originally entered the transaction.
Print Queue	This is the print output queue for A/P payments.
Nxt Sts	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

▶ To review a payment within a payment group

After you review payment groups, you might want to see the payment detail for a specific group.

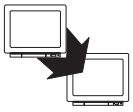
On Work with Payment Groups

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.

Reviewing Vouchers within Payment Groups



From Accounts Payable (G04), choose Automatic Payment Processing

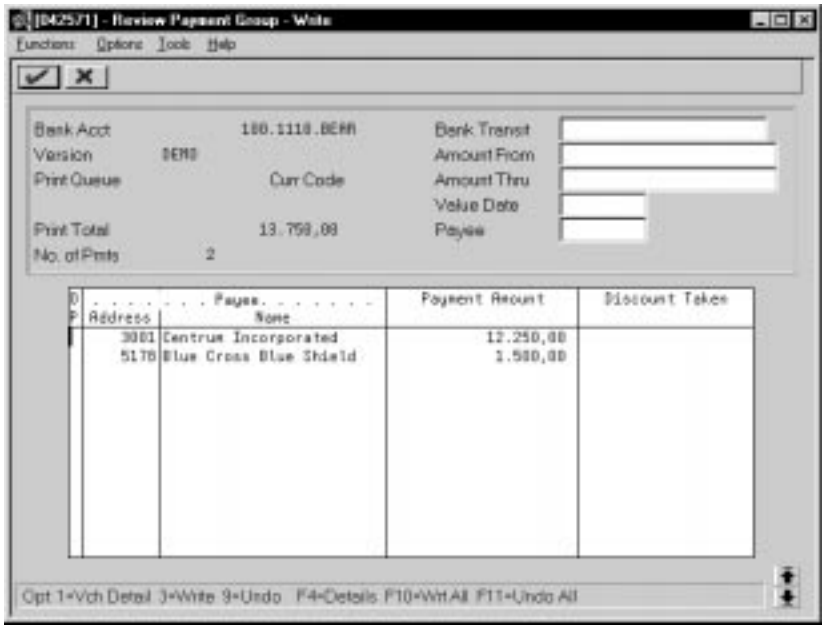
From Automatic Payment Processing (G0413), choose Work with Payment Groups

After you review a list of payment groups, you might need to review the vouchers within that group before you write them.

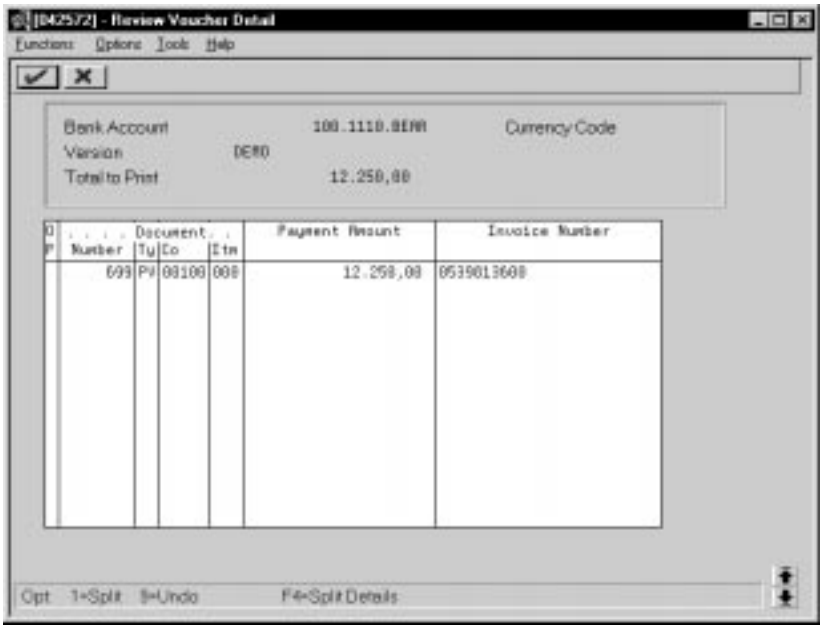
▶ To review a voucher within a payment group

On Work with Payment Groups

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



2. On Review Payment Group - Write, choose Voucher Detail for a payment.



Revising Unprocessed Payments

From Accounts Payable (G04), choose Automatic Payment Processing

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

You can make limited changes to payments, vouchers, and payment groups before you write them, including:

- 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

▶ To exclude a debit balance

Debit balances occur when you have overpaid a supplier. You can exclude these balances from payment processing.

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.

What You Should Know About

Excluding debit balances	To exclude all debit balances, set the processing option for Minimum Amount in Create Payment Groups to the smallest currency unit, for example one cent.
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.

▶ To split a payment

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

   See *Reviewing Vouchers (P04257)*.

2. On Review Voucher Detail, choose Split Detail.

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

Field	Explanation
Amount – Gross	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. . . . . . *Form-specific information* . . . . . . Enter the gross amount less any discount in this field. It must be less than the original gross amount and greater than zero. This is the actual amount you will pay.

▶ To decrease the amount of a discount

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

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

   See *Reviewing Vouchers (P04257)*

2. On Review Voucher Detail, choose Split Detail.

3. On Split Detail, complete the following field:
    - Discount Taken

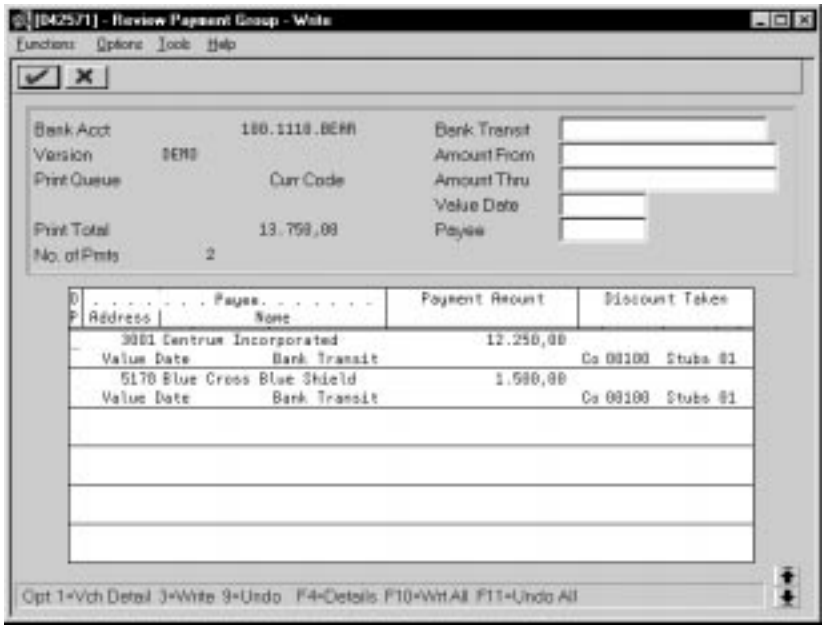
Field	Explanation
Discount Taken	In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice. In Accounts Payable, this is the amount of discount you take when you issue a payment. The discount taken does not have to be the same as the discount available. . . . . . *Form-specific information* . . . . . . This amount must be less than the original gross amount and greater than zero.

▶ To revise the value date of a payment

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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.



3. Complete the following field:
    - Value Date

Field	Explanation
Value Date	The date that the item was debited or credited to the bank account.

▶ To remove a voucher pay item

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

   See *Reviewing Vouchers (P04257)*.

2. On Review Voucher Detail, choose Undo for a pay item.

▶ To remove an unprocessed payment

When you do not want to make 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.

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

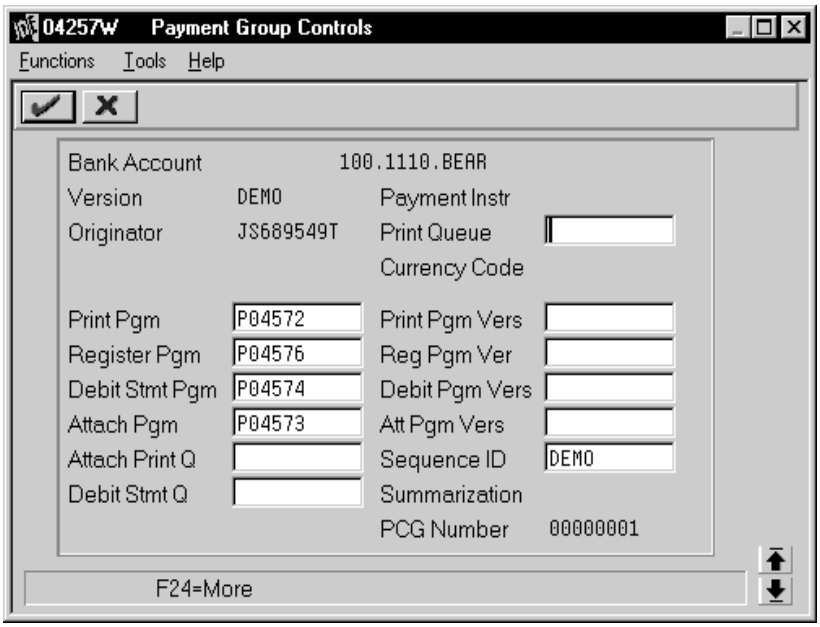
▶ To revise control information for a payment group

You can change the print program, payment register, print queues, attachments, and debit statements for payments by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the groups' payments print.

The system uses payment instrument defaults to create the control information when you create payment groups. You can change this information before you write payments. Any change you make affects the entire 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.



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.

See Also

- *Setting Up Payment Instruments (P0417)*

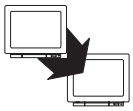
Work with Automatic Payments

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or create a bank tape table, depending on your setup. Working with payments consists of:

- ❑ Writing payments
- ❑ Resetting payment processing
- ❑ Removing processed payments
- ❑ Copying payments to tape

Writing Payments



From Accounts Payable (G04), choose Automatic Payment Processing

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

When you write payments, you can print the payments or create a bank tape table. You can do either of the following:

- Write all payments in a payment group
- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options. You can override the alternate payee default when you enter the voucher.

The system does not update the A/P Ledger table (F0411) until the update process.

What You Should Know About

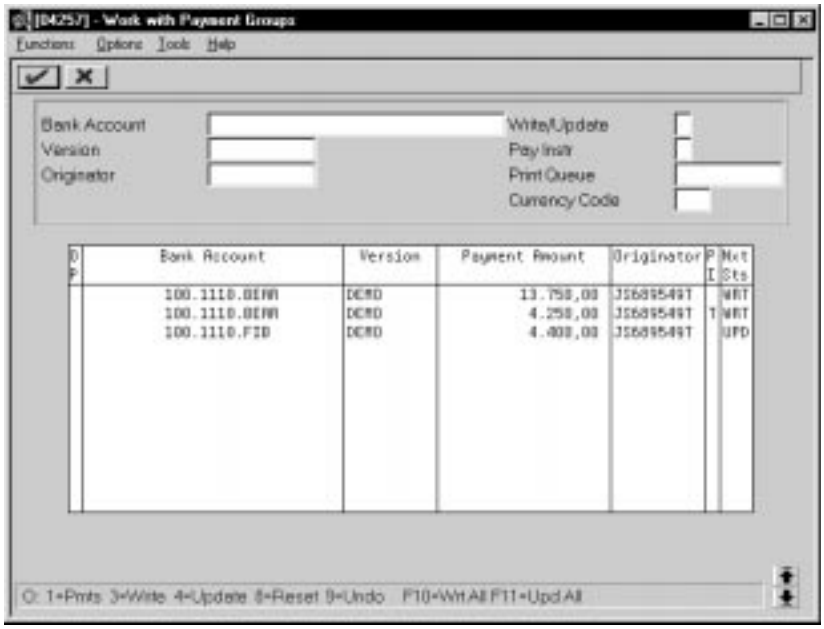
Payments written to tape	After a payment has been written to tape, its next status (Updated) appears highlighted on Work with Payment Groups.

Before You Begin

- ❑ Review payments and make any changes necessary
- ❑ Verify control information for payment groups

▶ To write all payments in a payment group

On Work with Payment Groups

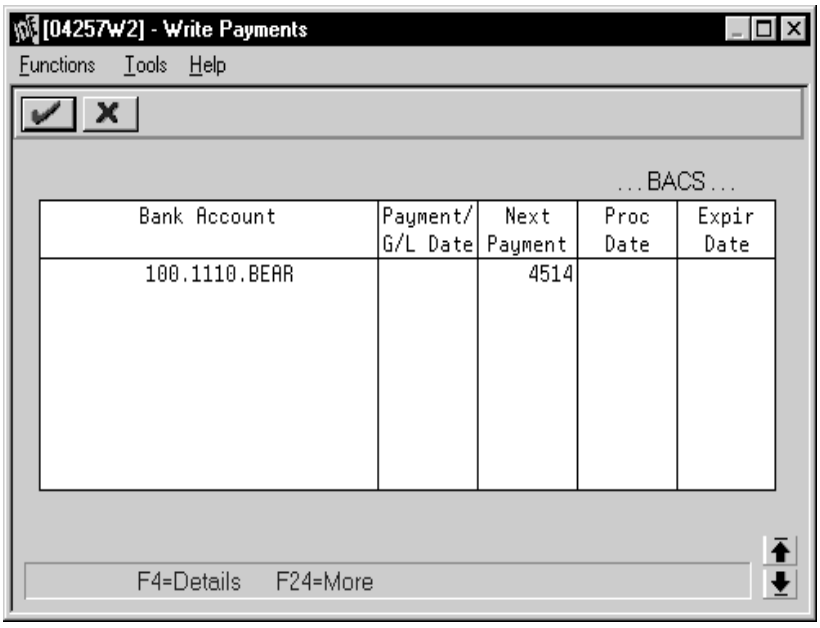


1. Follow the steps for reviewing payment groups.

   See *Reviewing Payment Groups (P04257)*.

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.



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 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.
Next Payment	The system updates the next available payment number during automatic payment print processing.

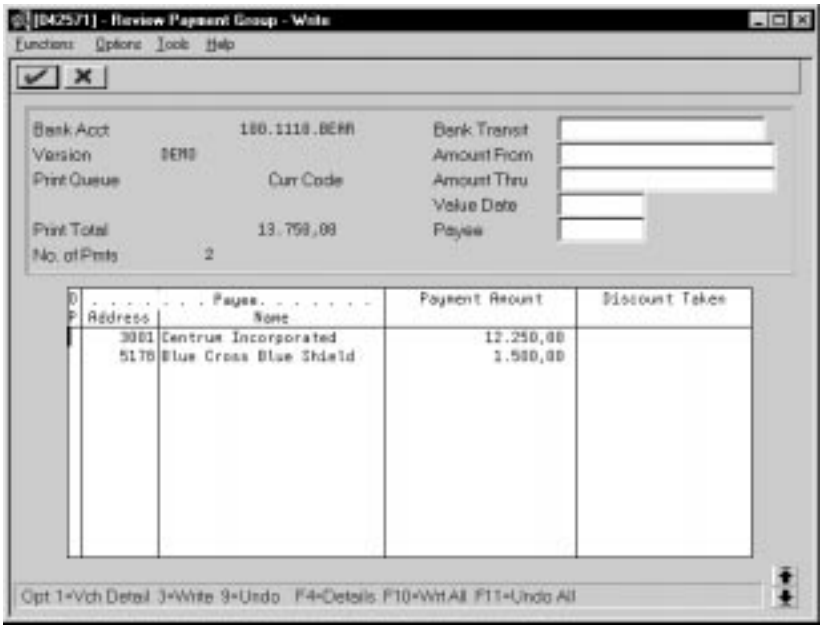
To write selected payments in a payment group

On Work with Payment Groups

1. Follow the steps for reviewing payments.

   See *Reviewing Payments within Payment Groups (P04257)*.

2. Choose Payments for a payment group with a next status of WRT.



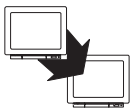
3. To limit your search, on Review Payment Group - Write complete any of the following fields and press Enter:
   - Bank Transit
   - Amount From
   - Amount Thru
4. Do one of the following and press Enter:
   - Choose Write for a payment.
   - Choose Write for all payments.
   - Choose Write or Copy 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. The combination of account number and transit number must be unique.
Amount From	This field is used to specify the lower limit for selecting an amount range.
Amount Thru	This field is used to specify the upper limit for selecting an amount range.

What You Should Know About

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.

Resetting Payment Processing



From Accounts Payable (G04), choose Automatic Payment Processing

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

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset them. Written payments have a next status of UPD (update). When you reset payments, you are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the G/L.

You can set a processing option for Work With Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

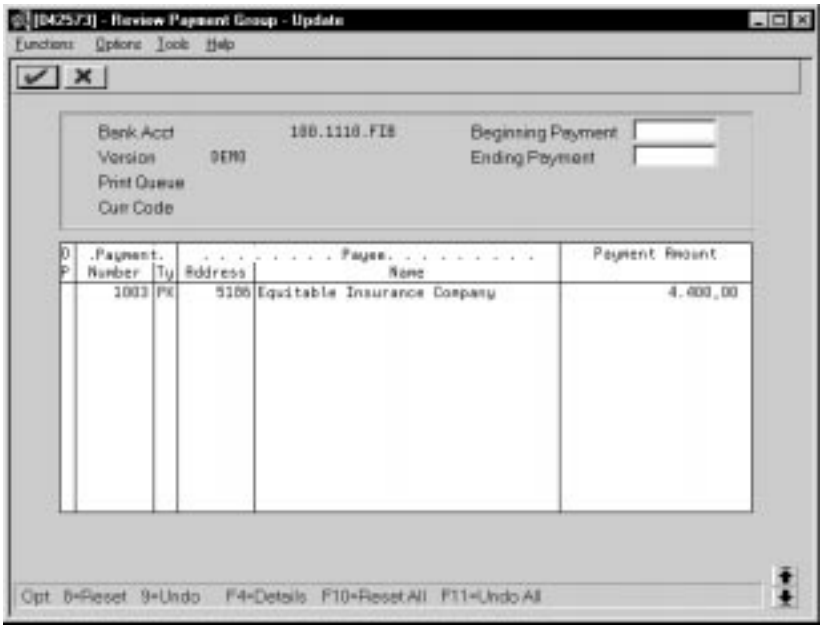
▶ To reset payment processing

On Work with Payment Groups

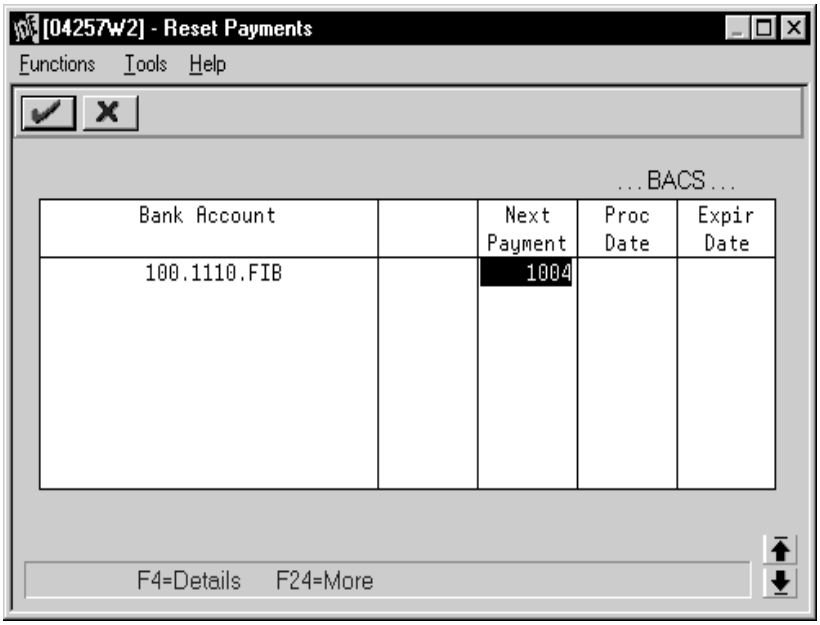
1. Follow the steps for reviewing payment groups.

   See *Reviewing Payment Groups (P04572)*.

2. Choose Payments for a payment group with a UPD status.



3. On Review Payment Group - Update, complete the following optional fields:
   - Beginning Payment
   - Ending Payment
4. Choose one of the following:
   - Reset for a single payment
   - Reset All for all payments



5. On Reset Payments, complete the following optional field:
   - Next Payment

   If you are resetting payments that were written to a bank tape, complete the following steps to remove the payment record from the bank tape table.

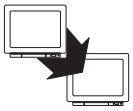
6. On Work with Payment Groups, press F9.
7. On Copy Bank Tape File to Tape, locate the bank tape record for the payment or payment group that you reset.
8. Use the Delete option to delete the corresponding table.

Field	Explanation
Beginning Payment	Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run.
Ending Payment	The range of payment numbers to void when you restart the payment program. If you leave this field blank, the system voids all payments processed after the beginning payment number. This field represents the end of the range of payment numbers to be voided.

What You Should Know About

Identifying a bank tape If you need to reset a payment, you can identify the tape affected by accessing the detail area of either the Work with Payment Groups or Review Payment Group-Write form. The detail area shows the tape file and tape file member.

Removing Processed Payments



From Accounts Payable (G04), choose Automatic Payment Processing

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

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

▶ To remove processed payments

On Work with Payment Groups

1. Follow the steps for reviewing payment groups or reviewing payments.

   See Reviewing Payment Groups (P04572) or *Reviewing Payments within Payment Groups (P04572)*.

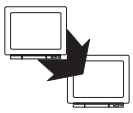
2. Choose Payments for a payment group with a next status of UPD.
3. On Review Payment Group - Update, choose one of the following:
   - Undo for a single payment
   - Undo All for all payments
4. On Reset Payments, complete the following optional field:
   - Next Payment

If you do not reset the next payment number, the system creates void payments.

What You Should Know About

Identifying a bank tape If you need to undo a payment, you can identify the tape affected by accessing the detail area of either the Work with Payment Groups or Review Payment Group-Write form. The detail area shows the tape file and tape file member.

Copying Payments to Tape



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

Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications priority to copying the table to table.

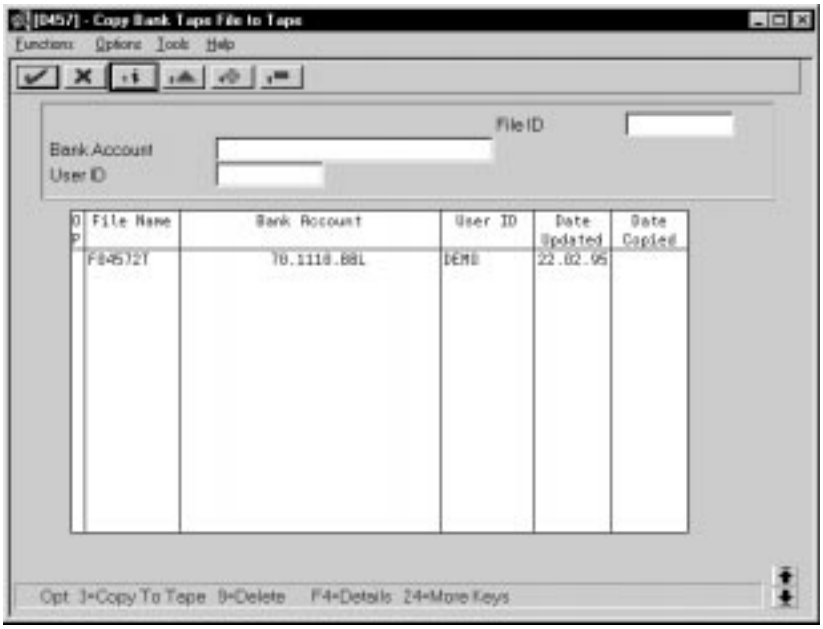
You access these specifications in the processing options for the Produce Bank Tape program (P04572T).

You can re-copy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution looses the original tape.

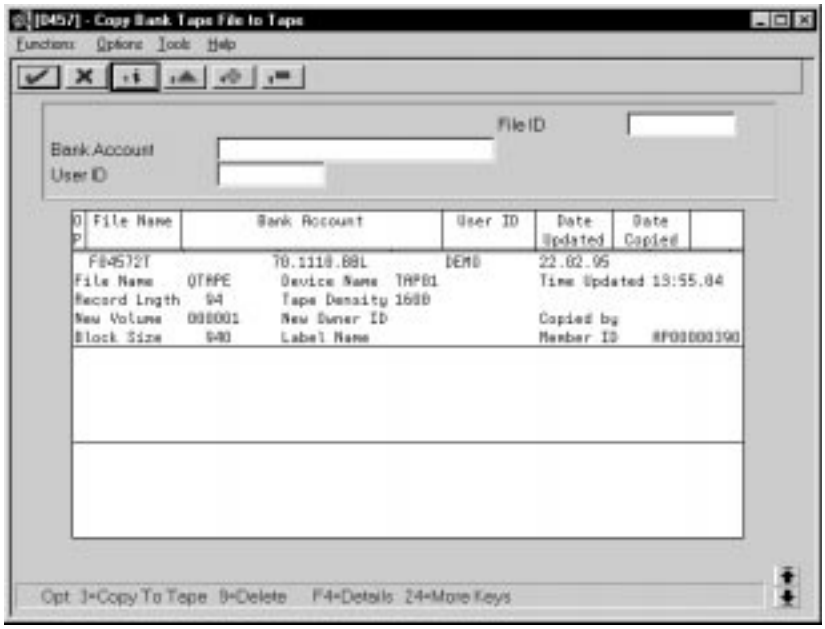
When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape table (F04572) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

To review and change status and detail for a tape table

On Copy Bank Tape File to Tape



1. To locate a tape table, press Enter or to limit your search, complete any of the following and press Enter:
   - File ID
   - Bank Account
   - User ID
2. Choose Details.



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.

What You Should Know About

Reviewing tape tables You can also use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.

Transmitting tape tables using a modem

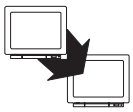
Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.

Processing Options for Copy to Tape

```
BACS PROCESSING:
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.
```

Update the A/P Ledger

Updating the A/P Ledger



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).

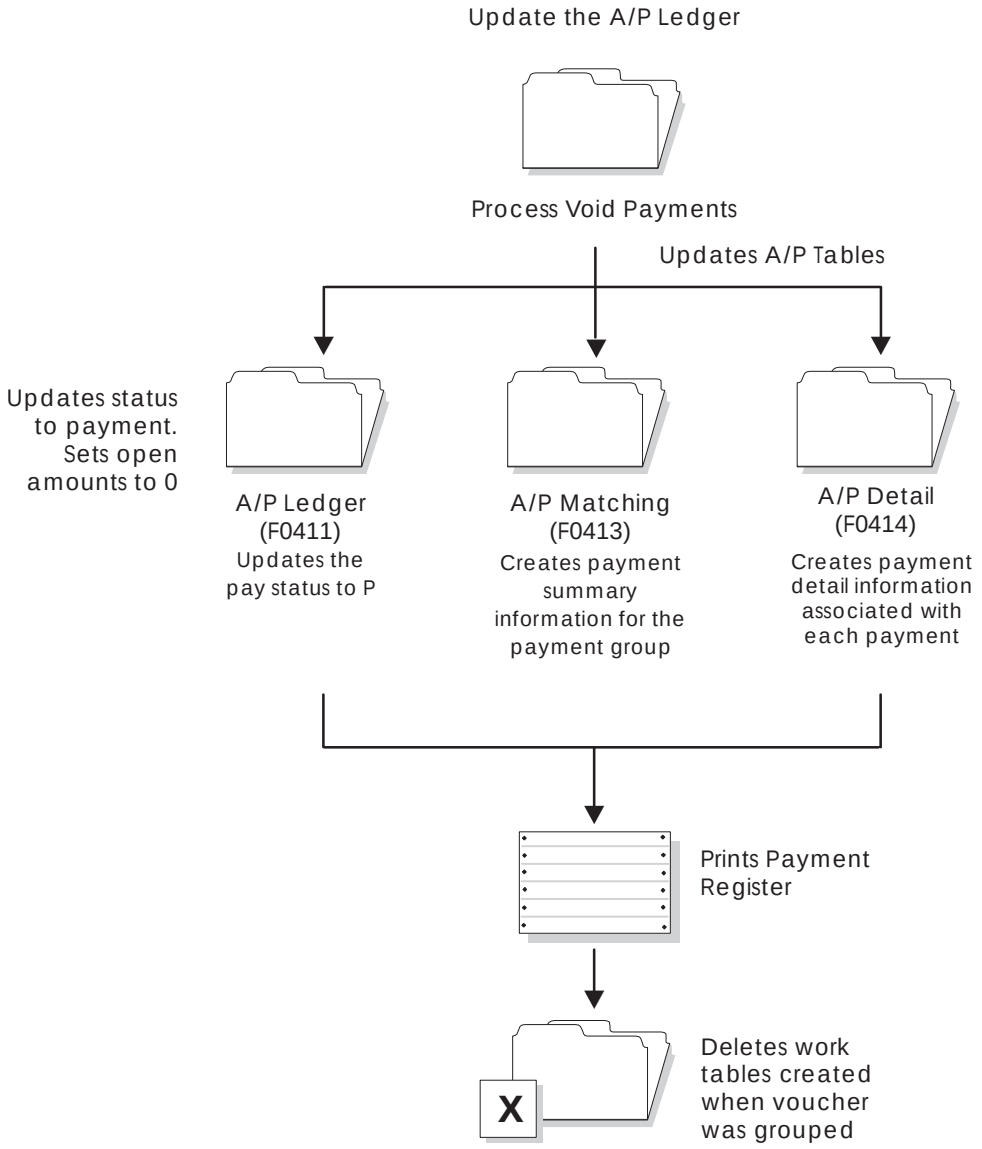
When you update the A/P ledger, the system:

- Processes void payments
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero
- Prints a payment register
- Copies payment information from the worktables to the A/P ledger tables:
    - A/P Matching Document (F0413)
    - A/P Matching Document Detail (F0414)
- Removes the records in the worktables that were created when you grouped vouchers for payment

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 the G/L after you update the A/P ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

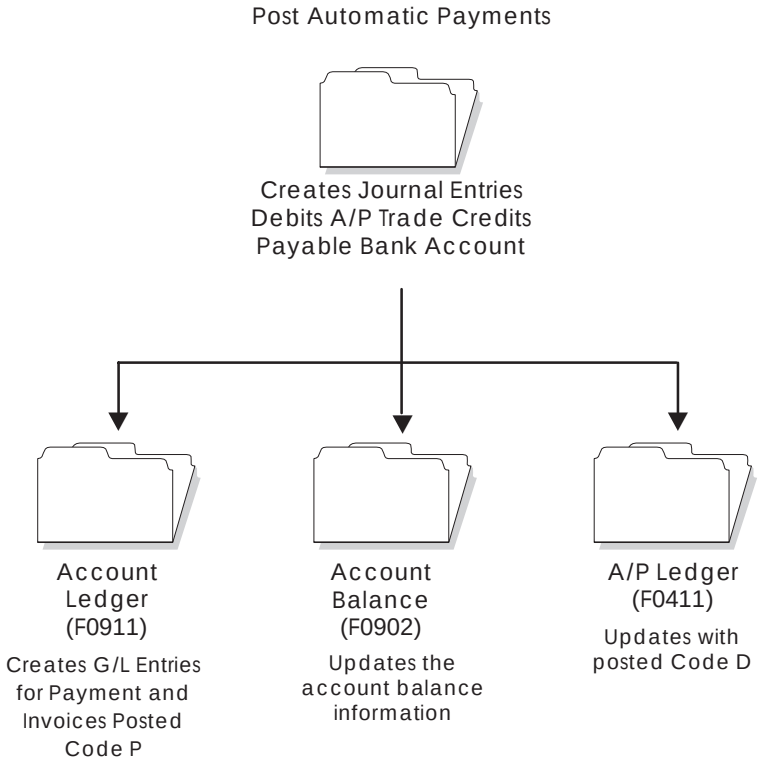
Update Ledger Process

The following graphic illustrates what happens when the system updates the A/P ledger.


Update the A/P Ledger
Process Void Payments
Updates A/P Tables
Updates status to payment. Sets open amounts to 0
A/P Ledger (F0411)
Updates the pay status to P
A/P Matching (F0413)
Creates payment summary information for the payment group
A/P Detail (F0414)
Creates payment detail information associated with each payment
Prints Payment Register
X
Deletes work tables created when voucher was grouped

Post Payments Process

The following graphic illustrates what happens when the system posts payments to the G/L.

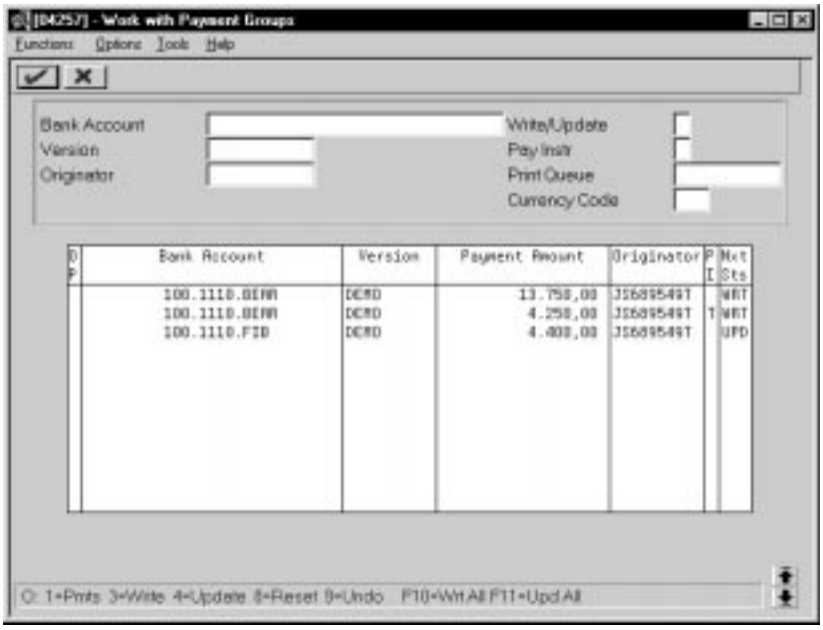


Before You Begin

- ❑ 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.

To update the A/P Ledger

On Work with Payment Groups



1. Follow the steps for reviewing payment groups.

   See *Reviewing Payment Groups (P04257)*.

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

Exercises

See the exercises for this chapter.

Processing Options for Work with Payment Groups

Processing Options for Work with Payment Groups

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. _____

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. For BACS, enter a '1' to allow entry of BACS processing dates. If left blank, BACS processing will not function. _____

5. 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.

6. Enter a '1' to request the following:
Save Spool File . . . _____
Hold Spool File . . . _____

7. 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').

UPDATE OPTIONS:

8. Enter a '1' to bypass clearing the prenote code in Vendor Master. _____

9. 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. _____

10. 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:

11. 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.	_____

DW VERSION FOR BANK TAPE REVIEW:

12. Enter the version number for the Bank Tape Review program. If left blank, ZJDE0001 will be used. _____

DW VERSION FOR A/P PAYMENT PROCESSOR:

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 setup. _____

DW VERSION FOR G/L PROCESSOR:

14. 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. _____

What You Should Know About Processing Options

Processing Option 3

Exchange Rates. You determine the exchange rate method you want to use for payments with a processing option:

- Voucher Exchange Rate
- Effective Date
- Payment G/L Date

The following examples describe these methods.

Voucher Exchange Rate

When you use this method, you pay the voucher at the exchange rate that was in effect when you entered the voucher. No gain/loss is calculated because the voucher domestic amount is equal to the payment domestic amount. For example:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	750.00 USD	2.5000000

Effective Date

When you use this method, the system retrieves the exchange rate for a specific date from the exchange rate table. A gain/loss might be calculated. For example, if you specify a date of 06/30/98 and the exchange rate set up for that date is 2.7500000:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	825.00 USD	2.7500000

The domestic voucher amount is 750.00 and the payment domestic amount is 825.00, which results in a loss of 75.00 on the domestic amount.

Payment G/L Date

When you use this method, the system retrieves the exchange rate for the G/L payment date from the exchange rate table. A gain/loss might be calculated. For example, if the payment G/L date is 06/15/98 and the exchange rate set up for that date is 2.2500000:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	675.00 USD	2.2500000

The domestic voucher amount is 750.00 and the payment domestic amount is 675.00, which results in a gain of 75.00 on the domestic amount.

Processing Option 14

See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

Approve and Post Automatic Payments

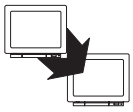
Approving and Posting Automatic Payments

After you update automatic payments to the A/P tables, you review and approve them. After the payments are approved, you then post them to the general ledger. This process involves:

- ❑ Approving automatic payments for posting
- ❑ Posting automatic payments

Posting payments creates records in the Account Ledger table (F0911).

Approving Automatic Payments for Posting



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Automatic Payment Review

Businesses that require management approval before posting use the journal review program to review and approve their payments. Those businesses that do not require management approval can omit this task.

All J.D. Edwards journal review programs work in the same way. To review and approve automatic payments prior to posting, you use a review program that displays batch type K (automatic payments) only.

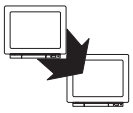
Before You Begin

- ❑ Set the A/P constant for management approval of input, according to your business requirements

See Also

- *Reviewing and Approving Vouchers (P00201)*

Posting Automatic Payments



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Post Automatic Payments – G/L

When you post automatic payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. The system typically creates journal entries that debit an A/P liability account and credits a cash (or bank) account.

After you post payments, you can review them again and correct accounting distribution information. You cannot review account ledger information until the post is complete.

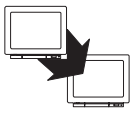
You can set a processing option in Work With Payment Groups to automatically submit payments for posting to the G/L after you update the A/P ledger.

See Also

- *About the Post Process for A/P (P09800)*
- *Posting Vouchers (P09800)*

Void Automatic Payments and Vouchers

Voiding Automatic Payments and Vouchers



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Void Payment Entry

You can determine whether a payment has been posted or voided by viewing its status. The statuses are:

- Blank (the payment has not been posted or voided)
- Posted
- Voided (if a payment has been voided, you cannot void it again)

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

Voiding automatic payments and vouchers consists of:

- Voiding an automatic payment
- Voiding an automatic payment and its vouchers

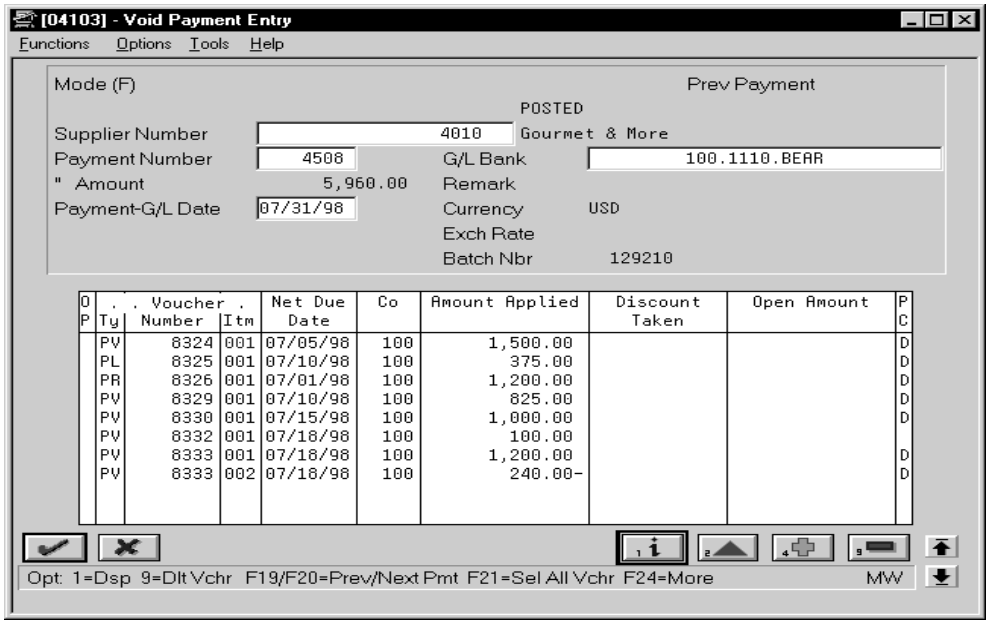
Voiding an Automatic Payment

After you update payments, you can void them. You can void both posted and unposted payments. When you void payments, the system:

- Creates a matching document with a document type of PO (voided payment) in the 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 vouchers with an open amount and a pay status of A (approved).

To void an automatic payment

On Void Payment Entry



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.
5. Click OK at the prompt to confirm the void.

What You Should Know About

Multi-Currency When you void payments with multiple currencies, the system voids both the domestic and foreign sides of the payment.

Voiding an Automatic Payment and its Vouchers

To void a payment and not include it in another payment cycle, you must void both the payment and it associated vouchers. When you void the vouchers that are associated with a payment, the system:

- Voids posted vouchers, if there are no other payments against the voucher.
- Deletes or voids unposted vouchers, based on a processing option.
- 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).

▶ To void an automatic payment and its voucher

On Void Payment Entry

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. Do one of the following:
   - To void a voucher associated with a payment, do one of the following:
     - For WorldSoftware, change the action code to D, enter 9 in the OP (Option) field and press Enter.
     - For WorldVision, 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.

What You Should Know About

Voiding vouchers

When you void vouchers, if you do not enter 9 in the OP (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.

Processing Options for Void Payments

```
TWO CYCLE OPTION:
1. Enter a '1' for 2 cycle data entry                    _____

DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.

2.  A/P Payment Processing    (XT0413)                   _____
3.  A/P Voucher Processing    (XT0411Z1)                 _____
4.  Journal Entry Processing  (XT0911Z1)                 _____
5.  Name Search               (P01200)                   _____
6.  Supplier Master Info.     (P01054)                   _____
7.  Supplier Ledger           (P042003)                  _____
```

What You Should Know About Processing Options

Processing option 2

See *Processing Options for Voucher Entry (P04105)* for information on the XT0411Z1 functional server.

Processing option 3

See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

Processing Options for Accounts Payable Payment Functional Server

```
DEFAULT PROCESSING:
1. Enter a '1' to allow unposted                         _____
   automatic payments to be physically
   deleted from the system.
```

Manual Payment Processing

Objectives

- To pay existing vouchers manually
- To enter vouchers and produce payments at the same time
- To void posted payments

About Manual Payments

If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment. Processing payments manually includes:

- ❑ Working with manual payments
- ❑ Approving and posting manual payments
- ❑ Voiding manual payments

What Are the Types of Manual Payments?

Manual payments can include payments:

- With an existing voucher
- Without an existing voucher, but with complete voucher information (standard method)
- Without an existing voucher, but with abbreviated voucher information (speed method)

Which Type Should You Use?

Payment with Existing Voucher

Advantages	Enter payments against an existing voucher
Disadvantages	Enter payments using two entry programs

Payment without Existing Voucher (Standard Method)

Advantages	Enter voucher and payment in a single step
Disadvantages	Enter payments using two entry programs

Payment without Existing Voucher (Speed Method)

Advantages	Enter voucher and payment in a single program
Disadvantages	Enter only a single pay item
	Cannot enter multi-currency payments
	Cannot modify voucher or payment with this program

How Does the System Identify Manual Payments?

The following shows the identifying characteristics of manual payments:

Payment with Existing Voucher

Voucher document type	PV (voucher)
	PR (recurring voucher)
	PL (voucher logging)
Payment document type	PN (manual payment)
	P1 (draft)
Batch type	M (with match)

Payment without Existing Voucher (Both Standard and Speed Methods)

Voucher document type	PM (manual voucher)
Payment document type	PN (manual payment)
Batch type	W (without match)

Work with Manual Payments

Working with Manual Payments

When you need to remit a payment to a supplier immediately, you can use the manual payment process, bypassing the automatic payment process.

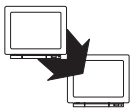
Working with manual payments consists of:

- ❑ Entering manual payments with existing vouchers
- ❑ Entering manual payments without existing vouchers (standard method)
- ❑ Entering manual payments without existing vouchers (speed method)
- ❑ Locating manual payments
- ❑ Revising unposted manual payments
- ❑ Revising posted manual payments

The entry programs for manual payments maintain voucher and payment information in the following A/P ledger tables:

- A/P Ledger (F0411)
- A/P Matching Document (F0413)
- A/P Matching Document Detail (F0414)
- Account Ledger (F0911)

Entering Manual Payments with Existing Vouchers



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Speed Release or Payment with Voucher Match

To create a manual payment for one or more vouchers 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, updates the pay status of the voucher, and reduces the open amount of the voucher.

See Also

- *Preparing Vouchers for Automatic Payments (P04114)*

▶ To approve the voucher for payment

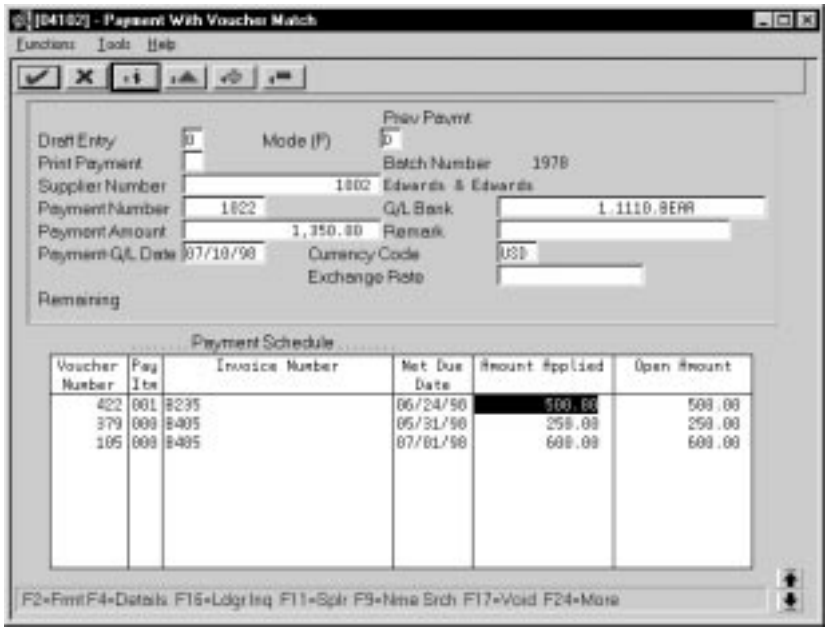
The system only displays approved vouchers on Payment With Voucher Match.

On Speed Release

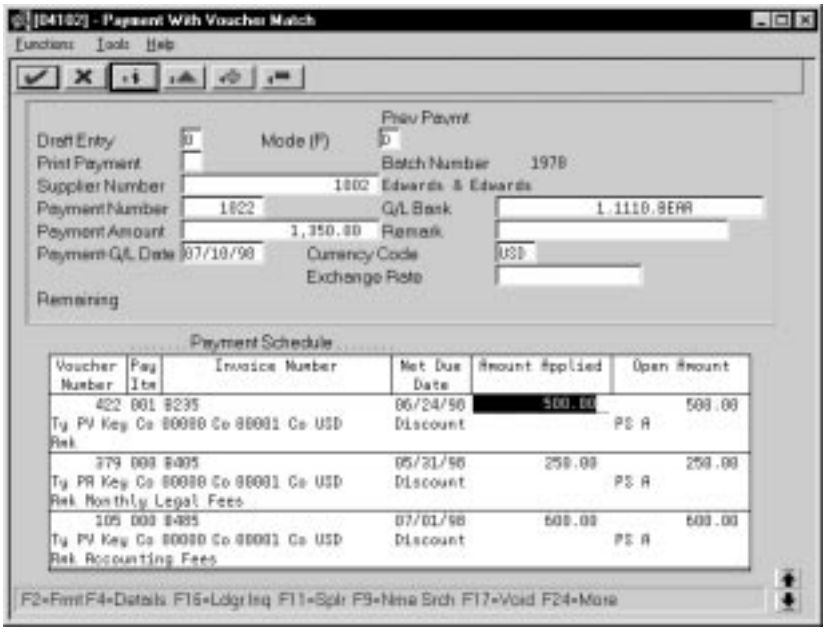
1. Locate the voucher you want to approve.
2. Change the following field:

▶ To enter payment information

On Payment With Voucher Match



1. Complete the following fields:
    - Print Payment (optional)
    - Supplier Number
    - Payment Number
    - G/L Bank Account (optional)
    - Payment Amount
    - Remark (optional)
    - Payment–G/L Date
    - Currency Code (optional)
    - Exchange Rate (optional)
2. Use the Add action.
3. Choose Details.



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
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 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.
Amount – Check	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. The system displays the voucher twice in the payment schedule, once with the original amount applied and once with the voided amount.
Date – Matching Check or Item – Julian	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).

Field	Explanation
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.
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.

What You Should Know About

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.

Processing Options for Manual Payment with Voucher Match

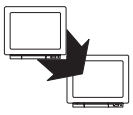
```
DEFAULT PROCESSING:
1. Enter a '1' to summarize pay items                    _____
   by Voucher number and Due Date when
   viewing open items.
   Note: A function key exists to toggle
   summarized pay items.

2. Enter a '1' to automatically assign                   _____
   payment numbers based on the bank
   account next payment number.

Format Control
3. Select the default screen format:                     _____
   " " = Discount Amount
   "1" = Open Amount

FIELD DISPLAY CONTROL:
4. Enter a '1' to allow display and                      _____
   update of Value Date.
```

```
DRAFT PROCESSING:
5. Enter a '1' to display the draft                    _____
   entry field.

DUPLICATE PAYMENT PROCESSING:
6. 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:
7. Enter a '1' to allow negative                       _____
   payments to be created.

AUTOMATIC PRINT PROCESSING:
8. 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.

9.  Name Search                 (P01200)               _____
10. Manuel Ck w/o Voucher Match (P04106)               _____
11. Supplier Ledger Inquiry    (P042003)               _____
12. Void Payment                (P04103)               _____
13. A/R A/P Netting             (P03455)               _____

EXCHANGE RATE:
14. Enter a '1' to protect the Exchange                _____
    Rate field.  If left blank, the
    Exchange Rate will not be protected.
```

What You Should Know About Processing Options

Processing option 7 This processing option determines how the system handles payments when you complete the Print Payment field.

Entering Manual Payments without Existing Vouchers (Standard)



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Payment without Voucher Match

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
- Prepayment vouchers, depending on how you set the processing options

When you enter a payment without an existing voucher, you:

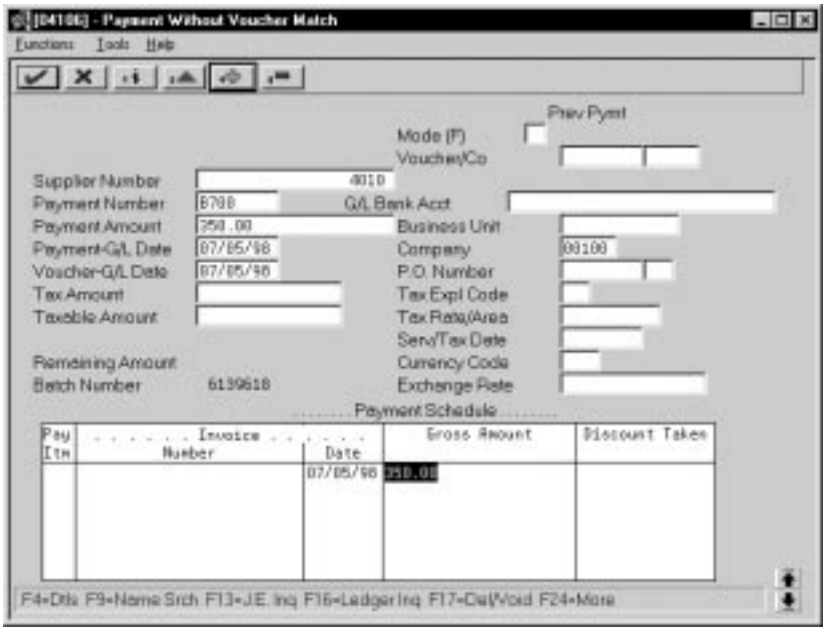
- Enter voucher and payment information
- Enter general ledger information

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. You prepare it manually.

▶ To enter voucher and payment information

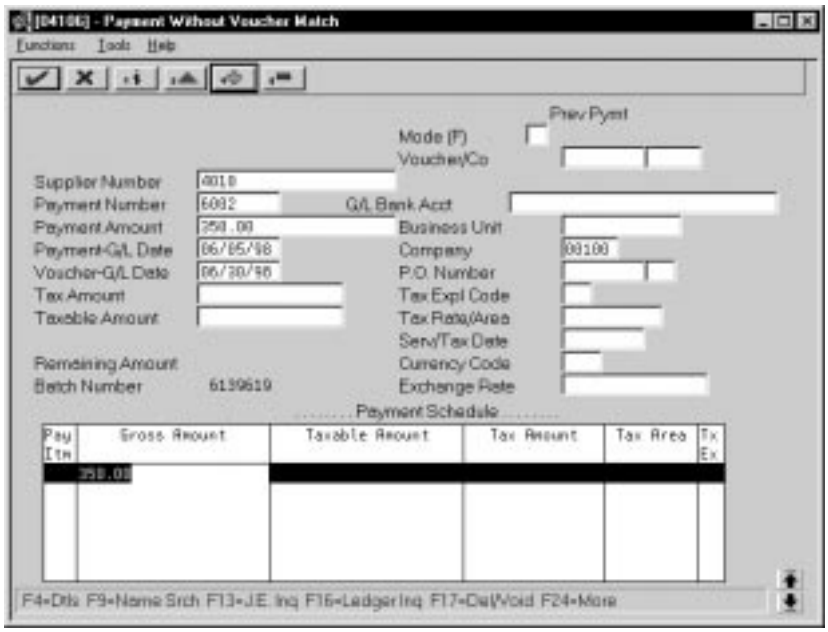
On Payment Without Voucher Match



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.



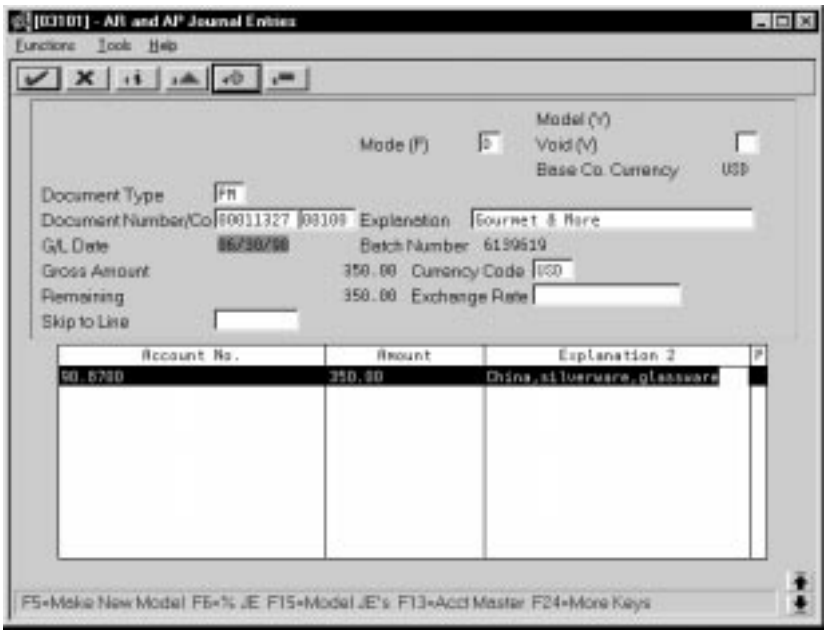
4. Complete the following optional fields:
   - Remark
   - G/L Offset
   - Taxable Amount
   - Tax
   - Tax Code
   - Tax Rate/Area

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

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

On AR and AP Journal Entries



Complete the following fields:

- Account Number
- Amount
- Explanation 2 (optional)

What You Should Know About

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.

See Also

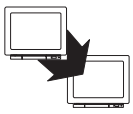
- *Working with Standard Vouchers (P04105)*

Processing Options for Manual Payment without Voucher Match

```
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.

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:                       _____
     ' ' = Standard Manual Payments
     '1' = Manual Payments with Taxes

5. Enter a 1 to review the Voucher                         _____
   Category Codes with an Add or Change.

TWO CYCLE OPTION:
6. Enter a '1' for 2 Cycle data entry.                     _____

CURRENCY PROCESSING:
7. Enter a 'Y' to allow Value Added Tax                    _____
   on currency entries.

PREPAYMENT OPTIONS:
8. 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.

9. Enter the default payment status for                    _____
   prepayment pay items.  If blank,
   prepayment pay items will default to
   a payment status of 'H'.

10. 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:
11. Enter a value to select Date Edit
    processing. Valid values are as
    follows:

         Blank = No Edit
             1 = Warning
             2 = Hard Error

         Invoice Date      > Todays Date          _____
         Invoice Date      > G/L Date             _____
         Prev Doc G/L Date > New Doc              _____
                             G/L Date

DUPLICATE PAYMENT PROCESSING:
12. 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.

13. Name Search                 (P01200)          _____
14. Supplier Ledger Inquiry    (P042003)          _____
15. Void Payment Entry          (P04103)          _____
16. Voucher Category Code Review(P0411W)          _____

EXCHANGE RATE:
17. Enter a '1' to protect the Exchange           _____
    Rate field.  If left blank, the
    Exchange Rate will not be protected.
```

Entering Manual Payments without Existing Vouchers (Speed)



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Speed Payment Entry

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:

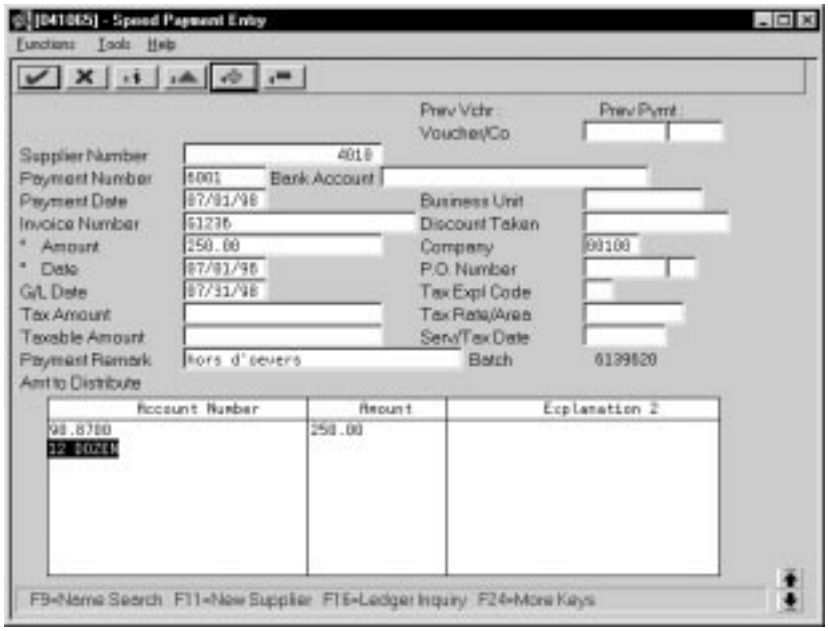
- Change, delete, or void manual payments
- Enter multiple pay items or multiple supplier invoices

- Create or use model journal entries
- Convert multiple currency amounts
- Calculate currency gains and losses

The system does not print your payment. You prepare it manually.

▶ To enter a manual payment without an existing voucher

On Speed Payment Entry



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, complete the following fields:
   - Account Number
   - Amount
   - Explanation 2 (optional)

Processing Options for Speed Payment Entry

```
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.

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

FORMAT CONTROL (CONT'D):
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                     _____

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      > Todays Date                 _____
```

```
          Invoice Date      > G/L Date                _____________

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.

DREAM WRITER VERSIONS:
Enter the version for each program:
If left blank, ZJDE0001 will be used.

10. Name Search                (P01200)              _____________
11. Supplier Ledger Inquiry    (P042003)             _____________
12. Voucher Category Code Review(P0411W)             _____________
```

Locating Manual Payments

From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Payment with Voucher Match or Payment without Voucher Match

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
- Review Payments

▶ To locate a manual payment

On Payment With Voucher Match or Payment Without Voucher Match

Complete the following fields:

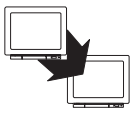
- Supplier Number
- Payment Number (optional)
- G/L Bank Account (optional)

See Also

- *Reviewing Payments (P042004)* for information about using the Supplier Payment Inquiry method

- *Reviewing and Approving Vouchers (P04201)* for information about using the Review Payments method

Revising Unposted Manual Payments



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Payment with Voucher Match or Payment without Voucher Match

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

What You Should Know About

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.
- Does not provide an audit trail.

When you delete a manual payment with multiple currencies, the system reverses any gain or loss it calculated.

▶ To change a payment entered with an existing voucher

On Payment With Voucher Match

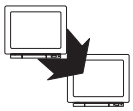
Change any field that is not a key field.

▶ To change a payment entered without an existing voucher

On Payment Without Voucher Match

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

Revising Posted Manual Payments



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Payment with Voucher Match

You can change a posted payment if you entered it with an existing voucher. You cannot, however, change a posted payment if you entered it without an existing voucher. Instead, you must void and re-enter it.

▶ To change a posted manual payment

On Payment With Voucher Match

1. Enter changes to any of the following fields and press Enter:
   - Payment Amount
   - Gross Amount
   - Remark
2. Choose Details.
3. Change the following field, if necessary:
   - 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

What You Should Know About

Multi-Currency

When you change a posted manual foreign payment, the system changes both the domestic and the foreign sides of the payment.

Voiding manual payments

To void a manual payment and its associated vouchers, use Void Payment Entry.

See *Voiding Automatic Payments*.

Exercises

See the exercises for this chapter.

Test Yourself: Entering Manual Payments

1. When would you use Payment With Voucher Match to enter a payment?

   _____

   _____

2. When would you use Payment Without Voucher Match to enter a payment?

   _____

   _____

3. What batch type does the system assign to payments without an existing voucher?

   _____

4. What document type does the system assign to manual payments?

   _____

The answers are in *Appendix B*.

Approve and Post Manual Payments

Approving and Posting Manual Payments

After you update manual payments to the A/P tables, you review and approve them. After the payments are approved, you then post them to the general ledger.

This process involves:

- ❑ Approving manual payments for posting
- ❑ Posting manual payments

Posting payments creates records in the Account Ledger table (F0911).

Approving Manual Payments for Posting

To approve payments prior to posting, you can:

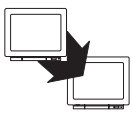
- ❑ Review manual payments online
- ❑ Print the manual payment journal

Businesses that require management approval before posting use the journal review program to review and approve their manual payments. Those businesses that do not require management approval can omit this task.

Before You Begin

- ❑ Set the A/P constant for management approval of input, according to your business requirements

Reviewing Manual Payments Online



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Review Payments

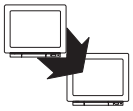
All J.D. Edwards journal review programs work in the same way. There are two review programs for manual payments, depending on the menu option you choose:

- Manual and Void Payments with Match (M)
- Manual Payments without Match (W)

See Also

- *Reviewing Batch Vouchers (P00201)*

Printing the Manual Payment Journal



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Manual Payment Journal Report

An alternative to reviewing payments online is the payment journal. Use it for proofing and balancing purposes. If you have a problem balancing the G/L, the printed journal can be a more workable format for detailed review.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

This is a DREAM Writer program.

The processing time for this batch report 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.

```
 04311                                          J.D. Edwards & Company                                          Page –        2
        User              – DEMO                   Manual Check Journal                                        Date –  4/11/98
        Batch Number      –    80208                    User/Batch
        Batch Date        – 04/11/95
        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           07/05/98 00100 Gourmet & More           4010
PM    10619-000 00100 07/05/98                                                              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
```

What You Should Know About

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 on Processing Options Revisions.

Processing Options for Manual Payment Journal

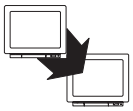
```
To select which account number to print
 on the journal, enter a:
    '1'- account number;
 or '2'- short account ID;
 or '3'- unstructured account;
 or '4'- number entered during input.
If left blank, default will be number
 entered during input.
```

Data Selection for Manual Payment Journal

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.

Posting Manual Payments



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Post Manual Payments to G/L

When you post manual payments, the system 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 J.D. Edwards 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 the processing option.

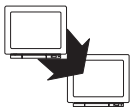
After you post payments, you can review them again and correct accounting distribution information. You cannot review account ledger information until the post is complete.

See Also

- *About the Post Process for A/P (P09800)*
- *Posting Vouchers (P09800)*

Void Manual Payments

Voiding Manual Payments



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Void Payment Entry

You can void posted or unposted manual 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.

See Also

- *Voiding Automatic Payments (P04103)*

Exercises

See the exercises for this chapter.

Payables and Receivables Netting

Objectives

- To net payables and receivables

About Payables and Receivables Netting

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, 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.

The decision to net might involve negotiation between you and your customer or supplier about whether to exclude certain transactions. After you determine on which side the liability exists, you either net for receipts or net for payments. The following differences exist between these two situations:

- When you net for receipts, your customer owes you more than you owe your customer. Your customer remits a payment to you for the net amount. You use your customer's payment stub to match the receivable and payable transactions item by item.
- When you net for payments, you owe your supplier more than your supplier owes you. You select the specific transactions to net, then remit a payment for the net amount.

Netting consists of the following tasks:

❑ Netting payables and receivables

❑ Printing netting reports

When you do a lesser volume of business with another organization as both a customer and a suppler, you can 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.

See Also

- *Working with Credit Note Reimbursements (P03610)* in the *Accounts Receivable Guide*

Net Payables and Receivables

Netting Payables and Receivables

You net for payments when you owe your supplier more than your supplier owes you. You select the specific transactions to net, then remit a payment for the net amount.

Netting for payments consists of the following tasks:

- ❑ Netting for manual payments
- ❑ Netting for payments in stand-alone mode
- ❑ Posting netted transactions for payments

When you select transactions to net, the system does the following:

- Creates a netting matching document (document type NM) in the A/R ledger to close the invoice
- Changes the pay status of the original invoices to P (paid)
- Creates a netting original document (document type NO) in the A/P ledger to offset to closed invoices
- Creates a journal entry for the netting original document in the general ledger

These original and matching documents provide an audit trail.

The netting programs create records in the following tables:

- A/R Ledger (F0311)
- A/P Ledger (F0411)
- A/P Matching Document (F0413)
- A/P Matching Document Detail (F0414)
- Account Ledger (F0911)

See Also

- *Netting Receivables and Payables (P03455)* in the *Accounts Receivable Guide* for information about netting for receipts

Example: Netting for Payments

In the following example, you bill a customer for 1,000.00. You prepare an invoice for 1,000.00.

That customer, who is also your supplier, bills you for 1,500.00. You enter a voucher for this amount.

Step 1

You have an invoice for 1,000.00 and a voucher for 1,500.00.

Journal Entry

	Accounts Payable		Accounts Receivable		
PV 001		1,500.00	1,000.00		RI 101

Step 2

You want to create a payment for 500.00 and close both the invoice and the voucher. To do this, you must first net for payments. The system creates a netting matching (NM) document that offsets the existing invoice.

Journal Entry

	Accounts Payable		Accounts Receivable		
PV 001		1,500.00	1,000.00		RI 101
				1,000.00	RI 101 NM 005

Step 3

The system also creates an netting original (NO) document to offset the invoice against the voucher.

Journal Entry

	Accounts Payable		Accounts Receivable		
PV 001		1,500.00	1,000.00		RI 101
NO 005	1,000.00			1,000.00	RI 101 NM 005

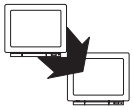
Step 4

The net amount of your payment is 500.00. The system itemizes the paid transactions on the payment stub so that your supplier understands which transactions you are netting.

Journal Entry

	Accounts Payable		Accounts Receivable		
PV 001		1,500.00	1,000.00		RI 101
NO 005	1,000.00			1,000.00	RI 101 NM 005
PV 001 PN 201	500.00				
PV 001 PN 201	1,000.00				
NO 005 PN 201		1,000.00			

Netting for Manual Payments



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Payment with Voucher Match

You can net receipts and payments when you enter manual payments. Typically, you use this method to net receipts and payments when you want to issue a manual payment. Unlike netting for receipts by entering a cash receipt in the Accounts Receivable system, there is no function that allows you to net by the supplier's parent number.

Before You Begin

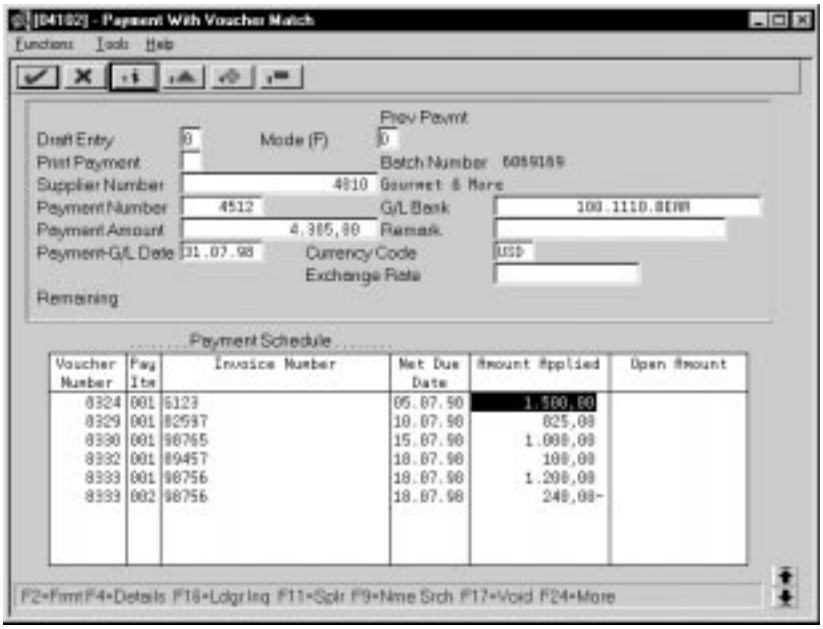
❑ On Address Book – Additional Information, set the AR/AP Netting flag to Y (Yes) for each of the customers and suppliers that you plan to net. See *Entering Suppliers*.

- ❑ Set the processing options for Payment with Voucher Match to select a version of the netting program. See *Entering Manual Payments with Existing Vouchers*.

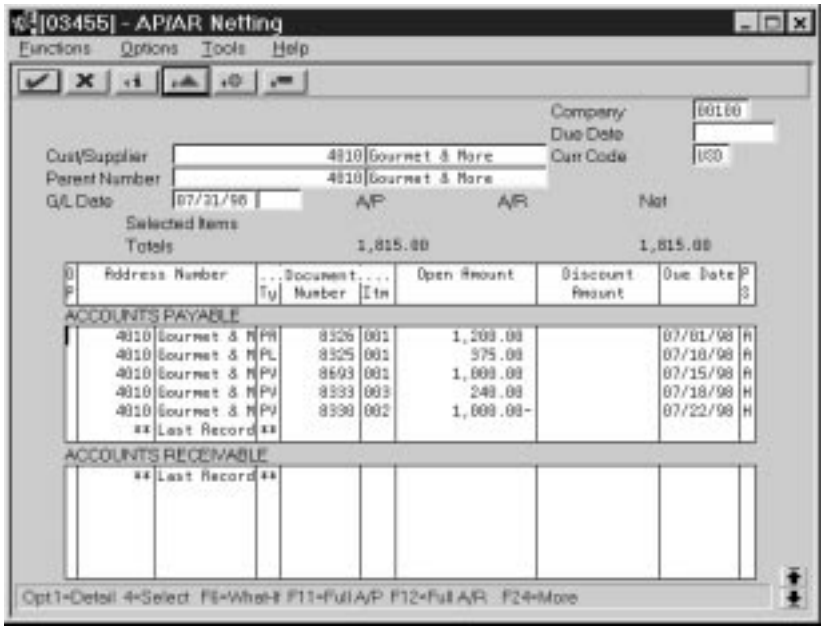
- ❑ Set up the AAI for the netting suspense account (NC). See *About AAIs for A/P*.

▶ To net for manual payments

On Payment with Voucher Match



1. Complete the following fields:
   - Supplier Number
   - Currency Code (optional)
   - Payment G/L Date
2. Choose the A/R A/P Netting function.



3. On AP/AR Netting, choose the Select option for each transaction you want to net.
4. To perform what if calculations, choose the What-If function.
5. To net the transactions you selected, press Enter.

   The system exits to Payment with Voucher Match.

Field	Explanation
Supplier Number	The address number that identifies the recipient of the payment. . . . . . *Form-specific information* . . . . . . To call the netting program, the AR/AP Netting field (AT2) for this supplier must be set to Y (Yes) on Address Book–Additional Information.

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* . . . . . . You can make a payment in either the original foreign currency of the transaction or the domestic currency of the company it is associated with. This is supplied from the supplier's Address Book information if a currency code is defined for the supplier. If the code in this field is different from that of the base company, the system considers the amount entered a foreign amount. If you have not assigned a currency to the supplier, the system uses the company currency. The system calculates currency exchange gains and losses automatically. You can only net transactions that have the same currency.
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).

What You Should Know About

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 Vouchers with Discounts*.

Limiting your selections

You can limit the display of invoices and vouchers available for netting on AP/AR Netting. To do this, choose the Customer Ledger Inquiry or Supplier Ledger Inquiry function. Follow the steps for locating invoices or vouchers, then select invoices or vouchers. When you exit the ledger inquiry form, the system loads your selections on AP/AR Netting.

See *Reviewing Supplier Ledger Information*.

Voiding netted payments

To void a payment that includes netted transactions, follow the procedures for voiding a manual payment. The system recognizes the existence of netted documents and gives you the option to also void netted transactions.

If you do not void netted transactions, the system deletes the payment, but leaves the netting original document open and unapplied.

If you void unposted netted transactions, the system does the following:

- Deletes the netting original document
- Deletes the netting matching document
- Reopens the original invoice

If you void posted netted transactions, the system does the following:

- Creates a matching document (document type PE) in the A/P ledger to offset the netting original document
- Creates a matching document (document type RO) in the A/R ledger to reopen the invoice

You cannot delete the vouchers associated with a payment that includes netted transactions.

See *Voiding Manual Payments*.

See Also

- *Working with Manual Payments (P04102)*

Processing Options for AP/AR Netting

```
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
   be called from a stand alone menu.

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.

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 will be responsible for the postings. _____

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:

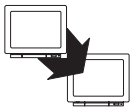
16. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default. _____

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. _____

Netting for Payments in Stand-Alone Mode



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose A/P Stand-Alone Netting

You can net receipts and payments in stand-alone mode. Typically, you use this method to net receipts and payments when you want to process the payment with your automatic payments. Unlike netting for receipts by entering a cash receipt in the Accounts Receivable system, there is no function that allows you to net by the supplier's parent number.

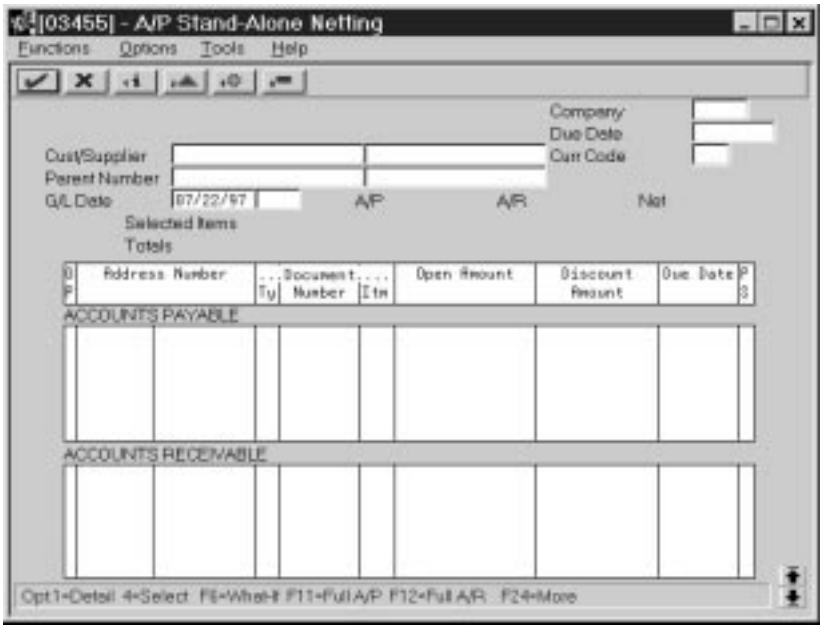
Before You Begin

- ❑ On Address Book – Additional Information, set the AR/AP Netting flag to Y (Yes) for each of the customers and suppliers that you plan to net. See *Entering Suppliers*.

- ❑ Set up the AAI for the netting suspense account (NC). See *About AAIs for A/P*.

To net for payments in stand-alone mode

On A/P Stand-Alone Netting



1. To locate transactions, complete the following fields and press Enter:
   - Company
   - Customer/Supplier Number
   - Currency Code (optional)
   - G/L Date
2. For each transaction you want to net, choose the Select option.
3. To perform what if calculations, choose the What-If Recalculations function.
4. To net the transactions you selected, use the Change action.

Field	Explanation
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.

Field	Explanation
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.
Cust/Vendor	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.
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.
Curr Code	A code that indicates the currency of a customer's or a supplier's transactions.

What You Should Know About

Limiting your selections

You can limit the display of invoices and vouchers available for netting on AP/AR Netting. To do this, choose the Customer Ledger Inquiry or Supplier Ledger Inquiry function. Follow the steps for locating invoices or vouchers, then select invoices or vouchers. When you exit the ledger inquiry form, the system loads your selections on AP/AR Netting.

See *Reviewing Supplier Ledger Information*.

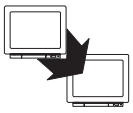
Displaying a full A/R form

Choose the Full A/R function to display A/R records only.

Toggling form format

Choose the Toggle Formats function to toggle the format of the form.

Posting Netted Transactions for Payments



From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose A/P Netting Post

When the system creates netting matching (NM) and netting original (NO) documents, it places them in separate batches. A processing option for AP/AR Netting allows you to post these batches automatically. You can also post these batches manually.

Processing Options for A/P Netting Post

1. Enter a '1' if this post is for A/R Netting. If left blank, A/P Netting will be assumed. _____

A/P NETTING :
2. Enter the Receipts Entry Batch Number _____

3. Enter the Voucher Entry Batch Number _____

A/R NETTING :
4. Enter the Payments Batch Number _____

5. Enter the Invoice Batch Number _____

Default Posting Versions :

---
6. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default. _____

7. Enter a Version of the post program for the Voucher Entry Batch. If left blank ZJDE0003 will default. _____

8. Enter a Version of the post program for the Manual Payments Batch. If left blank ZJDE0004 will default. _____

Default Posting Versions (cont)

---
9. Enter a Version of the post program for the Invoice Entry Batch. If left blank ZJDE0002 will default. _____

Print Netting Reports

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.

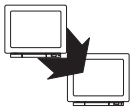
Printing netting reports consists of the following tasks:

- ❑ Printing the Receivables and Payables Netting report
- ❑ Creating the A/R and A/P Netting Workfile table
- ❑ Printing the Netting – Aging report

See Also

- *Netting Payables and Receivables (P03455)*

Printing the Receivables and Payables Netting Report



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Receivables/Payables Netting

You print the Receivables and Payables Netting report when you want the system to calculate the potential offsets between open A/P balances and open A/R balances. This report is a version of the Open A/R Detail report.

This report lists information from the A/R Ledger (F0311) and A/P Ledger tables.

When you print this report, the system does the following:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Calculates the potential offsets.

   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, the accounts has a potential A/P offset.

4. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column.

Before You Begin

❑ Verify that the Address Number Join File table (F03450) exists in your library. Unlike other reports, the Receivables and Payables Netting report does not create the table if it does not exist.

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A/R to A/P Netting Processed – 4/17/98

Address Number	Name	Phone Number	Co	Balance Open A/R	Balance Open A/P	Potential Offsets A/R	Potential Offsets A/P
1001	Edwards, J.D. & Company	844–8000	00001	15,470.10	675.00	14,795.10	
1001	Edwards, J.D. & Company	844–8000	00100	62,335.64	74,907.29		12,571.65
1002	Edwards & Edwards	779–4510	00001	880.00	2,200.00		1,320.00
3003	Central Specialty Store	629–3003	00100	5,000.00–			5,000.00
3005	Centralized Apparel	629–3400	00100	6,000.00	12,250.00		6,250.00
3965	DeAnna's Deli	794–7877	00150	3,725.00–			3,725.00
4175	Abernathy & Hitch	234–1887	00150	4,391.17	4,000.00	391.17	
5733	Newark Office Supply	456–8521	00100	3,005.00	1,378.67	1,626.33	
6630	Eddie Bean Outlet Store	670–3000	00151	10,000.00–			10,000.00
6736	Tattered Books		00150	2,920.00–			2,920.00
6795	Bonjour Baking Company	697–1919	00100	10,577.07	3,645.00	6,932.07	
7001	JDE Europe	2–647.08.00	00070	778,529	405,693	372,836	
7002	JDE France	1–40 90 08 07	00070	6,096	5,500,412		5,494,316
7002	JDE France	1–40 90 08 07	00100	3,086.93	1,019.59	2,067.34	
7005	De Vydt S.A./N.V.	3–687.01.00	00070	750–	101,650		102,400
7501	Colombian Coffee Company	12136587	00075	10,602,108	500,506	10,101,602	
				19,796,074	16,515,816	3,280,258	

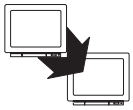
Data Selection for Receivables and Payables Netting Report

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

Data Sequence for Receivables and Payables Netting Report

This report is sequenced by address number and company. You should not change this sequence.

Creating the A/R and A/P Netting Report Workfile Table



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 workfile 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.

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 workfile does not create the table if it does not exist.

Processing Options for Build Netting Report Workfile

```
A/R BUILD OPTION:
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.
```

Data Selection for Build Netting Report Workfile

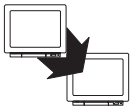
By default, the system includes only open invoices and vouchers in the A/R and A/P Netting Workfile table. You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

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)

Printing the Netting – Aging Report



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:

1. Totals the open A/R and open A/P details for each account.
2. Ages the balances for each account as determined by the processing options.

Before You Begin

❑ Create the A/R and A/P Netting Report Workfile table. See *Creating the A/R and A/P Netting Report Workfile Table*.

Data Selection for the Netting – Aging Report

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.

Data Sequence for the Netting – Aging Report

This report is sequenced by company and address number. You may add to this sequence, but you should not change it.

A/P Draft Processing

Objectives

- To pay drafts
- To close drafts
- To post outstanding drafts

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 and includes the following tasks:

- ❑ Writing payments
- ❑ Updating the A/P ledger
- ❑ Closing drafts
- ❑ Posting outstanding A/P drafts

This section describes closing drafts and posting outstanding drafts.

See Also

- *Writing Payments (P04257)*
- *Updating the A/P Ledger (P04802)*

Differences Between Draft and 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 following describes the steps for draft processing that are different from automatic payment processing or that have a different result.

Writing Payments

When you write payments, the system creates and prints drafts.

Updating the A/P Ledger

When you update payments to the A/P ledger, the system:

- Creates a matching document with a document type of P1, which closes the voucher.
- Creates an original document with a document type of P1 and a pay status of D (draft accepted). This document is the draft, which replaces the original voucher.

Closing Drafts

When you know a draft has been paid, you select it so that you can then post it to the general ledger. When you select it, you change the pay status of the draft from D (draft accepted) to # (draft selected).

This step has no equivalent in the automatic payment process.

Posting Outstanding A/P Drafts

After a draft has been paid, you post it to the general ledger. The system changes drafts with a pay status of # (draft selected) to P (draft paid). It then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

This step has no equivalent in the automatic payment process.

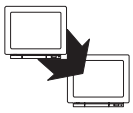
Example: Paying Drafts

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 PV	456 457	50,000 50,000		
Close vouchers	PV PV	456 457	50,000 50,000	P1 P1	155 155
Create draft	P1	155	100,000		

Close Drafts

Closing Drafts



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, based on your bank statement or the draft due date, you close the draft. This, in turn, allows you to post it to the general ledger.

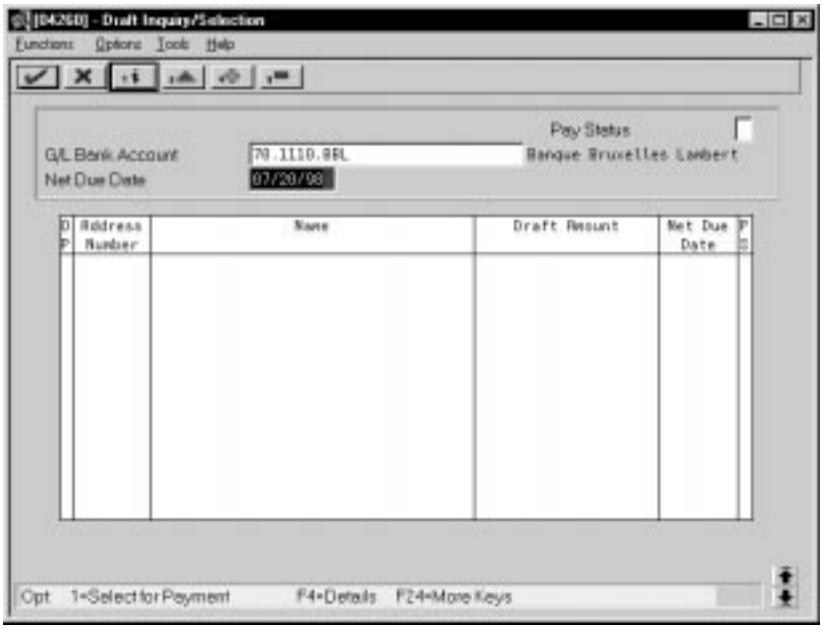
You choose which drafts you want to close from a list of drafts that are associated with a particular bank account. When you close a draft, the system changes its pay status from accepted to selected. Once the draft is at this status, you can post it to the G/L, which changes its pay status to paid.

▶ To close a draft

To close a draft, you first access a list of drafts that can include either or both of the following:

- Drafts that are ready to be closed. Their pay status is D (draft accepted).
- Drafts that have already been closed. Their pay status is # (draft selected).

On Draft Inquiry/Selection

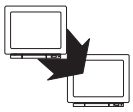


1. Complete the following fields:
   - Pay Status (optional)
   - G/L Bank Account
   - Net Due Date (optional)
2. To prevent a draft from being selected as paid, change the following field to blank:
   - Option

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.

Post Outstanding A/P Drafts

Posting Outstanding A/P Drafts



From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Post Outstanding Drafts

After drafts have been paid and you close them, you post them to update the general ledger with the final payment information.

When you post drafts you use a batch 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 P (draft paid) and generates a posting report.

This is a DREAM Writer program.

There are four DEMO versions:

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.

```
04803                                    J. D. Edwards & Co                    Page –          3
                                  Post Selected Drafts Payable                 Date –      4/12/98
                                        **  FINAL  **

Bank Account          70.1110.BBL      Banque Bruxelles Lambert
Batch Number    80743
G/L Date     07/06/98

 Address                  Alpha                    . Document .  Net Due         Amount        P
  Number                  Name                    Number  Ty Itm  Date                        I
 -------- ------------------------------------- --------------- -------- -------------------- -
    7001 JDE Europe                                   5500 P1 001 07/06/98          10,000- D
                                                                                  --------------------
                                          Vendor Total . . . . . . . . .          10,000-
    7002 JDE France                                   5600 P1 001 07/06/98          20,000- D
                                                                                  --------------------
                                          Vendor Total . . . . . . . . .          20,000-
                                                                                  --------------------
                                          Bank Acct/Draft Acct Total . .          30,000-
                                                                                  --------------------
                                          Grand Total. . . . . . . . . .          30,000-
```

Processing Options for Post Drafts Payable

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 manangement 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. _____

Supplier Ledger and Payment Information

Objectives

- To locate and review voucher and payment information
- To revise voucher information in preparation of payment

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

Supplier Ledger 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:

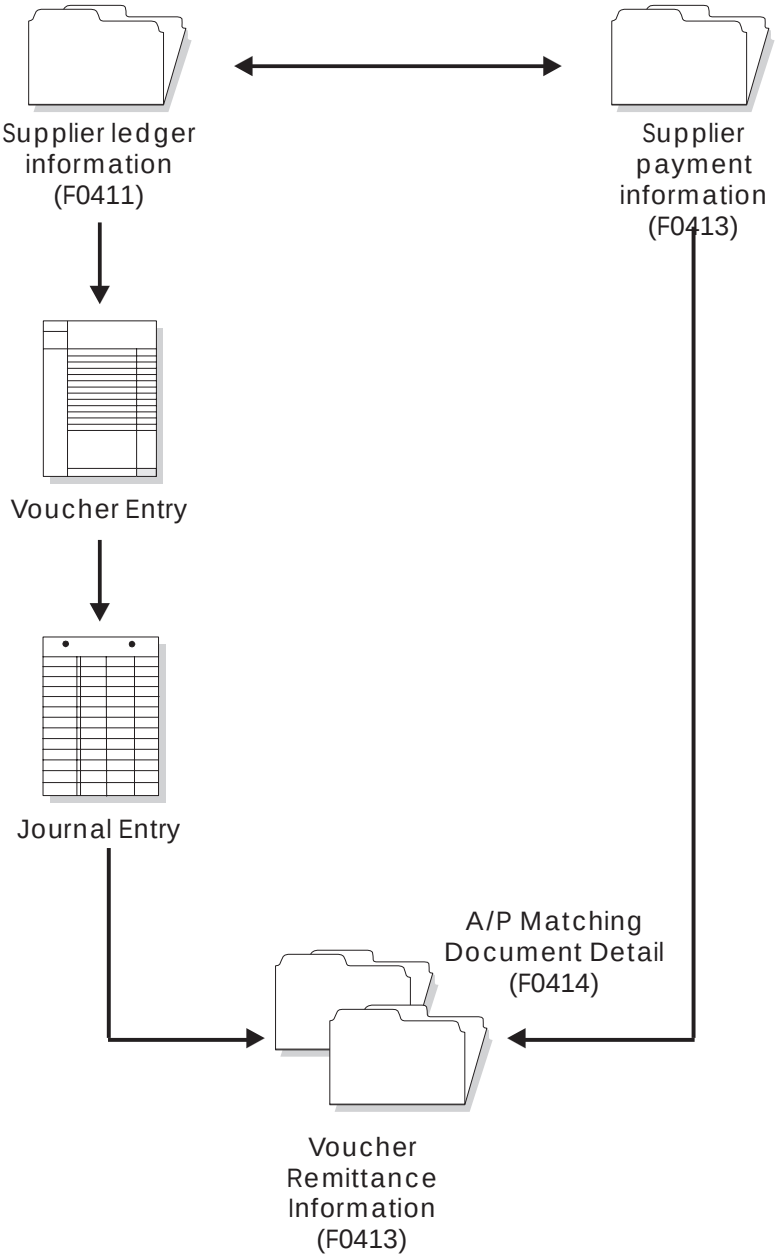
- Open amounts remaining on a voucher
- Invoice, account, and purchase order information
- Pay status or posted code for a voucher
- Voucher detail and associated journal entry information
- Payment history

Payment Information

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 the various forms and kinds of information you can access when you work with a supplier's ledger and payments.

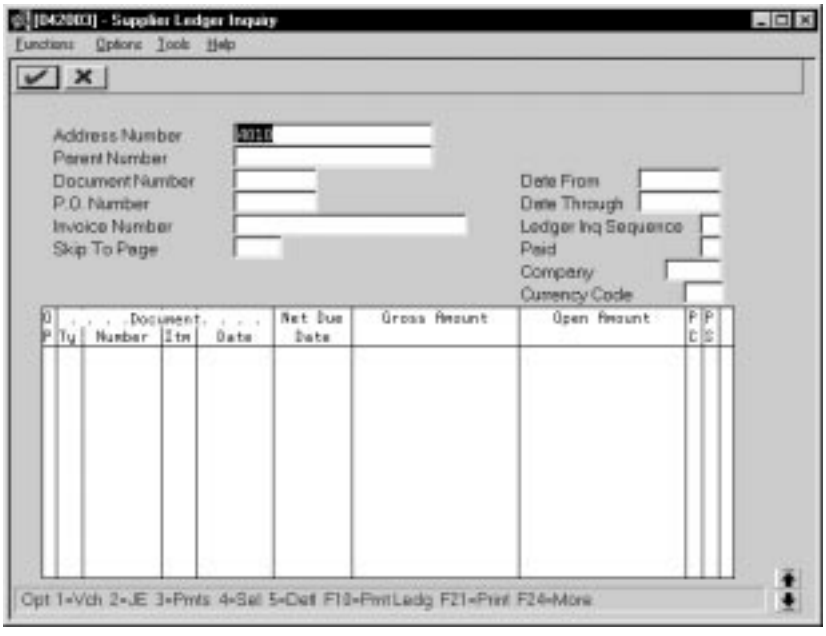


Review Supplier Ledger Information

Reviewing Supplier Ledger Information

When a supplier has questions about a transaction or its account, you need to be able to locate it quickly. Reviewing supplier ledger information consists of:

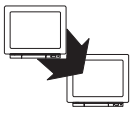
- ❑ Locating vouchers
- ❑ Reviewing vouchers and voucher information
- ❑ Reviewing voucher journal entries
- ❑ Reviewing voucher payments



See Also

- *Revising Vouchers* for information about additional search criteria available when revising vouchers for payment

Locating Vouchers



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

From Supplier & Voucher Entry (G0411), choose Supplier Ledger Inquiry

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.

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.

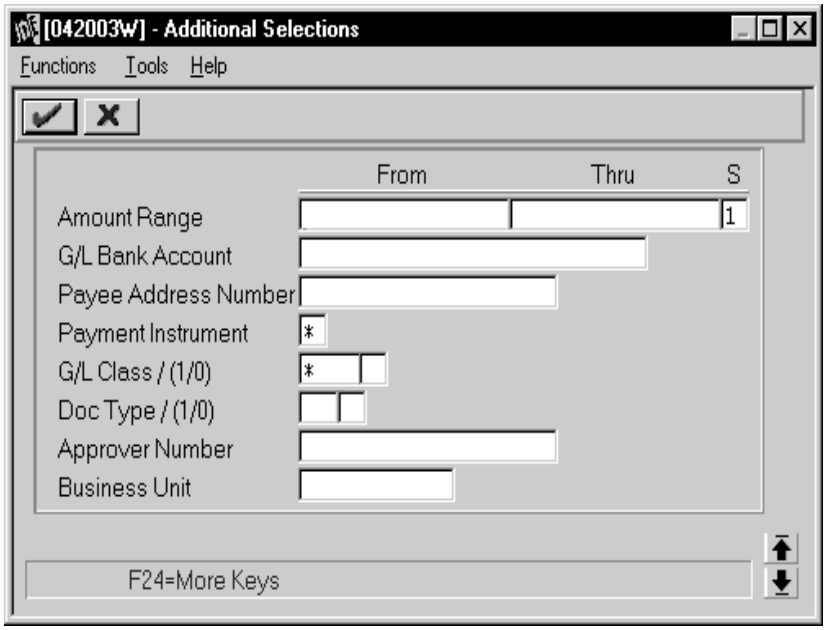
Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

▶ To locate vouchers

On Supplier Ledger Inquiry

3. Complete one or more of the following fields and press Enter:
   - Address Number
   - Document Number
   - Purchase Order Number
   - Invoice Number
4. 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
5. To locate vouchers that use a specific currency, complete the following field and press Enter:
   - Currency Code
6. To review other currency-related fields, use the toggle.

7. To refine your search, choose Additional Selections Window.



8. On Additional Selections, complete one or more of the following fields:
   - Amount From
   - Amount Thru
   - Sequence
   - G/L Bank Account
   - Payee Address Number
   - Payment Instrument
   - G/L Class
   - Include/Exclude
   - Document Type
   - Include/Exclude

Field	Explanation
Date From	The beginning date in the date range. This is the date from which you want the system to display information.
Date From	A numeric code that identifies either the period number or the date that you want to locate. If you leave this field blank, the system uses the ending date of the current period that is set up for the company. Valid period numbers are 1 through 14.

Field	Explanation
Ledger Inq 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
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.
From	This field is used to specify the lower limit for selecting an amount range.
Thru	This field is used to specify the upper limit for selecting an amount range.

Field	Explanation
Payee Address Number	The address number that identifies the recipient of the payment.
Include / Exclude Code	This code allows you to include or exclude records with a specified field of information. A field of information can be document type, G/L offset, and so on. This code is dependent on the other field which specifies the information to be included or excluded. Allowed values are: 0 If a value is specified in the other field of information, select only the records with this same value in that field (default). 1 If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field.

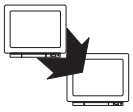
What You Should Know About

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.

See Also

- *Appendix G - Structured Query Language (P042003)* for information on speeding processing time using IBM's Structured Query Language (SQL)

Reviewing Vouchers and Voucher Information



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

From Supplier & Voucher Entry (G0411), choose Supplier Ledger Inquiry

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.

This task consists of:

- Reviewing a voucher
- Reviewing voucher detail information

This program displays information from the A/P Ledger table (F0411).

What You Should Know About

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 *Locating Vouchers (P042003)*.

2. Choose Voucher to access Voucher Entry.

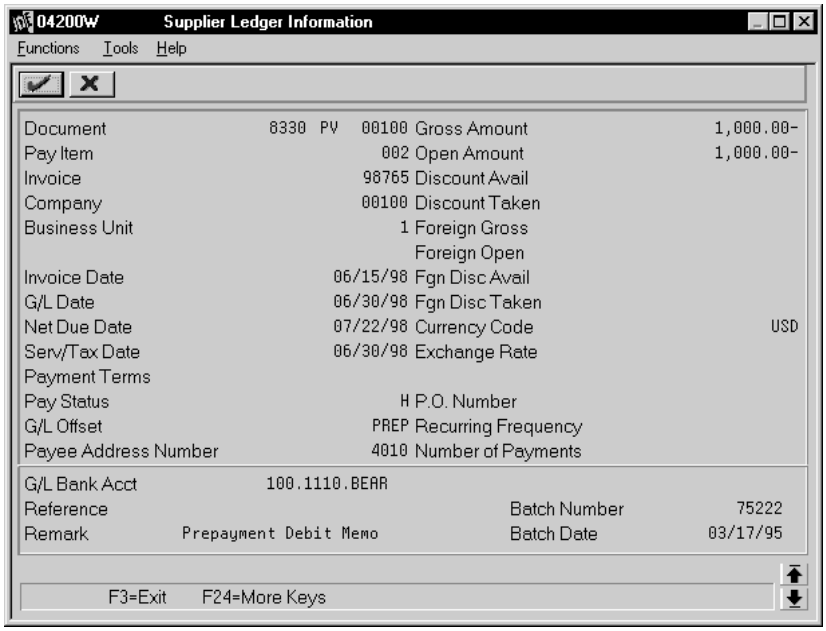
▶ To review voucher detail information

On Supplier Ledger Inquiry

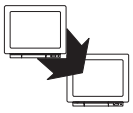
1. Follow the steps for locating vouchers.

   See *Locating Vouchers (P042003)*.

2. Choose Detail to access Supplier Ledger Information.



Reviewing Voucher Journal Entries



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

From Supplier & Voucher Entry (G0411), choose Supplier Ledger Inquiry

To review the G/L distribution for a specific voucher, access the associated journal entry.

When you review voucher journal entries, the system displays information from 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.

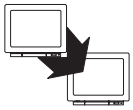
   See *Locating Vouchers (P042003)*.

2. Choose Journal Entry for a voucher to access AR and AP Journal Entries.

What You Should Know About

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.

Reviewing Voucher Payments



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

From Supplier & Voucher Entry (G0411), choose Supplier Ledger Inquiry

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.

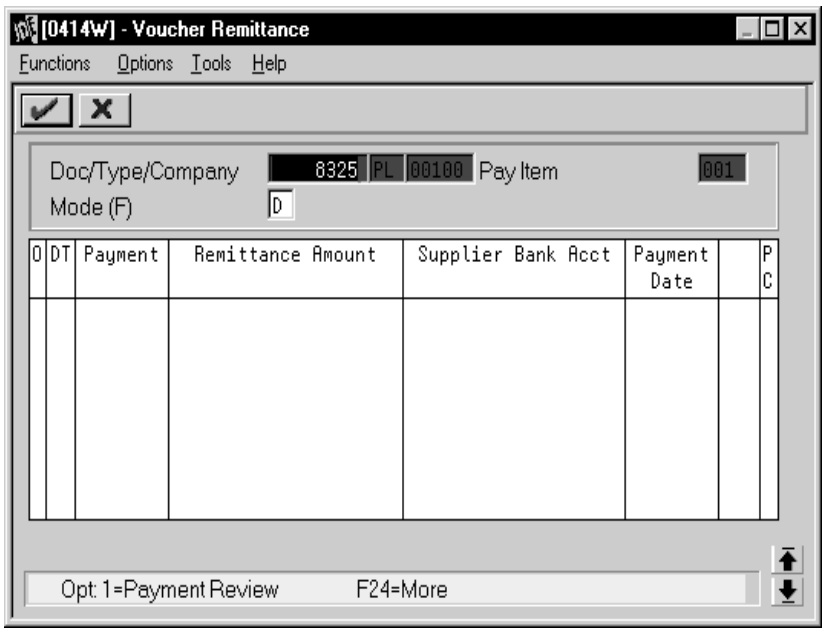
This task consists of:

- Reviewing voucher payments
- Reviewing voucher payments for multiple children

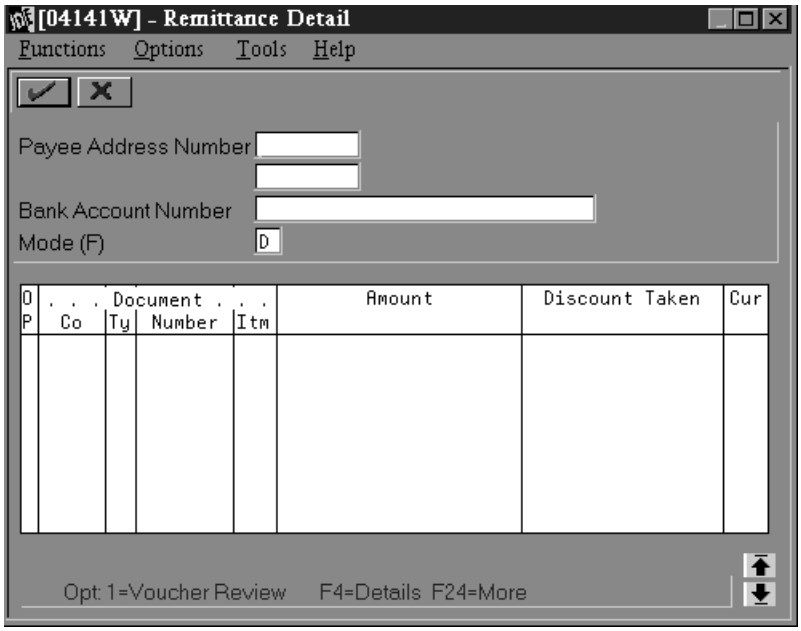
▶ To review voucher payments

On Supplier Ledger Inquiry

1. Complete the following fields:
   - Address Number
   - Paid
2. Choose Payments for a voucher to access Voucher Remittance.



3. On Voucher Remittance, choose Payment Review for a payment to access Remittance Detail.



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

Complete the following field:

- Parent Number

What You Should Know About

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

Processing Options for Supplier Ledger Inquiry

```
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 . . . . .      _____________
   Note:  These     Payee Number . . .      _____________
    are used with   Invoice Number . .      _____________
    the format      P.O. Number. . . .      _____________
    selection       G/L Date . . . . .      _____________
    function key.   Currency Code. . .      _____________
                    Document Company .      _____________
                    Foreign/Domestic .      _____________
```

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. _____

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). . _____

D/W VERSION SETUP:

9. Enter the DREAM Writer version of the Purchasing Receipts Review program you want to execute when the option to review purchasing receipts is selected. The default if left blank is ZJDE0001. _____

SQL OPTIONS:

10. 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. _____

What You Should Know About Processing Options

Processing option 4	You can only inquire on payment records. The options and function keys only relate to voucher records.
Processing option 10	See *Appendix G - Structured Query Language (SQL)*

Test Yourself: Reviewing Supplier Ledger Information

1. You are viewing supplier ledger information for supplier number 4010. How do you review only the vouchers that range in amounts from 1,000 to 2,500?

   _____

   _____

2. How do you review the invoice numbers that are associated with your open vouchers?

   _____

   _____

3. How do you review the G/L offset that is associated with a certain voucher?

   _____

   _____

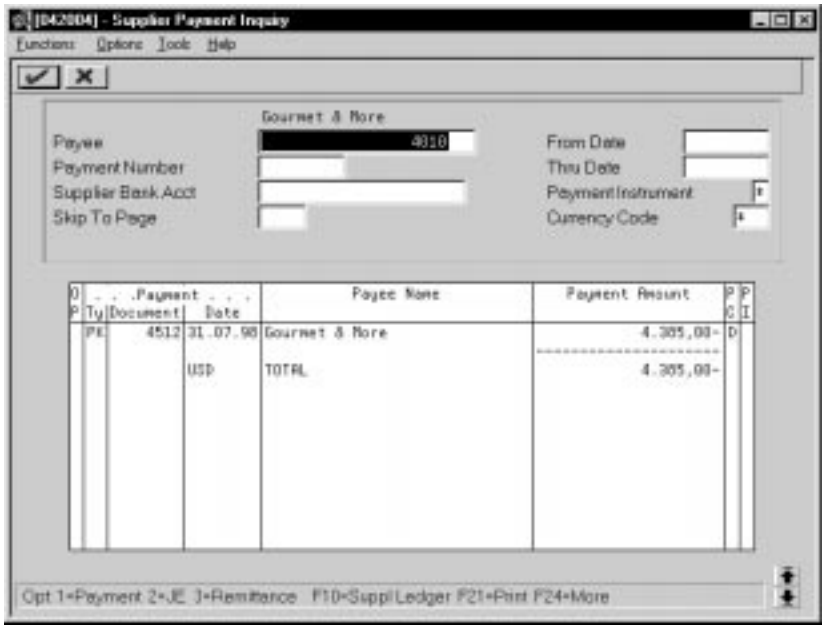
The answers are in *Appendix B*.

Review Payment Information

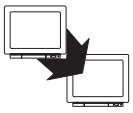
Reviewing Payment Information

To verify a payment to a supplier or review a supplier's payment history, you need to locate the information quickly. Locating supplier payment information consists of:

- ❑ Locating payments
- ❑ Reviewing payments
- ❑ Reviewing payment journal entries
- ❑ Reviewing payment remittances



Locating Payments



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

From Supplier & Voucher Entry (G0411), choose Supplier Payment Inquiry

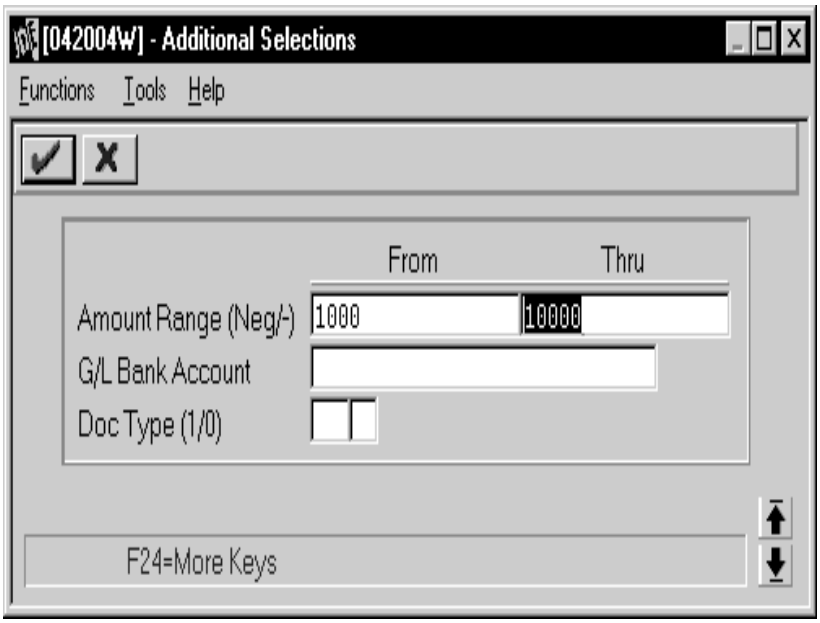
To review payment information you must first locate a list of payments that meet your search criteria. From this list, you choose a payment to review.

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.



4. On Additional Selections, complete one or more of the following fields:
   - Amount Range From
   - Amount Range Thru
   - G/L Bank Account
   - Document Type
   - Include/Exclude

Field	Explanation
Amount Range (Neg/–)	This field is used to specify the lower limit for selecting an amount range. . . . . . *Form-specific information* . . . . . . Enter a negative amount to review credits.

Reviewing Payments

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

From Supplier & Voucher Entry (G0411), choose Supplier Payment Inquiry

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.

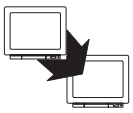
   See *Locating Payments (P042004)*.

2. Choose Payment to access the form where you created the payment.

What You Should Know About

Deleting a payment	You cannot delete a payment on Supplier Payment Inquiry. To do so, use Void Payment Entry.

Reviewing Payment Journal Entries



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

From Supplier & Voucher Entry (G0411), choose Supplier Payment Inquiry

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 (P042004)*.

2. Choose Journal Entry for a payment to access AR and AP Journal Entries.

Reviewing Payment Remittances

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

From Supplier & Voucher Entry (G0411), choose Supplier Payment Inquiry

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

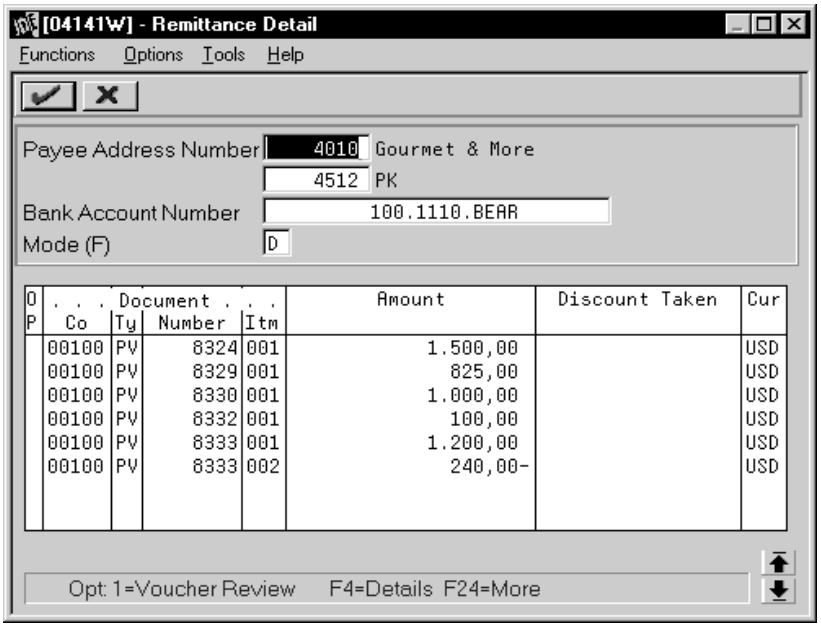
▶ To review payment remittances

On Supplier Payment Inquiry

1. Follow the steps for locating payments.

   See *Locating Payments (P042004)*.

2. Choose Remittance for a payment.



3. On Remittance Detail, change the information in any of the following fields and press Enter to view the remittance information for other payments or suppliers:
   - 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 for a document to access Voucher Entry.

What You Should Know About

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.

Processing Options for Supplier Payment Inquiry

```
FORMAT CONTROL
1. Enter a '1' to allow display and                    _____________
   selection of the Payment Instrument.

2. Enter a '1' to supress 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. . . . . .                 _____________
```

Test Yourself: Reviewing Payment Information

1. How can you review all payments made to supplier number 4010 that were paid out of G/L bank account 100.1110.BEAR?

   _____

   _____

2. How can you review all payments made to supplier 4010 that were paid by electronic funds transfer?

   _____

   _____

The answers are in *Appendix B*.

A/P Reports

Objectives

- To review and manage A/P information

About A/P Standard and Analytical Reports

To effectively manage information about your suppliers, print A/P reports. For example, you might print a report to determine which vouchers have been paid for a specific supplier.

The tasks involved in working with A/P reports include:

- ❑ Printing A/P standard reports
- ❑ Printing A/P analytical reports

Printing standard reports enables you to review and manage voucher information, such as:

- Open balances and aging
- History for a supplier
- Multi-currency amounts

Printing analytical reports enables you to review and analyze payment information for a supplier, such as:

- Payment detail
- Summarized payment register information
- Duplicate payment information
- Open A/R and A/P amounts
- Year-to-date vouchered amounts
- G/L account detail

Print A/P Standard Reports

Printing A/P Standard Reports

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.

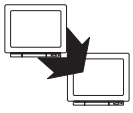
You can:

- Print open A/P summary reports
- Print open A/P detail reports
- Print open A/P reports with foreign amounts

These reports read information from the A/P Report table (F0411JC), a join table of the Address Book Master (F0101) and A/P Ledger (F0411) tables.

The processing time for these reports depends on the amount of history retained in the Address Book and A/P Ledger tables. Print the reports during off-peak hours.

Printing Open A/P Summary Reports



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose 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)

04413 J.D. Edwards & Company Page – 3
A/P Summary by Supplier Date – 07/04/98
As Of – 08/15/98

. . . . . 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			

Processing Options for Open A/P Summary

PRINT OPTIONS:
1. Specify one of the following print formats: _____
   ’ ’ = Standard 132 character format. (Default)
   ’1’ = Long 198 character format with foreign currency aging.

BYPASS SUPPLIERS:
2. Enter a ’1’ to bypass suppliers with a Hold Payment code of ’Y’ or ’1’. 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. _____

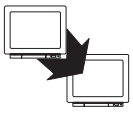
```
4. Enter the "As Of" date to age open                    _____________
   balances.  If left blank, the current
   date is used as the default.

5. Specify one of the following dates                    _____________
   to age accounts from:
     D = Due Date   (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 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 total fields.
```

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)

Printing Open A/P Detail Reports



From Accounts Payable (G04), choose Accounts Payable Reports

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

You can print two kinds of detail reports:

- Open A/P Detail with Remarks
- Open A/P Detail with Aging

These are DREAM Writer reports.

Open A/P Detail with Remarks Report

To view voucher information for one or more suppliers, print the Open A/P Detail with Remarks report. This report shows net amounts, due dates, and remarks along with the open amount information. Print any of the following versions:

- Open A/P Detail with Net Amounts and Remarks
- Open A/P Detail with Remarks
- Open A/P Detail with Recurring Frequency and Remarks
- Open A/P Detail by Supplier-As Of

Open A/P Detail by Supplier with Remarks

Open A/P Detail with Aging Report

To view voucher information for one or more suppliers, print the Open A/P Detail with Aging report. This report shows aging information and due dates along with the open amount information. Print either of the following versions:

- Open A/P Detail with Aging
- Retainages Payable with Aging

Processing Options for Open A/P Detail

```
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 '1'.
   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

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. 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 totalled 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:

15. Enter a '1' to print the generic text for pay items in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed. _____

Data Selection for Open A/P Detail

Both the Open A/P Detail with Remarks report and the Open A/P Detail with Aging report require the following data selection:

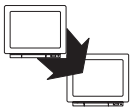
- Open amount not zero
- Pay item extension number equal to zero

Data Sequence for Open A/P Detail

The report totals for Open A/P Detail with Remarks and Open A/P Detail with Aging are dependent on the following data sequence:

1. Company
2. Address Number

Printing Open A/P Reports with Foreign Amounts



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Open A/P 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, except that the original domestic and open foreign balances appear in the base currency of the company. This report can include either:

- Aged amounts. Prints the foreign amounts. If there are none, prints domestic amounts.
- Both foreign and domestic amounts.

Foreign totals on this report use the decimals of the currency of the last transaction before the total.

Open A/P with Foreign and Domestic Amounts Report

04427 J.D. Edwards & Company Page – 3
Accounts Payable Detail Date – 7/04/05
Foreign & Domestic Amounts

Model Multi-National Corporate
. . . Address . . . .

Number Alpha Name / Invoice	Inv Date	Co	Base Curr	Ty	. . . Document . . . Number	Due Date	Tran Curr	. . . . . Foreign . . . . . Original	Open	Discount	. . . . . Domestic . . . . . Original	Open	Discount
7004 European Motors													
19803	03/20/05	00070	BEF	PV	431 000	04/19/05	GBP	422.00	422.00		25,198	25,198	
19804	04/20/05	00070	BEF	PV	432 000	05/20/05	GBP	166.45	166.45		9,939	9,939	
19805	05/20/05	00070	BEF	PV	433 000	06/19/05	GBP	391.17	391.17		23,357	23,357	
19806	06/20/05	00070	BEF	PV	434 000	07/20/05	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	

Processing Options for Open A/P With Foreign Amounts

```
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 "1".
   Leave blank to show all suppliers.

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 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                _____

CREDIT AGING:
8. Enter a '1' to age credits or leave                 _____
   blank to apply credits to the current
   column.
```

Data Sequence for Open A/P with Foreign Amounts

The report totals are dependent on the following sequence and should not be changed:

1. Company
2. Alpha Name
3. Address Number
4. Currency Code

Print A/P Analytical Reports

Printing A/P Analytical Reports

To review and analyze supplier information includes any of the following:

- Printing Payment Detail reports
- Printing Payment Registers
- Printing Suspected Duplicate Payments reports
- Printing Supplier Analysis reports
- Printing Supplier Totals by G/L Account reports

The processing time for these reports depends on the amount of history that is retained in the Supplier Master (F0401), A/P Ledger (F0411), and Account Ledger (F0911) tables. Print the reports during off-peak hours.

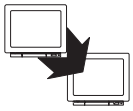
What You Should Know About

Duplicate vouchers	To avoid duplicate vouchers, set the A/P constants so that you either get an error message or a warning of a possible duplicate when you enter a voucher.

See Also

- *Setting Up Constants for A/P (P000904)*

Printing Payment Detail Reports



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Payment Details

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.

A/P Payment Detail Report

Processing Options for A/P Payment History Detail

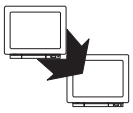
```
PRINT FORMATS:
1. Enter a '1' to print the report with          _____________
   foreign and domestic amounts of the
   payment. If left blank, only the
   payment amount will display.

2. Enter a '1' to begin a new page with          _____________
   each payment number.  If left blank,
   a new page will begin with each
   payee.
```

Data Sequence for Payment Details Report

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

Printing Payment Registers



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Payment Register

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized instead of detailed. This register also lists multi-stub payments and payments that were voided due to a reset.

This is a DREAM Writer program.

09313 J.D. Edwards & Company Page – 2
Payment Register Date – 7/31/98
Total by Address Number and
Payment Date

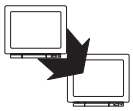
Ty	Check Number	Check Date	Address Number	Name	LT	Account Number	Account Description	Amount
PK	4508	07/31/98	4010	**VOID VOID VOID VOID VOID* Void Payment	AA	100.1110.BEAR	Bear Creek National Bank	
PK	4509	07/31/98	4010	**VOID VOID VOID VOID VOID* Void Payment	AA	100.1110.BEAR	Bear Creek National Bank	
PK	4510	07/31/98	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–

Data Sequence for Payment Registers

The report totals are dependent on the following sequence:

1. Batch Number
2. Check Date
3. Document Type
4. Document Number
5. Document Company
6. Address Number

Printing Suspected Duplicate Payments Reports



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Suspected Duplicate Payments

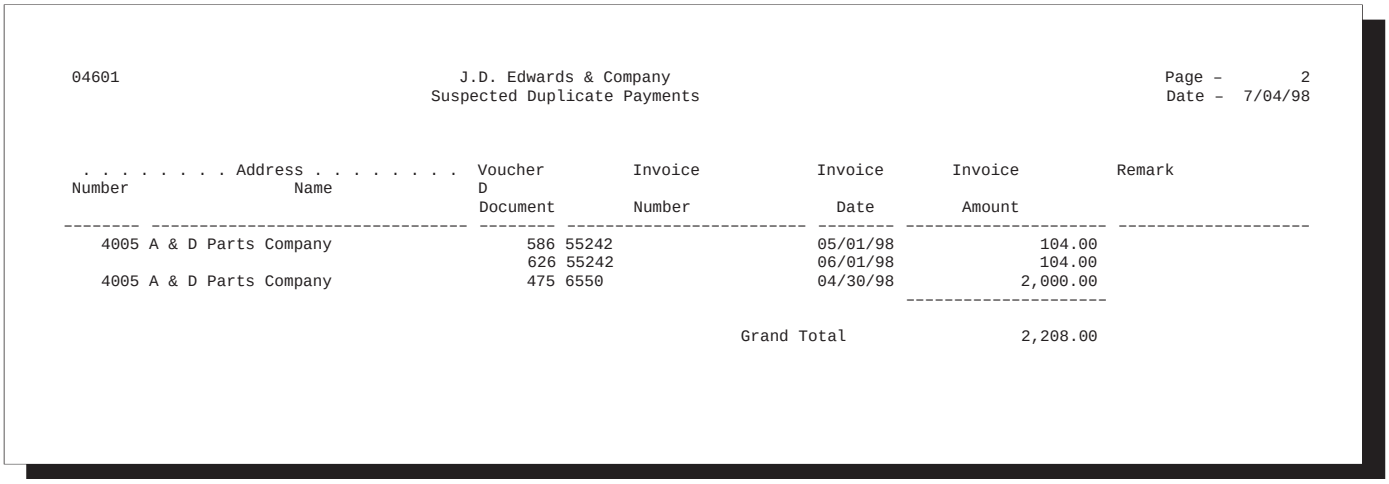
Prior to payment processing, you might want to identify any duplicate vouchers. If the A/P constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

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.

This is a DREAM Writer report.



04601 J.D. Edwards & Company Page – 2
Suspected Duplicate Payments Date – 7/04/98

Address Number	Name	Voucher / Document	D	Invoice Number	Invoice Date	Invoice Amount	Remark
4005	A & D Parts Company	586		55242	05/01/98	104.00	
		626		55242	06/01/98	104.00	
4005	A & D Parts Company	475		6550	04/30/98	2,000.00	
					Grand Total	2,208.00	

Processing Options for Suspected Duplicate Payments

```
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.
```

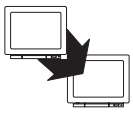
Data Sequence for Suspected Duplicate Payment

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

Printing Supplier Analysis Reports



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Supplier Analysis

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 voucher amount. The voucher amounts on this report are gross amounts less any taxes. Suppliers with a year-to-date balance of zero do not print on this report.

Print this report after you update year-to-date voucher amounts. 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 Supplier Master table (F0401).

This is a DREAM Writer report.

```
04602                        J.D. Edwards & Company                          Page -        2
                               Supplier Analysis                             Date -  4/10/98


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
```

Processing Options for Supplier Analysis Report

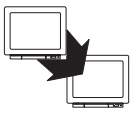
REPORT CURRENCY:
Enter the currency that the report is to be stated in. If left blank the report will be stated in U.S. Dollars (USD). This is only used if multi-currency is on.

Data Sequence for Supplier Analysis Report

The report totals are dependent on the following sequence:

1. Amount Vouchered Year-to-Date
2. Address Number

Printing Supplier Totals by G/L Account Reports



From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Supplier Totals by G/L Account

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).

This is a DREAM Writer report.

Supplier Totals by G/L Account Report

Processing Options for Supplier Totals by G/L Account

```
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.
```

Periodic

Period-End Processing

Objectives

- To check the integrity of your A/P tables
- To review the information in your A/P ledger as of a specific date

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 consists of:

- ❑ Processing A/P integrity reports
- ❑ Printing A/P "as of" reports

These periodic reports are used to identify any balancing problems and data inconsistencies between your accounts payable and general ledgers.

Integrity Reports

Run these reports to:

- To ensure that your A/P and account ledgers remain in balance
- To identify any problems and inconsistencies in a timely and efficient manner

"As of" Reports

Run these reports to:

- To view summary or detail information about your accounts payable
- To compare totals on the "As of" report to your A/P trade account balance in the general ledger to identify any balancing problems

Process A/P Integrity Reports

Processing A/P Integrity Reports

Integrity reports help identify any problems and inconsistencies with your data so that you can resolve them and ensure that your J.D. Edwards 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.

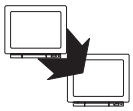
Processing A/P integrity reports consists of:

- ❑ 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

Running A/P Integrity Reports



From Accounts Payable (G04), choose Periodic Processes

From Periodic Processes (G0421), choose an option under A/P Integrity Reports

To identify potential balancing problems and data inconsistencies, run the following reports:

- A/P Original Document to G/L by Batch report
- A/P Payments to G/L by Batch report
- A/P to G/L by Offset Account report

You should 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.

What You Should Know About

"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.

A/P Original Document to G/L by Batch Report

The A/P Original Document to G/L by Batch report verifies that the gross amount of each batch in the A/P Ledger table (F0411) is in balance with the amounts in the corresponding batch in the Account Ledger (F0911) table. It also checks for an invalid pay status on every pay item.

This is a DREAM Writer report.

This report performs two types of integrity tests:

- Balance Test
- Pay Status Test

Balance Test

This test performs the following for each batch:

- Compares the gross amount in the A/P Ledger table to the gross amount in the Account Ledger table
- Compares the automatic offset amount to the A/P control amount
- Compares both the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain/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 tax from unposted PE (matching document type) transactions for any change to the gross amount.

Pay Status Test

This test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status is paid. If a voucher has an open amount, the pay status might be held or approved. If there are any discrepancies, the voucher transactions print on the integrity report.

04701 J.D. Edwards & Company Page 2
A/P to G/L by Batch Integrity Date 4/03/98
Invalid Pay Status Integrity

B T	Batch Number	Gross Amount – F0411	Distribution Amount – F0911	Automatic Offset Amount – F0911	Document Type/Number	Pay Itm	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						

What You Should Know About

Batch type W

This report does not include batches of payments without a matching voucher (batch type W). To test the integrity of this type of batch, run the A/P Payments to G/L by Batch report.

See *A/P Payments to G/L by Batch Report*.

A/P Payments to G/L by Batch Report

The A/P Payments to G/L by Batch report verifies that each batch of A/P Matching Document Detail (F0414) payments is in balance with the corresponding batch of Account Ledger (F0911) amounts.

This test performs the following for each batch:

- Compares the gross amount in the A/P Matching Document Detail table to the gross amount in the Account Ledger table
- Compares the automatic offset amount to the A/P control amount
- Compares both of the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain and loss transactions because there are no offset accounts in the G/L.

This is a DREAM Writer report.

```
04702                                        J.D. Edwards & Company                    Page – . . .    2
                                             A/P Payments to G/L by Batch              Date – . . . 03/17/98


 Bt   Batch          Gross             Distribution        Automatic Offset
 Ty  Number      Amount – F0414       Amount – F0911        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–
```

What You Should Know About

Batch type W

Because manual payments made without a matching voucher contain both voucher and payment information, the system identifies integrity problems for this batch type differently than other batch types:

- Gross Amount column – When there is a difference between the payment and voucher amounts, the program prints the difference in this column, with an error message that specifies which amount is greater.
- Distribution Amount column – When there is a difference between the distribution amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.
- Automatic Offsets column – When there is a difference between the automatic offset amounts, the program prints the difference in this column, with an error message that the F0911 Amounts do not net to 0.

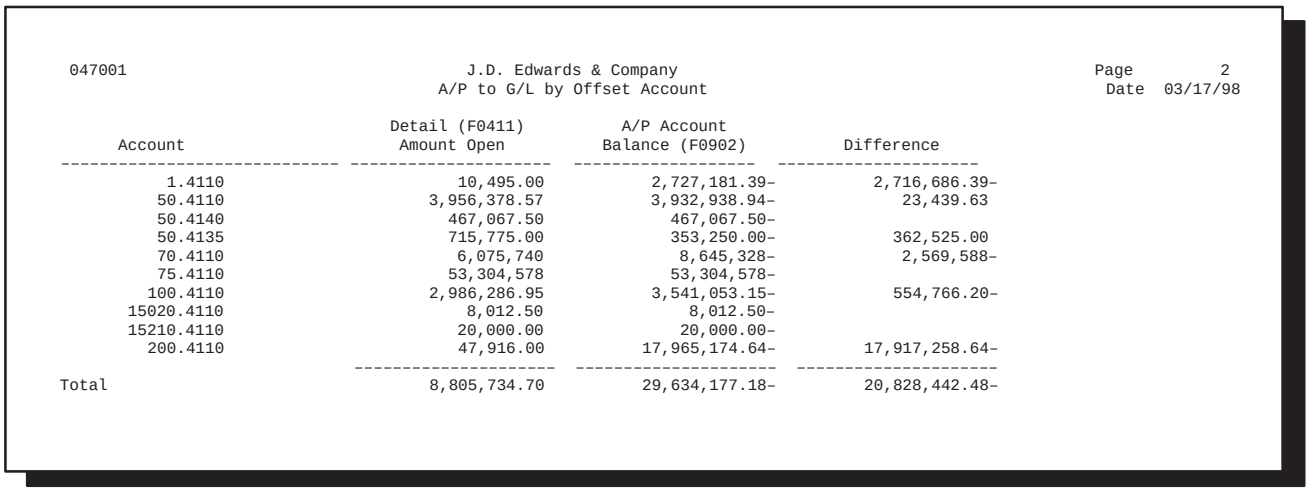
A/P to G/L by Offset Account Report

The A/P to G/L by Offset Account report compares the open A/P Ledger (F0411) amounts to the balance in the offsetting A/P control (trade) accounts in the Account Balances table (F0902).

This test performs the following:

- Summarizes the A/P Ledger open amounts for each G/L account. (The G/L offset code points to the A/P control offset account in AAIs.)
- Compares the G/L account amount to the corresponding A/P control account. The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the G/L offset account number appear on the integrity report. AAIs determine which accounts appear on the report.
- Prints the sum of any G/L offset 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.

This is a DREAM Writer report.



047001 J.D. Edwards & Company Page 2
A/P to G/L by Offset Account Date 03/17/98

Account	Detail (F0411) Amount Open	A/P Account 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-

Correcting A/P Out-of-Balance Conditions

After running an integrity report, you must correct any errors that the system detects. Some typical errors, their causes, and possible solutions are:

Report amounts do not net to zero

This error occurs with the A/P Original Document to G/L by Batch and A/P to G/L by Offset Account reports. It is usually caused by unposted A/P batches. The system updates the A/P ledger tables, whereas the post program updates the Account Balances table.

To correct this error, post all A/P batches.

Batch was posted out of balance without automatic offset entries

This error occurs only with the A/P to G/L by Offset Account report. It can occur when there is a power failure during posting or when there is more than one post program active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.

Invalid journal entry was posted to an A/P account

This error occurs with the A/P Original Document to G/L by Batch and A/P to G/L by Offset Account reports. 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, correct or void the entry, and post it.

Data records are damaged

This error can occur with any A/P integrity report for a variety of reasons, including hardware failure.

To correct this problem:

- If the damaged records are in the A/P Ledger table, you might need to run a data file utility program to remove them from the table. For more information, contact your System Administrator.
- If the records are in the Account Balances table, you might need to repost the Account Ledger.

G/L offset code was changed

This error occurs only with the A/P to G/L by Offset Account report. It occurs if you change the G/L offset code to which your vouchers are assigned and the system cannot find a match for the A/P Ledger records that contain the old offset code.

The report prints the old PCyyyy (where yyyy equals the G/L offset code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code.

The report does not print the G/L account balance, because the system cannot find a match.

There are two ways to correct this:

- Change the A/P amounts with the old offset codes to include the new offset code
- Set up the old offset code and retain it until you have paid all open vouchers that have the old code

A/P control account was changed

This error occurs only with the A/P to G/L by Offset Account report. It occurs if you change the AAIs for the A/P control account to which the voucher G/L offset code is attached. The system cannot find a match in the Account Balances table because the association between the G/L offset code and the old account number is lost.

The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old A/P control account balance amount.

To correct this problem, locate the old A/P control offset account total and manually add it to balance this account.

Gross (F0411) & (F0414) do not net to 0. Voucher > Payment by amount shown

This error occurs only for batches with a batch type of W (without match) on the A/P Payments to G/L by Batch report. It occurs for one of the following reasons:

- A change to the payment amount without a corresponding change to the voucher amount
- A void to a transaction that does not void related transactions
- A power failure or other problem during the post process
- Data records are damaged

To correct this problem, determine which amount is incorrect and correct it. To determine which amount is incorrect, you can print the Manual Payment Journal and General Journal.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your System Administrator.

See *Printing the Manual Payment Journal*, and *Printing General Journals* in the *General Accounting I Guide*.

Gross (F0411) & (F0414) do not net to 0. Payment > Voucher by amount shown

This error occurs only for batches with a batch type of W (without match) on the A/P Payments to G/L by Batch report. It occurs for one of the following reasons:

- A change to the voucher amount without a corresponding change to the payment amount
- A void to a transaction that does not void related transactions
- A power failure or other problem during the post process
- Data records are damaged

To correct this problem, determine which amount is incorrect and correct it. To determine which amount is incorrect, you can print the Manual Payment Journal and General Journal.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your System Administrator.

See *Printing the Manual Payment Journal*, and *Printing General Journals* in the *General Accounting I Guide*.

F0911 Amounts do not net to 0

This error occurs only for batches with a batch type of W (without match) on the A/P Payments to G/L by Batch report. It can be related to either distribution amounts or automatic offset amounts. It can be caused by any of the following:

- Unposted A/P batches
- Journal entries that have been voided incorrectly. This happens when you use an incorrect program to void entries. For example, using Journal Entry (P09101) rather than Void Payment Entry (P04103).
- A power failure or other problem during the post process (distribution amounts only)

To correct this problem:

- If the problem is related to unposted batches, post all A/P batches.
- If the problem is related to voided transactions, you might need to use a data file utility to reset the records to their original state. Then, use the correct program to void the transaction. For more information, contact your system administrator.
- If the problem is related to the post process, repost the batch.

See Also

- *Updating Batch Header Amounts (P09930)* in the *General Accounting II Guide* for more information about posting out-of-balance
- *Reposting the Account Ledger (P099102)* in the *General Accounting II Guide* for more information about reposting transactions

Print A/P "As Of" Reports

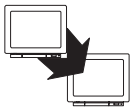
Printing A/P As Of Reports

"As of" reports are an excellent tool to help resolve problems you might encounter with your data. Prior to printing and reviewing these reports, you must create a complete picture of the A/P ledger as of a specific date.

Producing as of reports consists of:

- ❑ Generating date files
- ❑ Printing A/P "as of" reports

Generating Date Tables



From Accounts Payable (G04), choose Periodic Processes

From Periodic Processes (G0421), choose Date File Generation

To update your workfiles, you must generate a date file. The system uses the date you specify and creates the following:

- As Of A/P Ledger workfile (F0411A), based on the A/P Ledger table (F0411)
- As Of A/P Matching Document workfile (F0413A), based on the A/P Matching Document table (F0413)
- As Of A/P Matching Document Detail workfile (F0414A), based on the A/P Matching Document Detail table (F0414)

When you run the Date File Generation program, the system selects vouchers and matching documents with a G/L date less than (before) or equal to the date that you specify. It then does the following:

- Determines if a payment record exists. If a record exists, it retrieves the amount of the payment and subtracts that amount from the gross amount of the voucher to determine the voucher's open amount. If a payment record does not exist, the program places gross amount in the open amount.

- Determines if a void or change in gross amount occurred after the as of date. If one occurred, the program subtracts the amount from the original document's gross amount.
- Sets the open amount on the voucher to zero if the G/L date is before the as of date and the voucher has been voided.
- Writes the open amount to the As Of A/P Ledger workfile after all transactions for a voucher have been processed.

Before You Begin

❑ Schedule this procedure after business hours to ensure adequate processing time

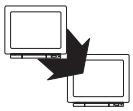
What You Should Know About

As of custom reports To produce custom reports that include payment information as of a specific date, you can use the As Of A/P Matching Document and As Of A/P Matching Document Detail workfiles.

Processing Options for Date File Generation

```
'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.

PRE-PAYMENTS:
 3. 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.
```

Printing A/P As Of Reports



From Accounts Payable (G04), choose Periodic Processes

From Periodic Processes (G0421), choose Open A/P Detail Reports or Open A/P Summary Reports

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 batch 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 in the report processing options and the date you specify when you generate your date file. 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" workfile (F0411A).

These are DREAM Writer reports.

Before You Begin

- ❑ Ensure that you have generated the date file with the correct as of date
- ❑ Verify that the Based on File field on DREAM Writer Additional Parameters is set to F0411AJC

Open A/P Detail by Supplier “As of” Report

Currency Gains and Losses

Objectives

- To calculate and report realized and unrealized gains and losses

About Currency Gains and Losses

When you enter a foreign invoice or voucher, it is converted to the domestic currency of the company. When the invoice or voucher is finally paid, the exchange rate might have changed. To track these changes, you need to:

- Revalue your open foreign vouchers
- Record your realized gains and losses when you make a payment or get a receipt

Working with currency gains and losses includes:

- ❑ Understanding AAIs for A/P gains and losses
- ❑ Calculating unrealized A/P gains and losses

Types of Gains and Losses

Gains and losses on foreign currency transactions can be categorized as either:

- Realized gains and losses, which are tracked on an ongoing basis and are recorded at the time you enter an A/P payment.
- Unrealized gains and losses, which apply to unpaid or the open portion of partially paid invoices or vouchers. They are calculated at the end of the period when the system creates reversing journal entries.

Example: Gain/Loss for a Foreign Voucher

The following is an example of a foreign voucher (USD) that was entered for a Belgian company (BEF). This illustrates how a foreign voucher can create gain or loss amounts for the domestic ledger (AA).

Voucher and Payment

	CA Ledger		AA Ledger			
	Transaction Amount	Currency Code	Exchange Rate (*)	Domestic Amount	Currency Code	Gain (–)/ Loss (+)
Voucher Entry	100.00	USD	33.5	3,350	BEF	
Partial Payment (50%)						
(current rate)	50.00	USD	34.0	1,700	BEF	25
(original rate)	50.00	USD	33.5	1,675	BEF	
End of Month Valuation						
(current rate)	50.00	USD	35.0	1,750	BEF	75
(original rate)	50.00	USD	33.5	1,675	BEF	

Journal Entries

Description	Account	AA Ledger Amounts	CA Ledger Amounts
Voucher Entry	Expense Account	3,350	100.00
	Accounts Payable	3,350–	100.00
Payment Processing	Accounts Payable	1,675	50.00
	Realized Loss	25	
	Cash	1,700	50.00
Revalue Open Items	Unrealized Loss	75	
	A/P - Other	75–	

Example: Gain/Loss for a Domestic Voucher

The following is an example of a domestic voucher entered for a Colombian company (COP) that uses Detailed Currency Restatement processing. Their alternate currency is USD. This illustrates how a domestic voucher can create gain or loss amounts for the alternate ledger (XA).

Voucher and Payment

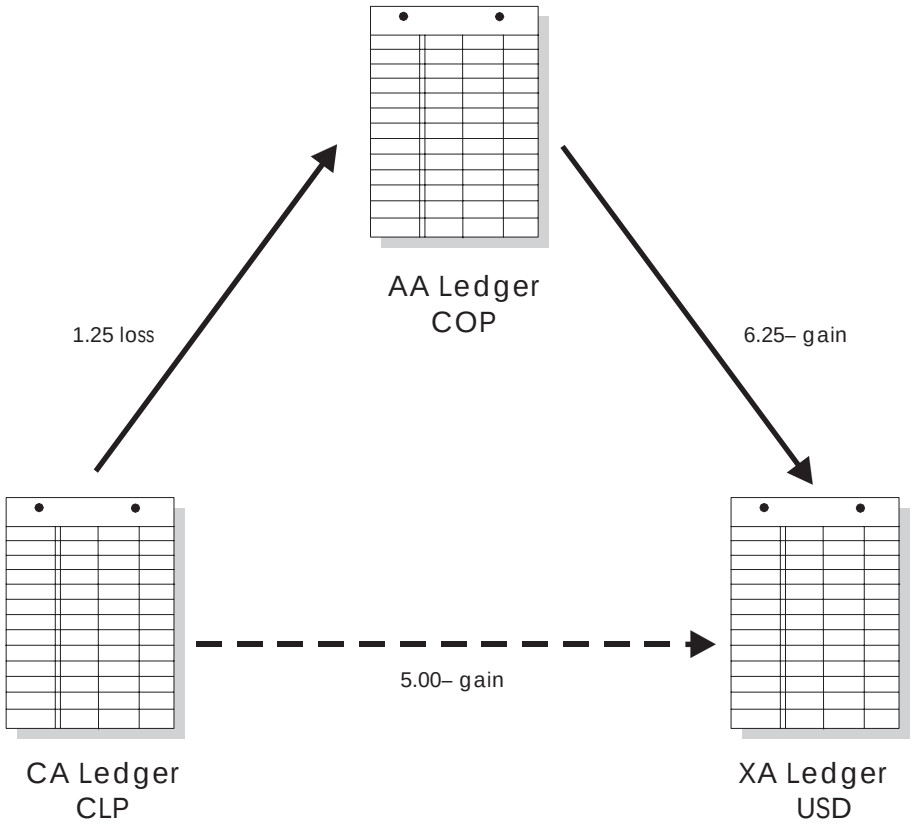
	AA Ledger		XA Ledger			
	Domestic Transaction Amount	Currency Code	Exchange Rate (/)	Alternate Currency Calculated	Currency Code	Gain (–)/ Loss (+)
Voucher Entry	85,000	COP	850	100.00	USD	
Payment Processing						
(current rate)	85,000	COP	860	98.84	USD	1.16–
(original rate)	85,000	COP	850	100.00	USD	

Journal Entries

Description	Account	AA Ledger Amounts	XA Ledger Amounts
Voucher Entry	Expense Account	85,000	100.00
	Accounts Payable	85,000–	100.00–
Payment Processing	Accounts Payable	85,000	100.00
	Cash	85,000–	98.84–
	Realized Gain		1.16–

Ledgers Used to Calculate Gains and Losses

The following is an example of a foreign transaction (Chilean Peso = CLP) entered for a Colombian company (COP) that uses an alternate currency (USD). This illustrates how gain and loss records are created among the foreign, domestic, and alternate ledgers.



AA = Actual Amount
CA = Currency Amount
XA = Alternative Amount
COP = Columbian Peso
CLP = Chilean Peso
USD = U. S. Dollars

CA - - > XA. No calculation is performed between the CA and XA ledgers. The net amount of the two previous calculations is the equivalent of the gain/loss between the CA ledger and the XA ledger (transaction amount to restated amount).

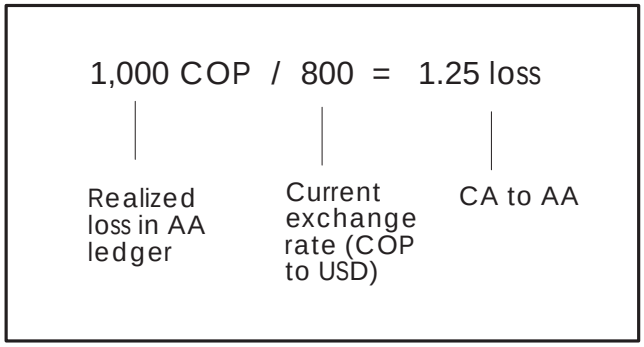
Calculation of Gains and Losses

Gains and losses are calculated by measuring the changes in exchange rates during the time that a transaction is processed.

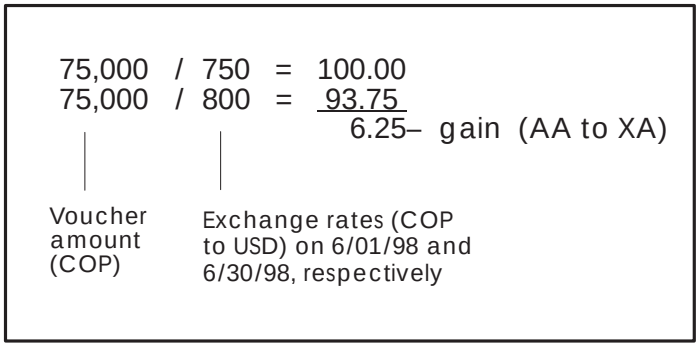
Detailed currency restatement performs two steps when calculating the gain or loss amount for a foreign transaction. These steps are described below. The examples in the steps use the following information:

Date	Document	CA Ledger (CLP)	x Exchange Rate	AA Ledger (COP)	/ Exchange Rate	XA Ledger (USD)
06/01/98	Voucher	100,00	.75	75,000	750	100.00
	Payment	100,00	.76	76,000	800	95.00
	Gain (–)			1,000		
	Loss (+)					5.00–Net

1. The gain/loss record in the AA ledger (calculated between the CA and AA ledgers) is converted to the XA ledger using the exchange rate on the payment G/L date.



2. A gain/loss amount is also derived from the AA and XA ledgers. This amount is calculated using the voucher amount and the exchange rate difference between the voucher and payment dates.



See Also

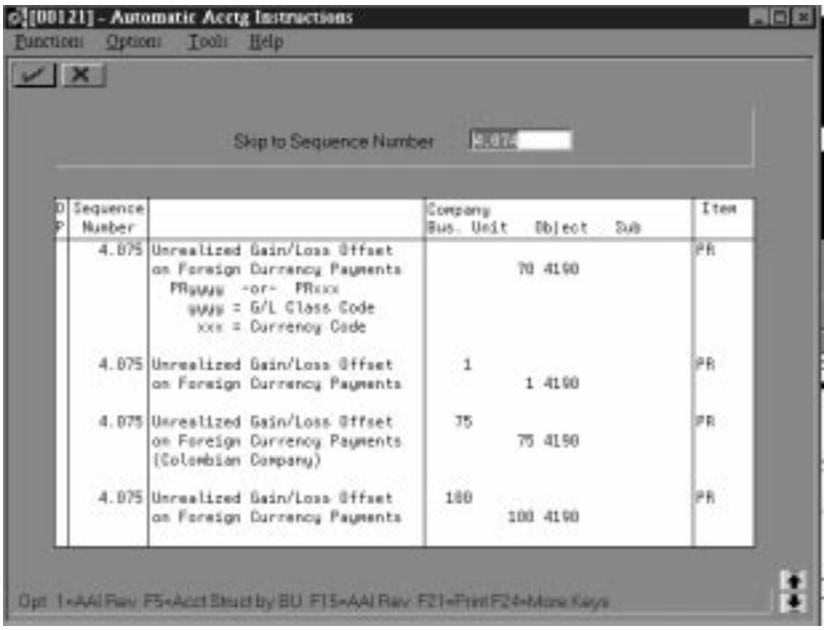
- *About Detailed Currency Restatement* in the *General Accounting I Guide*

Understand AAIs for Currency Gains and Losses

About AAIs for Currency Gains and Losses

When the system calculates currency gains and losses, it uses AAIs to distribute the gain or loss to the correct G/L account. These AAIs are used to calculate the following:

- Realized gains and losses
- Unrealized gains and losses



Realized Gains and Losses

The system uses the following AAIs to calculate realized gains and losses:

- Realized gain: item PGxxx
- Realized loss: item PLxxx

To determine the gain or loss amount, the system multiplies the voucher amount by the difference in the exchange rate between the original voucher and the payment.

The following applies to realized gains or losses on foreign currency payments:

- The system uses the account number to track foreign currency gains or losses.
- The system creates a gain/loss entry at time of payment.
- You can set up these items by company and currency code (xxx). The currency code is used to track gains and losses by currency.

Unrealized Gains and Losses

You can do one of the following to calculate your unrealized gains and losses:

- Enter them manually
- Create them automatically by running the Unrealized Gains and Losses report

You must set up the following AAIs if you want the system to automatically calculate your unrealized gains and losses:

- Unrealized gain: item PVxxx
- Unrealized loss: item PWxxx
- Offsets: item PRyyyy

The following applies to items PVxxx and PWxxx for Accounts Payable:

- xxx represents the currency code used to track unrealized gains and losses by currency.
- yyyy represents the G/L offset code (which creates the offset).
- The system creates reversing entries for unrealized gains or losses on open items if the exchange rate changes after the original entry was made.
- The system creates unrealized gains, based on one of the following (in hierarchical order):
    - PVxxx for a specific company
    - PVxxx for company 00000
    - PVyyyy for a specific company
    - PVyyyy for company 00000
    - PV for a specific company
    - PV for company 00000

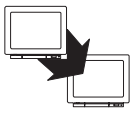
- The system creates an offsetting entry, based on one of the following (in hierarchical order):
    - PRyyyy for a specific company
    - PRxxx for a specific company
    - PRyyyy for company 00000
    - PRxxx for company 00000
    - PR for a specific company
    - PR for company 00000
    - PVyyyy for company 00000

See Also

- *About AAIs for A/P (P00121)*
- *Working with AAIs (P00121)*

Calculate Unrealized A/P Gains and Losses

Calculating Unrealized A/P Gains and Losses



From Accounts Payable (G04), choose Periodic Processes

From Periodic Processes (G0421), choose Unrealized Gains & Losses

If you work with multiple currencies, you need to calculate unrealized gains and losses for your foreign vouchers and invoices. When you calculate unrealized gains and losses for your accounts payable, the system:

- Revalues your open foreign vouchers
- Analyzes your realized gains and losses in detail

Run the Unrealized Gains and Losses program first in proof mode. Review the report it produces and correct any exchange rates, if necessary. Continue to run the program in proof mode until you have corrected all exchange rates, then run it in final mode.

Use a processing option to create the reversing journal entry necessary to record the unrealized gain or loss. The system assigns journal entries a document type of JX. This is the only document type that can be used to adjust the domestic side of a monetary (currency-specific) account. The system creates only one reversing journal entry per company.

This is a DREAM Writer program.

The Unrealized Gains and Losses program produces a report that shows:

- The base company currency and the transaction currency for each voucher
- The voucher number and due date
- The original and current domestic amount calculated for each voucher
- The foreign amount of the voucher
- The realized gain or loss if the voucher or invoice has had a payment

- The unrealized gain or loss for an open voucher or invoice
- Discount amounts for the voucher

Before You Begin

❑ Enter new exchange rates on Set Daily Transaction Rates

Gains & Losses on Foreign Currency Report

What You Should Know About

Mixing currencies

If you mix multiple currencies when you record your unrealized gains and losses, the foreign grand total and any other subtotals appear as **NA** (not applicable) because totals for mixed currencies are meaningless.

To prevent this, set up a different batch version for each company that has a different base currency.

Calculating the alternate currency amount

The Detailed Restatement field in company constants determines if a multiplier or divisor is used in calculating the alternate currency amount. This typically is the opposite setting from the general accounting constants used for foreign transactions. For example, if the general accounting constant for foreign transactions is a multiplier, the company constant for detailed restatement is a divisor.

See *Setting Up Detailed Currency Restatement* in the *General Accounting I Guide*.

Reducing report size

To reduce the size of the Unrealized Gains and Losses report, set up a version for each specific company.

Processing Options for A/P Currency Gains & Losses

```
AS OF DATE PROCESSING:
1. Enter the "As Of" date for processing          _____________
   the current exchange rate.  Default
   of blank will process rate using
   today's date.

BYPASS HOLD PAYMENT:
2. Enter a '1' to bypass suppliers with           _____________
   a Hold Payment code of "Y" or "1".
   Default of blank will show all
   suppliers.

JOURNAL ENTRIES:
3. Enter a '1' to create journal entries          _____________
   for Unrealized Currency Gains/Losses.
   Default of blank will not create
   journal entries.

4. Enter the G/L date. Default of blank           _____________
   will use last day of current period.

5. Enter a '1' to create the journal              _____________
   entry batches in an Approved status
   regardless of the value in the
   Management Approval of Input general
   constant.  Default of blank will not
   override the settings.
```

```
DW VERSION FOR JOURNAL ENTRY PROCESSOR
6. 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.
```

What You Should Know About Processing Options

Processing option 6 See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 Journal Entry functional server.

1099 Preparation

Objectives

- To highlight J.D. Edwards 1099 capabilities
- To explain how to prepare your 1099 data for processing

About 1099s

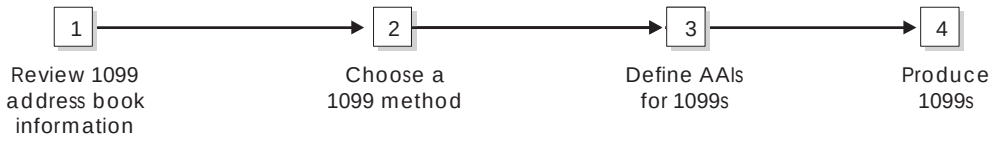
The J.D. Edwards Accounts Payable system helps you produce 1099s, an income tax reporting form required by the U.S. federal government for many types of payments. Federal regulations require that you annually report payments made to suppliers using 1099 forms. You send 1099s to suppliers of goods and 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 the amount of data in the Account Ledger table (F0911).

The 1099 process requires you to complete the following tasks:



This section describes the first three tasks. These tasks, plus the fourth task, producing 1099s, are described in more detail in the *1099 Processing Guide*. J.D. Edwards publishes this guide at the end of every calendar year. It is shipped with all 1099 software orders and is used in the 1099 training class. This guide includes specific information for the reporting year and detailed instructions for each 1099 program.

1099 preparation consists of:

- ❑ Reviewing 1099 address book information
- ❑ Choosing a 1099 method
- ❑ Understanding AAIs for 1099s

Preparation for 1099 Reporting

When preparing for 1099s it is important to consider the following:

- Begin preparing 1099s 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:

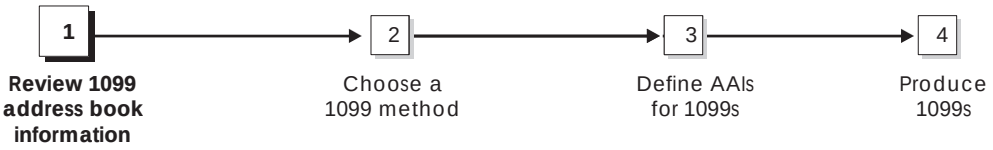
Address Book Master (F0101)	Do not purge address book records for any supplier with A/P activity in the calendar year you are reporting.
Supplier Master (F0401)	Do not purge supplier master records for any supplier with A/P activity in the calendar year you are reporting.
A/P Ledger (F0411), A/P Matching 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)	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.

Review Address Book Information for 1099s

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).

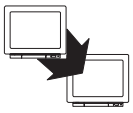
Begin preparing for 1099s early enough to review address book information for your suppliers and companies, enter corrections, and still meet the 1099 deadline. Leave sufficient time for researching and updating supplier records.



Reviewing address book information is the first task in the 1099 process and consists of:

- ❑ Reviewing supplier and company information for 1099s
- ❑ Verifying supplier information for 1099s

Reviewing Supplier and Company Information for 1099s



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

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 the 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.

See Also

- *Entering Suppliers (P01054)*

Company Information Guidelines

When you review company information for 1099s, consider that:

- If the company number is different from the company's address book number, you must assign the company address book number to the company on Company Numbers and Names.
- 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.
- You must have a valid TIN for each company. One TIN can be used for multiple companies.
- The address 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.

Verifying Supplier Information for 1099s

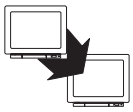
A tax ID is required for each supplier. The system uses this information for the TIN on 1099 forms, which is required by the IRS for 1099 purposes.

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.

Reviewing the W-9 Exception Report



From Accounts Payable (G04), choose Annual Processes

From Annual Processes (G0422), choose W-9 Exception Report

You must have a tax identification number (TIN) for each supplier to meet IRS requirements. The W-9 Exception Report lists suppliers who are missing this number.

See Also

- *Updating YTD Voucher Amounts (P04820)*

Processing Options for W–9 Exception Report

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:

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. _____

Data Selection for W-9 Exception Report

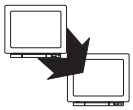
Depending on whether you updated YTD voucher amounts for the 1099 calendar year you are reporting, the data selection should be as follows:

- 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

- *Updating YTD Voucher Amounts (P04820)*

Reviewing the W-9 Report with Tax ID



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 J.D. Edwards & Company Page – 10
A/B with Tax ID and Person/Corp Code Date – 10/18/98
One Line Address

Address Number	Name	Phone Number	Tax ID	P
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.	( )		

What You Should Know About

Abbreviated column headings P indicates Person/Corporation code.

See Also

- *Updating YTD Voucher Amounts (P04820)* for an explanation of amounts vouchered

Processing Options for W–9 Report with Tax ID

```
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.
```

Data Selection and Sequence for W-9 Report with Tax ID

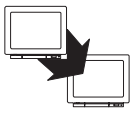
Depending on whether you updated YTD voucher amounts for the 1099 calendar year you are reporting, the data selection should be as follows:

- 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.

Choose a 1099 Method

Choosing a 1099 Method



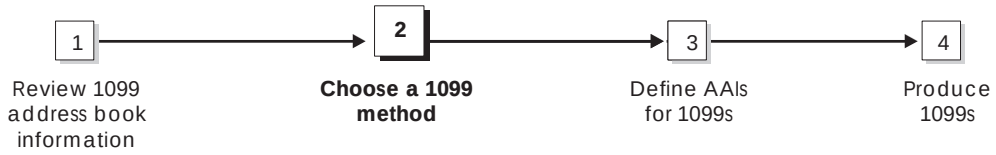
From Accounts Payable (G04), choose Annual Processes

From Annual Processes (G0422), choose a 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.



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 data selection, or Category Code 07 or the 1099 Flag field on Standard Voucher Entry.

G/L Method	A/P Ledger Method
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.
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 must use the A/P Ledger method because the expense is not related directly to the voucher.

Understand AAIs for 1099s

About AAIs for 1099s

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.

Setting up AAIs 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:

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.

About AAI Object Accounts for 1099s

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.

See Also

- *Working with AAIs (P00121)*

Setup

System Setup

Objectives

- To understand how to set up the A/P controls that let you process payables information

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. You use this information 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:

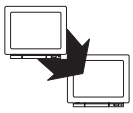
- ❑ Setting up constants for A/P
- ❑ Setting up payee control for A/P
- ❑ Setting up payment terms for A/P
- ❑ Understanding AAIs
- ❑ Understanding AAIs for A/P
- ❑ Working with AAIs
- ❑ Understanding user defined codes
- ❑ Understanding user defined codes for A/P
- ❑ Working with user defined codes
- ❑ Setting up category codes for vouchers
- ❑ Setting up next numbers

The following describes the information that you must set up for this system:

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

Set Up Constants for A/P

Setting Up Constants for A/P



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. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because this might produce unpredictable results.

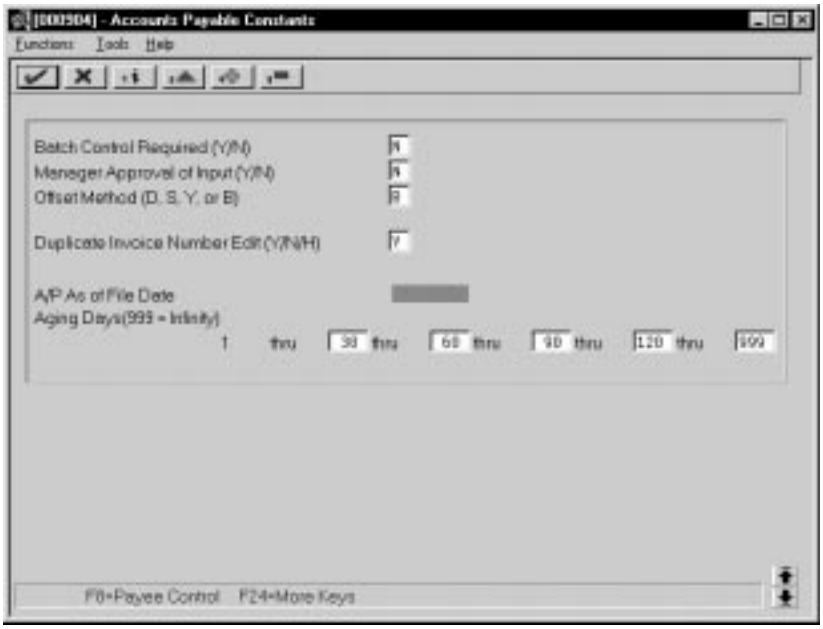
Setting up A/P constants consists of:

- 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

Information about the A/P constants is stored in the General Constants table (F0009).

Before You Begin

❑ Ensure that only authorized personnel can access and change accounts payable constants



▶ 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 (Y/N)	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. In OneWorld, the batch control on option is represented by a check mark.

▶ 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 (Y/N)	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. In OneWorld, the option for management approval required is represented by a checkmark.

▶ 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 (D, S, Y, or B)	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). This option is only available in WorldVision and WorldSoftware. 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.

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.

```
09801                                        J.D. Edwards & Company                                        Page          1
Batch Type         - V                  General Ledger Post - Voucher Entry                              Date    4/10/98
Batch Number       -    75206
Batch Date         - 04/10/98
                                              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 06.30.98 00100 Entertainment         USD           90.8665                   1,500.00                  AA
                           Gourmet & More
                            Customer Number-43058
AE    75206 06.30.98 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 (Y/N/H)	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(999 = Infinity)	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.

Set Up Payee Control

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.

Setting up payee control consists of:

- Installing the Payee Control table (F0450) in your production environment
- Setting up action code security for the Payee Control Approval program
- Setting up security for the Payee Control server
- Setting the processing options for the Payee Control server
- Setting up security for manual payments

What You Should Know About

Setting up security for the payee control server

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.

Accessing the payee control server

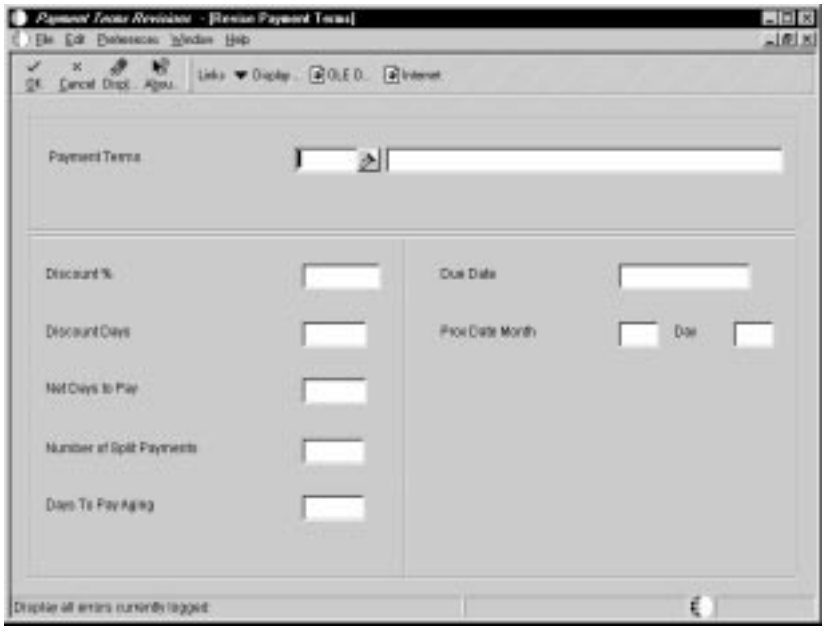
You can use Versions List to change the processing options for the payee control server. You can also access the server by choosing Payee Control in the A/P constants.

See Also

❑ *Configuration Planning and Setup Guide* for information on system security and using Versions List to change processing options

Processing Options for Payee Control Server

```
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, Amounts. . .
 Bank Acct  (F0030): Account, Transit,
                     SWIFT . . . . . .
 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.
```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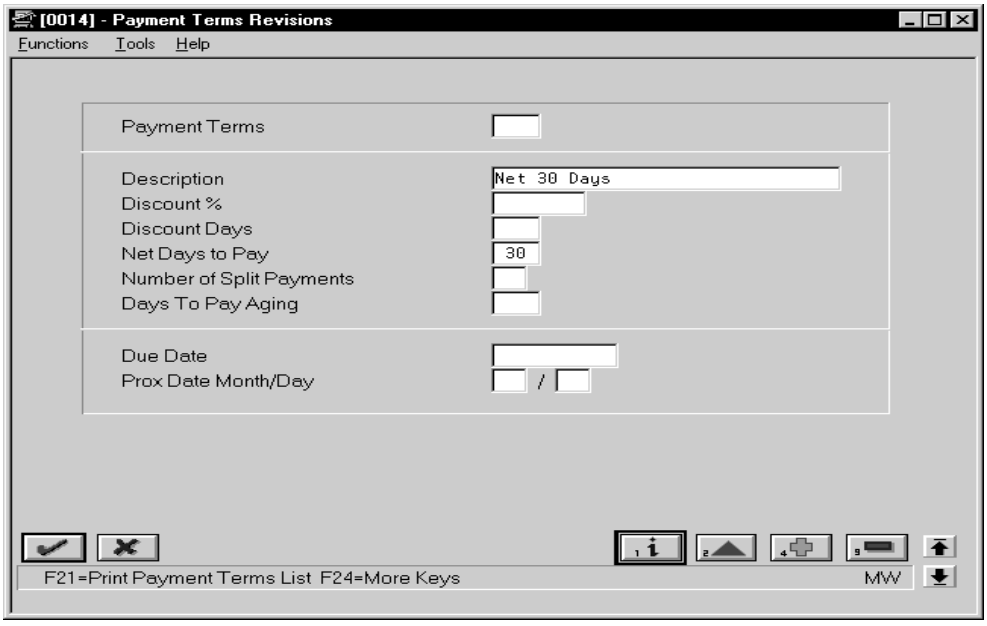
Discount %
Discount Days
Net Days to Pay
Number of Split Payments
Days To Pay Aging
Due Date
Prox Date Month
Day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Functions
Tools
Help
Payment Terms
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Discount %
Discount Days
Net Days to Pay
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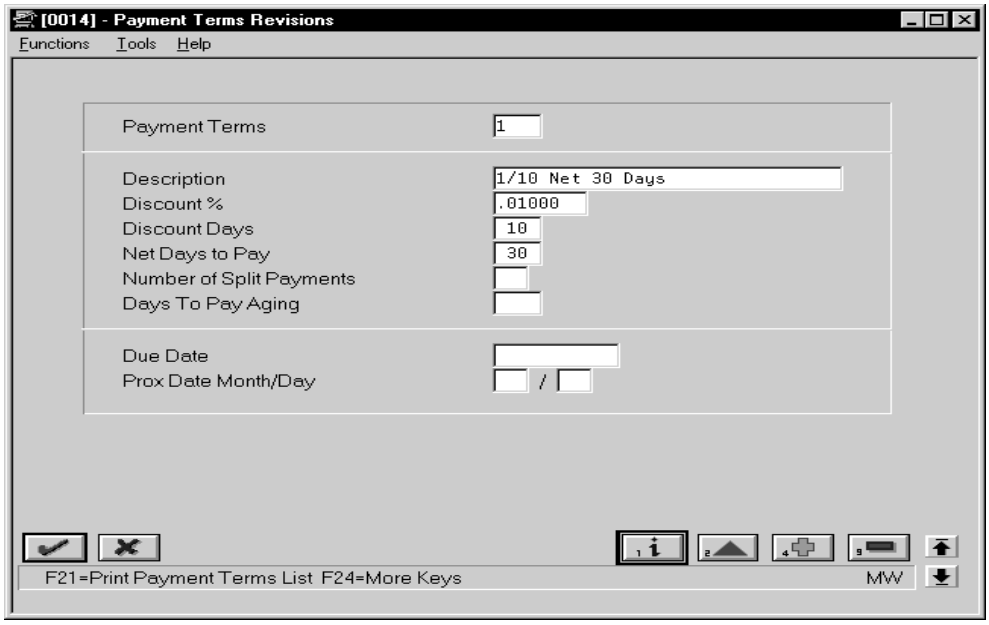
Number of Split Payments
Days To Pay Aging
Due Date
Prox Date Month/Day
F21=Print Payment Terms List F24=More Keys
MW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Discount % .01000
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Number of Split Payments
Days To Pay Aging
Due Date
Prox Date Month/Day /
F21=Print Payment Terms List F24=More Keys
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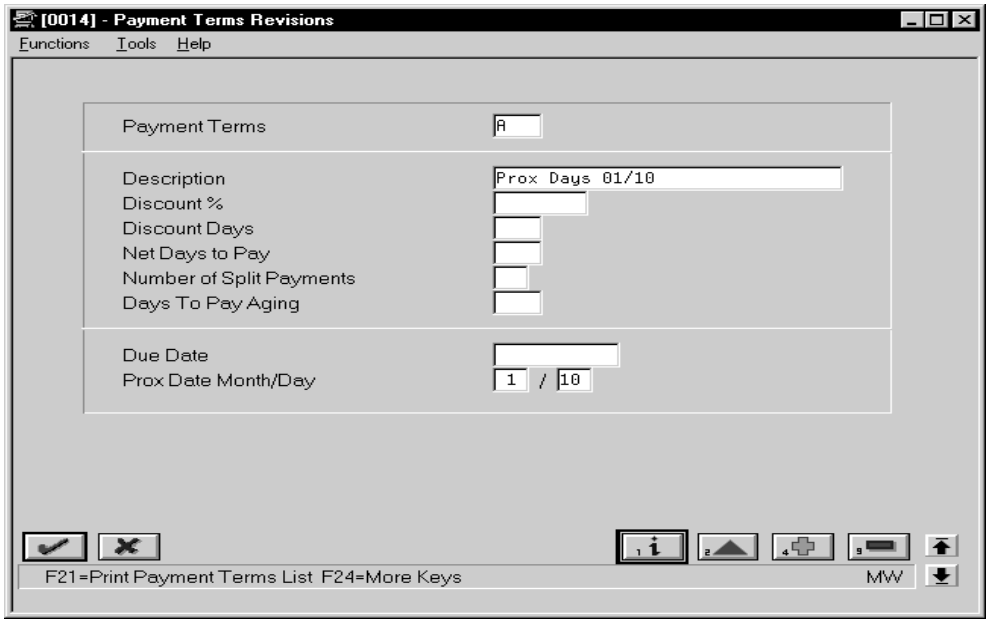
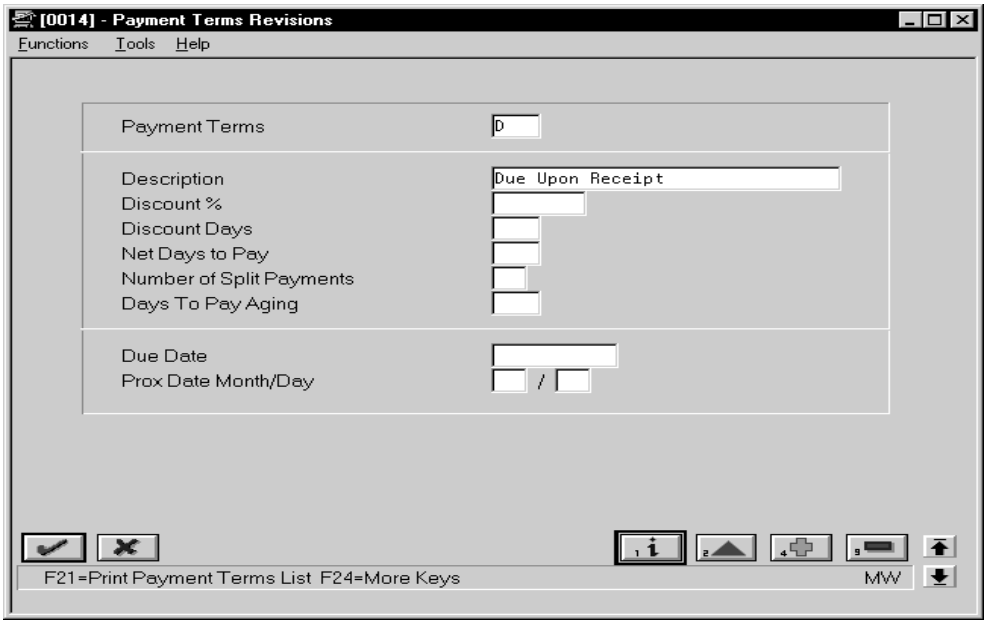
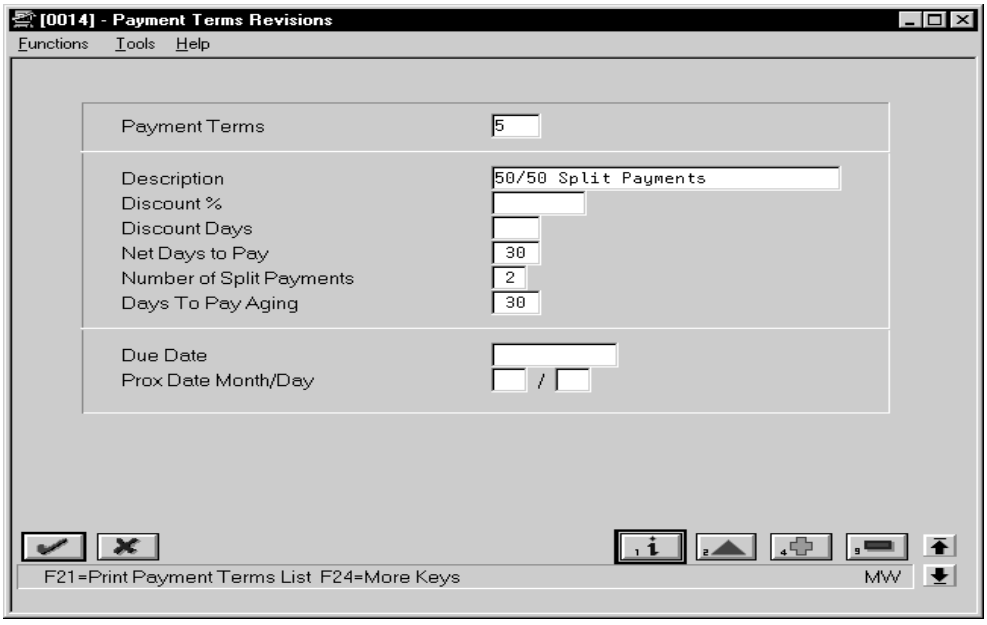

[0014] - Payment Terms Revisions
Functions Tools Help
Payment Terms A
Description Prox Days 01/10
Discount %
Discount Days
Net Days to Pay
Number of Split Payments
Days To Pay Aging
Due Date
Prox Date Month/Day 1 / 10
F21=Print Payment Terms List F24=More Keys
MW


[0014] - Payment Terms Revisions
Functions
Tools
Help
Payment Terms
0
Description
Due Upon Receipt
Discount %
Discount Days
Net Days to Pay
Number of Split Payments
Days To Pay Aging
Due Date
Prox Date Month/Day
/
F21=Print Payment Terms List F24=More Keys
MW


[0014] - Payment Terms Revisions
Functions
Tools
Help
Payment Terms
5
Description
50/50 Split Payments
Discount %
Discount Days
Net Days to Pay
30
Number of Split Payments
2
Days To Pay Aging
30
Due Date
Prox Date Month/Day
/
F21=Print Payment Terms List F24=More Keys
MW

Work with Payment Terms

Working with Payment Terms

You use payment terms to ensure that both the seller and the buyer agree on when a payment is due for goods or services rendered. 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 payment term to allow an invoice or a voucher to be split into multiple payments with a different discount percentage for each payment.

Working with payment terms consists of:

- ❑ Setting up due date rules
- ❑ Setting up work day calendars (optional)
- ❑ Setting up payment term codes
- ❑ Setting up installment payments (optional)
- ❑ Working with payment terms for multi-tiered discounts (optional)

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.

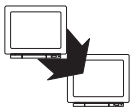
After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. You can specify a due date rule as either a discount due date or a net due date. This enables you to link the rules together with a discount percent to define the:

- 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)

Setting Up Due Date Rules



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:

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.
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.

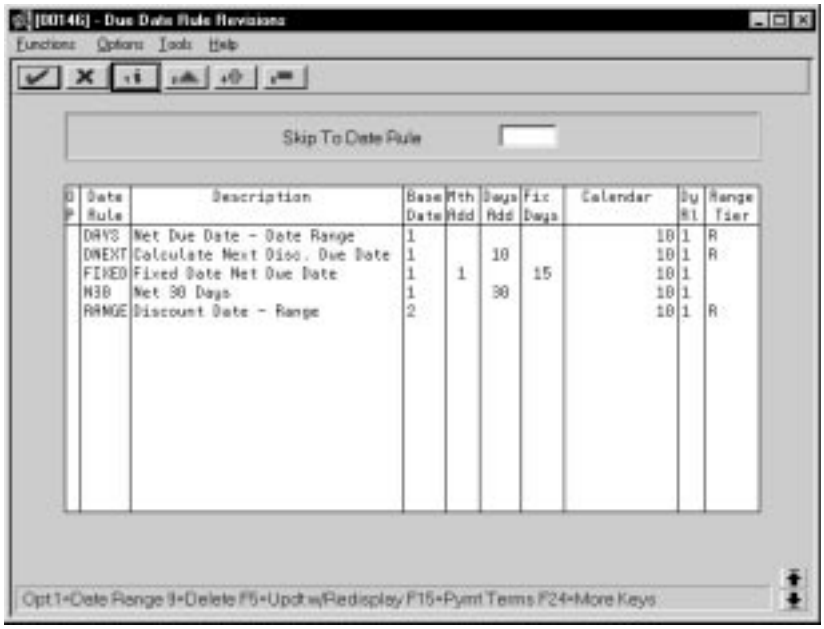
By using a combination of these components, you can set up a variety of payment terms. For example, you might set up date rules as follows:

- 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.

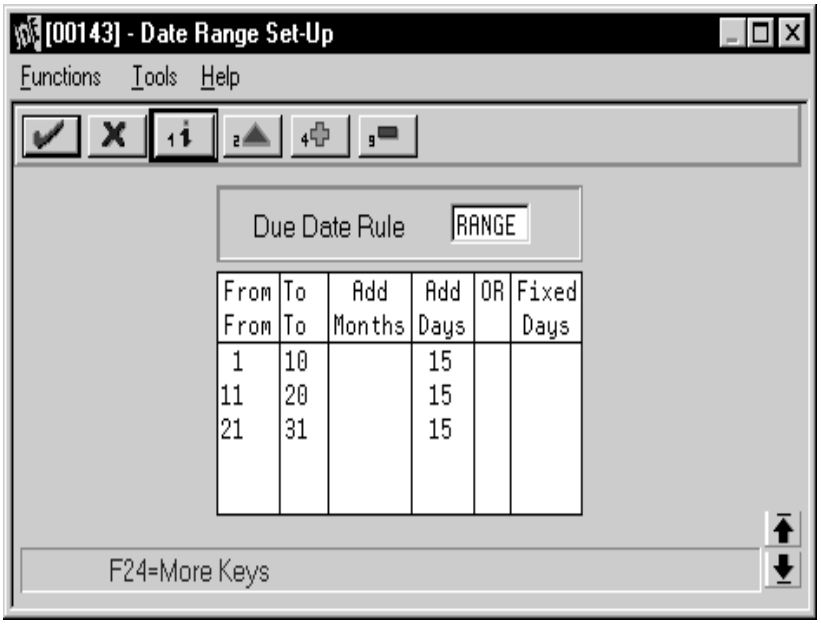
▶ To set up due date rules

On Due Date Rule Revision



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.



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 defiine due date rules on the Due Date Rule Revisions form.
Description	A user defined name or remark.
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.

Field	Explanation
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.

What You Should Know About

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).

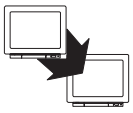
Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed days number. However, you can specify the number of months to add along with the number of days to add or the fixed days.

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

- *Setting Up Work Day Calendars (P00071)*

Setting Up Work Day Calendars



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.

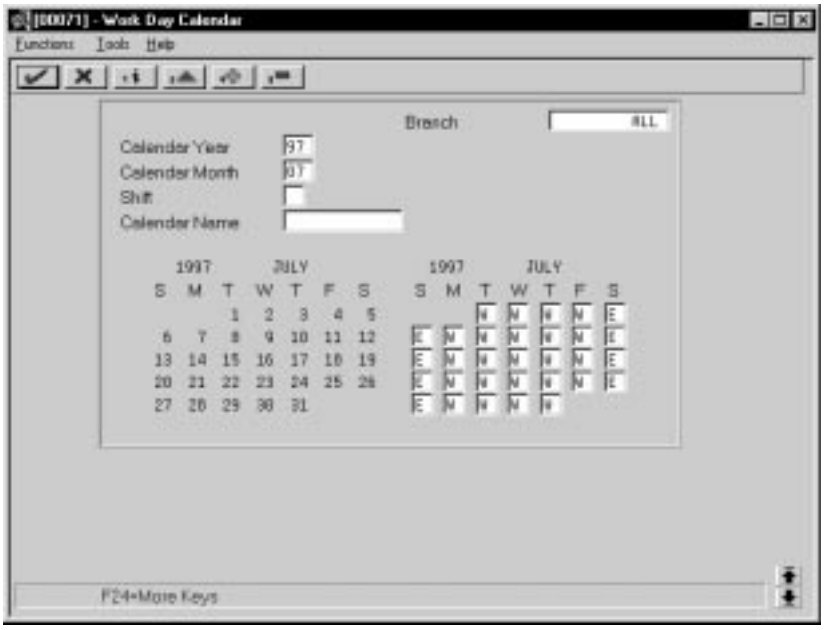
After you set up a work day calendar, you specify which action to take if the system calculates the due date on a non-work day. You do this on the Due Date Rule Revisions form. For example, you can instruct the system to:

- 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



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.

What You Should Know About

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)

The Work Day Calendar program (P00071)

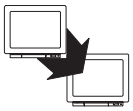
The Work Day Calendar program is a Manufacturing program. On the Work Day Calendar form, the Branch field does not refer to a Branch/Plant (business unit). Instead, it refers to the name that you assign to the work day calendar for your due date rules.

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

- *Setting Up Due Date Rules (P00146)* for information about specifying work day rules

Setting Up Payment Term Codes



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

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.

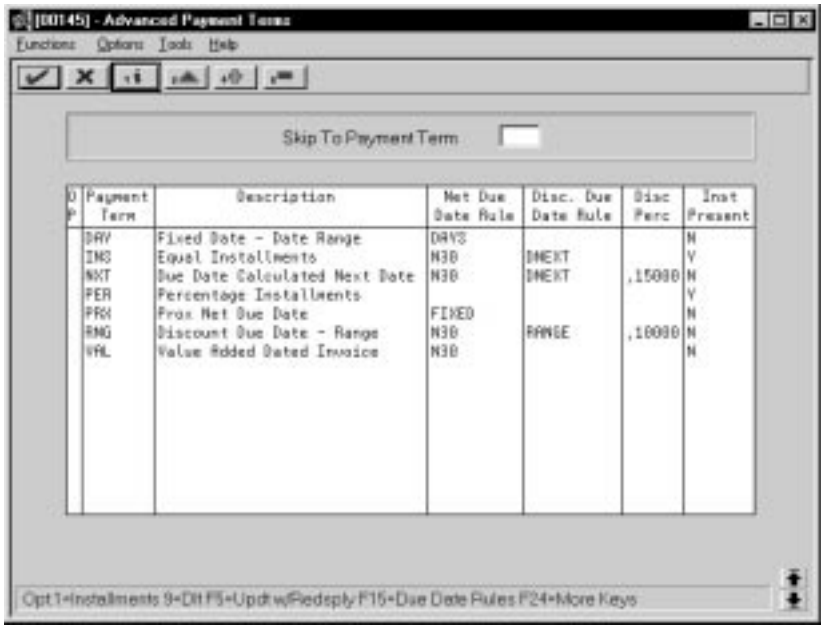
For example, you have a supplier with a payment terms code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.

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 *Setting Up Due Date Rules.*

▶ To set up payment term codes

On Advanced Payment Terms

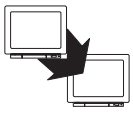


1. Complete the following fields:
   - Payment Term
   - Description (optional)
2. To attach a due date rule to the payment term, complete the following fields:
   - Net Due Date Rule
   - Discount Due Date Rule

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.

Setting Up Installment Payments



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 might arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

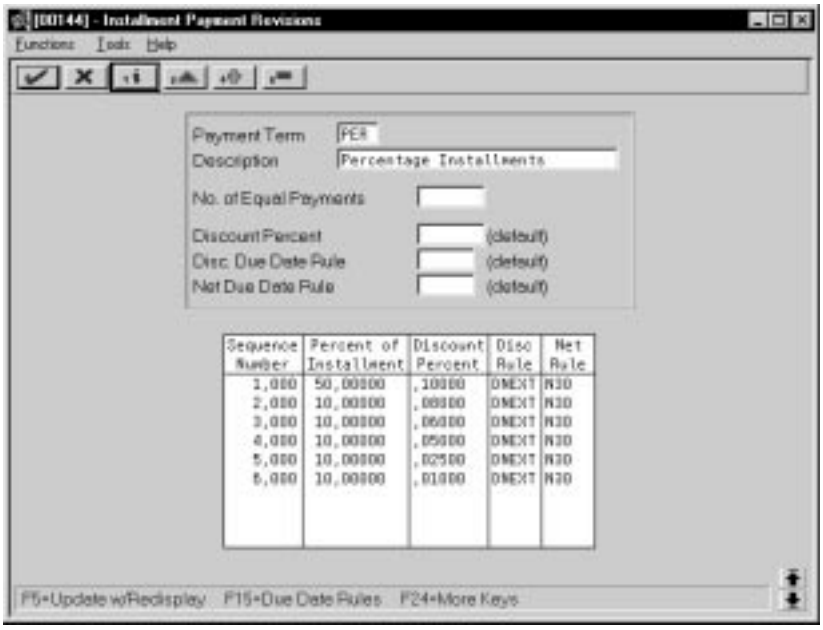
When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

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



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.

What You Should Know About

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.

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.

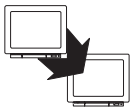
Working with payment terms for multi-tiered discounts consists of:

- ❑ Setting up a multi-tiered due date rule
- ❑ Updating the discount available for multi-tiered terms

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

Setting Up a Multi-Tiered Due Date Rule



From Accounts Receivable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

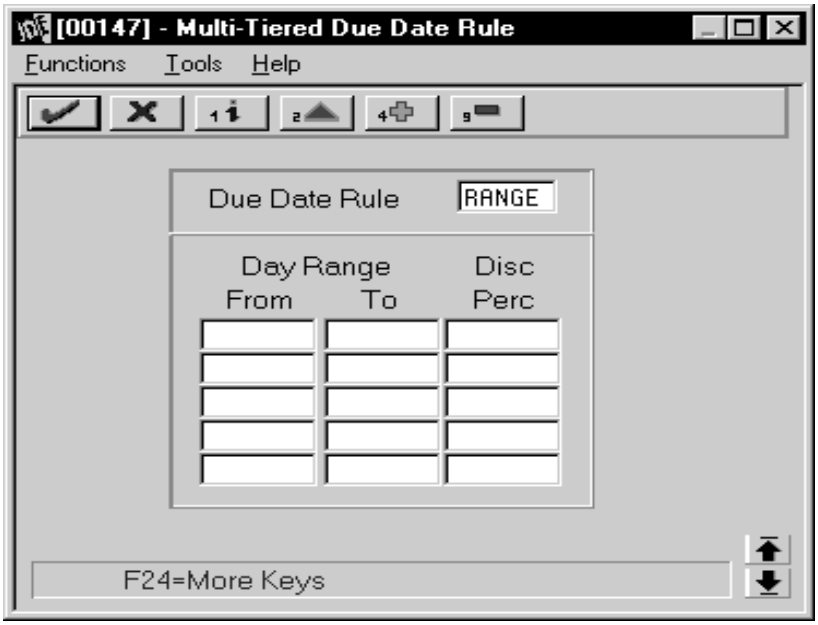
From Payment Terms Revisions (G00141), choose Due Date Rule Revisions

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

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.



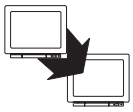
5. On Multi-Tiered Due Date Rule, complete the following fields:
   - Day Range From
   - Day Range To
   - Discount Percent

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.

What You Should Know About

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.

Updating the Discount Available for Multi-Tiered Terms



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.

Processing Options for Batch Update for Multi–Tiered A/P

```
TAX PROCESSING:
1. Enter a '1' to indicate that Tax
   Information should not be printed.          _____

AS OF DATE:
2. Enter the "As of" date to process.          _____
   The batch program will calculate the
   discount as if the current date were
   this date. If left blank the system
   date will be used.
```

Understand AAIs

About AAIs

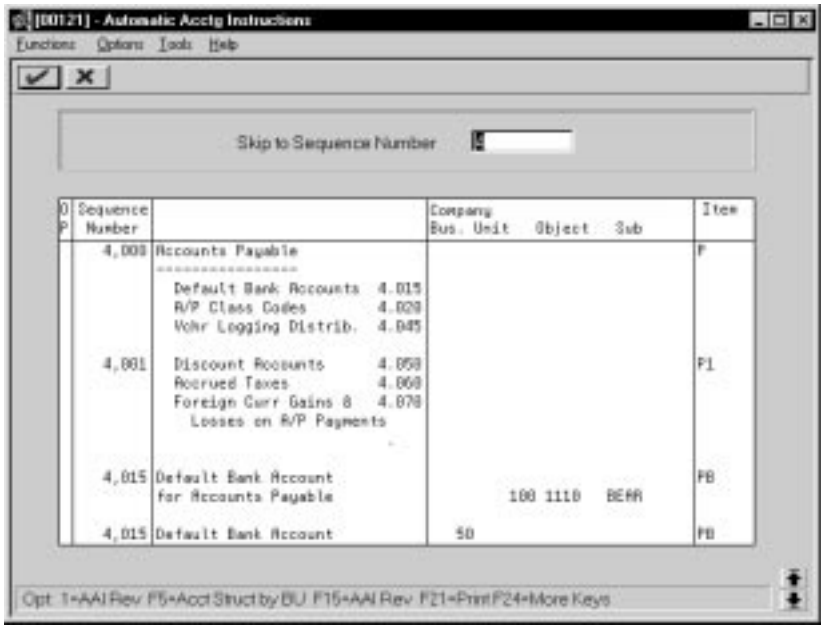
Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. AAIs are rules that define how to create general ledger entries for each transaction. For example, AAIs tell the system to credit an A/P trade account when posting vouchers.

Each J.D. Edwards system that interfaces with the General Accounting system has AAIs. Each AAI is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

Elements of an AAI Form

The Automatic Accounting Instructions form shows an index, or list, of the AAIs used in the J.D. Edwards systems.



There is no entry under Company/Business Unit because default AAIs are set up for company 00000. The GLGx items are used for system-wide setup.

The sequence number does not serve a programming function. It is used only to determine where an AAI appears in the list.

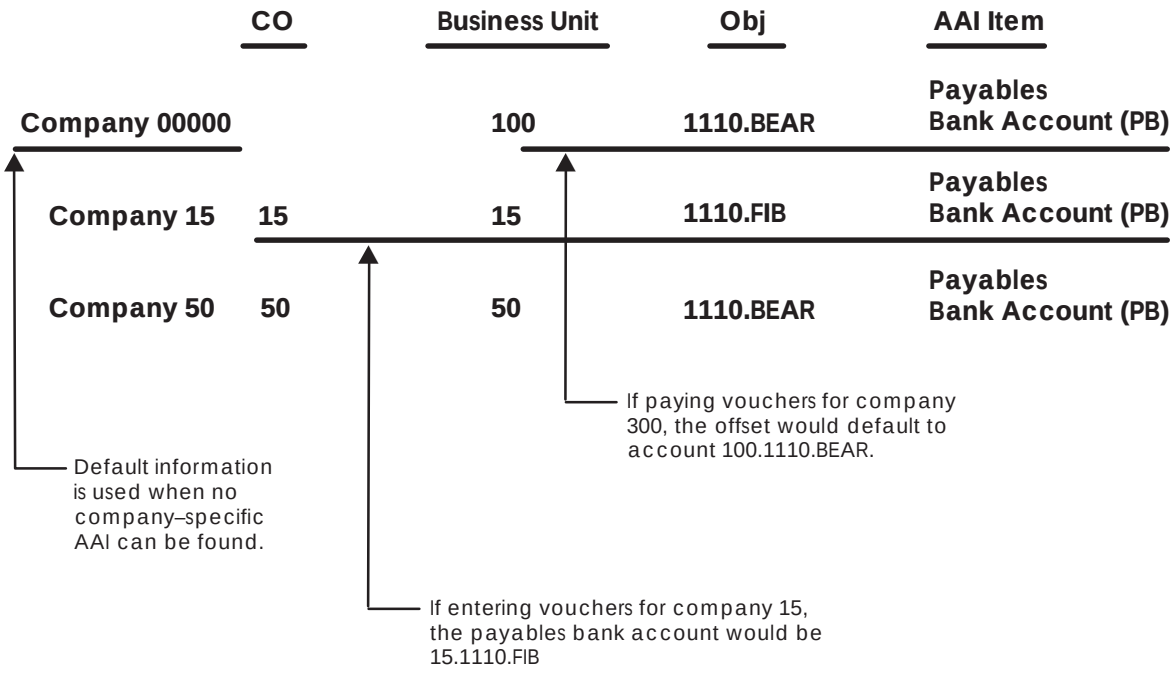
Programs are set up to look for a specific AAI item. The item is the hard-coded name of the AAI and cannot be changed.

Default AAIs

The system uses a combination of company and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using. You can create various combinations to direct entries to different offset accounts.

Your system includes AAIs that are already assigned to company 00000. You can 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.

The following graphic illustrates three different AAIs that you might set up using different combinations of company, business unit, and object.



AAI Prefixes and Suffixes

Groups of AAI items with a common purpose have a similar prefix.

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. If an AAI item has an x suffix

(one or more lowercase x letters), the system replaces the x letters with characters.

- Y suffix. This suffix indicates a G/L offset code. Some AAIs have a suffix of yyyy to accommodate one- to four-character offset codes. For example, the object account for notes payable (offset code NOTE) can be different from the one for trade accounts payable (offset code TRAD).

Understand AAIs for A/P

About AAIs for A/P

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

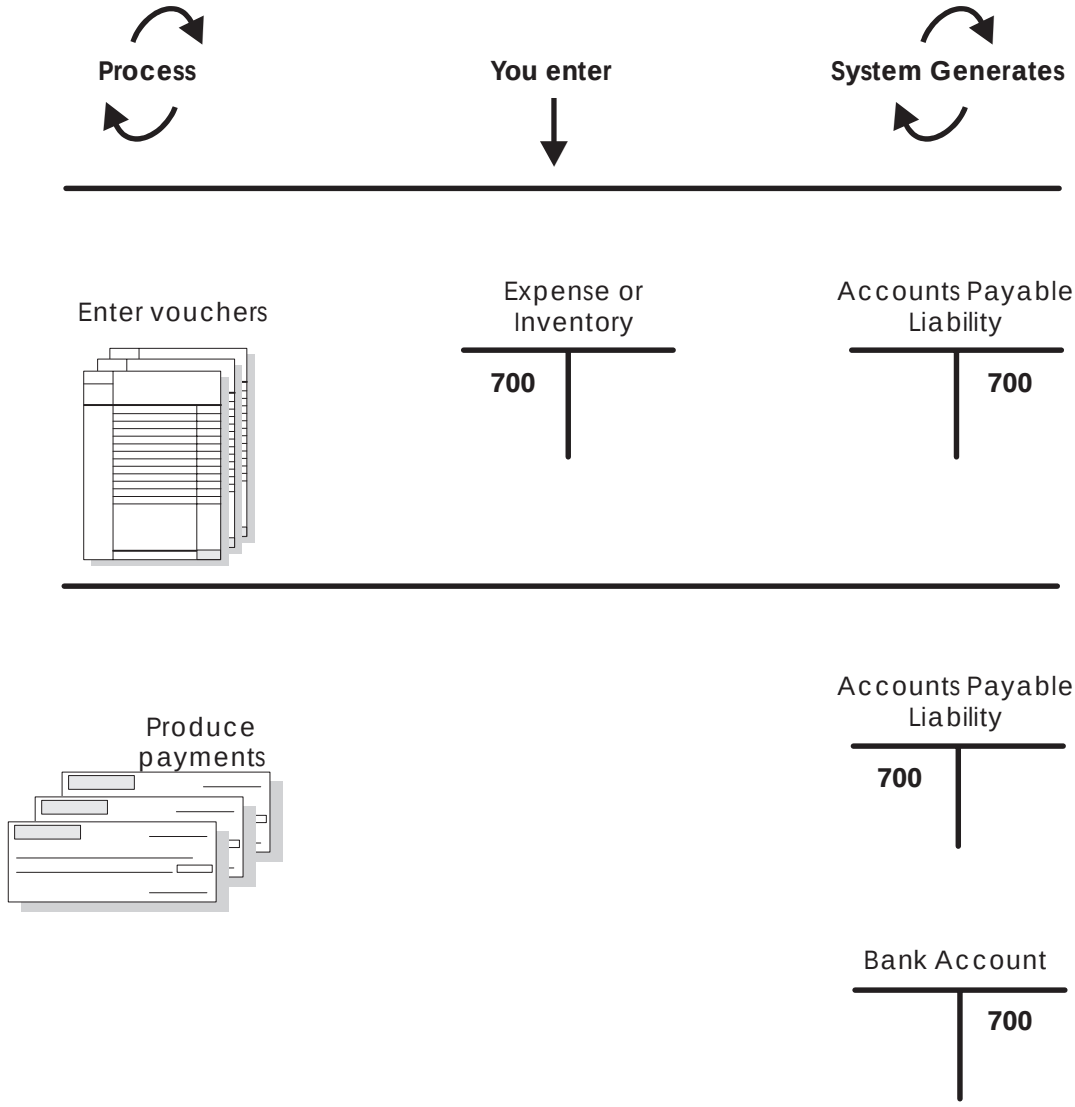
The name of an AAI item, such as PC, is hard coded. AAI items for A/P always start with the letter P. For example, PC is the AAI item for payables class and PB is the AAI item for payables bank. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

You will notice that for some AAIs, such as payables discounts (item PKD), the business unit part of the AAI is optional. If you choose not to include a business unit for those AAIs, the business unit of the voucher is used as part of the specified account number.

Some AAI items have a user-defined suffix of x or y. The xxx accommodates a three-character currency code, whereas the yyyy accommodates a one- to four-character G/L offset code.

Some AAIs require that you define a complete range, consisting of a beginning and an ending AAI item. For example, for item PX (used for 1099 processing), the first range must begin with PX01. J.D. Edwards recommends that you end the first range with PX02, the next consecutive number. Define the next range, if needed, to start with PX03 and end with PX04, and so on.

The following diagram shows how the Accounts Payable system uses AAIs for instructions during voucher and payment processing.



Each time you enter a transaction, the system locates the following information:

- Company Number
- G/L Offset

The system reviews the appropriate AAI table to locate an account number that has been set up for the combination of company and AAI item. If an account number exists for the combination, the system uses that account. If no account number exists, the system uses the account set up for company 00000.

Search Sequence for AAIs

Each AAI has a hierarchical order in which the system searches for an account number. The following examples show two ways in which the system searches for this information. One example shows the hierarchy for a company and G/L offset account, the other shows the hierarchy for a payables bank that uses multiple currencies.

Example: Search Sequence for a company and G/L offset

This example uses company 00100 and G/L offset code IN30.

1. Search for company 00100, item IN30.
2. If not found, search for company 00000, item IN30.
3. If not found, search for company 00100, item IN____.
4. If not found, search for company 00000, item IN____.

If none of these AAI items are found, there is an error in the AAI setup.

Example: Search sequence for a company using multiple currencies

This example uses company 00070, a company that works with multiple currencies.

1. Search for company 00070, item PBUSD, where USD is the currency code.
2. If not found, search for company 00000, item PBUSD.
3. If not found, search for company 00070, item PBTRAD, where TRAD is the default G/L offset from the supplier master information.
4. If not found, search for company 00000, item PBTRAD.
5. If not found, search for company 00070, item PB____.
6. If not found, search for company 00000, item PB____.

If none of these AAI items are found, there is an error in the AAI setup.

Accounts Payable AAIs

The following AAIs, and corresponding items, are available in the Accounts Payable system:

- Payables Bank – PB
- Payables Trade – PC
- Payables Discounts Available/Lost – PKD/PKL
- Voucher Logging Expense/Trade – PP/PQ

- Netting Suspense – NC
- Payables Tax – PT
- Drafts Payable – PD
- Realized Gain/Loss on Foreign Currency – PG/PL
- Unrealized Gain/Loss on Foreign Currency – PV/PW
- Unrealized Gain/Loss Offset on Foreign Currency – PR

Payables Bank

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

When suppliers or invoices must be paid from a specific bank, you set up an AAI item for the payable bank account (PByyyy) and the payable trade account (PCyyyy).

The following shows the information that is needed when setting up item PB:

Item	Description	Co	BU	Obj	Sub	Seq No.
PB	Payables Bank		R	R	0	4.015

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

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

Payables Trade

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

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

The following shows the information that is needed when setting up item PC:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC	Payables Trade Account		R	R	0	4.020

For trade accounts, you need to set up the following:

- Default AAI item for company 00000
- Company-specific AAI items
- Offset codes PCyyyy (PCNOTE) for company 00000
- Company-specific offset codes
- Company-specific currency codes PCxxx (PCUSD)

This is illustrated in the following table:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC (PC___)	Payables Trade Account		100	4110		4.020
PC (PC____)	Company 200-specific Payables Trade Account	200	200	4110		4.020
PCNOTE (PCyyyy)	Default Notes Payable Trade Account		100	4110		4.020
PCNOTE (PCyyyy)	Company 200-specific Trade Account	200	200	4110		4.020
PCUSD (PCxxx)	Company-specific Currency Trade Account	70	70	4110		4.020

Payables Discounts Available/Lost

An AAI item for payable discounts available (PKD) and for payable discounts lost (PKL) is required if you are taking discounts. These items specify the profit and loss account for discounts available and lost. The system uses PKD and PKL for the offsets that it creates when posting a payment.

Discounts taken is the net of discounts available and discounts lost. Both AAI PKD and its associated item PKL can point to the same general ledger account number.

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

The following shows the information that is needed when setting up items PKD and PKL:

Item	Description	Co	BU	Obj	Sub	Seq No.
PKD	Discounts Available		O	R	0	4.050
PKL	Discounts Lost		O	R	0	4.050

Voucher Logging Expense/Trade

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

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

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

- 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 trade account, the system adjusts the suspense trade account (PQ) to the actual expense account (PC).

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

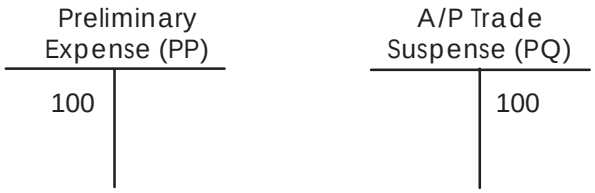
- Credits the preliminary expense (PP)
- Debits the A/P trade suspense (PQ)
- Credits the A/P trade (PC)

The following shows the information that is needed when setting up items PP and PQ:

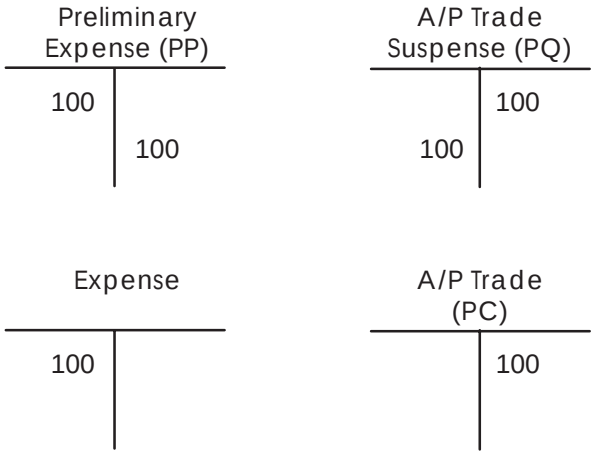
Item	Description	Co	BU	Obj	Sub	Seq No.
PPyyyy	Preliminary Distribution for Voucher Logging		R	R	O	4.045
PQyyyy	Suspense A/P Trade Account		R	R	O	4.047

Example: AAI Items for Voucher Logging

You enter a voucher in the amount of 100 in Voucher Logging Entry. The system debits the preliminary expense account in AAI item PP and credits the trade suspense account in AAI item PQ. The following graphic shows the initial journal entry.



When you redistribute the voucher, you debit an expense account. The system debits the A/P trade suspense account, and credits the preliminary expense and A/P trade accounts. The following graphic shows the complete journal entry.



Netting Suspense

An AAI item for netting suspense account (NC) is required if you use receivables and payables netting. Netting is a feature of the Accounts Payable and Accounts Receivable systems that allows you to calculate the net amount due from or due to another organization that is both your customer and your supplier. This item specifies the account that the system uses for netted transactions when it closes the original transaction and creates a netting transaction. Normally, this is a suspense account.

The following shows the information that is needed when setting up item NC:

Item	Description	Co	BU	Obj	Sub	Seq No.
NC	Netting Suspense Account		R	R	O	3.511

Payables Tax

An AAI item for payables taxes (PT) is required. Tax explanation codes use AAI item PTyyyy to point to VAT (value-added tax) and PT ___ to point to Use tax (a self-assessed sales tax).

PTyyyy is similar to PCyyyy but the offset, which you can change, is defined in the Tax Rate/Area table.

The following shows the information that is needed when setting up item PT:

Item	Description	Co	BU	Obj	Sub	Seq No.
PTyyyy	Tax Recoverable/Payable on Purchases		R	R	O	4.060
PT____	Accrued Use/ Self-Assessment Tax		R	R	N	4.060

Drafts Payable

An AAI item for drafts payable (PD or PDx) is required if you work with drafts. This item specifies the drafts payable account that the system debits when it posts vouchers. The x specifies the payment instrument.

Drafts, which are promises to pay debts, are used in various countries around the world.

The following shows the information that is needed when setting up item PD:

Item	Description	Co	BU	Obj	Sub	Seq No.
PD or PDx	Drafts Payable		R	R	O	4.043

Realized Gain/Loss on Foreign Currency

AAI items for gain on foreign currency (PGxxx) and for loss on foreign currency (PLxxx) are required if you are work with multiple currencies. These items specify currency gain and loss accounts. The system uses PG and PL for the transactions it creates when you calculate realized gains and losses on paid items.

The following shows the information that is needed when setting up items PG and PL:

Item	Description	Co	BU	Obj	Sub	Seq No.
PGxxx	Realized Gain on a Foreign Currency Transaction		O	R	O	4.070
PLxxx	Realized Loss on a Foreign Currency Transaction		O	R	O	4.070

Unrealized Gain/Loss on Foreign Currency

AAI items for unrealized gain on foreign currency (PVxxx) and for loss on foreign currency (PWxxx) are required if you work with multiple currencies. These items specify unrealized gain and loss accounts. The system uses PV and PW for the reversing entries it creates when you calculate unrealized gains and losses on open items.

The following shows the information that is needed when setting up items PV and PW:

Item	Description	Co	BU	Obj	Sub	Seq No.
PVxxx	Unrealized Gain on a Foreign Currency Transaction		O	R	O	4.075
PWxxx	Unrealized Loss on a Foreign Currency Transaction		O	R	O	4.075

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 work with multiple currencies. These items specify gain and loss offset accounts. The system uses PR to create the offsetting entry when it calculates unrealized gains and losses.

The following shows the information that is needed when setting up items PR:

Item	Description	Co	BU	Obj	Sub	Seq No.
PRyyyy or PRxxx	Unrealized Gain/Loss Offset on a Foreign Currency Transaction		O	R	O	4.075

See Also

- *About AAIs for A/P Gains and Losses (P0012)*
- *About AAIs for 1099s (P0012)*
- *About AAIs for A/P Drafts (P0012)*
- *About AAIs for A/P Taxes (P0012)*

Test Yourself: AAIs for A/P

1. Which AAI item does the system use to determine the accounts to use for A/P bank account entries?

   _____

2. Which AAI item does the system use to determine the accounts to use for A/P trade account entries?

   _____

3. When does the system take discount amounts on discount available/lost accounts?

   _____

4. How do you set up the system to use AAI item PQ?

   _____

5. What does the "yyyy" at the end of AAI item PCyyyy mean?

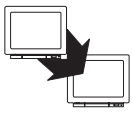
   _____

   _____

The answers are in *Appendix B.*

Work with AAIs

Working with AAIs



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

What You Should Know About

Working efficiently with AAIs

The following is an efficient way to use an existing AAI to set up a new AAI:

- Locate an AAI item that is similar to the one you want to add
- Type the new values over the old values in the appropriate fields, including the description
- Use the Add action

The system keeps the existing AAI and adds the new one.

If you use the Change action, the system changes the existing AAI to use the new values you entered.

The Multiple AAI Revisions form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

Before You Begin

- ❑ Set up your chart of accounts. See *Creating Your Chart of Accounts (P0901)* in the *General Accounting I Guide*.
- ❑ Set up security, if applicable. See the *Common Foundation Guide*.

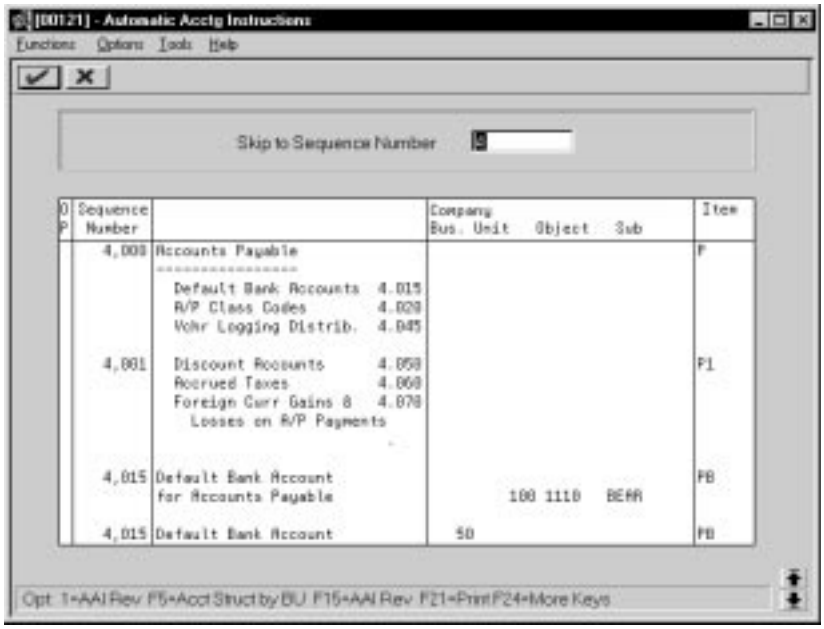
See Also

- *Working with AAIs (P00121)* in the *General Accounting I Guide* for information about translating AAIs

▶ 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



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. You can begin the display of AAIs with a specific sequence number. AAIs for the A/R system have sequence numbers that start with 3. You can use this field to advance to account ranges associated with this sequence number.

What You Should Know About

Sequence numbers

The 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.

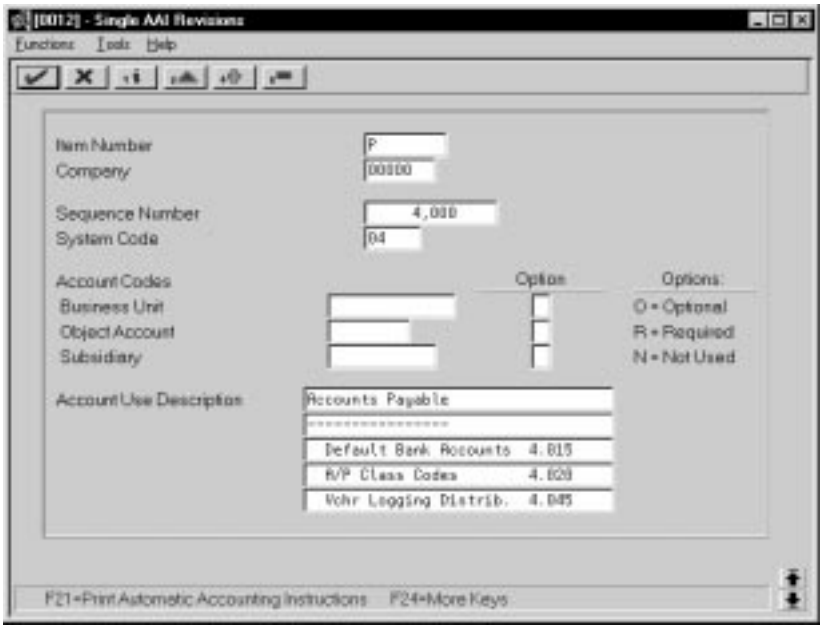
▶ To revise AAIs

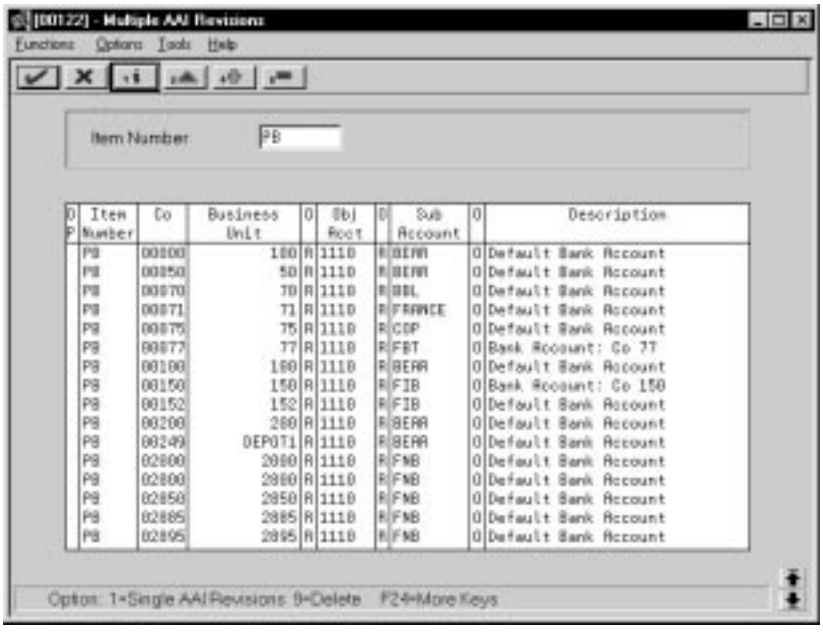
Depending on your needs, you can revise AAIs on either of the following forms:

- Single AAI Revisions, if you want to revise one AAI
- Multiple AAI Revisions, 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





2. Change any of the following fields:
   - System
   - Sequence Number

- Business Unit
- Object Account
- Subsidiary

3. Do not change the following fields:
   - Item Number
   - Option

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.
Business Unit	An alphanumeric field that 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. 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 accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value 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.
Obj Acct	Defining a subsidiary code might be optional, depending on the type of AAI.

Field	Explanation
Sub Account	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. 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.
Option	A code that specifies whether the business unit, object account, or subsidiary 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 for some AAI items)
   - Description (optional for some AAI items)

2. Use the Add action.

What You Should Know About

Item numbers

You must use a valid item number when you set up AAIs.

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).

Processing Options for Automatic Accounting Instructions

```
Enter the starting sequence number.          _____________
```

Understand User Defined Codes

About User Defined Codes

Many fields throughout the J.D. Edwards systems accept only user defined codes. When you enter an invoice, for example, you must enter a user defined code to specify its current payment status. The system does not accept user defined codes that are not defined in a user defined list.

Each user defined code is either soft-coded or hard-coded. You can customize any soft-coded user defined code to accommodate your specific business needs. You can set up additional codes that are soft-coded as well. You cannot customize a user defined code that is hard-coded.

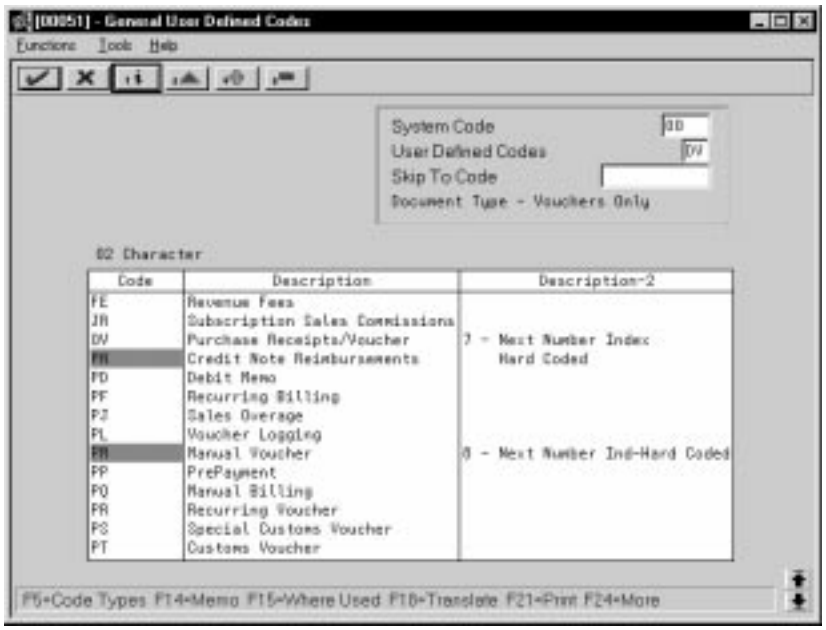
User defined code types are identified by the system code and the user defined code list. For example, 00/DT represents system 00 and user defined code list DT (document types).

Information about user defined codes is stored in the User Defined Codes table (F0005).

Elements of a User Defined Code Form

The User Defined Code Revisions form shows the various codes that are assigned to a specific user defined code, such as ledger types (09/LT).

The name of the user defined code appears in the header part of the form.



The Character Code field accepts 1, 2, 3, or 10 characters, depending on the user defined code you are setting up.

The name of the user defined code appears in the upper portion of the form.

The second description field is not available for some user defined codes.

Understand User Defined Codes for A/P

About User Defined Codes for A/P

The user defined codes in the Accounts Payable system are:

- Document type codes
- Voucher document type codes
- Matching document type codes
- Payment status codes
- Payment instrument codes
- Tax explanation codes
- Special handling codes

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

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 soft-coded.

Set up a code for each type of original document that you use when you enter vouchers.

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 (netting original)	The system creates this document to offset an invoice closed during the netting process.

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.

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.
P1 (draft)	The system creates an offsetting payment, using draft processing.
PO (void payment)	The system reopens the original voucher so that you can pay it at another time.
NM (netting matching)	The system creates this document to close an invoice during the netting process.

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. Some payment status codes are hard-coded.

The system provides the following payment status codes:

- A. Approved for payment.
- D (hard-coded). Draft accepted.
- E (hard-coded). Draft expired.
- H. Hold pending approval (soft-coded). You can set up additional codes for each type of hold status for vouchers.
- P. Paid in full.
- R. Retainage.
- %. Withholding tax applies.
- #. Payment in process. The system marks any vouchers you select during pre-payment processing with # (pound sign). This prevents any changes to the voucher until payment processing is complete.

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.

- blank (the default).
- C (soft-coded). Check (8.75 inches)
- D (soft-coded). Draft.

- N (soft-coded). Note.
- T (soft-coded). Electronic funds transfer (EFT).
- W (soft-coded). Check (8.5 inches).
- X (hard-coded). Electronic data interchange (EDI) check.
- Y (hard-coded). EDI wire.
- Z (hard-coded). EDI.

Tax Explanation Codes

You assign codes (00/EX) for various methods of calculating taxes, such as sales tax and value-added tax (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.

- B. VAT + Use tax.
- C. VAT + Sales tax.
- E. Exempt.
- S. Sales tax.
- U. Use (self-assessed) tax.
- V. VAT.

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.

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

See Also

- *About User Defined Codes for A/P Drafts (P00051)*
- *About AAIs for A/P (P00121)*
- *About Tax Explanation Codes for A/P (P00051)*

Work with User Defined Codes

Working with User Defined Codes

From Accounts Payable (G04), enter 29

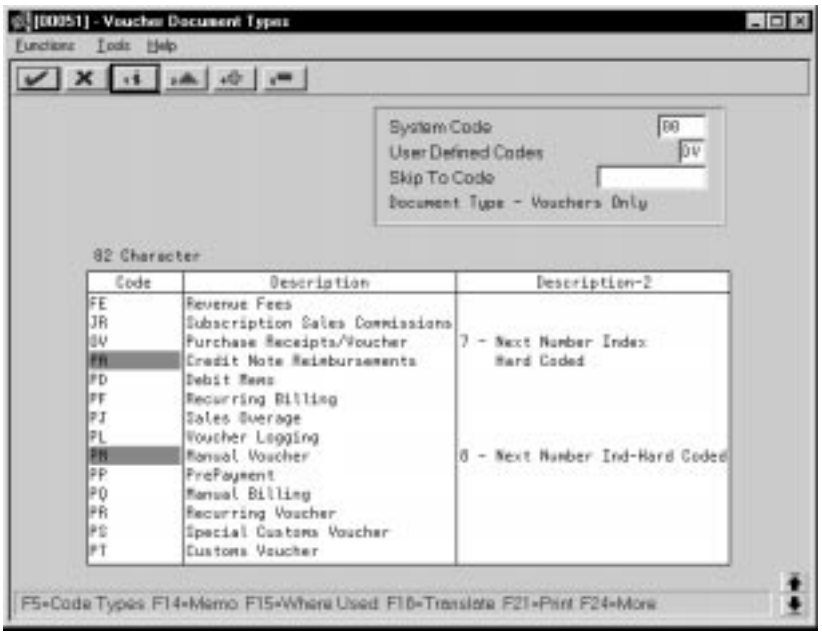
From Accounts Payable Setup (G0441), choose a specific user defined code under the User Defined Codes heading

Alternatively, enter UDC on a command line to access General User Defined Codes

Because your system already has some user defined codes in place, you should verify that they are appropriate for your business needs and set up additional user defined codes, as needed.

Working with user defined codes consists of:

- Setting up user defined codes
- Translating user defined codes



▶ To set up a user defined code

If you access a user defined code form using a menu selection, a specific form, such as Voucher Document Types, appears. Alternatively, if you access a user defined code form by entering UDC on a command line, the General User Defined Codes form appears. You can use either form to work with your user defined codes.

On a user defined code form

1. Verify that the user defined code that you want to work with appears on the form.
2. If the code does not appear on the form, complete the following fields:
   - System Code
   - User Defined Codes
3. Complete the following fields:
   - Character Code
   - Description
   - Description-2 (optional)
4. Do one of the following:
   - In World Software, press Enter
   - In WorldVision, click Add

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark.
Description–2	Additional text that further describes or clarifies a field in J.D. Edwards systems.

What You Should Know About

Deleting a user defined code	To delete a user defined code, clear the Character Code and Description fields. To delete the entire list, use action code D.

Printing a list of user defined codes

Choose User Defined Codes List from the General Accounting System Setup menu and run the appropriate DREAM Writer version.

Setting up blank codes

A code of blank in a user defined code list indicates that a blank is a valid entry for the code. This means that the user defined code does not require a specific value to be assigned to the field on a form.

Leave the character code blank and type a period in the last position of the description to set up a valid code equal to blank.

▶ To translate a user defined code

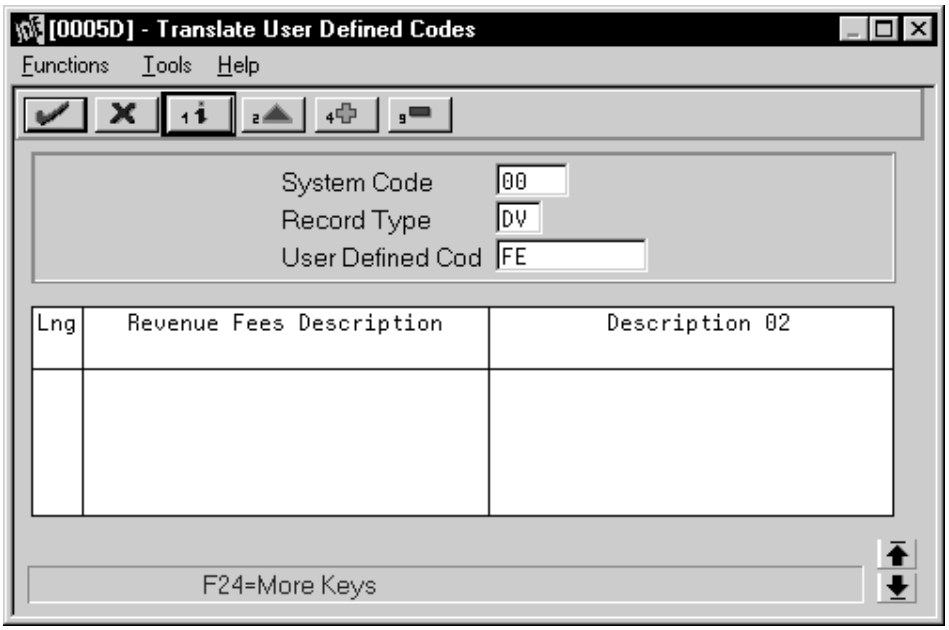
Multi-national businesses can translate the descriptions of their user defined codes. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, if a French-speaking user accesses a user defined code that has a French translation, the description appears in French.

If you access a user defined code form using a menu selection, a specific form, such as Voucher Document Types, appears. Alternatively, if you access a user defined code form by entering UDC on a command line, the General User Defined Codes form appears. You can use either form to work with your user defined codes.

On a user defined codes form

1. Verify that the user defined code that you want to work with appears on the form.
2. If the code does not appear on the form, complete the following fields:
   - System Code
   - User Defined Codes
3. Choose a code to translate.

4. Access Translate.



5. On Translate User Defined Codes, complete the following fields:
   - Language
   - Description
   - Description 02 (optional)

Field	Explanation
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences.

Processing Options for User Defined Codes

```
DEFAULT CODE/TYPE:
1. Enter the desired Install System          _____________
   Code.

2. Enter the desired Record Type.            _____________
```

Set Up Category Codes for Vouchers

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

- *Entering Standard Vouchers (P04105)* for information about assigning voucher category codes to transactions
- See *Updating A/P Ledger from Address Book (P04802)* for information about updating voucher category codes that you have changed

Process Flow for Using Voucher Category Codes

The following graphic illustrates the steps involved in setting up and working with voucher category codes.

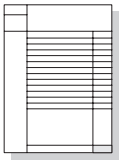
Step 1
Set Up Voucher Category Codes
Using Address Book
Category Codes
(01/01–01/30)

01	01 Branch
01	05 Category Code 5
01	11 Category Code 11

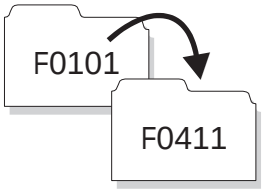
Step 2
Assign Voucher Category Codes
to Data Dictionary Items

01/01	YC01
01/05	YC02
01/11	YC03

Step 3
Assign Voucher Category
Codes to Transactions

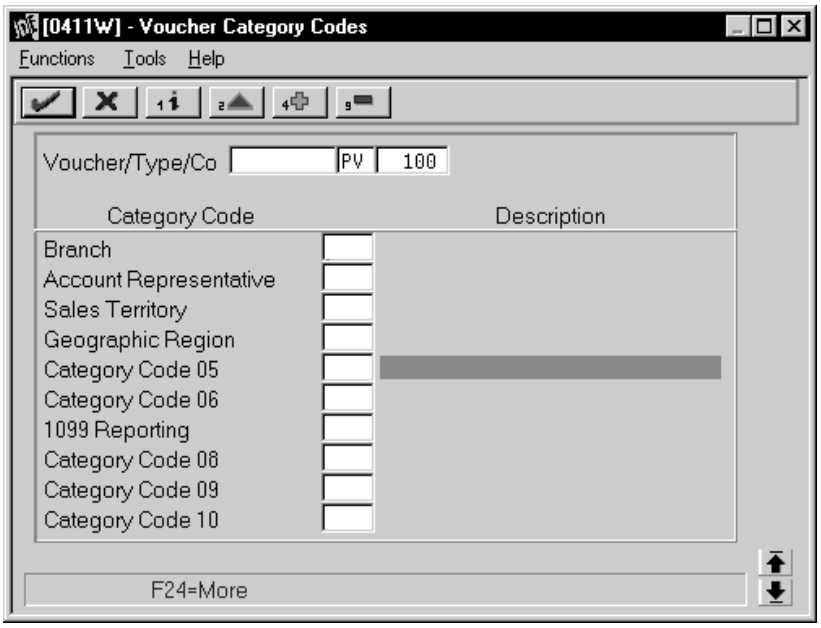


Step 4
Update Voucher
Category Codes



Example: Voucher Category Codes Window

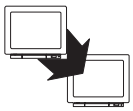
After you are set up to use voucher category codes, you can assign, change, or review a category code for a transaction from the Voucher Category Codes window. The entry programs that use voucher category codes are speed, standard, logged, recurring, and prepaid vouchers.



Before You Begin

- ❑ Set a processing option for each voucher entry program for which you want to classify and review voucher transactions

▶ To set up a voucher category code



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.

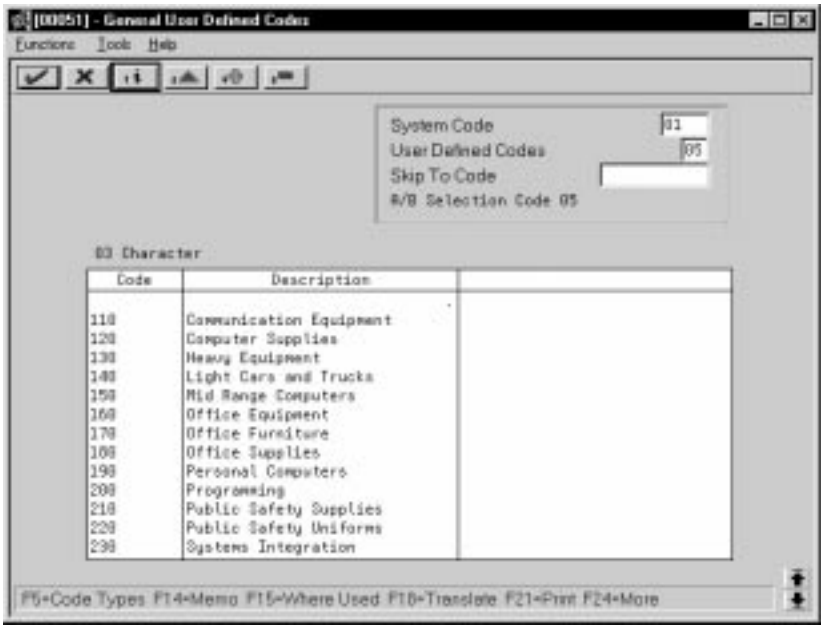
An alternative to setting up voucher category codes is to use existing user defined codes. If you choose to do this, give careful thought about which ones

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 J.D. Edwards software.

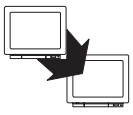
On General User Defined Codes



Follow the steps for setting up category codes.

See *Setting Up Category Codes for Address Book* in the *Address Book Guide*

▶ To assign a voucher category code to a data dictionary item



From Advanced and Technical Operations (G9), choose Run Time Setup

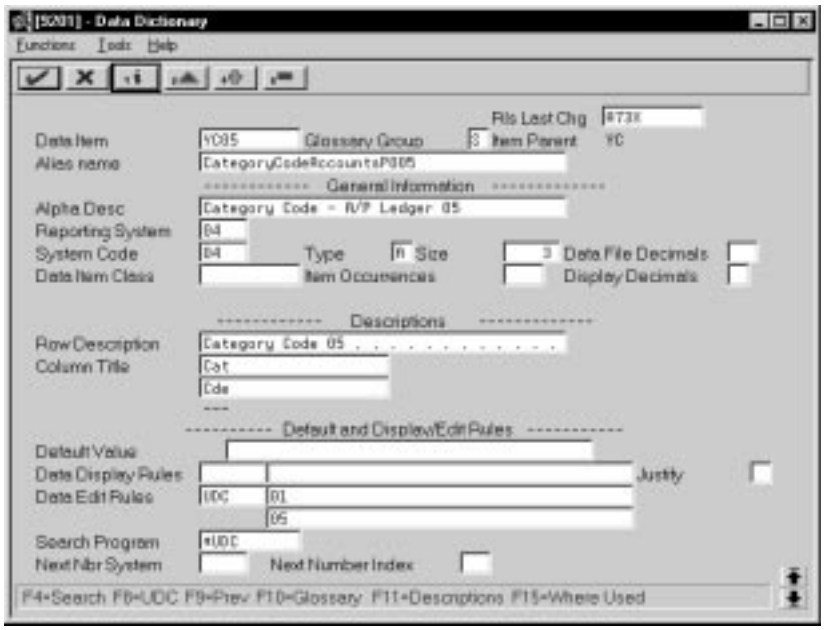
From Run Time Setup (G90), choose Data Dictionary

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



1. Locate the data dictionary item (YC01 – YC10).
2. Change the action code.
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, click OK.

What You Should Know About

Alternatives

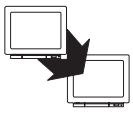
In addition to assigning a voucher category code, you can use other user defined codes for voucher transactions and then assign the codes to the data dictionary items (YC01-YC10). If you choose this alternative, you must enter the code when you create the voucher.

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.

Set Up Next Numbers

Setting Up Next Numbers



From Master Directory (G), enter 29

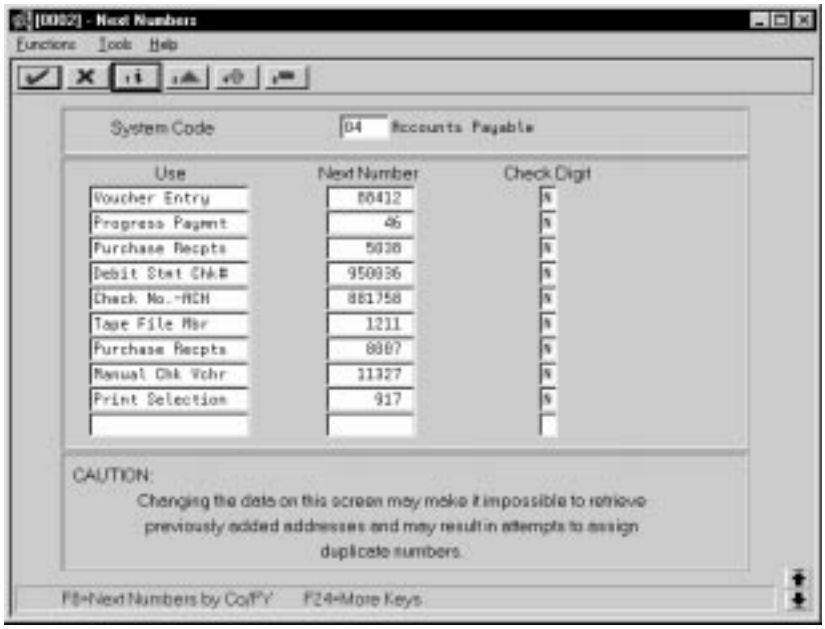
From General Systems (G00), choose Next Numbers

When you enter a document, such as an invoice or journal entry, you can assign a document number or let the next numbers program assign one. Next Numbers assigns numbers to documents using either or both of the following methods:

- 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



What You Should Know About

Changing next numbers

Do not change any next numbers after you start using the J.D. Edwards 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 standard next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table.

For example, in the General Accounting system the next number for journal entries must be on the second line.

▶ To review standard next numbers

You can review the next numbers that the system assigns to journal entries and other documents.

On Next Numbers

1. Complete the following field:
   - System Code

2. Verify the information in the following field:
    - Next Number

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards 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 that can occur during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry.

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

On Next Numbers

1. Complete the following field:
    - System Code
2. For each set of next numbers, complete the following field:
    - Check Digit

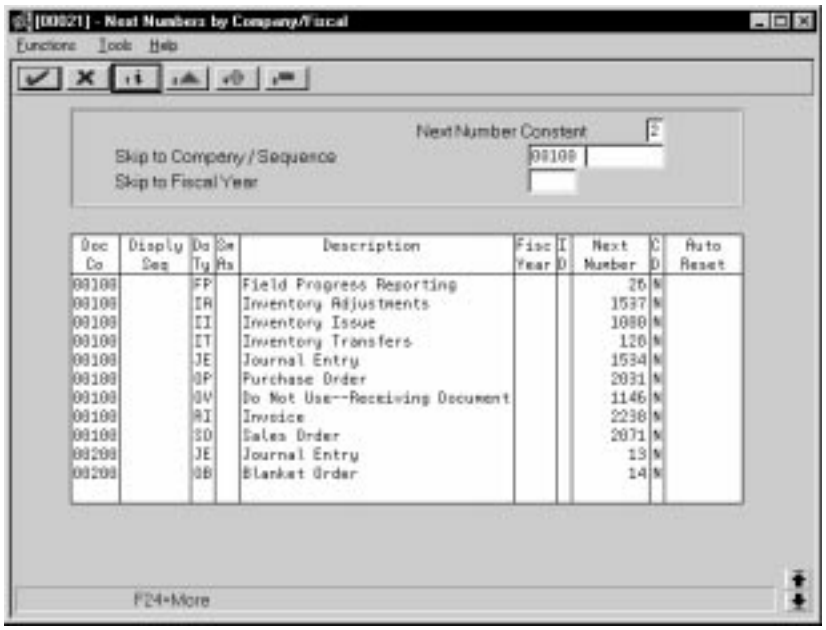
Field	Explanation
Check Digit	A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method 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

▶ To assign next numbers by company and fiscal year

The system can assign a unique set of next numbers to journal entries and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

On Next Numbers

1. Access Next Numbers by Company/Fiscal.



2. On Next Numbers by Company/Fiscal, complete the following field:
   - Next Number Constant

3. Depending on the value you entered for the next number constant, do one of the following:

   - If you entered 1, complete the following fields:
     - Skip to Company/Sequence (optional)
     - Skip to Fiscal Year (optional)
     - Document Company
     - Display Sequence (optional)
     - Document Type
     - Same As (optional)
     - Fiscal Year (optional)
     - Imbed Digits (optional)
     - Next Number
     - Check Digit (optional)
     - Auto Reset (optional)
   - If you entered 2, the system uses the setup for standard next numbers for any document types that do not appear on the Next Numbers by Company/Fiscal form.

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
Doc Co	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. For World, 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.
Disply Seq	A number that the system uses to sequence information.
Sm As	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.
Skip to 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, 1998 and ending September 30, 1999 is fiscal year 1998.
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, 80012345, represents the 8 from 1998 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, 98012345, represents the 98 from 1998 and 012345 is the next number.

Field	Explanation
Chk Dgt	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
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.

Automatic Payment Setup

Objectives

- To set up the controls for automatic payment processing

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:

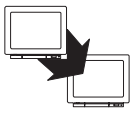
- ❑ Setting up bank account information for A/P
- ❑ Setting up print sequence for payments
- ❑ Setting up payment instruments
- ❑ Setting up debit statements

Depending on your business requirements, the following tasks might be part of your automatic payment processing:

- ❑ Setting up payment information
- ❑ Setting up bank account cross references for A/P
- ❑ Setting up Italian messages
- ❑ Understanding draft processing setup for A/P

Set Up Bank Account Information for A/P

Setting Up Bank Account Information for A/P



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.

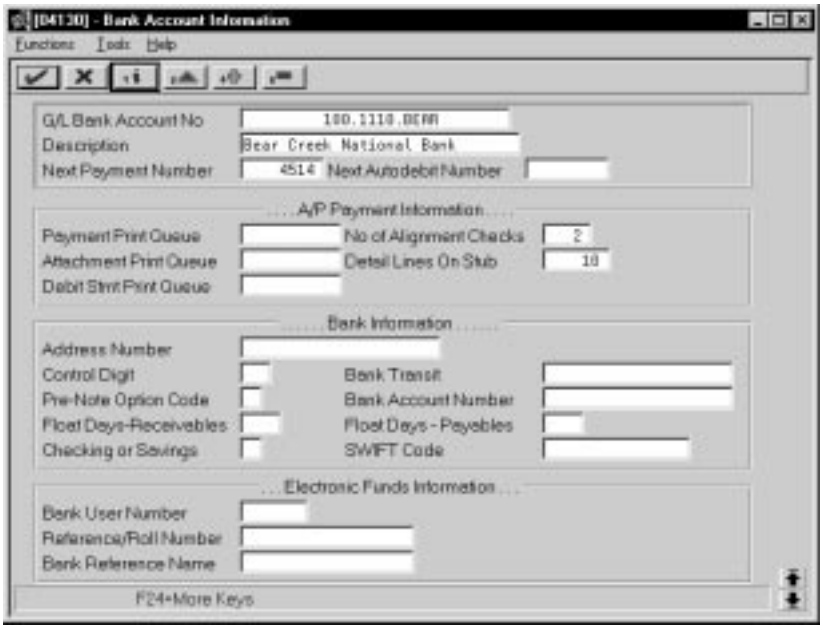
When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

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



1. Complete the following fields:
   - G/L Bank Account Number
   - Description
2. Complete the following optional fields:
   - Next Payment Number
   - Payment Print Queue
   - Attachment Print Queue
   - Debit Statement Print Queue
   - Number of Alignment Checks
   - Detail Lines on Stub
   - Address Number
   - Control Digit
   - Pre-Note Option Code
   - Float Days – Receivables
   - Float Days – Payables
   - Checking or Savings
   - SWIFT Code

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.

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. Use the Add action.
7. 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	This field is used in processing the A/P Checkwriter Work File. As the work file is being built, the number of detail entries for each check is accumulated. The total number for the check is moved to this field when writing the summary record (record type 2) to the work file (F04550).
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).
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.
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 For OneWorld, designate whether the account is checking or savings with a check mark.
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.

Field	Explanation
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.

What You Should Know About

Preventing fields from appearing on the form

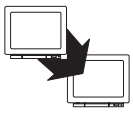
You can prevent electronic funds and bank system field information from appearing on the form by setting processing options.

Processing Options for Bank Account Information

```
ELECTRONIC INFORMATION:
1. Enter a '1' to display Electronic                _____________
   Information.

BANK SYSTEM INFORMATION:
2. Enter a '1' to display Bank System               _____________
   Information.
```

Set Up Print Sequence for Payments

Setting Up Print Sequence for Payments



From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Sequence Review

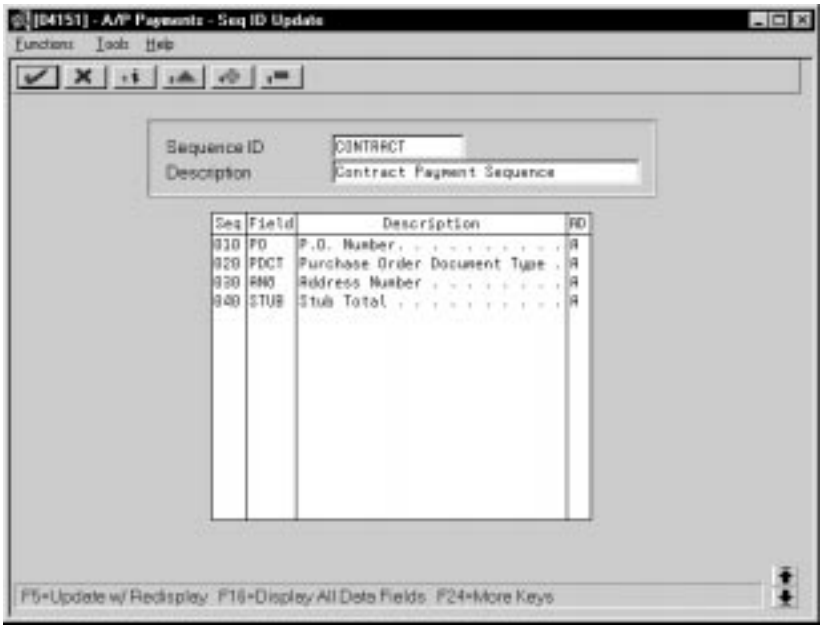
You can control the order in which your payments print. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first. You do this by setting up sequence IDs. These establish the printing order when you create payment groups. A sequence ID can contain up to six data items from the fields in the A/P payments worktable.

You must define a sequence ID for each different print sequence you want to use. When you create your payment groups, you designate which sequence you want to use in a processing option.

To set up a print sequence for payments

On Sequence Review

1. Complete the following field:
   - Sequence ID
2. Choose Change for a sequence ID to access A/P Payments - Sequence ID Update.



3. On A/P Payments – Sequence ID Update, complete the following fields:
    - Description
    - Sequence ID
    - Sequence A/D

Field	Explanation
Sequence ID	The sequence ID used during A/P payment processing to determine in which order the payments should be processed.
A D	A code to designate sorting sequence as ascending or descending. The following codes apply: A Ascending D Descending Note: For use within OPNQRYF command to designate the UNIQUEKEY parameter. The number of key sequence fields specified with the following codes represent the number assigned to the UNIQUEKEY parameter. This parameter eliminates duplicate records for the specified keys. U Ascending V Descending

What You Should Know About

Using the payment handling code

If Payment Handling Code (CRC) is the first field in your sequence, you can assign a voucher a user defined code (00/HC) that is meaningful to your organization.

Creating payment groups

You can either set up different sequence IDs for each print sequence or change the processing option each time you create a payment group.

See *Grouping Vouchers for Automatic Payments (P04570)*.

Set Up Payment Instruments

Setting Up Payment Instruments

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

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

Setting up payment instruments consists of:

- Assigning programs to payment instruments
- Defining payment instrument formats
- Assigning payment instruments to suppliers

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

See Also

- *Setting Up Debit Statements (P0417)* for information about the different ways to handle debit statements

To assign programs to a payment instrument

From Accounts Payable (G04), enter 29

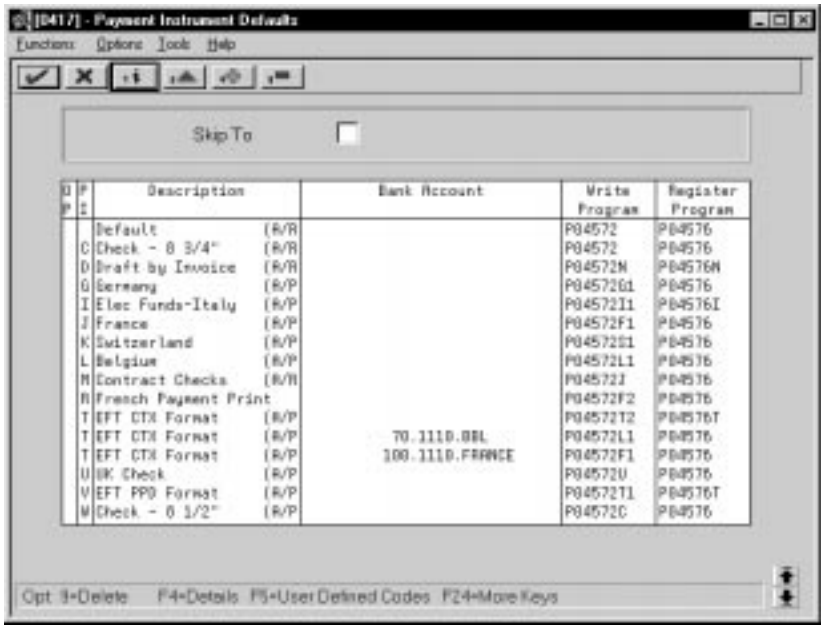
From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Payment Instrument Defaults

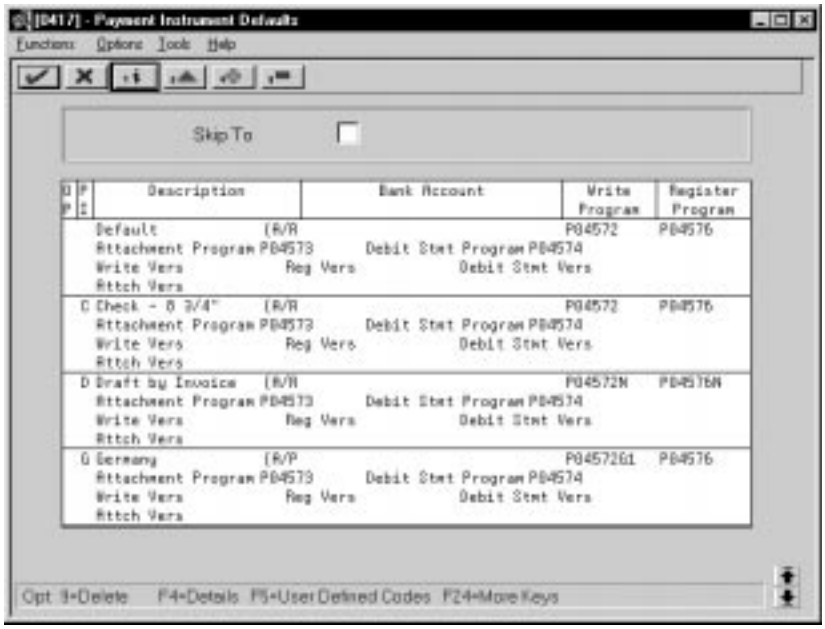
You assign a program number to each component of a payment instrument. For example, you could assign program P04573 (for print standard attachments) to the attachments component for a payment instrument. The system accesses this program, and based on the program number, it produces the appropriate type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

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

On Payment Instrument Defaults



1. Complete the following optional field:
   - Bank Account
2. Verify the following fields:
   - Write Program
   - Register Program
3. Access the detail area.



4. Verify the following fields:
   - Attachment Program
   - Debit Statement Program
5. Specify a version for the following (optional):
   - Write
   - Register
   - Debit Statement
   - Attachment
6. To change a program, access the field level help for a list of choices.

Field	Explanation
A/P Payment Processing – Print 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.
A/P Payment Processing – Register Pgm	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.
A/P Payment Processing – Attch Prt Pgm	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.
A/P Payment Processing – Debit Prt Pgm	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.

What You Should Know About

Setting up BACS

There are two additional requirements for setting up a BACS payment instrument:

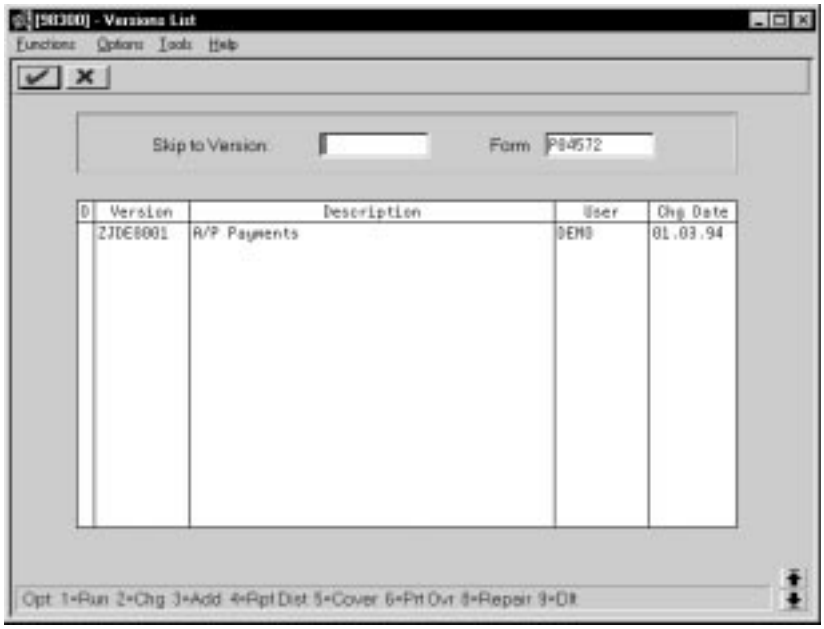
- Set a processing option for Work With Payment Groups to display the BACS processing date.
- Set a processing option for Copy Bank Tape File to Tape to display the BACS format.

▶ To define payment instrument formats

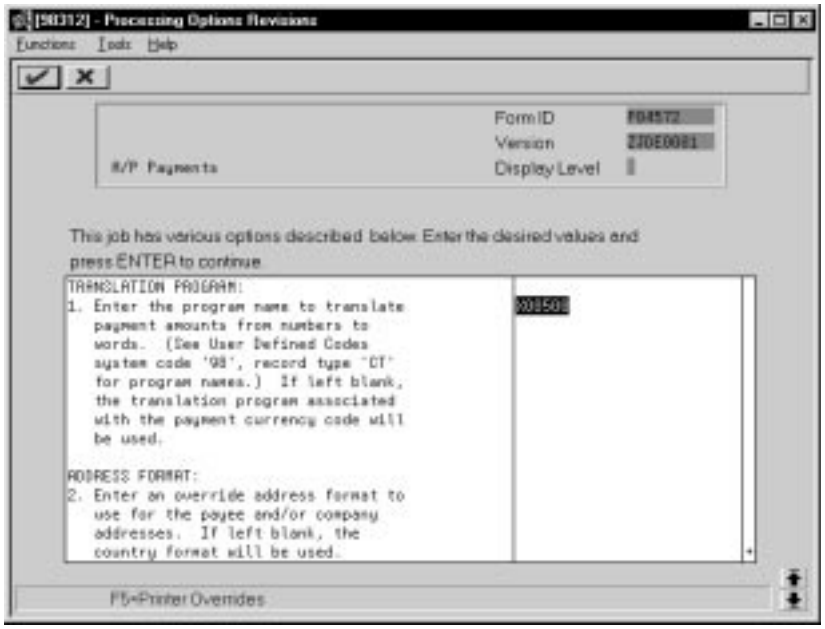
To access the versions list, enter VL on the command line of any menu.

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

On Versions List



1. Complete the following field and press Enter:
   - Form
2. Choose Change for a version.



3. On Processing Options Revisions, complete changes to the processing options, if necessary.

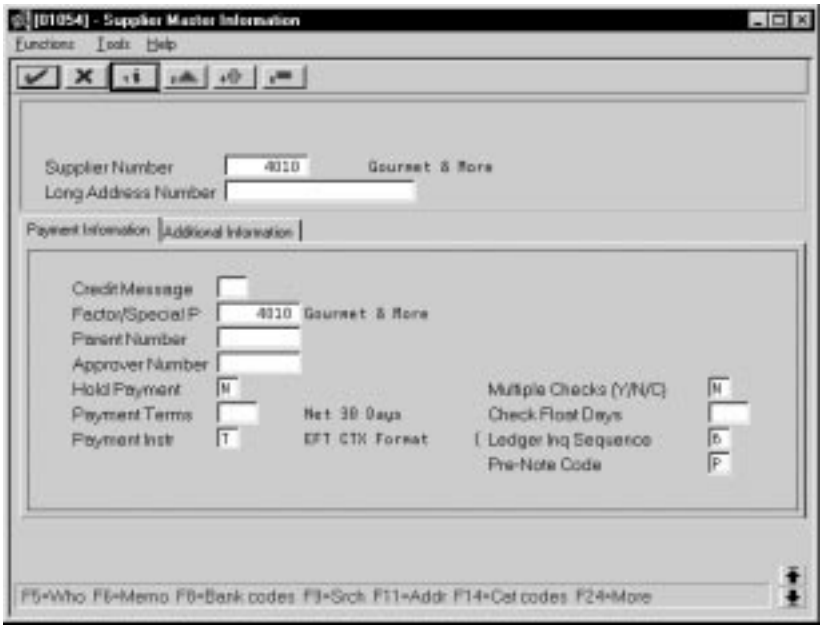
▶ To assign a payment instrument to a supplier

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

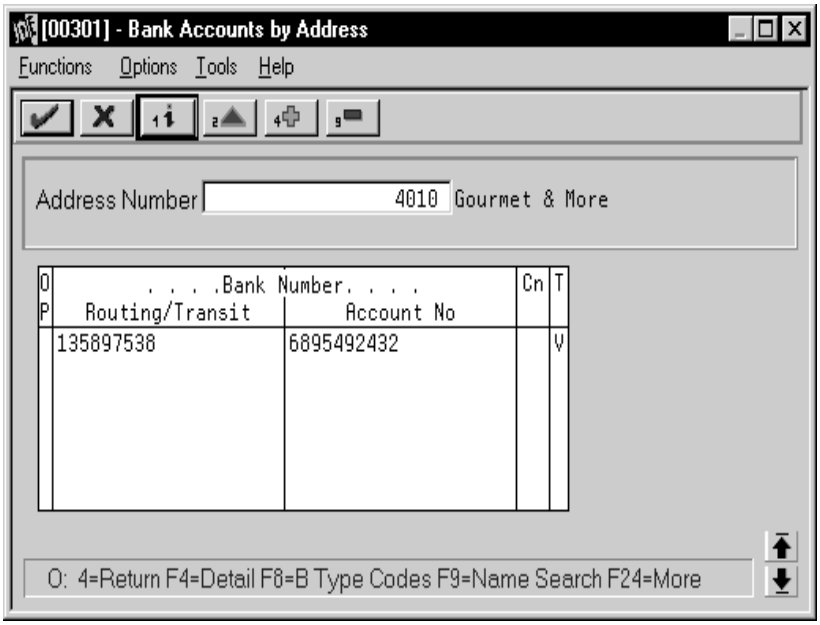
From Supplier & Voucher Entry (G0411), choose Supplier Master Information

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

On Supplier Master Information



1. Locate the supplier.
2. Complete the following fields:
   - Payment Instrument
   - Pre-Note (optional)
3. Choose Bank Codes.



4. On Bank Accounts by Address, complete the following fields:
   - Routing/Transit
   - Account Number
5. Access the detail area.
6. Complete the following optional field:
   - Account Description
7. Use the Add action.

Field	Explanation
Payment Instr	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.

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 payments 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.
Routing/Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Account No	The customer's bank account number, usually found on the bottom of the customer's check.

Processing Options for Payment Instruments

The following subsections include the processing options for all of the payment instruments programs.

Processing Options for Print A/P Payments

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. _____

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

Processing Options for Create Austrian Bank Tape

ELECTRONIC FUNDS TRANSFER:
1. 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. _____

BANK TAPE:
2. Enter the following default values:
   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Create BACS Bank Tape

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'. _____

BACS BUREAU NUMBER:
2. Enter your six-digit BACS bureau number. _____

BANK TAPE:
3. Enter the following default values:
   Device Name . . . . . _____

REMITTANCE INFORMATION:
4. Enter the default mailing address format to use on the remittance. If left blank, the country format will be used. _____

Processing Options for Print Canadian Cheques

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. _____

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 fo the folowing to print on the stub: _____
   ' ' – Remark
   '1' – Supplier Name (Useful if paying alternate payee for several vendors).
   '2' – Supplier Invoice Number

Processing Options for Create French Bank Tape

PROCESSING MODE:

1. Enter a '1' to print a paper Funds Transfer Order. If left blank a Electronic Funds Transfer (EFT) file will be created. _____

TAPE INFORMATION:

2. Enter one of the following to load information to the reference field of the detail record. _____
   ' ' = payment document number
   '1' = vendor number
   'literal comment'

3. Enter the Sender's Bank ID number (6 pos.). If left blank, the Bank Account Bank System User Number (BACS) will be used. Please note that if this field is blank on the tape, the tape will be rejected by the bank clearing house. _____

4. Enter the Sender's Fiscal Identification (15 positions). This can be either the SIRET code (1 + 14 digits) or another code (2 + code). _____

5. Enter the City to be loaded into the payment records. _____

BANK TAPE:

6. Enter the following default values:
   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Print French Payments

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

3. Enter the City to print on the Payment. _____

PRINT INFORMATION:
4. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'. _____

Processing Options for Create German Bank Tape

ELECTRONIC FUNDS TRANSFER:
1. Enter the city of origin. _____

BANK TAPE:
2. Enter the following default values:
- Device Name . . . . . _____
- Tape Density. . . . . _____
- Label Name. . . . . _____
- New Volume Name . . . . . _____
- New Owner ID. . . . . _____
- Tape File Name. . . . . _____

Processing Options for Create German Bank Diskette

ELECTRONIC FUNDS TRANSFER:
1. Enter the city of origin. _____

BANK TAPE:
2. Enter the following default values:
- Device Name . . . . . _____
- Tape Density. . . . . _____
- Label Name. . . . . _____
- New Volume Name . . . . . _____
- New Owner ID. . . . . _____
- Tape File Name. . . . . _____
- Block Size. . . . . _____

Processing Options for Print German Checks

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. _____

PRINT INFORMATION:
3. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'. _____

Processing Options for Create Italian Bank Tape

PRINT PROGRAM:
1. Enter the check print program to use if the pre-note status is set to 'P', requiring a check print. _____

2. Enter the line number from address book for supplier name continuation. _____

3. Enter the line number from address book for supplier street address. _____

4. Enter a '1' to print value date. Default = blank will print due date _____

BANK TAPE:
5. Enter the following default values:
   - Device Name . . . . . _____
   - Tape Density. . . . . _____
   - Label Name. . . . . _____
   - Blocksize . . . . . _____
   - New Volume Name . . . _____
   - New Owner ID. . . . . _____
   - File Name . . . . . _____

Processing Options for Print Italian Payments

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. If left blank, the address number's country format will be used. _____

PRINT INFORMATION:
3. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'. _____

Processing Options for Create Belgian Bank Tape

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

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

3. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are: _____
   '1' = IRS Employer ID Number
   '3' = Data Universal Numbering Syst
   '9' = User Assigned Number
   If left blank, the Tax ID for the Bank Account's company will be used. Please note that if this field is blank on the tape, the tape will be rejected by the banking clearing house.

BANK TAPE:
4. Enter the following default values:
   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Create Belgian Bank Diskette

```
BANK INFORMATION:
1. Enter one of the following to                    _____________
   indicate the bank's payment method:
     blank = Normal SWIFT
       TLX = Urgent SWIFT
   (other codes available from the bank)

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

BANK TAPE:
3. Enter the following default values:
                  Device Name . . . . .             _____________
                  Tape Density. . . . .             _____________
                  Label Name. . . . . .             _____________
                  Blocksize . . . . . .             _____________
                  New Volume Name . . .             _____________
                  New Owner ID. . . . .             _____________
                  File Name . . . . . .             _____________
```

Processing Options for Print Promissory Notes (Drafts)

```
ADDRESS FORMAT:
1. Enter an override address format.                _____________
   If left blank, the address number's
   country format will be used.

PRINT INFORMATION:
2. Enter the Forms Type for the                     _____________
   Payments Spool File.  If left blank,
   the default is 'APCHECKS'.

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

Processing Options for Create Swiss Bank Tape

RECORD FORMAT
1. Enter the payment instrument to be associated with the following formats:
   826 = Structured Invoice Number _____
   827 = Normal Bank Transfers _____
   830 = International Transfer _____
   If a payment instrument is used that is not associated with a format, the 826 format will be used.

REMITTANCE ADVICE
2. Enter a '1' to always print a remittance advice. Leave blank to only print a remittance advice if five or more detail records are created. _____

BANK TAPE:
3. Enter the following default values:
   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Create Swiss Bank Diskette

RECORD FORMAT
1. Enter the payment instrument to be associated with the following formats:
   826 = Structured Invoice Number _____
   827 = Normal Bank Transfers _____
   830 = International Transfer _____
   If a payment instrument is used that is not associated with a format, the 826 format will be used.

REMITTANCE ADVICE
2. Enter a '1' to always print a remittance advice. Leave blank to only print a remittance advice if five or more detail records are created. _____

BANK TAPE:
3. Enter the following default values:
   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Create PPD Bank Tape

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 Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are:
   '1' = IRS Employer ID Number
   '3' = Data Universal Numbering Syst
   '9' = User Assigned Number
   If left blank, the Tax ID for the Bank Account's company will be used. Please note that if this field is blank on the tape, the tape will be rejected by the banking clearing house. _____

4. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank, the Discretionary Data field will be blank. _____

PRENOTE PROCESSING:

5. Enter the check print program to use if the pre-note status is set to 'P', requiring a check print. _____

BANK TAPE:

6. Enter the following default values:
   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Create CTX Bank Tape

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 Company ID number (9 pos.). This identification number will be preceeded by a blank character. If this option is left blank, the Tax ID for the Bank Account's Company will be used, preceeded by a blank character. Please note that if this field is blank on the tape (no value entered here and no Tax ID available for the company address), the tape will be rejected by the banking clearing house. _____

4. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank, the Discretionary Data field will be blank. _____

PRENOTE PROCESSING:

5. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print. _____

BANK TAPE:

6. Enter the following default values:

   Device Name . . . . . _____
   Tape Density. . . . . _____
   Label Name. . . . . _____
   Blocksize . . . . . _____
   New Volume Name . . . _____
   New Owner ID. . . . . _____
   File Name . . . . . _____

Processing Options for Print British Payments

ADDRESS FORMAT:

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

PRINT INFORMATION:

2. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'. _____

Processing Options for Payment Register

All payment register programs have identical processing options:

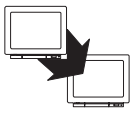
- Print Payment Register (P04576)
- Print Italian Payment Register (P04576I)
- Print Drafts Payment Register (P04576N)
- Print EFT Tape Payment Register (P04576T)

Processing Options for Print Payment Register

```
FOR SUBCONTRACT PAYMENTS:
1. Enter one of the following values:                    _____
     '1' = Print contract information
     '2' = Print job number information
```

Set Up Debit Statements

Setting Up Debit Statements



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. By assigning the appropriate program to a payment instrument, you can print a separate debit statement form with a payment.

See Also

- *Grouping Vouchers for Payments (P04570)* for more information about debit statements and the payment process

▶ 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
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. Complete the following fields:
   - 10 Character Code
   - Description

What You Should Know About

Reviewing debit balances

After you process debit balances, you can review them before undoing them by:

- Printing the Payment Analysis Report
- Viewing them online on Work with Payment Groups

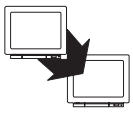
Excluding debit balances from payment

You can prevent a debit balance from printing a debit statement as follows:

- After you have created your payment group. You do this by choosing Undo for a specific payment group, payment, or voucher.
- During the automatic payment process. You do this by setting the minimum amount in the amount range to zero in the processing options for Create Payment Groups.

Set Up Payment Information

Setting Up Payment Information



From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Business Unit Information or Company Information

Depending on how payments are processed in your organization, you can do the following:

- Set up payment information by business unit
- Set up a company name to print on payments

See Also

- *Setting Up Payment Instruments (P0417)* for information about the components of a payment

▶ To set up payment information by business unit

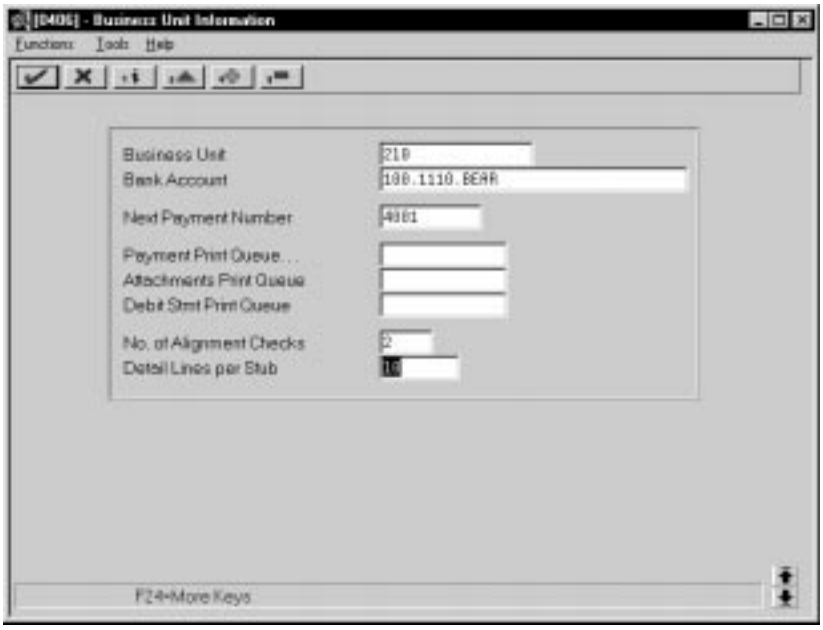
You might need to set up payment information by business unit if you produce payments by business unit. If you do so, payments are processed using:

- Business unit information from the voucher
- Bank account information from the business unit

When you create payment groups, the system uses business unit payment information only if you set a processing option to process payments by business unit. Otherwise, it uses the bank account information you set up for payments on the Work with G/L Bank Accounts form.

You can assign your business units the same bank account as long as each business unit has a different value, such as a different next payment number, assigned to it.

On Business Unit Information



1. Complete the following fields:
   - 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
3. Perform the Add action.

▶ To set up a company name to print on payments

You can control whether a company name prints on your payments. The company payment information is stored in the Company Constants table (F0010).

On Company Information

Complete the following fields:

- Company
- Print Company Name

The following fields are for future use:

- Signature Block
- Alternate Company Name

Field	Explanation
Print Comp Name	This data item is used in A/P payment processing to print the company name on payments. Valid values are: 0 Print the company name on the payments (default) 1 Do not print the company name 2 Print programs If you leave this field blank, the system uses 0. For OneWorld, use the Suppress Print option to designate whether to print your company name on payments.
Signature Block	Denotes the title of the authorized payor whose signature appears on the check. For future use.
Alt Comp Name	This data item represents the alternative company description that can be printed on the checks. For future use.

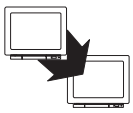
Set Up Bank Account Cross References

Setting Up Bank Account Cross References

If you transfer funds electronically, you must set up bank account cross references. This consists of:

- ❑ Setting up bank account cross-references for A/P
- ❑ Verifying bank account cross-references

Setting Up Bank Account Cross-References for A/P



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

To transfer funds electronically, you must set up bank account cross-references for your suppliers. These cross-references provide the necessary bank account information for your suppliers. Alternatively, you can add this information to the supplier record.

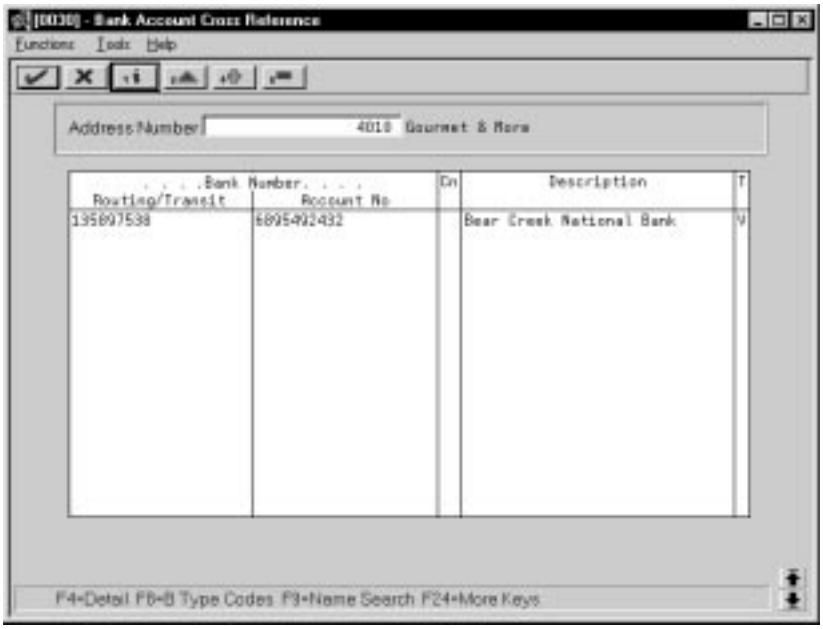
Bank account cross-references link suppliers in the Address Book Master table (F0101) to their bank account information in the Bank Transit Number Master table (F0030). Both the Accounts Payable and Accounts Receivable systems maintain this information.

Before You Begin

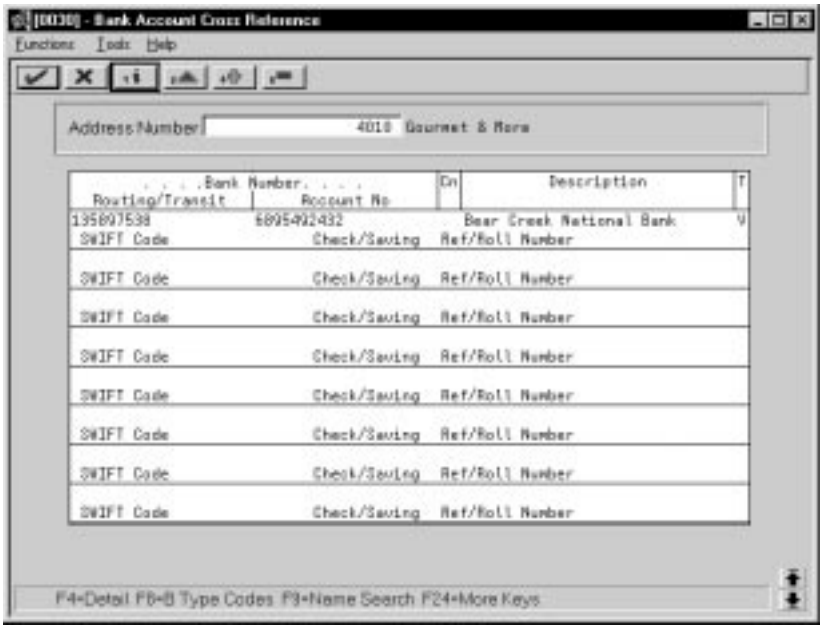
- ❑ For each supplier to whom you want to transfer funds electronically, you must set the payment instrument to T and the pre-note code to P on the supplier record

▶ To set up a bank account cross-reference for A/P

On Bank Account Cross Reference



1. Complete the following fields:
   - Address Number
   - Routing/Transit
   - Account Number
   - Description (optional)
   - Bank Type
2. Access the detail area.



3. Complete the following optional fields:
    - SWIFT Code
    - Check/Savings
    - Reference/Roll Number
4. Perform the Add action.

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.
T	A code used to distinguish external bank accounts from internal bank accounts. 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 Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.
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.
Ref/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.

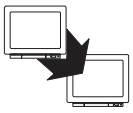
Verifying Cross-References for A/P

After you set up your bank account cross-references, verify the information before you produce your first batch of automatic payments by printing one of the following reports:

- Bank Account Exception Report
- Address Book Exception Report

These reports compare information in the Address Book Master table (F0101) and the Bank Transit Number Master table (F0030) and show any discrepancies.

Bank Account Exception Report



From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Bank Account Exception Report

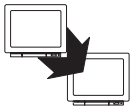
The Bank Account Exception Report edits all the addresses for each bank account cross-reference. It lists any records that do not exist in the address book and bypasses any bank account records that have a blank address number.

This report does not update any information. If any records appear on this exception report, you must do either of the following:

- Enter the missing address record in Address Book
- Remove the address record from the bank account cross-reference

```
00310                                    J.D. Edwards & Company              Page      -     2
                                  Bank Account/Address Book Exception Rpt    Date      -   4/11/98


   Address          Bank              Cust Bank        R       Ref/Roll
    Number         Transit              Acct #                  Number
   --------  --------------------  --------------------  -  ------------------

    1891896  123456789             5896752              V
```

Address Book Exception Report



From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Address Book Exception Report

The Address Book Exception Report lists any suppliers and customers in Address Book that do not have a corresponding bank account record in the bank account cross-references. The system only edits customers and suppliers if their method of payment requires a bank account record. For example, a supplier that receives payments through bank tape processing requires a bank account record.

This report does not update any information. If any records appear on this exception report, you must do either of the following:

- Enter the missing bank account record in the bank transit number program
- Change the payment instrument code for the supplier or customer

```
00311                                    J.D. Edwards & Company                  Page      –     2
                                  Addr Book/Bank Acct Excpt – Suppliers          Date      –   04/11/98


  Address       Description                          P  S
   Number                                            I  T
  --------  ----------------------------------------  -  -

      4010  Gourmet & More                           T  V
```

Understand Draft Processing Setup for A/P

About Draft Processing Setup for A/P

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

- AAIs for A/P drafts
- User defined codes for A/P drafts

About AAIs for A/P Drafts

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

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

- Debits A/P trade
- Credits drafts payable

When you pay the draft, the system:

- Debits drafts payable
- Credits your bank account

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

See Also

- *Setting Up AAIs for A/P (P00121)*

About User Defined Codes for A/P Drafts

The following user defined codes are required for draft processing:

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

See Also

- *About User Defined Codes for A/P (P00051)*
- *Setting Up User Defined Codes (P00051)*

A/P Tax Setup

Objectives

- To understand the types of taxes that 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

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

❑ Understanding 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

After you set up your tax information, you designate tax rates in the supplier master record or tax amounts when you enter a voucher.

Types of Taxes

You might be assessed one of the following types of taxes:

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 is a sales tax that is 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 either 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

Set Up Tax Authorities for A/P

Setting Up Tax Authorities for A/P

From Accounts Payable (G04), enter 29

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

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

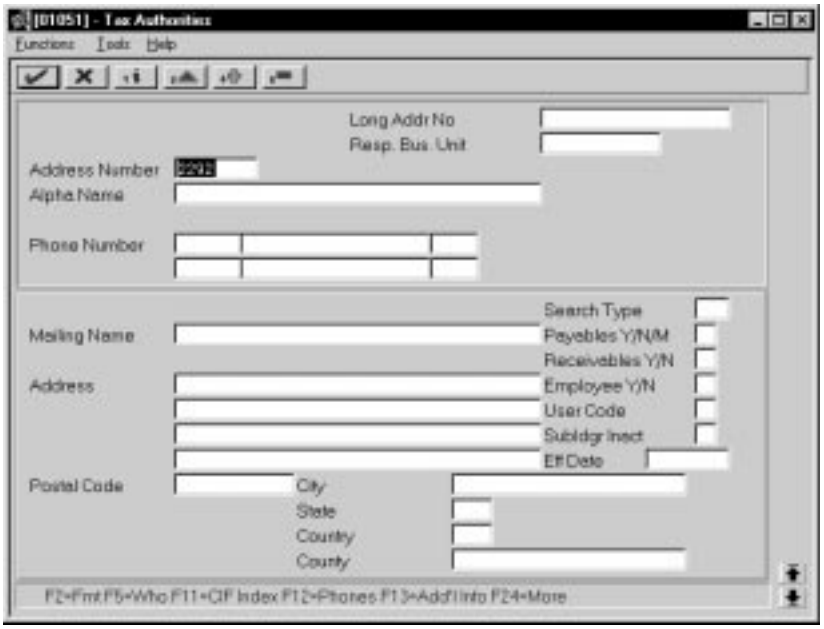
Tax authorities are government agencies that assess and collect taxes. For tracking and reporting purposes, your organization must set up an address book record for each tax authority to whom it reports.

Before You Begin

- ❑ Set up a user defined code (01/ST) for search type T (tax)

▶ To set up tax authorities

On Tax Authorities



Complete the following fields:

- Alpha Name
- Mailing Name
- Search Type
- Payables

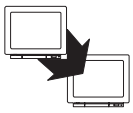
Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists . . . . . *Form-specific information* . . . . . . When you enter Address Book information for a new employee, the system automatically enters E in this field.
Payables Y/N/M	A code that identifies the address as a supplier. Valid codes are: Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. You should code tax authorities as suppliers. Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.

See Also

- *Entering Address Book Records (P01051)* in the *Address Book Guide*

Set Up Tax Rates and Areas for A/P

Setting Up Tax Rates and Areas for A/P



From Accounts Payable (G04), enter 29

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

From Tax Processing & Reporting (G0021), choose Tax Rates & Areas

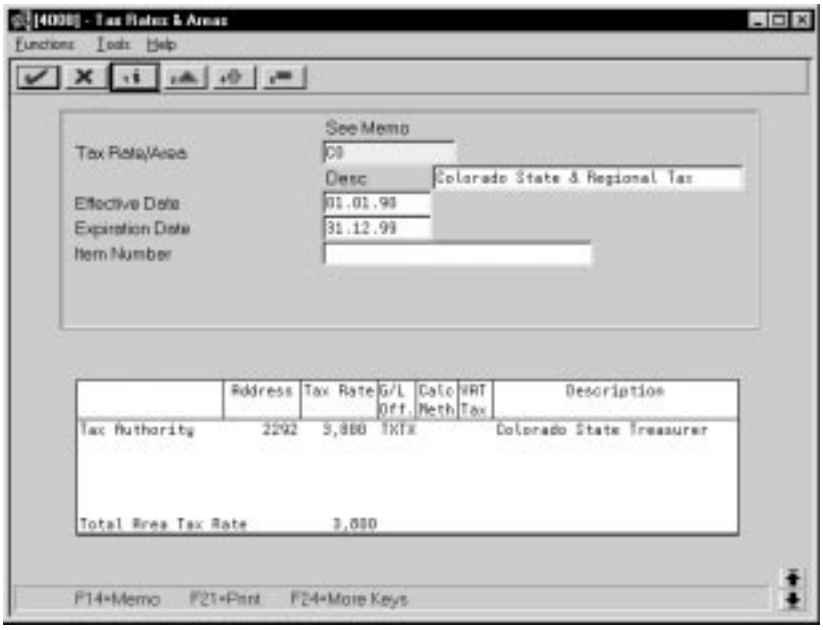
To calculate and track the different taxes you pay to your suppliers, you must set up:

- Tax areas
- Tax rates

Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate.

To set up tax rates and areas

On Tax Rates & Areas



1. Complete the following fields:
   - Tax Rate/Area
   - Description
   - Effective Date
   - Expiration Date
   - Item Number
   - Tax Authority Address
   - Tax Rate
   - G/L Offset
2. Perform the Add action.
3. Verify the system-supplied information in the following fields:
   - Calculation Method
   - VAT Expense
   - Total Area Tax Rate

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic 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. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount.
Item Number	A number that the system assigns to an item. It can be in short, long, or 3rd item number format. . . . . . *Form-specific information* . . . . . . Identifies either a group of items or a single item. Items that are assessed VAT generally use the group code number. Items that are assessed a luxury tax generally use a specific item number. NOTE: Only sales order and purchase order processing use this field. You can suppress this field with processing options.
Tax Authority	The address book number of a tax authority that has jurisdiction in the tax area. This is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on. You can have up to five tax authorities for a single tax area. . . . . . *Form-specific information* . . . . . . For Canada, the GST tax authority must be on the first line. PST tax authorities can be on lines 2 through 5. If a GST input credit is applicable, the authorities on lines 3 through 5 can identify the GST percentage not eligible for input credits.
Rate	A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7% as 7. The system displays 7.000.

Field	Explanation
G/L Offset – Tax Area 1	A code that indicates how to locate the tax account for general ledger entries. This field points to automatic accounting instructions (AAIs) that, in turn, point to the tax account. Examples are: PTxxxx — for A/P (VAT only) RTxxxx — for A/R (VAT only) GTxxxx — for G/L (VAT only) 4320 — for Sales Orders 4400 and 4410 — for Purchase Orders Only PTxxxx, RTxxxx, and GTxxxx are valid for VAT and Canadian GST. For sales taxes, the Accounts Payable and Accounts Receivable systems ignore the values in this field. For the General Accounting system, VAT journal entries require values in this field. For sales taxes, the Sales Order Management and Purchase Order Management systems require values in this field. For use and Canadian PST, this field is ignored. At this time, however, the system only uses the first G/L offset.
Tax Calculation Method	A code that indicates whether the tax rate for the tax authority is calculated pre-GST (taxable amount plus any GST for a previous tax authority) or calculated as a tax on a tax. Valid values are: Y Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority. N Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority. NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C. . . . . . *Form-specific information* . . . . . . This code is available only for the second tax authority (line 2 in the list on this form) and must identify a non-GST tax authority.

Field	Explanation
VAT	A code that identifies the percentage of the VAT (GST) amount that is not eligible for input credits. Valid values are: R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default. NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V. . . . . . *Form-specific information* . . . . . . This code is available only for the third, fourth, fifth tax authorities (lines 3 through 5) on the form.
Total Area Tax Rate	A number that identifies the sum of the tax rates for all tax authorities in the tax rate/area. . . . . . *Form-specific information* . . . . . . A system-displayed number that indicates the sum of the tax rates for all the tax authorities. If you type Y in the Calculation Method field, the total reflects compound taxes (tax on a tax). If you type R in the VAT Expense field, the total does not include the input credit amount.

See Also

- *Tax Reference Guide* for information about the different types of taxes and what you should consider when setting up tax rates and areas

Understand Tax Explanation Codes for A/P

About Tax Explanation Codes for A/P

You might be required to calculate, pay, and track taxes on some invoices you receive from your suppliers. When this is necessary, you need to enter a tax explanation code on the supplier or voucher record. This code controls how you:

- Assess taxes
- Distribute taxes to specific G/L revenue and expense accounts

Tax explanation codes are user defined codes (00/EX).

When working with taxes, it is important to understand the following:

- Types of tax explanation codes
- Tax calculations

Types of Tax Explanation Codes

The following briefly describes the tax explanation codes that J.D. Edwards provides for A/P voucher processing. You can create additional codes that start with the same first letters (B, C, E, S, U, or V).

- B – GST + PST, where PST is self-assessed (Canadian)
- BT – Same as B, but taxes only
- C – GST + PST, where PST is seller-assessed (Canadian)
- CT – Same as C, but taxes only
- E – Exempt
- S – Sales tax, seller-assessed (PST in Canada and sales in the U.S.)
- ST – Same as S, but taxes only
- U – Use tax, seller-assessed (PST in Canada)
- UT – Same as U, but taxes only
- V – VAT (VAT in Europe and GST in Canada)
- VT – Same as V, but taxes only
- V+ – Same as V, but calculated as a tax on tax

Tax Calculations

The following examples show how the system calculates some commonly used taxes.

Sales Tax Example

The system calculates the tax amount but does not make a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the voucher. The system updates the Sales/Use/VAT Tax table (F0018) for tax reporting purposes.

Tax rate	7.3%
Taxable amount	1,000
To calculate sales tax	Taxable amount x sales tax rate
	1,000 x .073 = 73
Voucher amounts	Taxable 1,000
	Tax amount 73
	Gross amount 1,073
Journal entries	Expense 1,073
Automatic offsets	A/P trade 1,073–

Use Tax Example

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the voucher. The system updates the Sales/Use/VAT Tax table for tax reporting purposes.

Tax rate	7.3%
Taxable amount	1,000

Formula to calculate use tax	Taxable amount x use tax rate 1,000 x .073 = 73
Voucher amounts	Taxable 1,000 Tax amount 73 Gross amount 1,000
Journal entries	Expense 1,073
Automatic offsets	A/P trade 1,000– Use tax payable 73–

VAT Example

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount.

Tax rate	7.3%
Taxable amount	1,000
Formula to calculate VAT tax	Taxable amount x VAT tax rate 1,000 x .073 = 73
Voucher amounts	Taxable 1,000 Tax amount 73 Gross amount 1,073
Journal entries	Expenses 1,000
Automatic offsets	A/P trade 1,073– VAT recoverable 73

VAT + Sales Tax Example

The system calculates taxes on a tax amount. The following example shows GST plus PST.

Tax rate/area calculation method	Y (tax on tax)
Tax rate	7% GST, 8% PST
Taxable amount	1,000
Formula to calculate GST tax	Taxable amount x GST rate 1,000 x .07 = 70
Formula to calculate PST tax	(Taxable amount + GST) x PST rate (1,000 + 70) x .08 = 85.60
Tax amount	GST + PST 70 + 85.60 = 155.60
Voucher amounts	Taxable 1,000 Tax amount 155.60 Gross amount 1,155.60
Journal entries	Expense 1,085.60 (Taxable + PST)
Automatic offsets	A/P trade 1,155.60– VAT recoverable 70

VAT + Use Tax Example

The system calculates use tax on amounts that include GST (Canadian VAT).

Tax rate/area calculation method	Y (tax on tax)

Tax rate	10% VAT (GST), 5% Use
Taxable amount	1,000
Formula to calculate VAT tax	Taxable amount x VAT (GST) rate 1,000 x .10 = 100
Formula to calculate use tax	(Taxable amount + VAT) x Use rate (1,000 + 100) x .05 = 55
Tax amount	VAT (or GST) + Use 100 + 55 = 155
Voucher amounts	Taxable 1,000 Tax amount 155 Gross amount 1,100
Journal entries	Expense 1,055
Automatic offsets	VAT recoverable 100 A/P trade 1,100– Use tax payable 55–

See Also

- *Setting Up User Defined Codes (P00051)*
- *About User Defined Codes for A/P (P00051)* for information about tax calculation codes

Understand AAIs for A/P Taxes

About AAIs for A/P Taxes

If you are required to pay taxes on a supplier's invoice, you must set up your system so that the tax amounts are applied to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT, you designate which accounts you want to debit and credit for an invoice tax amount.

An AAI item for payables taxes (PT) is required. Tax explanation codes use item PTyyyy to point to VAT. The offset account, which you can change, is defined in the Tax Rate/Area table.

The AAIs for A/P taxes are different from other AAIs for A/P. For example, unlike item PCyyyy, PT _ _ _ _ is not the default AAI for PTyyyy and is not used when the G/L offset account is blank. Instead, PT _ _ _ _ is the AAI for use taxes.

The character code yyyy represents a G/L offset account for the tax explanation code, such as PTSALE or PTVAT. The character code yyyy points to the AAI item, which, in turn, points to the appropriate tax account. For example, for the code PTVATB, PT is the AAI item for a payables tax account and VATB is the character code that identifies the G/L offset account.

Each tax explanation code has corresponding AAI items that identify the debit and credit tax accounts. The types of tax explanation codes are:

- Value-added tax codes
- Use tax codes
- Sales tax codes
- VAT plus use tax codes
- VAT plus sales tax codes
- Tax-exempt tax code

See Also

- *Working with AAIs (P00121)*

Value-Added Tax Codes

The tax explanation codes for value-added taxes use AAI item PTyyyy. The following describes these codes:

Tax explanation code V

When you enter the total amount of a voucher, you debit the G/L distribution accounts for the purchase goods. The system debits a VAT recoverable account and credits the accounts payable trade account.

PTyyyy identifies the VAT recoverable account and PCyyyy identifies the A/P trade account. For example:

- Dr 1000 – G/L distribution (goods of 1000)
- Dr 100 – PTyyyy (VAT recoverable account for the tax rate/area)
- Cr 1100 – PCyyyy Gross (A/P account for goods of 1000 + VAT of 100)

Tax explanation code V+

VAT calculated as a tax on a tax. The accounts are the same as those for V.

Tax explanation code VT

Taxes only. The accounts are the same as those for V. For example:

- Dr 0 – G/L distribution (goods of 0)
- Dr 100 – PTyyyy (VAT recoverable account for the tax rate/area)
- Cr 100 – PCyyyy Gross (A/P account for VAT of 100)

VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods.

The G/L offset values for items PT and PC are different. The offset for PT is defined in the Tax Rate/Area table (F4008), whereas the offset for item PC is defined in the Accounts Payable Ledger table (F0411).

Use Tax Codes

The tax explanation codes for use taxes use AAI item PT_ _ _ _. The following describes these codes:

Tax explanation code U

Use tax (PST in Canada), self-assessed. When you enter a voucher, you debit G/L distribution accounts (for the goods plus the sales tax). The system credits the self-assessed use tax payable account and credits the A/P account. PT_ _ _ _ identifies the business unit and object of the use tax account. The tax rate/area can be the subsidiary portion of the use tax account. PCyyyy identifies the A/P account. For example:

- Dr 1050 – G/L distribution (goods of 1000 and use tax of 50)
- Cr 50 – PT_ _ _ _ + tax rate/area (self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _
- Cr 1000 – PCyyyy Gross (A/P account for goods of 1000)

Tax explanation code UT

Self-assessed use tax (PST in Canada), taxes only. The accounts are the same as those for U. For example:

- Dr 50 – G/L distribution (use tax of 50)
- Cr 50 – PT_ _ _ _ + tax rate/area (self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _

Sales Tax Codes

The tax explanation codes for sales taxes do not use an AAI item. The resulting entries for sales taxes are as follows:

Tax explanation code S

Sales tax (PST in Canada), seller-assessed. When you enter a voucher, you debit G/L distribution accounts (for the goods plus the sales tax). The system credits an A/P payable account. PCyyyy identifies the A/P account. For example:

- Dr 1050 – G/L distribution (goods of 1000 + sales tax of 50)
- Cr 1050 – PCyyyy Gross (A/P accounts for goods of 1000 + sales tax of 50)

Tax explanation code ST Seller-assessed sales tax (PST in Canada), taxes only. The accounts are the same as those for S. For example:

- Dr 50 – G/L distribution (sales tax of 50)
- Cr 50 – PCyyyy Gross (A/P account for sales tax of 50)

VAT plus Use Tax Codes

The tax explanation codes for VAT plus use taxes use AAI items PTyyyy and PT _ _ _ _. The following describes these codes:

Tax explanation code B GST + self-assessed PST (Canada only). When you enter a voucher, you debit G/L distribution accounts (for the goods + PST). The system debits a GST receivable account, credits the self-assessed tax payable account, and credits the A/P account. PT_ _ _ _ identifies the business unit and object of the self-assessed tax account. The tax rate/area can be the subsidiary portion of the self-assessed tax account. PTyyyy identifies the GST receivable account and PCyyyy identifies the A/P account. For example:

- Dr 1030 – G/L distribution (goods of 1000 + PST of 30)
- Dr 70 – PTyyyy (GST receivable account for the tax rate/area)
- Cr 30 – PT_ _ _ _ + tax rate/area (PST self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _
- Cr 1070 – PCyyyy Gross (A/P account for goods of 1000 + GST of 70)

Tax explanation code BT GST + self-assessed PST (Canada only), taxes only. The accounts are the same as those for B. For example:

- Dr 30 – G/L distribution (PST of 30)
- Dr 70 – PTyyyy (GST receivable account for the tax rate/area)
- Cr 30 – PT_ _ _ _ + tax rate/area (PST self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _
- Cr 70 – PCyyyy Gross (A/P account for GST of 70)

The amount distributed to the general ledger includes the goods and the use tax because this is the true cost of purchased goods. VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods.

VAT plus Sales Tax Codes

The tax explanation codes for VAT plus sales taxes use AAI item PTyyyy. The following describes these codes:

Tax explanation code C

GST + seller-assessed PST (Canada only). When you enter a voucher, you debit G/L distribution accounts (for the goods +PST). The system debits a GST receivable account and credits the A/P account. PTyyyy identifies the GST receivable account and PCyyyy identifies the A/P account. For example:

- Dr 1030 – G/L distribution (goods of 1000 + PST of 30)
- Dr 70 – PTyyyy (GST receivable account for the tax rate/area)
- Cr 1100 – PCyyyy Gross (A/P accounts for goods of 1000 + GST of 70 + PST of 30)

Tax explanation code CT

GST + seller-assessed PST (Canada only), taxes only. Accounts are the same as those for C. For example:

- Dr 30 – G/L distribution (PST of 30)
- Dr 70 – PTyyyy (GST receivable account for the tax rate/area)
- Cr 100 – PCyyyy Gross (A/P accounts for GST of 70 + PST of 30)

The amount distributed to the general ledger includes the goods and the sales tax because this is the true cost of purchased goods. VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods.

Tax-Exempt Tax Code

The tax explanation code for tax-exempt vouchers does not use an AAI item. The entry for tax-exempt vouchers is as follows:

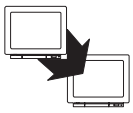
Tax explanation code E

Exempt. When you enter a voucher, the system performs no tax calculations. You debit G/L distribution accounts and the system credits an A/P account. For example:

- Dr 1000 – G/L distribution (goods of 1000)
- Cr 1000 – PCyyyy Gross (A/P account for goods of 1000)

Set Up Tax Rules by Company for A/P

Setting Up Tax Rules by Company for A/P



From Accounts Payable (G04), enter 29

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

From Tax Processing & Reporting (G0021), choose Tax Rules by Company

Set up your tax rules so that the Accounts Payable system can calculate any applicable taxes when you enter a supplier's invoice. If you do not set up tax rules for a company, the system uses the tax rules for company 00000. The system uses these rules to:

- Display a warning message (or reject a transaction altogether) whenever someone enters a tax amount that differs from the system-calculated tax
- Calculate discounts on a gross amount that already includes tax
- Calculate tax on a gross amount that includes the discount amount

Setting up tax rules by company consists of:

- Setting up tolerance information for A/P
- Setting up calculation rules for A/P

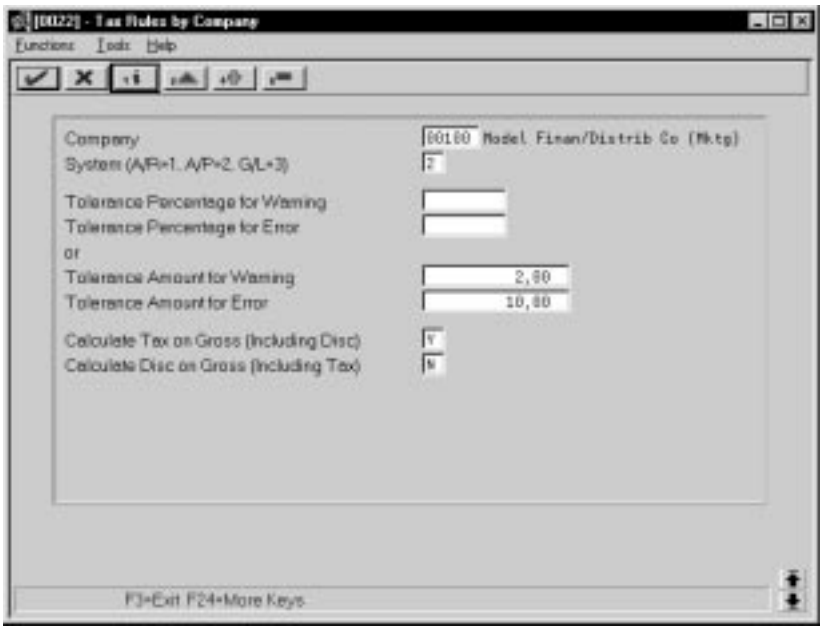
What You Should Know About

Updating tax amounts — You must set three processing options in the post program for voucher entry so that tax amounts are updated in the Sales/Use/VAT Tax Worktable (F0018). If they are not set correctly, the system cannot process tax information.

To set up tolerance information for A/P

When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning message. By setting up tolerance information, you control the type of message that the system issues for different tolerance ranges. Tolerance ranges apply only to VAT and GST, and can be a percentage or monetary amount.

On Tax Rules by Company



1. Complete the following fields:
   - Company
   - System
2. Complete one of the following groups of fields:
   - Tolerance percentage ranges
     - Tolerance Percentage for Warning
     - Tolerance Percentage for Error
   - Tolerance amount ranges
     - Tolerance Amount for Warning
     - Tolerance Amount for Error
3. Use the Add action.

   After you complete these steps, follow the steps to set up the calculation rules.

Field	Explanation
Tolerance Percentage for Warning	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message. Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept difference is 9.99% or less Warning difference is 10% or more The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax. NOTE: This field applies only to VAT and GST.
Tolerance Percentage for Error	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses the percentage to determine whether to reject the tax entry. This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows: Accept difference is 9.99% or less Warning difference is between 10% and 14.99% Reject difference is 15% or more The default (blank) inidicates that no entry is to be rejected. NOTE: This field applies only to VAT or GST.

Field	Explanation
Tolerance Amount for Warning	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message. Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept difference is 9.99% or less Warning difference is 10% or more The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax. NOTE: This field applies only to VAT and GST.
Tolerance Amount for Error	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses the percentage to determine whether to reject the tax entry. This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows: Accept difference is 9.99% or less Warning difference is between 10% and 14.99% Reject difference is 15% or more The default (blank) inidicates that no entry is to be rejected. NOTE: This field applies only to VAT or GST.

▶ To set up calculation rules for A/P

After you set up the tolerance information, set up the calculation rules. Calculation rules identify which method to use for calculating tax and discount

amounts when both are specified. The rules control how the system validates the correct tax amount, based on the total amount of the voucher.

On Tax Rules by Company

1. Complete the following fields:
   - Calculate Tax on Gross (Including Discount)
   - Calculate Discount on Gross (Including Tax)
2. Use the Add action.

Field	Explanation
Calculate Tax on Gross (Including Disc)	A code that indicates whether to calculate the tax on a gross amount that includes the discount amount. Valid codes are: Y Calculate the tax amount on the gross. N Calculate the tax amount on the gross less the discount amount. Blank Defaults to Y. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase orders use it.
Calculate Disc on Gross (Including Tax)	A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are: Y Calculate the discount amount on the gross with tax. N Calculate the discount amount on the gross less the tax amount. Blank Defaults to N. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use it.

Examples: Calculation Rules

The system calculates gross and discount amounts using the tax rules that you set up. Each of the following examples uses a different combination of rules to calculate the following:

- Tax on gross with or without discounts
- Discount on gross with or without tax

The examples use the following amounts:

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

Example 1

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	(Taxable Amount + Tax Amount) x (Discount Rate %) = Discount Available (1,000 + 100) x .01 = 11.00
Gross Formula	Taxable Amt + Tax = 1,000 + 100 = 1,100

Example 2

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	No
Discount Formula	Taxable Amount x Discount Rate % = Discount Available 1,000 x .01 = 10.00
Gross Formula	Taxable Amount + Tax = 1,000 + 100 = 1,100

Example 3

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	[(Taxable Amount + Tax Amount) x (Discount Rate %)] / (1 – Discount Rate %) [(1,000 + 100) x .01] / (1 – .01) = 11.11
Gross Formula	Taxable Amount + Tax + Discount = 1,000 + 100 + 11.11 = 1,111.11

Example 4

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	(Taxable Amount x Discount Rate %) / (Discount Rate % x Tax Rate) (1,000 x .01) / (.01 x .10) = 10.10
Gross Formula	Taxable Amount + Tax + Discount = 1,000 + 100 + 10.10 = 1,110.10

Work with Vertex for A/P

Working with Vertex for A/P

If your company wants to apply sales taxes automatically, you can use Vertex software along with the J.D. Edwards system. Vertex software can coexist with the J.D. Edwards tax calculation software, which means that you can perform tax calculations using either or both of them. If, however, you want to perform a tax only calculation, you must use the J.D. Edwards software.

When tax laws change, the Vertex software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Vertex software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records

Vertex software calculates the tax for customers and suppliers based on GeoCode (U.S. jurisdictions) and other special considerations, such as tax-exempt status or non-standard tax rates.

Working with Vertex consists of:

❑ Activating Vertex

❑ Globally assigning GeoCodes to address book records

❑ Assigning GeoCodes to suppliers

❑ Overriding GeoCodes on vouchers

Before You Begin

❑ Read the *Vertex Sales Tax Compliance System Modules* and *Reference Manuals* for more information about installation

❑ To use the features of the Vertex system, you must have the following Vertex libraries in your library list:

- VGEOLIB (includes the GeoCode system)
- VSTAX.D (includes tax overrides, tax registers, and reports)

- VSTAX.O (includes RPG programs, such as the tax calculator)

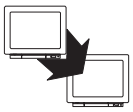
What You Should Know About

Tax only calculations	For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a GeoCode.

See Also

- *Appendix B — Work with Vertex* in the *Procurement Guide* for information about how to set up non-stock items for Vertex processing

Activating Vertex



From M & D Strategic Complementary Products, choose Vertex Sales and Use Tax

From Vertex Sales and Use Tax (G731), choose Vertex Tax System Constants

You must activate the Vertex feature before you can use GeoCodes to perform tax calculations.

▶ To activate Vertex

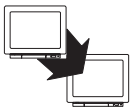
On Vertex Tax System Constants

1. Complete the following fields:
   - Use Vertex System
   - U.S. Country Code
   - Canada Country Code
2. Complete the following fields for sales tax category codes:
   - Address Book Category
   - Item Balance Category
3. Complete the following optional fields for use tax category codes:
   - Address Book Category
   - Item Balance Category
4. Do not complete the following field (it is not applicable):
   - G/L Offset

What You Should Know About

Item Balance Categories Distribution clients who process sales and purchase orders use these categories.

Globally Assigning GeoCodes to Address Book Records



From M & D Strategic Complementary Products, choose Vertex Sales and Use Tax

From Vertex Sales and Use Tax (G731), choose Populate Vertex Disk File

After you activate Vertex, you must assign GeoCodes to existing address book records. To accomplish this, you complete three steps that use a combination of J.D. Edwards and Vertex programs. The following describes the purpose of these steps and programs:

1. Populate the Vertex disk file. This J.D. Edwards program moves the address book records for suppliers and customers to the Vertex CUSTEXT file. Vertex then uses this file to locate records that have matching GeoCodes.

   The address book records you want to move into the CUSTEXT file are defined by search type in a user defined code list (73/ST).

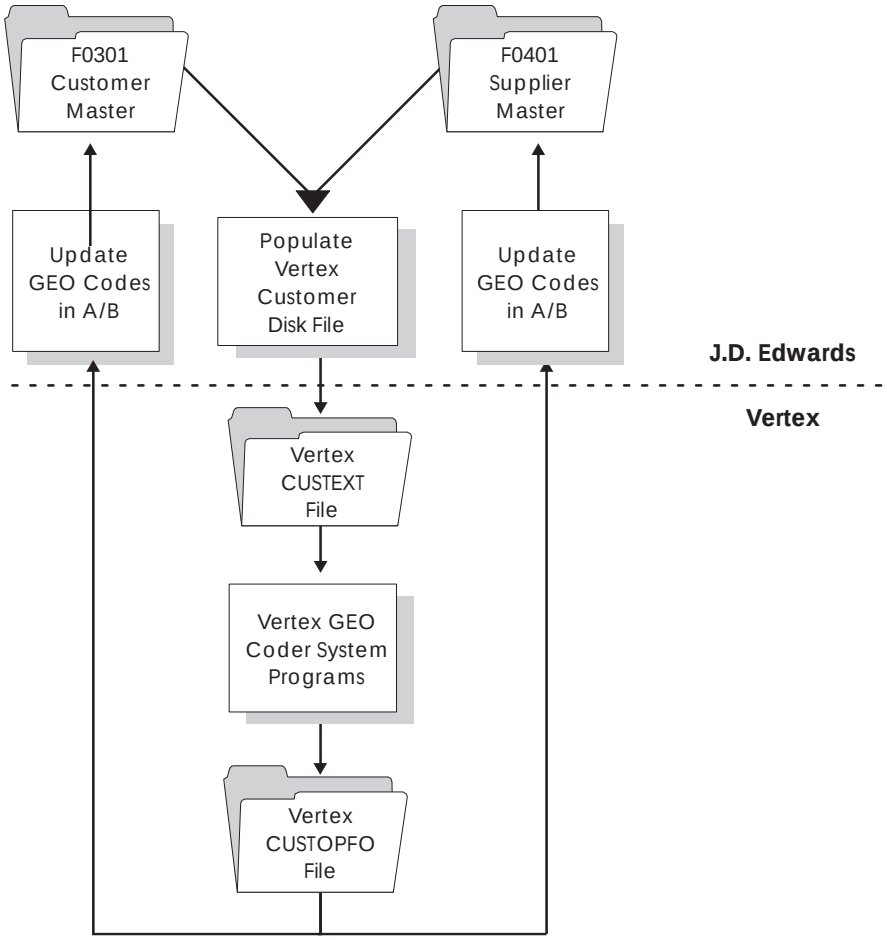
2. Populate the out file with vertex information. These Vertex programs do the following:

   - Process records from the CUSTEXT file identifying GeoCodes
   - Move the information to the Vertex CUSTFO file
   - Create records with the GeoCodes assigned to them or records without GeoCodes that need to be researched

3. Update address book with GeoCodes. This is a J.D. Edwards program that moves supplier and customer information with GeoCodes from the CUSTFO file to the customer master and supplier master records. It loads the Tax Rate/Area field on these records with the GeoCode. This program updates the Customer Master (F0301) and Supplier Master (F0401) tables.

   The system produces reports that show both unmatched records and records that you might want to match. Use these reports to identify any address book records that did not get updated with GeoCodes. You will need to manually update those records.

The following graphic illustrates how the system updates the address book records with GeoCodes.



▶ To assign GeoCodes to address book records

1. Run Populate Vertex Disk File.
2. Run the following Vertex programs, in sequence:
   - Reformat Customer File
   - Match GeoCoder File with Customer File
3. Update Address Book GeoCodes.

See Also

- *Working with User Defined Codes (P00051)* in the *Address Book Guide*
- *Entering Address Book Records (P01051)* in the *Address Book Guide*

Assigning GeoCodes to Suppliers

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

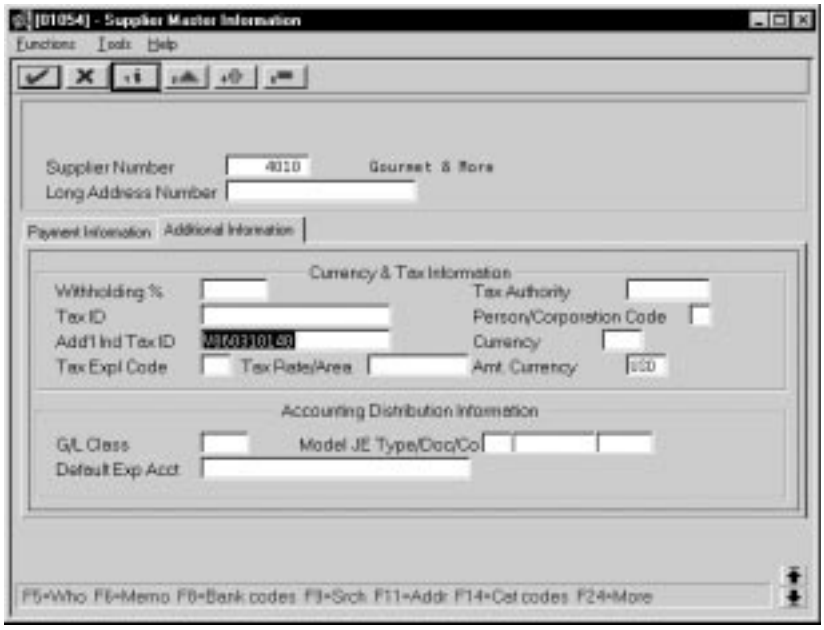
From Supplier & Voucher Entry (G0411), choose Supplier Master Information

After you globally assign GeoCodes to your address book records, you might need to assign a GeoCode to a supplier.

▶ To assign a GeoCode to a supplier

After you globally assign GeoCodes to your existing suppliers, you might need to individually assign a GeoCode when you create a new supplier record.

On Supplier Master Information



1. Enter basic supplier information.

   See *Entering Suppliers (P01054)*.

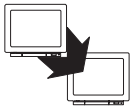
2. For WorldVision, click the Additional Information tab.
3. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
   - Tax Rate/Area

Field	Explanation
Tax Rate/Area	A user-defined 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.

What You Should Know About

Changing an address	When you change an address for a supplier, the system updates the GeoCode if one was previously entered.

Overriding GeoCodes on Vouchers



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

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

After you globally assign GeoCodes to your address book records, you might need to override a GeoCode on a voucher.

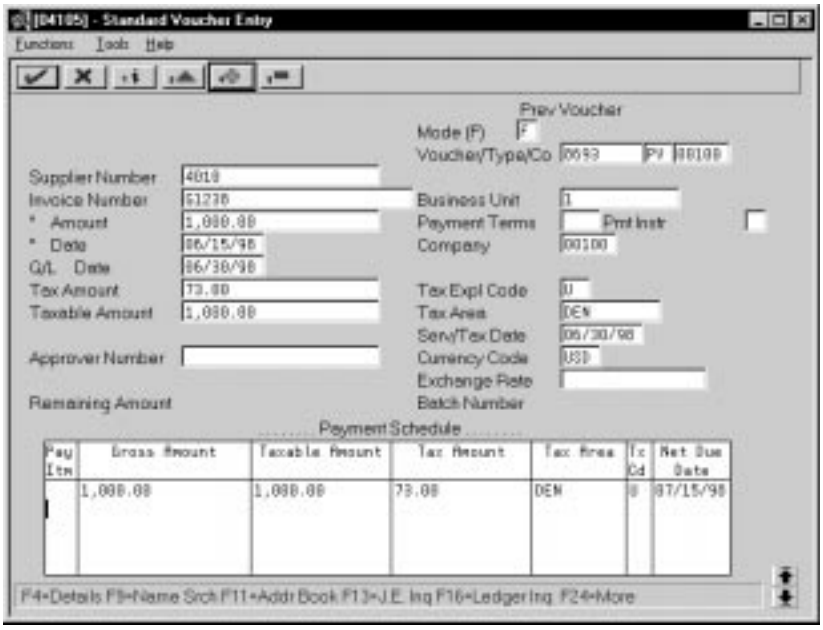
▶ To override a GeoCode on a voucher

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

On Standard Voucher Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter basic information for a standard voucher.

See *Entering Standard Vouchers (P04105)*.



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

Field	Explanation
Tax Expl Code 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. . . . . . *Form-specific information* . . . . . . If you use Vertex, the system accepts only E (exempt), S (sales tax), and U (use tax) for GeoCodes.
Amount – Taxable	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 Taxable Amount field, the system will validate it according to the tax rules you set up on Tax Rules by Company.

What You Should Know About

Use tax	The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.

Advanced & Technical

A/P Cash Forecasting

Objectives

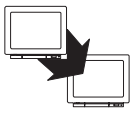
- To summarize open vouchers for cash forecasting purposes

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.

Forecast A/P Cash Flow

Forecasting A/P Cash Flow



From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose A/P Cash Forecasting

A/P Cash Forecasting 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. J.D. Edwards 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.

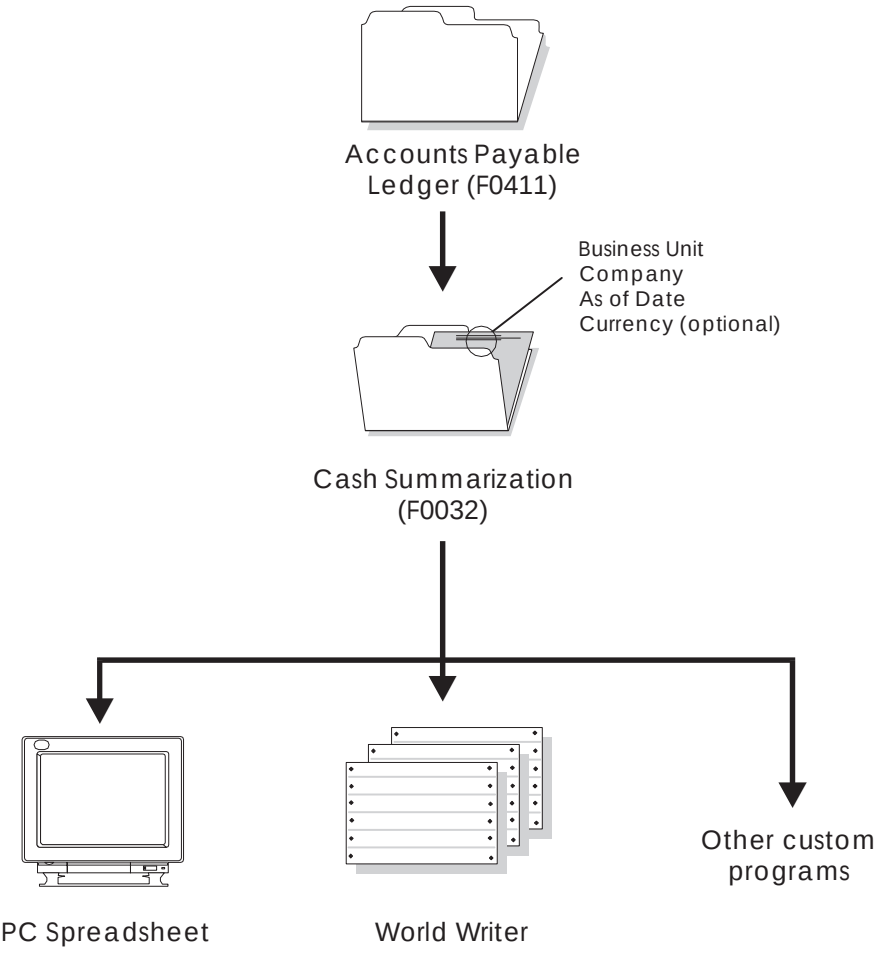
You can use World Writer to view the information created by this batch program. The information can also be downloaded to a standard spreadsheet program or used by custom programs to perform cash analysis.

When you run A/P cash forecasting, the system:

1. Consolidates open vouchers from the A/P Ledger table (F0411).
2. Summarizes information by business unit, company, due date, and currency.
3. Deletes existing records in the Cash Summarization table with the cash type you specify in a processing option.
4. Updates the Cash Summarization table with the new information.

A/P Cash Forecasting Process

The following graphic illustrates the cash forecasting process.



What You Should Know About

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.

Processing Options for A/P Cash Forecasting

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. _____

Batch Voucher Processing

Objectives

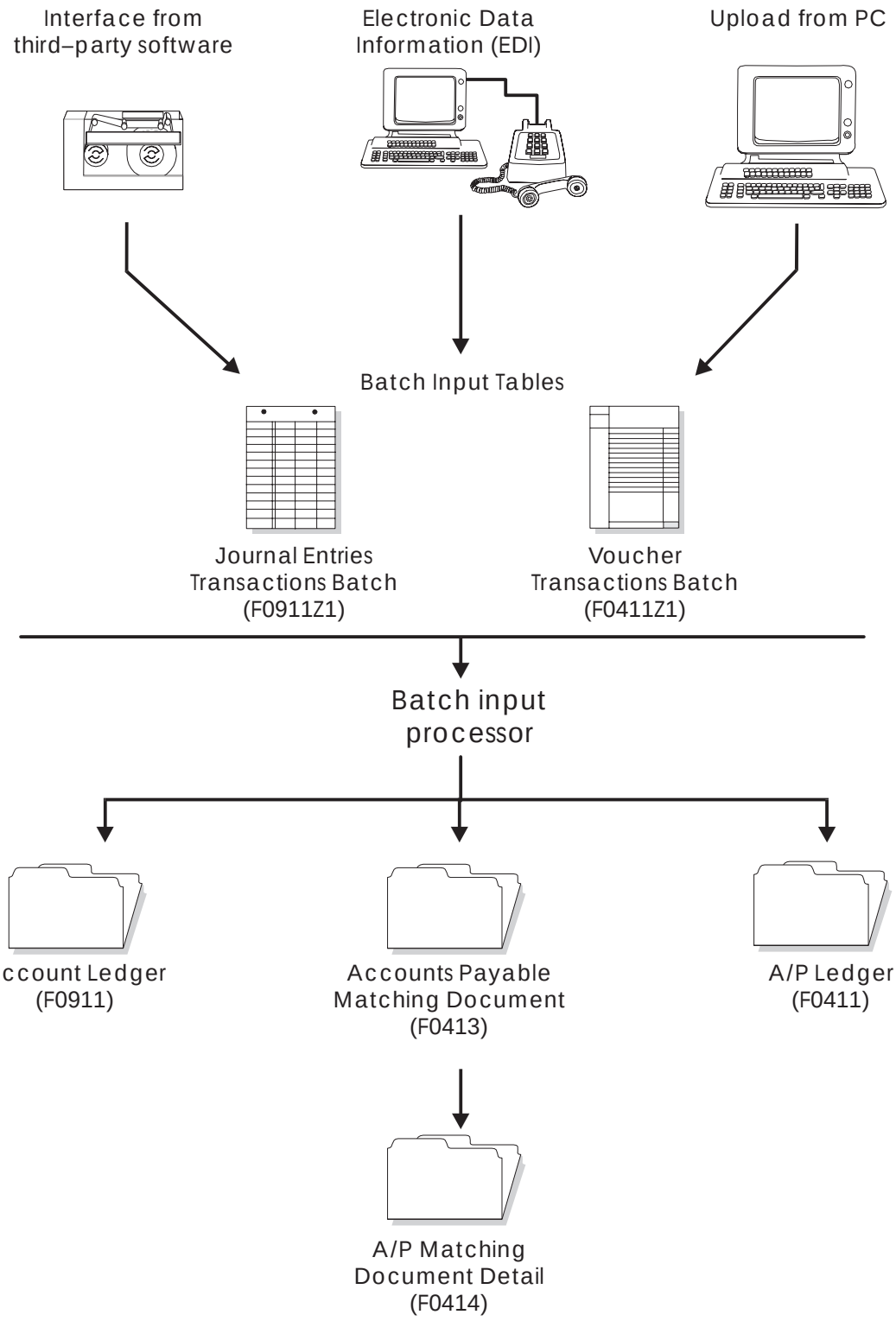
- To review batch vouchers
- To add and correct batch vouchers
- To process batch vouchers in proof and final mode
- To purge processed batch vouchers

About Batch Voucher Processing

When you create vouchers using an external source, such as a personal computer (PC) or Electronic Data Interchange (EDI), you can transfer them to the J.D. Edwards Accounts Payable system for processing. When you upload these batch vouchers to the Accounts Payable system, they are stored in batch tables. You can review and revise them prior to processing them.

- ❑ Reviewing batch vouchers
- ❑ Revising batch vouchers
- ❑ Processing batch vouchers
- ❑ Purging processed batch vouchers

The following graphic illustrates the batch voucher process.



What Do You Need to Do to Prepare Vouchers?

When preparing vouchers for transfer to the Accounts Payable system, or when revising them after you have transferred them, consider the following:

- The Transaction Type field, which is required by the Batch Voucher Processing program, must have a value in it. You can do one of the following:
  - Leave the field blank so the system can supply the default code V for vouchers
  - Assign a valid user defined code

  If your vouchers do not have a transaction type, you cannot review them before you transfer them to the Accounts Payable system.

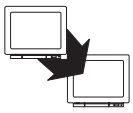
- The placement of periods in an account number can cause account segments to be duplicated. Therefore, you should verify the format of your account numbers.

Before You Begin

❑ Create batches of documents that meet J.D. Edwards voucher requirements. See *Appendix E – Batch Input Setup* for information about setting up your batches in the appropriate format. This does not apply to J.D. Edwards vouchers that you create on a PC.

Review Batch Vouchers

Reviewing Batch Vouchers



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

After you transfer batch vouchers, you might want to verify their accuracy before processing 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.

After you transfer batch vouchers, you might want to verify their accuracy before you process them. You can review batch vouchers both before and after you process them. When reviewing batch vouchers, you can:

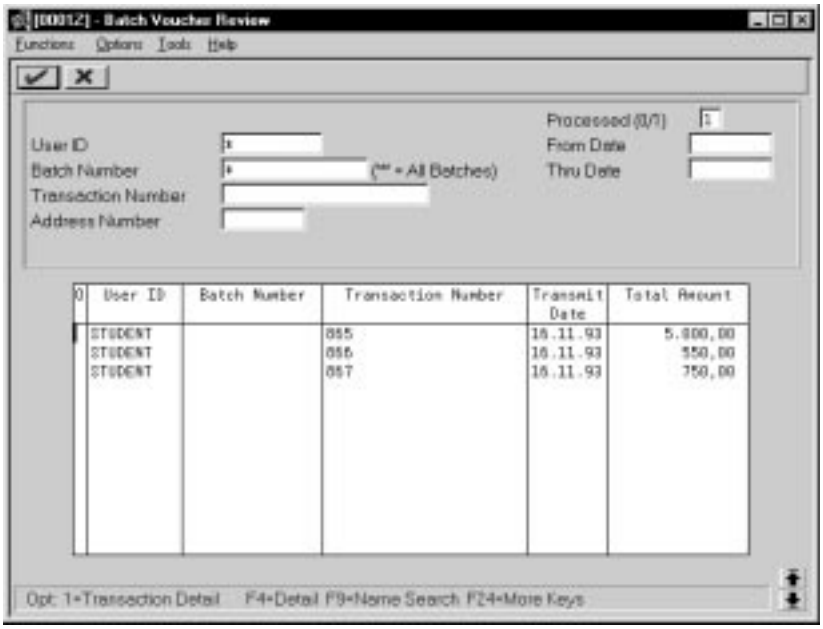
- Review batch voucher information
- Review batch voucher detail

Batch voucher information is stored in the Voucher Transactions Batch (F0411Z1) and Journal Entry Transactions Batch (F0911Z1) tables.

▶ To review 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.

On Batch Voucher Review



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 J.D. Edwards transactions for each control (user) batch number it finds.

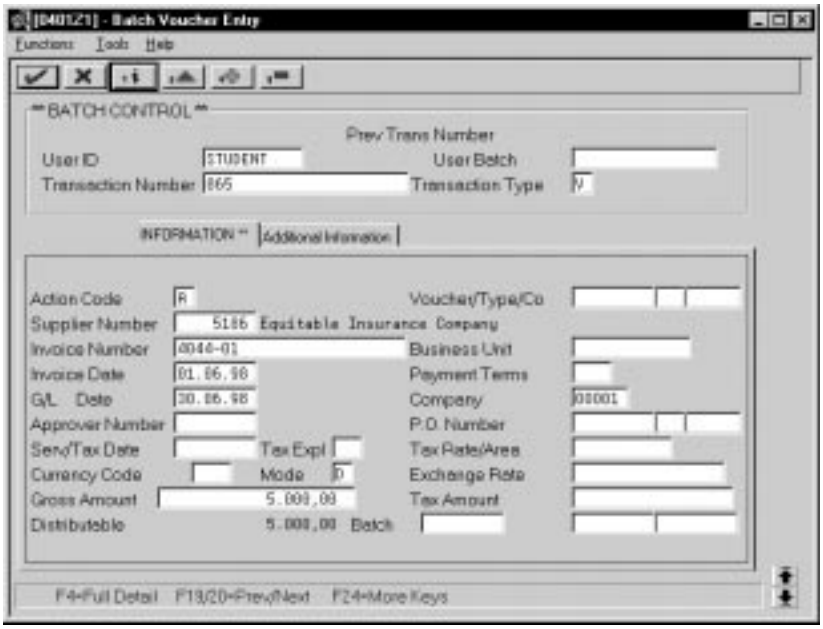
Field	Explanation
Processed (0/1)	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values are: Y Unprocessed only N Processed and unprocessed
From Date	The beginning date in the date range. This is the date from 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 J.D. Edwards document number.

▶ To review batch voucher detail

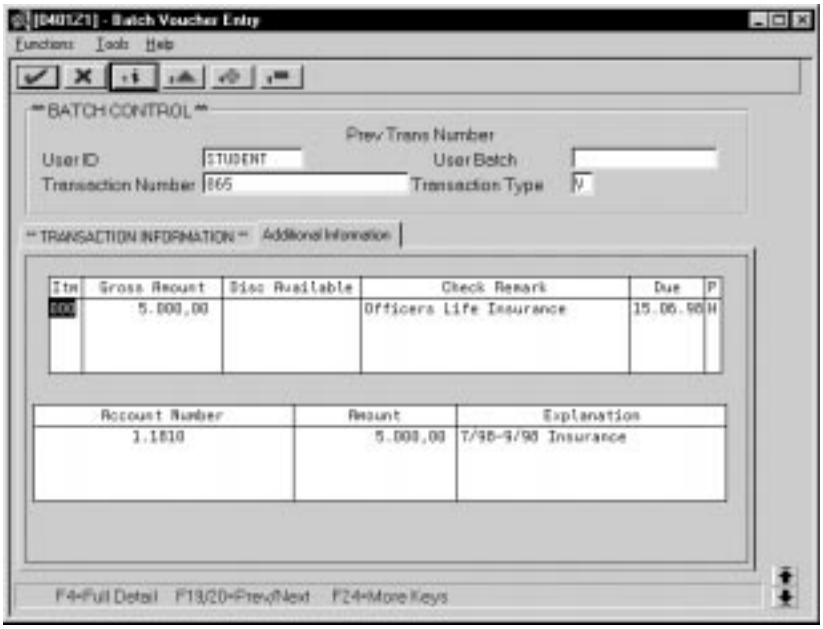
When viewing information about your batch vouchers, you might want to see the supplier number and G/L distributions associated with a voucher. To do so, review the detail of the batch voucher.

On Batch Voucher Review

1. Locate the necessary batch information.
2. Choose Transaction Detail for a voucher to access Batch Voucher Entry.



3. Click the Additional Information tab.



Revise Batch Vouchers

Revising Batch Vouchers

After you transfer vouchers from an external source to the Accounts Payable system, you might need to make additions or corrections to them before you process them in final mode.

Revising batch vouchers consists of:

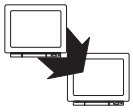
- ❑ Adding vouchers to batches
- ❑ Correcting unprocessed batch vouchers

When you add or correct batch vouchers, you update information in the Voucher Transactions Batch (F0411Z1) and the Journal Entry Transactions Batch (F0911Z1) tables.

What You Should Know About

Multi-Currency	You enter batch vouchers for foreign currencies in the same way that you enter vouchers directly into the Accounts Payable system.
Preassigning document and batch numbers to batch input vouchers	The system uses next numbers to automatically assign document and batch numbers during final processing. J.D. Edwards recommends that you use next numbers so that the system does not duplicate documents. You can, however, manually assign the document number to facilitate a smooth transition between two systems.

Adding Vouchers to Batches



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 Revisions

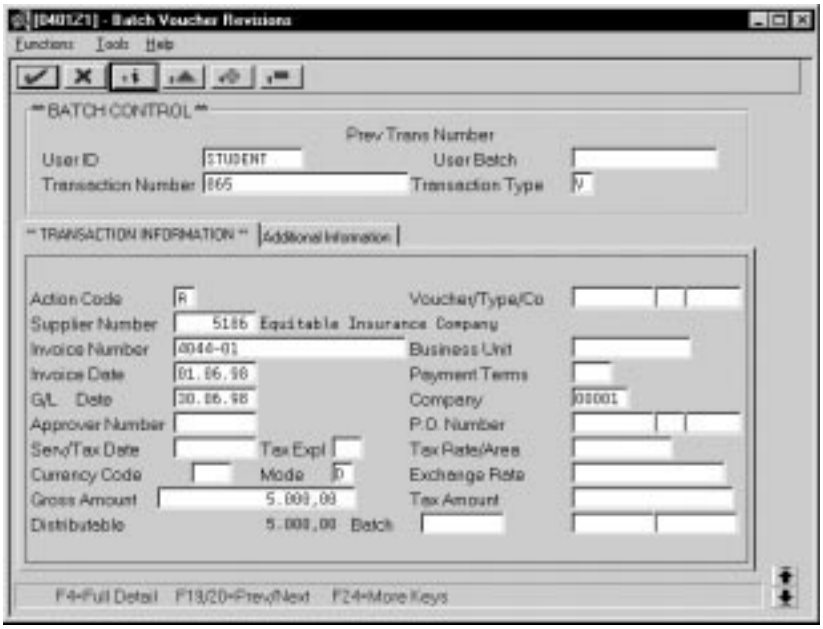
Typically, you should not need to add a voucher to a batch. An exception is when you experience difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare the voucher you manually enter to the voucher that the interface system creates.

When you add a voucher to a batch, you supply limited information and the system supplies the remaining data. The transaction information you enter creates J.D. Edwards 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.

When you add a voucher to a batch, the system creates J.D. Edwards 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.

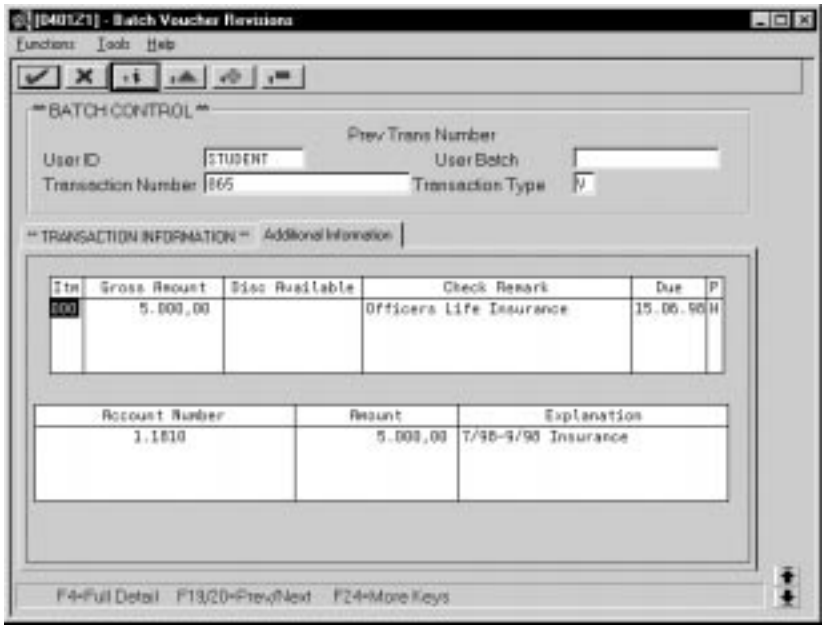
▶ To add a voucher to a batch

On Batch Voucher Revisions

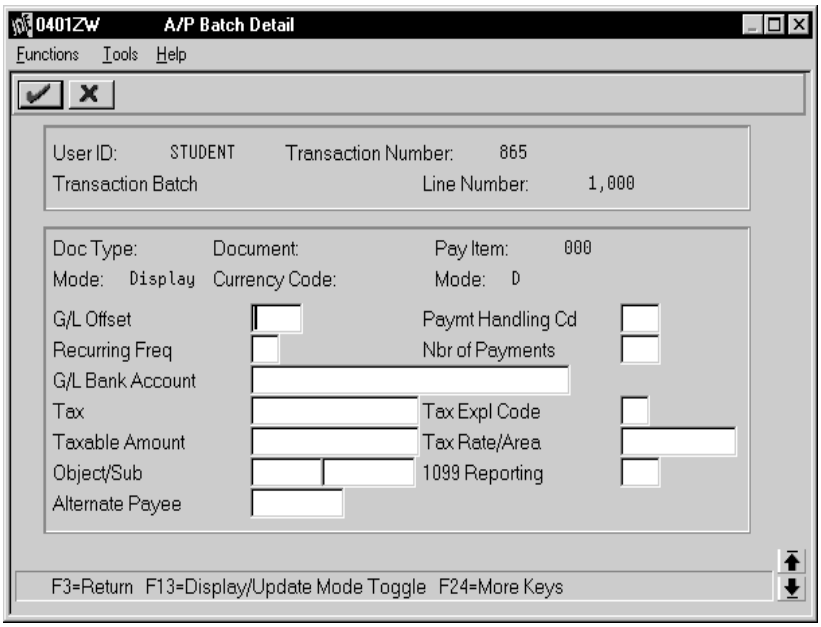


1. To uniquely identify a batch, complete the following key fields:
   - User ID
   - User Batch Number
   - Transaction Number

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. For WorldVision, click the Additional Information tab.



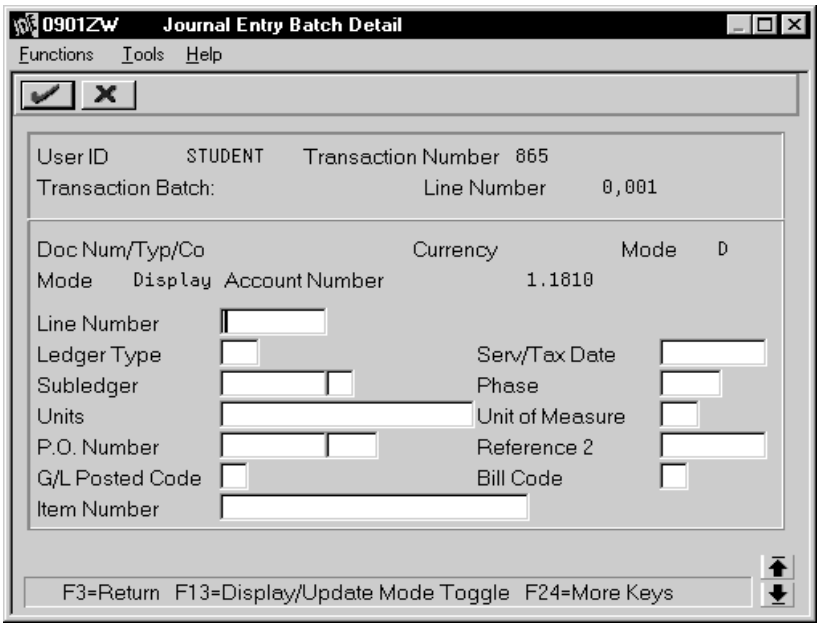
4. Complete the following fields and press Enter:
   - Payment Number/Date
   - Gross Amount
   - Check Remark
   - Due Date
   - Pay Status Code
5. Locate the batch.
6. Position your cursor on a pay item line and choose Full Detail to access A/P Batch Detail.



7. On A/P Batch Detail, choose Display/Update Mode Toggle to change to update mode.
8. Complete the necessary voucher detail information.

   Voucher detail varies, depending on how you map information to your J.D. Edwards Accounts Payable system.

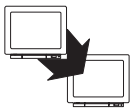
9. Choose Return.
10. On Batch Voucher Revisions, complete the following fields:
    - Account Number
    - Amount
    - Explanation
11. Position your cursor on a G/L distribution line and choose Full Detail to access Journal Entry Batch Detail.



12. On Journal Entry Batch Detail, choose Display/Update Mode Toggle to change to update mode.
13. Complete the necessary journal entry detail information.

    Journal entry detail varies, depending on how you map information to your J.D. Edwards Accounts Payable system.

Correcting Unprocessed Batch Vouchers



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 Revisions

When you find an error in an unprocessed batch voucher, you can change or delete it. To correct transaction information for a batch voucher, it must include the following:

- Voucher type
- Voucher number
- Document company
- Company

▶ To correct an unprocessed batch 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

What You Should Know About

Changing, deleting, or voiding vouchers

To delete processed transactions from the temporary batch table, you must purge them. You can set a processing option to purge processed batch transactions that were transmitted successfully through the voucher batch processor.

You cannot use the Work with Store & Forward Vouchers form to change, delete, or void vouchers that the system has processed in final mode or vouchers for a different accounting period. You must use the Standard Voucher Entry form to do this.

See *Purging Processed Vouchers* for information about deleting transactions.

See Also

- *Revising Unposted Vouchers (P04105)*

Process Batch Vouchers

Processing Batch Vouchers

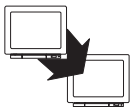
After you transfer, review and revise your batch vouchers, you can process them. This consists of:

- ❑ Submitting vouchers for batch processing
- ❑ Verifying batch voucher information
- ❑ Correcting batch vouchers
- ❑ Posting batch vouchers

When you process batch vouchers, the system creates:

- 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

Submitting Vouchers for Batch Processing



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

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system checks the data and produces a report that shows the number of correct and incorrect transactions. Processing in proof mode does not affect your ledgers.

In final mode, the system:

- Creates vouchers in the A/P Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates 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, if you leave them blank in the Voucher Transactions Batch table (F0411Z1).
- Supplies information for the fields that you leave blank.

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 processed vouchers from the Voucher Transactions Batch (F0411Z1) and Journal Entry Transactions Batch (F0911Z1) tables

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.

```
 00110Z                                        J.D. Edwards & Company                                  Page No. . .    4
                                             Batch File Entry – Exceptions                             Date – . . . 10/04/98

                                             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.

What You Should Know About

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

Correcting Batch Vouchers

If errors appear on the exceptions report after you process batch vouchers in proof mode, you must correct them before you can process the batch vouchers in final mode.

Correct the data in the batch table at its external source and transmit the batch again to the Accounts Payable system.

What You Should Know About

Correcting processed batch vouchers

Use the Standard Voucher Entry form to revise or delete a voucher that was processed in final mode.

See Also

- *Revising Batch Vouchers (P0401Z1)*
- *Entering Standard Vouchers (P04105)* for more information about changing or deleting unposted vouchers

- *Working with Manual Payments (P04102, P04106)* for more information about changing and deleting manual payments

Posting Batch Vouchers

After you process your batch vouchers, you must post them to the general ledger.

Do one of the following:

- Select Post Vouchers to G/L to submit the post
- On Batch Voucher Processing, set the appropriate processing option to automatically post vouchers after processing

See Also

- *Revising Posted Vouchers (P04105)*
- *Posting Vouchers (P09800)*

Processing Options for A/P Batch File Processing

```
PROOF OR FINAL MODE
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 the defaulting      _____________
   of tax area and tax explanation
   code.  If left blank, the tax fields
   will be defaulted from Address Book
   and the Business Unit Master files.

AUTOMATIC PURGE
4. 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
5. 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

6. 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

7. 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

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. _____

PAYMENT PROCESSING ONLY:
The following processing options are valid only if you are adding payments through the batch process.

10. Enter a '1' if you are creating draft receipts. If left blank, automatic payments will be created. _____

11. Enter a '1' if you would like the the post automatically submitted for the payments created. If left blank, the payment post will not be submitted. _____

12. 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. _____

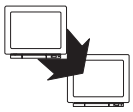
What You Should Know About Processing Options

Processing option 8 See *Processing Options for Voucher Entry (P04105)* for information on the XT0411Z1 functional server.

Processing option 9 See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

Purge Processed Batch Vouchers

Purging Processed Batch Vouchers



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

After you review, process, and post your batch vouchers, you must purge them. The system holds processed vouchers in the batch table until you do so. You can purge batch vouchers in either of the following ways:

- Set a processing option to automatically purge them when you process your batch vouchers in final mode
- Purge them as a separate task

When you purge batch vouchers, the system removes all processed vouchers from the following tables, regardless of the batch they are in:

- Voucher Transactions Batch (F0411Z1)
- Journal Entry Transactions Batch (F0911Z1)

If you use the Open Query File command (OPENQRYF) instead of the logical file build to select the records to purge, you must also complete the following:

- Additional parameters
- At least one field in data sequencing

If you submit the purge using the logical build instead of OPNQRYF, the system reorganizes both the logical and the purged files. This might increase the time it takes to run the reorganize program.

Purging only removes batch vouchers and does not affect A/P ledger vouchers.

Processing Options for Generic Purge Program

```
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.)
```

Payee Control

Objectives

- To audit changes to vouchers

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 payee information. When monitored changes are made, 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 make changes that affect payments.

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):

Alpha name (F0101)	Changes to a payee'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.
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.

Gross amount (F0411) Changes to the gross amount can increase the amount of a payment. The gross amount can be changed on Standard Voucher Entry.

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.

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 User ID 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 program for creating payment groups bypasses payees that have unapproved payee control records and prints an error message on the edit report. The program for writing payments prints an error message if the payee's alpha name, mailing name, or SWIFT code changes are unapproved.

The system does not prevent you from writing manual payments if the controlled information has been changed.

Payee control consists of:

- ❑ Reviewing and approving changes to controlled data
- ❑ Printing changes to controlled data
- ❑ Purging approved payee control records

Example: How Payee Control Works

In this example, Gourmet & More is set up as follows:

Supplier number = 4010

Alternate payee number = 3610

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 voucher's payee number (5910) does not match the supplier number (4010) or alternate payee number (3610). This record must be approved by another person before payment can be issued.

What You Should Know About

Limitations

Payee control is not a foolproof system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the:

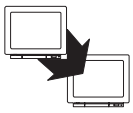
- Payee Control table (F0450). Deleting this table disables the audit trail.
- Payee Control server. Changing the processing options for this server affects the way the system monitors changes.
- Manual payments program. You can write manual payments to payees for whom controlled information has been changed.

See Also

- *Setting Up Payee Control (P0450)*

Review and Approve Changes to Controlled Data

Reviewing and Approving Changes to Controlled Data



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

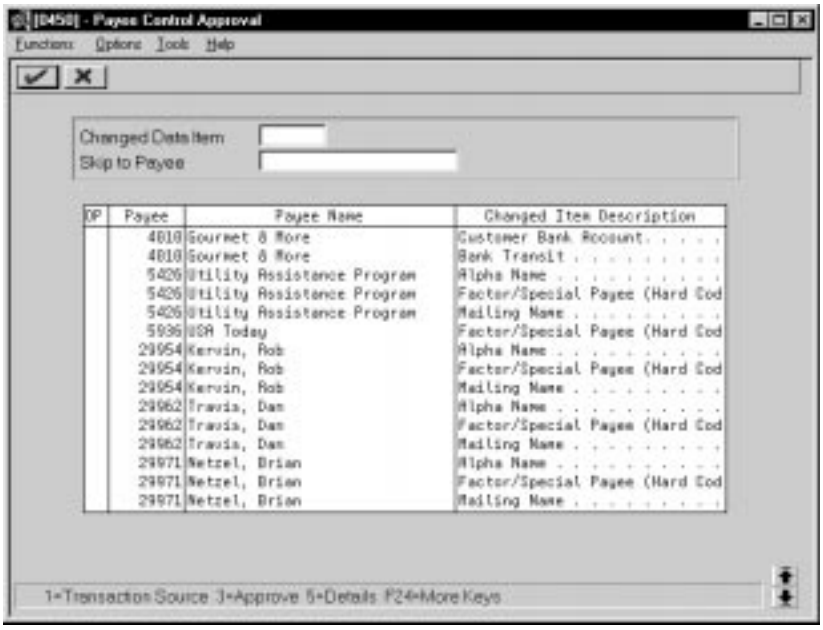
When you approve a change, the system records:

- The user ID of the person who approved the change
- The date and time that the change was approved

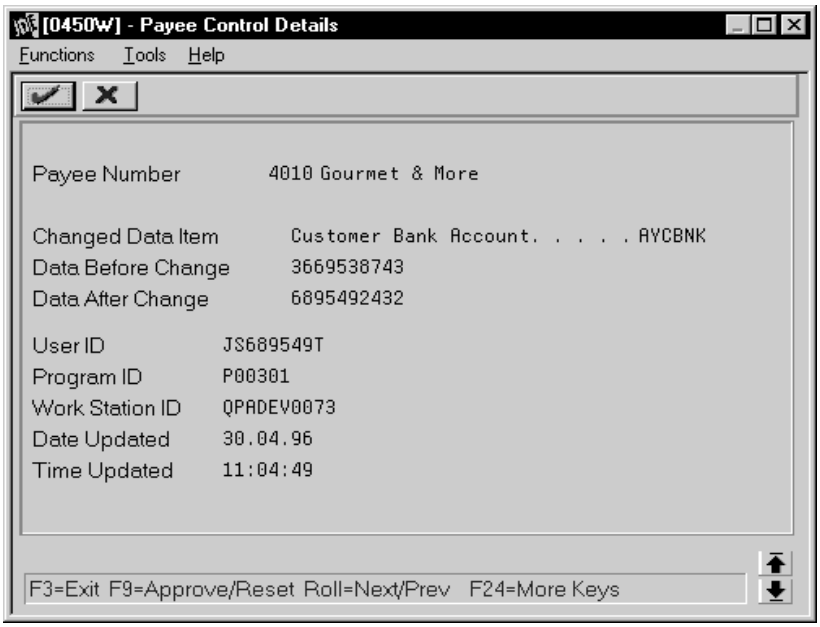
This program reads information in the Payee Control table (F0450).

To review and approve changes to controlled data

On Payee Control Approval



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.

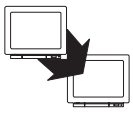


5. Return to Payee Control Approval.
6. On Payee Control Approval, choose Approve for an item.

Field	Explanation
Changed Data Item	The data item that was subject to data changes and has been monitored by the payee control program.

Print Changes to Controlled Data

Printing Changes to Controlled Data



From Accounts Payable (G04), enter 27

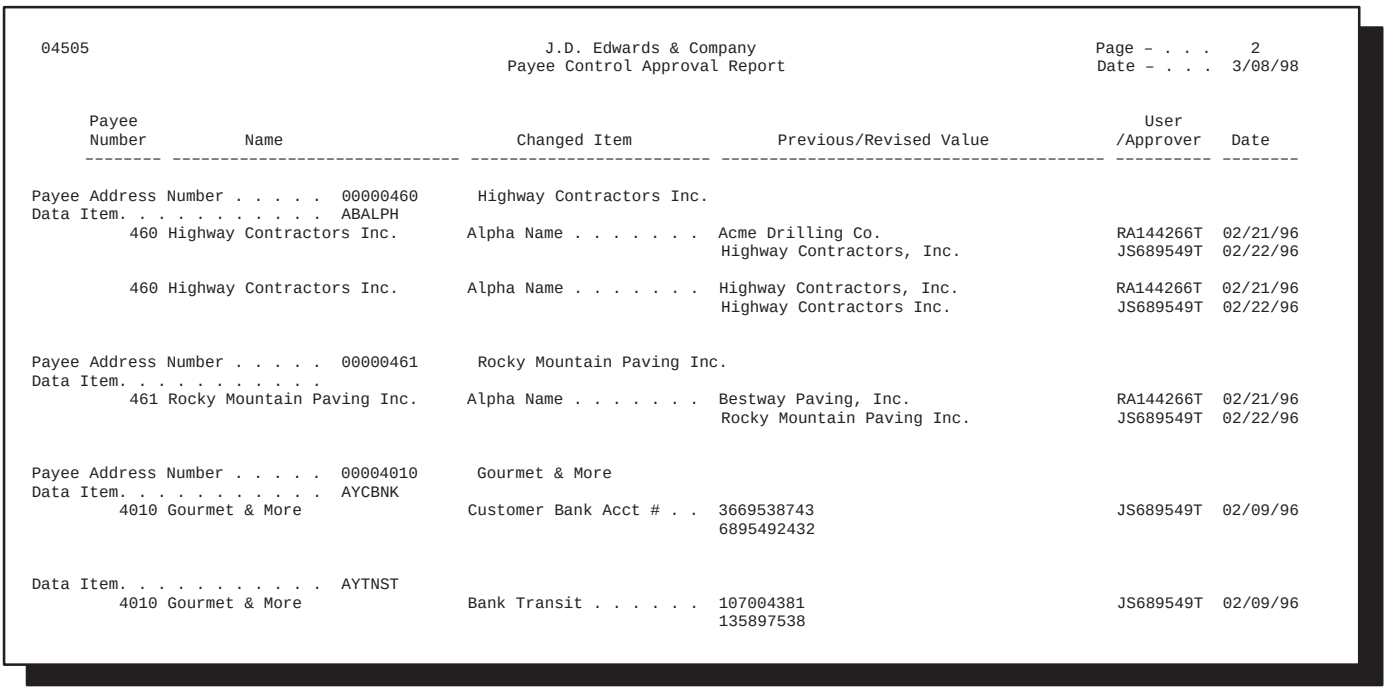
From A/P Advanced & Technical Operations (G0431), choose Payee Control Approval Report

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.

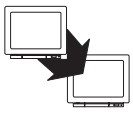
This batch report retrieves information from the Payee Control table (F0450).



```
04505                                   J.D. Edwards & Company                          Page - . . .    2
                                    Payee Control Approval Report                       Date - . . .  3/08/98

     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  02/21/96
                                                                    Highway Contractors, Inc.            JS689549T  02/22/96

         460 Highway Contractors Inc.       Alpha Name . . . . . .  Highway Contractors, Inc.            RA144266T  02/21/96
                                                                    Highway Contractors Inc.             JS689549T  02/22/96


Payee Address Number . . . . .  00000461      Rocky Mountain Paving Inc.
Data Item. . . . . . . . . . .
         461 Rocky Mountain Paving Inc.     Alpha Name . . . . . .  Bestway Paving, Inc.                 RA144266T  02/21/96
                                                                    Rocky Mountain Paving Inc.           JS689549T  02/22/96


Payee Address Number . . . . .  00004010      Gourmet & More
Data Item. . . . . . . . . . .  AYCBNK
         4010 Gourmet & More                Customer Bank Acct # . .  3669538743                        JS689549T  02/09/96
                                                                    6895492432


Data Item. . . . . . . . . . .  AYTNST
         4010 Gourmet & More                Bank Transit . . . . . .  107004381                         JS689549T  02/09/96
                                                                    135897538
```

Purge Approved Payee Control Records

Purging Approved Payee Control Records



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.

After you approve changes to controlled data, purge the control records. The purge selects and purges records in the Payee Control table (F0450). Purging control records removes the audit trail.

This is a batch program.

See Also

- *Purging Processed Batch Vouchers (P00PURGE)* for the processing options for this program

Technical Processes

Objectives

- To update year-to-date voucher amounts
- To update accounts payable ledger information based on address book
- To purge closed A/P records

About Technical Processes

Occasionally, you might need to see a supplier's year-to-date (YTD) voucher totals, and update or purge A/P records. To do so, complete the following:

- ❑ Work with YTD voucher amounts
- ❑ Update A/P ledger from address book
- ❑ Purge A/P records

Work with YTD Voucher Amounts

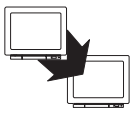
Working with YTD Voucher Amounts

As part of your cash management procedures, you will want to review the total vouchered amount for a supplier. To see accurate totals, you must first 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.

Working with YTD voucher amounts consists of:

- ❑ Correcting YTD voucher amounts
- ❑ Updating YTD voucher amounts
- ❑ Reviewing YTD voucher amounts

Updating YTD Voucher Amounts



From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update Voucher Amount

When you update YTD amounts for your vouchers, 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

Update YTD Voucher Amounts is a batch program.

Before You Begin

- ❑ Enter all vouchers for all companies for the period or fiscal year

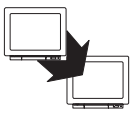
What You Should Know About

Purging A/P records — If you purge your A/P records more than once a year, remember to update your supplier YTD voucher amounts each time you do so.

Processing Options for Update YTD Voucher Amount

```
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:
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.
```

Correcting YTD Voucher Amounts



From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update Voucher Amount

If the system cannot update a supplier's balances, it lists the supplier as an error on the A/P Annual Close report. Use this report to review and correct any problems.

After you update YTD voucher amounts and correct any problems that prevented a supplier's balance from being updated, you must run Rework A/P Annual Close. Use data selection to select only those suppliers that you have not already updated.

04820 J.D. Edwards & Company Page – . . . 1
A/P Annual Close Date – . . . 10/04/98

Address	Alpha	Error Message	Document	Reference
1001	Edwards, J.D. & Company			Blank CRCA in F0401
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	404 PD 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	5263 PL 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	10013 PM 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	405 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	406 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	409 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	578 PV 001	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	1501 PV 001	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	2314 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	2412 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	2804 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	3071 PV 001	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	3098 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	3196 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	3392 PV 000	
1001	Edwards, J.D. & Company	3845 Currency Exchange Rate Not Found	5447 PV 000	

Reviewing YTD Voucher Amounts

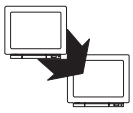
After you update YTD voucher amounts, you can review the information you updated in either of two ways:

- Review supplier balances online
- Review supplier balances on a report

Before You Begin

❑ Run the Update YTD Voucher Amounts program so that your supplier records reflect accurate year-to-date and prior year-end amounts

▶ To review supplier balances online



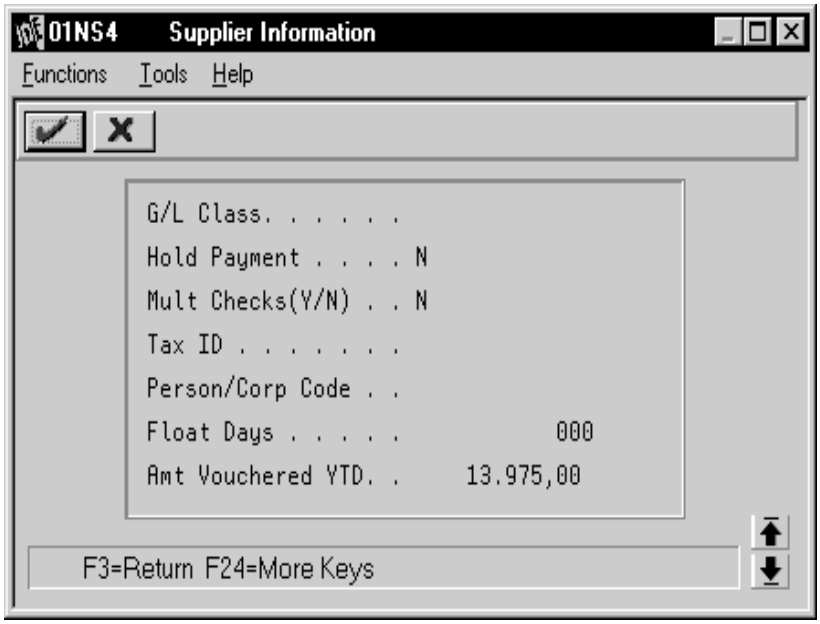
From Accounts Payable (G04), choose Supplier & Voucher Entry

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

You can review supplier balances online using any form that displays the supplier number.

On Supplier Master Information

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 a 3 in the following field for a supplier to access Supplier Information:
   - Option



4. On Supplier Information, roll down to review additional information.

▶ To review supplier balances on a report

From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Supplier Analysis

Print a version of the Supplier Analysis report.

Exercises

See the exercises for this chapter.

Update A/P Ledger from Address Book

Updating A/P Ledger from Address Book

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.

Depending on the changes you make, you update the A/P ledger from Address Book to do one of the following:

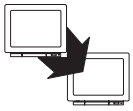
- ❑ Update approver and category code 7 information
- ❑ Update voucher category codes

You also run this update program if you change the default value for an address book category code on a supplier record.

Before You Begin

- ❑ Run this update program during off-peak hours and ensure there are no users on the system

Updating Approver and Category Code 7 Information



From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update A/P Ledger from Address Book

You should update approver/category code 7 information periodically if you use:

- An approver number when you enter logged vouchers
- Category code 7 when you enter vouchers with 1099 information

When you change the approver number or category code 7 in the supplier record, the system does not automatically change existing transactions in the A/P Ledger table (F0411). You need to update the A/P ledger with your changes.

Example: Updating Approver Number and Category Code 7

The following example illustrates an issue that you might encounter if you do not update the approver and category code 7 information.

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 that you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following illustrates 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

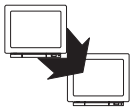
Melvyn Easter enters his approver number (6000) on Voucher J. E. Redistribution. The system displays all vouchers that have Melvyn Easter (number 6000) as approver depending on the following:

- If you do not update approver and category code 7 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 and category code 7 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).

See Also

- *Using Category Code 07* in the *1099 Processing Guide*
- *Working with Logged Vouchers (P04105)* for information about approver numbers

Updating Voucher Category Codes



From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update A/P Ledger from Address Book

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 from Address Book only if you make any of the following changes:

- You change one of the values for a voucher category code (01/01-01/30). For example, the category code is Manufacturing Materials. Within that code, you change one of the values from PRC (Processing Chemicals) to PPK (Product Packaging).
- You change the voucher category code. For example, you change the category code 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 from Address Book, you specify in a processing option which voucher category codes that you want to update. This program updates the voucher category codes in the Address Book Master (F0101) to the Accounts Payable Ledger (F0411).

See Also

- *Setting Up Category Codes for Vouchers (P00051)* for more information about voucher category codes and how they are used for transactions

Processing Options for Update A/P Ledger from Address Book

```
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.

2. 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                           _____________
```

What You Should Know About Processing Options

Processing option 1

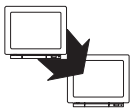
If you use category code 7 for 1099 processing, you might want to set a processing option to prevent this category code from being updated.

Processing option 2

The actual codes that you use as voucher category codes do not necessarily appear in this processing option. Instead, voucher category codes 01-10 in this processing option link to the codes that you assigned to data dictionary items YC01-YC10. For example, voucher category code 01 is the code that you assigned to YC01, 02 is the code that you assigned to YC02, and so on.

Purge A/P Records

Purging A/P Records



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. When you purge A/P records, you run a batch program that:

- Removes paid transactions from the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) 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.

This is a DREAM Writer program.

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.

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

What You Should Know About

Purging unpaid drafts

The purge program purges all drafts that have not yet been paid. This is because the draft document type P1 does not have a G/L date or an open amount.

To prevent this from happening, use the data selection to exclude documents with document type P1 and pay status D.

Purging A/P information that impacts other systems

Be careful that you do not purge A/P ledger information that might be needed by other systems, such as Contract Billing, Purchasing, and so on.

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.

Processing Options for Purge Closed A/P Records

```
AS OF DATE:
1. Enter G/L Purge 'As Of' Date.                    _____
```

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.

To prevent the system from purging drafts that have not yet been paid, exclude documents with document type P1 and pay status D.

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

Appendices

Appendix A — Data Models

The flowchart on the following page illustrates the relationships among the principal physical tables in the Accounts Payables system. In order to present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom used features have been omitted. The flowchart flows left to right and top to bottom. Control tables are on the left, master tables are toward the center, and transaction tables are on the right.

Appendix B — Test Yourself Answers

Entering Suppliers

1. Enter a 2 in the Hold Payment field
2. Supplier Master table (F0401)
3. To enter the address book number of a special payee address
4. The system supplies the primary address from the Supplier Number field

Entering Vouchers

1. PV
2. PD
3. V
4. Any two of the following:
    - Voucher number
    - Document number/Company
    - Supplier number
    - Company
    - G/L date
    - Currency code
5. A/P Ledger table (F0411)
6. Account Ledger table (F0911)
7. When you post the payment

Posting Vouchers

1. When you post
2. D
3. P
4. D
5. AE
6. V

Working with Recurring Vouchers

1. Enter the following:
   - Number of payments
   - Recurring frequency
2. PR

Entering Multiple Vouchers for Suppliers

1. When you have multiple invoices from a supplier with the same due dates and G/L dates.
2. When you have vouchers for multiple suppliers with the same due dates and G/L dates.
3. False
4. F10

Preparing Vouchers for Payment

1. In the processing options
2. It shows:
   - The balance in your balance sheet
   - The amount due for your vouchers by bank account
   - The total amount due for all vouchers for all companies
3. Change the data selection to Pay Status equal to (EQ) A

Entering Manual Payments

1. When you need to remit payment immediately to a supplier for an invoice that currently exists in the A/P system
2. When you need to remit payment and enter an invoice as a voucher for a supplier at the same time
3. W
4. PN

Reviewing Supplier Ledger Information

1. On Supplier Ledger Inquiry, access Additional Selections, specify the amount range, and press Enter
2. On Supplier Ledger Inquiry, access the fold area, or toggle the form format
3. On Supplier Ledger Inquiry, enter option 5 for the voucher to access the Detail window

Reviewing Payment Information

1. On Supplier Payment Inquiry, access Additional Selections and enter 100.1110.BEAR in the G/L Bank Account field
2. On Supplier Payment Inquiry, enter T in the Payment Instrument field

Working with AAIs

1. PB
2. PC
3. When you pay the voucher
4. Use the Voucher Suspense field on Company Constants
5. It is a one- to four-character user defined code that defines the A/P liability account by A/P class code (G/L offset) for each company

Appendix C — Quick Reference for A/P Codes

A/P Codes

Menus

G04	Accounts Payable
G0411	Supplier & Voucher Entry
G04111	Other Voucher Entry Methods
G0412	Manual Payment Processing
G0413	Automatic Payment Processing
G0414	Accounts Payable Reports
G0421	Periodic Processes
G0422	Annual 1099 Processing
G0431	Advanced & Technical Operations
G04311	Batch Voucher Processing
G04312	Download Master Files to PC
G0441	Accounts Payable Setup

Payment Status Code

A	Approved for payment
#	Payment in-process
P	Paid in full
%	Withholding applies
D	Draft accepted

Any others are a type of payment hold:

H	Held/Pending approval
R	Retainage

Payment Terms

Blank	Net 30
1	1/10, Net 30
5	Split payment (50/50)
A	Due on the 10th of the next month
D	Due upon receipt
R	Due on the 1st of next month

Document Types

Original Documents

PV	Voucher
PR	Recurring voucher
PM	Manual voucher (w/o Voucher Match)
PD	Debit memo
PL	Logged voucher

Matching Documents

PE	Change to Voucher Amount (when amount on a posted voucher is changed)
PK	Created when voucher is paid through automatic payment processing
PN	Created when manual payment is processed
PO	Created when posted payment is voided
PT	Electronic Funds Transfer Payment

Appendix D — Currency Codes and Decimals

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.

Multi-Currency Option "On"

"Units" Ledgers

Decimals for unit ledger types, such as BU and AU, are determined by the Display Decimals in the data dictionary.

"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 French francs (FRF) as its base currency, and its AA ledger then represents FRF.

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 French francs (FRF). 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 FRF.

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.

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.

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.

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.

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 franc (BEF) company with sales originating in Belgian francs, French francs (FRF), 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

Detailed Posting by Currency

Account	CRCD	CRCX	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summary Posting by Currency

Account	CRCD AA	CRCX AA	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Appendix E — Batch Input Setup

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 J.D. Edwards 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 J.D. Edwards 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.

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	RCO	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 J.D. Edwards.	F0413 F0414	Blank User assigned only
EDTC	Transaction Action	R	Required to delete a transaction (EDTC=D). Enter only one line to indicate the J.D. Edwards 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.
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

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.
ATXA	Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.		X00TAX 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.
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.

Field	Description	R C O	Explanation	Value	Default
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 J.D. Edwards batch number each time this value changes.		
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	

Field	Description	R C O	Explanation	Value	Default
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.		
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.		

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.

Field	Description	R C O	Explanation	Value	Default
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			
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	O			G/L or invoice date, based on a processing option.
DSVJ	Service/Tax Date	O			G/L or invoice date, based on a processing option.
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	

Field	Description	RCO	Explanation	Value	Default
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.		
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.	V = voucher	V
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			

Field	Description	R C O	Explanation	Value	Default
RDSM RDSD RDSY	Reminder Stop Date	O		Valid date	
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			

Table 4 — Ignored Fields

If you enter data into these fields, the functional server does not pass it to the J.D. Edwards 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)		
RDRL	Level Last Reminder Sent (A/R only)		
RMDS	Total Sent Reminders (A/R only)		
SFXO	Order Suffix		
TORG	Transaction Originator		System

Field	Description	Value	Default
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		

Appendix F — Payment Processing (A5.2 to A8.1 Comparison)

This appendix contains important information for users who:

- Are upgrading from A5.2 or A6 to A8.1
- Are currently using the A/P Payment programs
- Have not already switched to the new A/P Payment programs, available with PTF A61PC000FA and A61PC000FB or A6.2

With the release of version A7.3, there are substantial changes to the way the system processed A/P payments. These changes are, of course, reflected in version A8.1. This appendix explains the setup and processing options for the old payment programs and relates each to how it is now handled for the new payment programs.

You should use this document as a supplement to the documentation for *Automatic Payment Processing*. The information in this appendix is presented in a format that should be helpful in guiding you through the change from the old to the new process.

This document is subdivided into sections, each dealing with a particular group of setup or processing procedures:

- A8.1 Installation
- Supplier and Voucher Setup
- Bank Account Information
- Pre-Payment Setup and Processing
- Payment Printing
- Other Changes

After you complete the conversion process and begin to use the new payment programs, you will notice the increased functionality of the new programs. Response Line representatives will assist you with any questions or concerns that you might have during this change.

A8.1 Installation

Application-Specific Instructions

If you are converting from A5.2 to A6 and then to A8.1, there are several A6 ASIs that you do not need to perform. These are not required to implement the new payment process:

P04550 - DREAM Writer: system code 04

This instruction tells you to verify that the worktable, F04550, exists in your production library and that all DREAM Writer versions have been converted from numeric to alphanumeric. This is no longer necessary because new Create Payment Groups (P04570) does not create the worktable or members that are based on the version identifier.

P04552 - DREAM Writer: system code 04

This instruction tells you to convert all of the DREAM Writer DEMO versions from numeric (for example, 001) to alphanumeric (for example, XJDE0001), and then to add three new versions for Italian, Canadian, and UK checks. This is no longer necessary because these DREAM Writer versions are obsolete in A8 and replaced with P04572xx.

00/PY - user defined code: system code 04

This instruction tells you to add a payment instrument I for Italian electronic funds transfer. You must still add the value I to the table, but the second description is no longer valid. The second description was used to specify the print and register programs for the payment instrument. This is now handled by Payment Instrument Defaults (P0417, menu G04411).

00/PY - user defined code: system code 00

This instruction tells you to add three payment instruments, X, Y, and Z, for EDI processing. You must still add these values, but the second description is no longer valid. The second description was used to specify the print and register programs for the payment instrument. This is now handled by Payment Instrument Defaults (P0417, menu G04411).

Post-Install Menu

The new A/P Payment Process Setup (P04570QD) is a program on the Post-Install Menu for A6.2 (A97U2) as well as A8.1 (A97U2). You must run this program once, at either the A6.2 or A8 level. This program performs three steps:

1. Initializes the Alternate Payee field for all vouchers in the Account Ledger table (F0411)
2. Updates the F0030W table from data in the Bank Transit Number Master table (F0030)
3. Deletes the old A/P check libraries

Supplier and Voucher Setup

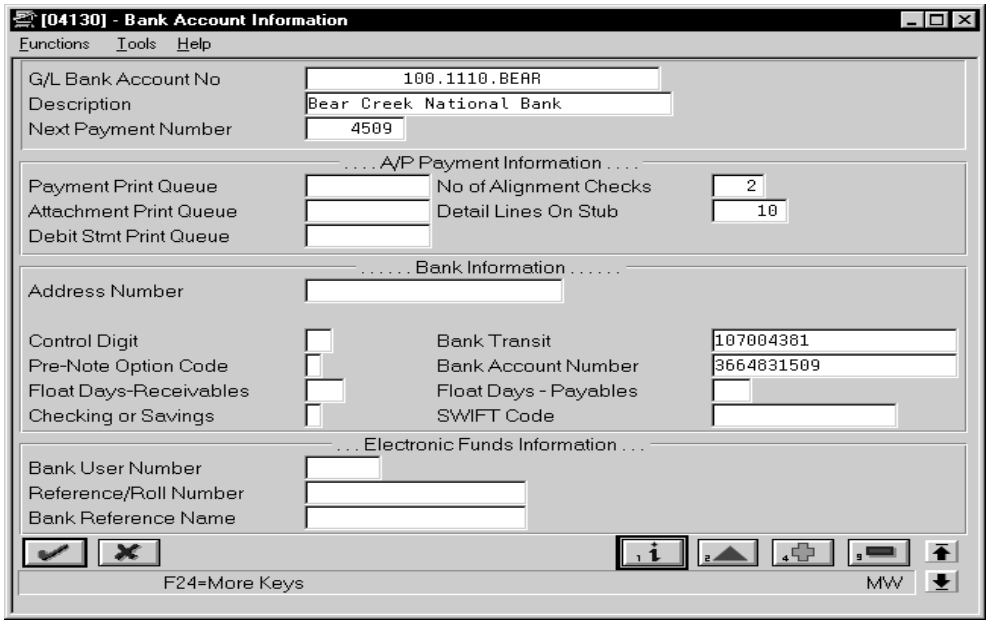
Payment information is associated with the supplier or with the voucher. Most payment information is still used the same way, such as the pay status, payment terms, multiple payments, and so on. Data that requires different input or is used differently is listed below.

Old	New
The **Payment Instrument** field on Supplier Master Information was a user defined code. The user defined code list was used to indicate which payment and register programs the program should use for a payment instrument.	The program still uses the **Payment Instrument** field to indicate the payment and register programs as well as the attachment and debit statement programs, but not through the user defined code lists. You must set up Payment Instrument Defaults (P0417, menu G04411) with the payment instruments and associated programs. The program uses information from this table during the Create Payment Groups process to establish the default programs. These programs can be overridden through the payment processing programs at print and update time, regardless of the payment instrument association.
The **Pre-Note Code** field on Supplier Master Information indicated that the tape has not passed bank inspection and hard copy payments must be printed during the first run for the supplier.	The **Pre-Note Code** field works the same way in the new process. However, you can override the pre-note code restriction by using the Pre-Note Option code associated with a bank account through Bank Account Information (P04130, menu G04411).

Old	New
An **alternate payee** was established by either entering a value manually through voucher entry or speed release, or during the pre-payment process by using the processing option for the special payee address in the address book.	The program now updates the **Alternate Payee** field with a value when you enter a voucher. You can use this field and its corresponding bank account information for selection during the pre-payment process. This field must contain information in order for the payment process to function properly. If you leave it, the program uses either the supplier or the Address Book factor/special payee address as a default based on a processing option for the A/P Voucher functional server (XT0411Z1).
The **Check Handling Code** on the voucher entry forms was used to sort, select and group vouchers for payment. However, only the left-most character of the three-character field was available for use.	The purpose and function of the **Payment Handling Code** field are the same. However, all three characters are now available for use, because a code of 999 no longer holds any particular significance.

Bank Account Information

There are two programs that allow you to update and maintain information related to bank accounts (either your bank account or your suppliers' bank accounts).



Old	New
Bank account information was maintained in **Bank Account Information** (P04130, menu A04311).	The A/P payment process still uses **Bank Account Information** and still allows you to input the same information. There is now substantially more information that can, and in some cases must, be entered for each of the bank accounts that payments are generated from. The required information is Next Payment Number and Number of Detail Lines. You must also enter bank account information for any bank account used in the new payment process.
Bank Account Cross Reference (P0030) and Bank Account Cross Reference Window (P0031) held information about the supplier's bank account.	The A/P payment process still uses the **Bank Account Cross Reference** programs and still allows you to input the same information. You can now also enter additional information for the supplier.

Pre-Payment Setup and Processing

Pre-Payment (P04550) has been replaced with a new Create Payment Groups program (P04570, menu G0413), which performs basically the same function. The vouchers to be paid are selected, marked as "in-process," and written to a payment worktable for printing and updating. While the overall function is similar, the actual program process is entirely different. Therefore, the input from you is also different. These differences are as follows.

Old	New
The **A/P Payment Sequence** table (F04926) tracked what stage a particular pre-payment version was at. For example, blank indicated nothing in progress for the version, 1 indicated pre-processing complete, B indicated payment print currently executing, and so on. The program did this to prevent you from re-running the same version at the same time and causing problems with the payment worktable member.	There is no need for the **A/P Payment Sequence** table in the new A/P payment process. The new process does not rely on creating worktable members. Therefore, the program allows you to run the same version as many times as you want. Only new vouchers that meet the selection criteria for the pre-payment version are selected and processed on subsequent runs of the version. Vouchers already in the payment process are not affected.

Old	New
If you ran the pre-payment program and decided you needed to **change the vouchers**, you were required to perform a Pre-Payment Unlock to release those vouchers from the process.	If you run the pre-payment program and need to **change the vouchers**, you now have several more options: You can undo (remove) vouchers from the payment process through the payment processing programs, either before or after they have been written. You can choose to undo all vouchers, selected groups of payments, selected payments, individual vouchers, and even individual pay items on a voucher (if the payment group has a next status of WRT (write)). You can also split a pay item, releasing only part of it from the current payment process.
The old A/P payment process required the **DREAM Writer version identifier** to begin with an alpha character. This is because the program created a table member with that version identifier as its name to store the payment information in the worktable.	The **DREAM Writer version identifier** restriction is no longer necessary. The version identifier can be any alphanumeric combination. In the new process, the program uses worktables that are not composed of individual members. The worktables separate different version information using key identification fields in the table themselves.
The **DREAM Writer selection criteria** was based on the A/P Ledger table (F0411). If you were working in a multi-currency environment, data had to be selected in a way that ensured that only one currency would be processed in one pre-payment run. If you were working in a single currency environment, you had to run one pre-payment per bank account.	The **DREAM Writer selection criteria** are now based on a join table between the A/P Ledger table (F0411) and the Bank Transit Number Master table (F0030). Also, because the program now creates payment groups that automatically separate payments according to specific information, it is not necessary for you to limit the voucher selection based on criteria such as currency. You can now run the Pre-Payment program against a much wider selection of vouchers and against multiple bank accounts.
There was a required **DREAM Writer sort sequence** that allowed minimal variations so you could sort payments by such things as company, special handling code, and so on.	There is still a required **DREAM Writer sort sequence** but it is now based on those fields necessary to create the payment groups. The program allows minimal variations so you can sort payments by due date, payments by company, and so on. These are shown in the DEMO versions provided.
To get a **separate payment by company**, the pre-payment sequence had to include the company. This feature worked correctly if you selected enough supplier data.	There is now a processing option that forces **separate payments by company**, regardless of the data selected. You must still sequence the information by company as shown in the DEMO DREAM Writer version.

Old	New
If you used a monetary account, the program wrote payments in the **currency** of that account. If you used a non-monetary account, the program wrote payments in the domestic currency.	The system no longer requires you to use a monetary account for foreign currency payments. There is now a processing option that allows you to indicate which **currency** should be chosen for payment.

Processing Options

Each processing option that was available for the old Pre-Payment program (P04550) is listed on the following pages. In this table, if an item is marked "Same," the option is available for the new Create Payment Groups program (P04570, menu G0413) and functions the same way.

Old	New
Pay Thru Date	❑ This option still exists and you can enter a specific date. You now have the option of entering displacement days instead of a specific date. You can enter either positive or negative displacement days. This allows you to avoid manually changing the date each time you run the program.
DW Version for Payment Print	❑ This option is no longer necessary. The Pre-Payment program obtained the payment sequence from Print Payments (P04552). The program now handles this with a processing option that requests which print sequence ID should be used. You set up sequence IDs on Sequence Review (P0415, menu G04411). You can change the sequence at print time through the payment processing programs.
Remit Payments to Special Payee Address	❑ This option is no longer necessary. This is handled when you enter a voucher, through a processing option for the A/P Voucher functional server (XT0411Z1).
Print Attachment	❑ Same.
Submit the Post	❑ This option is now handled by a processing option for Work With Payment Groups (P04257, menu G0413).
Discount Allowance	❑ Same.

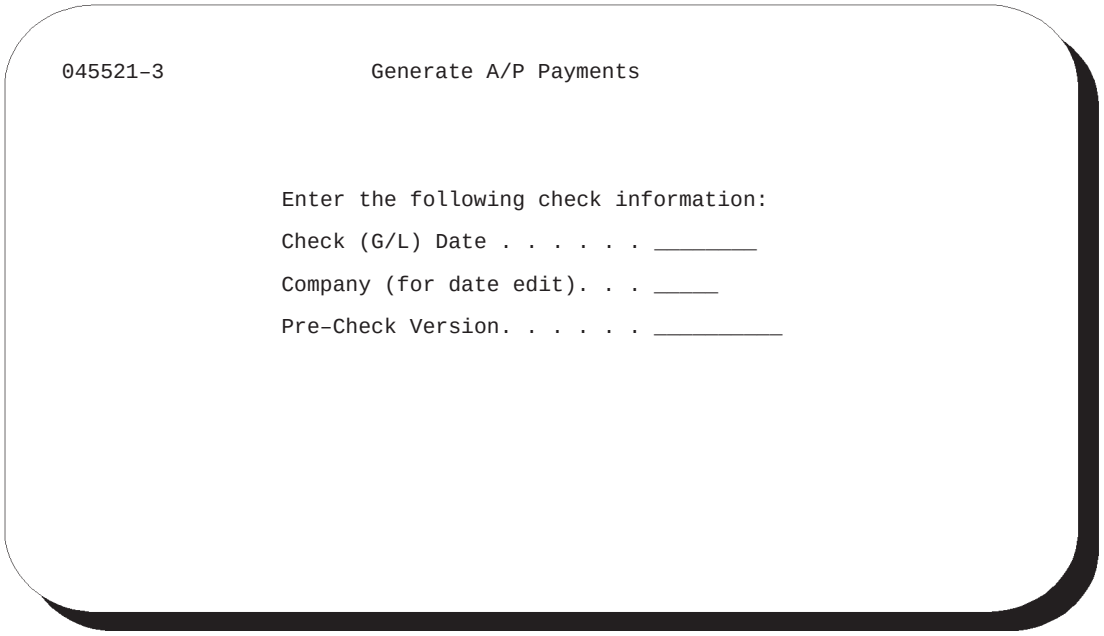
Old	New
Override Bank Account	❑ This option is still available but is no longer a required entry. If you do not enter a bank account, the program uses the bank account of the voucher.
Check Separator Amount	❑ This option is no longer available. There is a new option that allows you to specify both minimum and maximum amounts to limit the payments included in the run. This option also automatically changes the payment instrument on excluded vouchers, which simplifies selection in a later payment run. You can sort payments by amount by using the sequence ID, as discussed above.
Electronic Funds Transfer/EDI	❑ Same.
Print Separate Draft by Due Date	❑ This option has been modified to work for both drafts and standard payments. You must sequence by due date.
Collate Checks by Contract Number or Job **Print Subcontract Checks**	❑ The program now handles collating payments by contract number or job through the sequence ID setup. It handles printing of subcontract payments through the print program set up on Payment Instrument Defaults (P0417, menu G04411). You can override this setup at print time through the payment processing programs. There are processing options available for printing subcontract or job information on the Create Payment Groups report (P04570, menu G0413) and the Register (P04576).
Submit Calculate Withholding Program **Calculate Withholding Version**	❑ Same.

Custom Code

If you have custom edits in the Pre-Payment program, J.D. Edwards has provided a user exit program from the new Pre-Payment program (X04570) that allows you to maintain your edits without having to modify the J.D. Edwards standard code. There is a processing option that activates the user exit from Create Payment Groups (P04570, menu G0413).

Payment Printing

Print Payment (P04552x) has been replaced with a print driver program (P04571) that performs all necessary table updates and individual print programs for payments (P04572xx), attachments (P04573xx), and debit statements (P04574xx).



Old	New
The A/P payment process used a menu selection to call the payment prompt form and begin the **payment print** process for only those vouchers selected through one pre-payment version.	You invoke the actual **printing of payments** through the payment processing programs rather than from a menu selection. You can choose to print any combination of payments available for print, regardless of which pre-payment version they were created with. You can print all payments at one time, selected groups of payments, or individual payments.
You performed the **print and update** process together in an interactive mode.	You can choose to **print and update** the payments as separate steps (which is recommended for hard copy payments so you can verify that everything printed correctly), or you can choose to print and update in one step, (which is recommended when doing tape output). You can also choose to perform these processes interactively or in batch by using a processing option for Work With Payment Groups (P04257, menu G0413).

Old	New
You specified the mode of payment on the payment prompt form to indicate which **payment print program** (including the attachment and debit statement) that the program should use. This meant that all the payments being paid at this time would print in the same format.	The **print program, attachment program, and debit statement program**, as well as their individual output queues, are associated with payment groups and maintained in the worktable. The default programs are set up on Payment Instruments Defaults (P0417, menu G04411). You can revise this information through the payment processing programs prior to printing. This also means that you can select many payments for print, each of which could potentially print in a different format, on different media (hard copy or tape) and print on different output queues.
The **DREAM Writer sequencing** determined the print or tape sequence of the actual payments.	The **sequence ID** associated with the payment group determines the print sequence. You can set up the sequence ID through Sequence Review (P0415, menu G04411). It is initially assigned from a processing option for Create Payment Groups (P04570, menu G0413) but can be revised through the payment processing programs prior to printing.

Processing Options

Each processing option that was available for the old standard print program (P04552) is listed on the following pages. In this table, if an item is marked "Same," the option is available for the new Print Payments program (P04571) and functions the same way.

Old	New
Debit Statements	❑ This option no longer exists. This is handled one of three ways in the new process: To **bypass** debit statements, set your minimum amount to exclude debit balances from the payment process. If you want to see what debit balances exist but bypass them during the payment process, you can allow them to be created during Create Payment Groups, run the Payment Analysis report to review them, or review them online through the payment processing programs and then undo them. To **print a separate debit statement form**, put that program into the user defined code list for debit statement programs (04/PD) and into the Debit Statement Program field for the payment instrument on Payment Instrument Defaults (P0417, menu G04411). To **print the debit statement as a payment**, (hard copy or tape), put the print program in the user defined code list for debit statement programs (04/PD) and into the Debit Statement Program field for the payment instrument on Payment Instrument Defaults (P0417, menu G04411).
Minimum Check Amount	❑ This is now a processing option for Create Payment Groups (P04570, menu G0413). It allows both a minimum and a maximum requirement. It can automatically change the payment instrument for excluded vouchers for ease of processing at a later date. You can print payments within a range of amounts through Work With Payment Groups - Write. You can select payments to display using the Amount From and Amount Thru fields. After you display the payments, you can print them separately from the other payments in the payment group.
Void Checks	❑ This is now a processing option for Work With Payment Groups (P04257, menu G0413).
Translation	❑ Same.
DW Version for Check Register	❑ This is now a processing option for Work With Payment Groups (P04257, menu G0413).

Old	New
Print Control Number of Detail Lines Alignment Checks	❑ This information is maintained at the bank account level and can be entered through Bank Account Information (P04130, menu G04411).
Summarization Summarize Pay Items Summary Description	❑ These options now appear on Create Payment Groups (P04570, menu G0413).
Display Payment Instrument	❑ This option is no longer necessary. Default print and update programs are determined by the payment instrument when you create payment groups. You can override the default at print and update time through the payment processing programs. You assign the default programs through Payment Instrument Defaults (P0417, menu G04411).
Electronic Funds File ID Modifier Company ID Tape Payment Detail Description	❑ Same. These options still appear on the tape print programs.
BACS European Tape Processing Processing Dates	❑ This option is now available on Work With Payment Groups (P04257, menu G0413).
BACS European Tape Processing Bureau Number	❑ Same. This option still appears on the BACS Tape Print program.
Value/Cleared Date	❑ This information can be updated through Work With Payment Groups (menu G0413).

Print Program Setup

There are DREAM Writer processing options for most of the print and tape programs. There is a J.D. Edwards DEMO version, ZJDE0001, for each program. You should review these options and enter valid values for your specific company requirements, especially for the tape programs.

To access the DEMO version, locate the specific program through the Versions List (menu A81). Change the existing ZJDE0001 version or create multiple versions for your specific needs. In most cases, one version is sufficient.

Processing option 7 for Work With Payment Groups (P04257, menu G0413) allows you to specify the version of the print program to use at print time. The default is the ZJDE0001 version. To specify a different version, enter the version name in the option.

Custom Code

If you have custom print payment, debit statements, register, or attachment programs, you can easily integrate them into the new process. The print programs have been separated into payment print, debit statement print, and attachment print programs. All table updates have been removed from the print programs and the register program. An image of the payment record is passed to all the print programs. From this information, you can retrieve any other necessary information from the tables.

To create your own custom print programs, use one of J.D. Edwards programs as a template. Replace the output table and field output code with your own format requirements. Add your new program to the user defined codes (system 04, user defined codes PP, PA, PD, and PR). You can also add your programs to Default Payment Instrument (P0417, menu G04411) as the default print programs.

To print a separate debit statement form, put that program in the user defined code list for debit statement programs (04/PD) and in the Debit Statement Program field for the payment instrument on Payment Instrument Defaults (P0417, menu G04411).

Other Changes

Automatic Accounting Instructions (AAIs)

There is no change to how AAIs are set up and used with automatic payments.

BACS

The old A/P payment process used several programs to accomplish the required BACS tasks, such as translation, copy to tape, re-creation of the tape, and the approval process. These programs have been consolidated and are all available through Copy to Tape (P0457, menu G0413). Copy to Tape has a processing option for the BACS format and functions. There is also a processing option for Work With Payment Groups (P04257, menu G0413) that displays BACS date fields for input.

Payment Analysis Report versus Cash Requirements Report

The Payment Analysis Report (P04578, menu G0413) allows you to review all payments currently in the payment process. This report can list payments ready to be written or those that have been written and are ready for the update process. This report can be printed in summary or detail, and DREAM Writer can be used for selecting and sequencing the data. Because it is so easy to run pre-payments for all vouchers and then undo them through the payment processing programs, you can use this report instead of the Cash Requirements Report to review the payments.

Update Address Book to Supplier

In the old A/P payment process, you ran Update Address Book to Supplier (P04802) to update the alpha name in the A/P Ledger table (F0411) if you were sequencing your payments by alpha name. This is no longer necessary. The A/P Ledger table no longer has the alpha name in it. The program obtains the alpha name directly from the Address Book when it creates worktables.

Update Payments

You can now perform the update process independently of printing payments. You can set up any register print program as the default and can have processing options associated with that register print program.

Withholding

There is no change to how withholding is set up or used with automatic payments.

Menu Comparison

The processing options now available for Work With Payment Groups (P04257, menu G0413) and Copy to Tape (P0457, menu G0413) allow you to set up different versions of these programs that are tailored to specific users, tasks, or functions (BACS). Therefore, you will most likely begin to set up your own menus based on these different versions.

There were five menus in the old A/P payment process that dealt with automatic payments. These have been replaced with three new menus.

Old		New	
A0411	Automated Payment Processing	G0413	Automatic Payment Processing
A0436	A/P Drafts Daily Operations	G04411	Automatic Payment Setup

Old		New	
A04371	A/P Electronic Bank Payments	G0413	A/P Draft Daily Operations
A04372	BACS Electronic Bank Payments		
A0431	A/P System Setup		
		The option to go to Bank Account Information has been replaced with a call to the A/P Payments Setup menu (G04411).	

Program Comparison

The following table lists the old payment programs and their equivalents in the new payment process.

Old		New	
P04550	Pre-Payment	P04570	Create Payment Groups
P04551	Pre-Payment Edit Report		
P04550C	Pre-Payment Control Field	P04570C	Pre-Payment Control Field
P04550U	Pre-Payment Unlock	P04257W2	Write Payments
P04553	Restart Procedure	P04577	Reset Procedure
P04552x	Print Payments	P04572xx	Print Payments
		P04573xx	Print Attachments
		P04574xx	Print Debit Statements
		P04571	Print Payments
P04554x	Update Payments/Register	P04576xx	Print Register
		P04575	Update Payments
P045521	Payment Prompt	P04257W2	Write Payments

Old		New	
P04555	Create EFT Tape	P0457	Copy to Tape
P04559	BACS Copy to Tape		
P04560	BACS Recreation		
P04561	BACS Approval		
P049261	Reset A/P Check Sequence		
P04558	BACS File Remittance	P04581	BACS File Remittance
P045601	BACS Update Tape	P045601	BACS Update Tape
P045561	Translate BACS	P045561	Translate BACS
P04556	Translate BACS		
P045621	BACS Update Primary #	P045621	BACS Update Primary #
P04562	BACS Update Primary #		

Processing Options Comparison

The following table lists the processing options for the old pre-payment program and their equivalents in the new payment process.

Pre-Payment (P04550)	Create Payment Groups (P04570)	Comments
1	1	Added ability to use displacement days
2	---	Handled through Sequence ID (P0415)
3	---	Handled through voucher entry
4	7	---
5	---	Processing option 9 for Work With Payment Groups (P04257)
6	2	---
7	14	This option is no longer required
8	---	Processing option 3 for Create Payment Groups (P04570) allows you to specify minimum and maximum amounts
9	17	---

Pre-Payment (P04550)	Create Payment Groups (P04570)	Comments
10	5	This option applies to all types of payments, not just to drafts
11	---	Handled through Sequence ID (P0415)
12	---	Handled through Payment Instrument Defaults (P0417)
13	19	---
14	20	---

The following table lists the processing options for the old payment program and their equivalents in the new payment process.

A/P Check (P04552)	A/P Payment (P04572)	Comments
1	---	Handled through Payment Instrument Defaults (P0417)
2	---	Processing option 3 for Create Payment Groups (P04570)
3	---	Processing option 11 for Work With Payment Groups (P04257)
4	1	
5	---	Processing option 10 for Work With Payment Groups (P04257)
6	---	Handled through Bank Account Information (P04130)
7	---	Handled through Bank Account Information (P04130)
8	---	Processing option 12 for Create Payment Groups (P04570)
9	---	Processing option 13 for Create Payment Groups (P04570)
10	---	Handled through Payment Instrument Defaults (P0417)
11	---	Processing option 1 for tape print programs (for example, P04572T)
12	---	Processing option 3 for tape print programs (for example, P04572T)
13	---	Processing option 2 for tape print programs (for example, P04572T)
14	---	Processing option 4 for Work With Payment Groups (P04257)

A/P Check (P04552)	A/P Payment (P04572)	Comments
15	---	Processing option 2 for BACS Tape (P04572B)
16	---	Displays automatically on Review Payment Groups - Write

Document Location Comparison

The following table compares the location of A/P documents in A6.2 with their location in A8.1. In A6.2, all valid A/P documents were stored in the A/P Ledger table (F0411). In A8.1, documents are distributed among the Accounts Payable Ledger table, the A/P Matching Document table (F0413), and the A/P Matching Document Detail table (F0414).

A6.2	A8.1	Document Type
F0411	F0411	PV - Voucher
F0411	F0411	PR - Recurring voucher
F0411	F0411	PM - Manual voucher
F0411	F0411	PD - Debit memo
F0411	F0411	PL - Voucher logging
F0411	F0411	P1 - Draft
F0411	F0411	PE - Change to voucher amount
F0411	F0411	All document types in the 00/DV user defined code list
F0411	F0413	PK – Automatic payment, header level
F0411	F0413	PN - Manual payment, header level
F0411	F0413	PT - Electronic funds transfer, header level
F0411	F0413	P1 - Draft, header level
F0411	F0414	PK - Automatic payment, detail level
F0411	F0414	PN - Manual payment, detail level
F0411	F0414	PT - Electronic funds transfer, detail level
F0411	F0414	P1 - Draft, detail level
F0411	F0414	P0 - Void payment

See *Understand User Defined Codes for A/P (P00051)* for more information on document types.

Appendix G — Structured Query Language (SQL)

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). To increase processing speed, match the selection criteria with the correct sequence value. For example, to use only logical files, enter the following values:

Supplier Number	• Paid: Y/N/P • Sequence Value: 4, 6, 7, 8*, A, 5
Supplier Number, Document Type	• Paid: Y/N/P • Sequence Value: 6, A
Supplier Number, Document Type, Document Number	• Paid: Y/N/P • Sequence Value: 6, A
Document Number	• Paid: Y/N/P • Sequence Value: 1
Document Number/Document Type	• Paid: Y/N/P • Sequence Value: 1
Supplier Number/Purchase Order Number	• Paid: Y/N/P • Sequence Value: 5*
Supplier Number/Invoice Number	• Paid: Y/N/P • Sequence Value: 4
Supplier Number	• Paid: N • Sequence Value: 2, B
Supplier Number, Document Number	• Paid: N • Sequence Value: 9*, 1*

Supplier Number, Document Number, Document Type	• Paid: N • Sequence Value: 9*, 1*

Appendix H — Net Changes for Release A7.3

Summary of Net Changes

The following is a checklist of net changes for Release A7.3 for the Accounts Payable system.

Accounts Payable

- ❑ **A/P Payee Control.** With this control feature, you can monitor and approve changes, such as the bank transit number, that are made to pertinent supplier information before payment is issued.

- ❑ **A/P Integrity Reports.** When balancing to the general ledger, you can include unposted transactions on the A/P Integrity reports. The system tests both posted and unposted transactions.

- ❑ **Supplier Ledger.** You can view associated payment information on Supplier Ledger Inquiry by setting both of the following:

  - ❑ The Paid field to 2 (Y) or 3

  - ❑ The appropriate processing option

  You can also view an unlimited number of parent/child relationships.

- ❑ **Vertex Tax.** The vertex tax calculator can be used to calculate sales, use, and exempt taxes in A/P. Vertex is used for U.S. taxes only.

All Financials Systems

- ❑ **Batch Review Security.** You can protect batches from being reviewed by unauthorized users with batch review security. This feature is on the Batch Approval/Post form. You can activate the Batch Review Security field, in addition to the already existing field for approval and post security.

Appendix I — Functional Servers

Several J.D. Edwards 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.

The steps for setting up business rules for an entry program are:

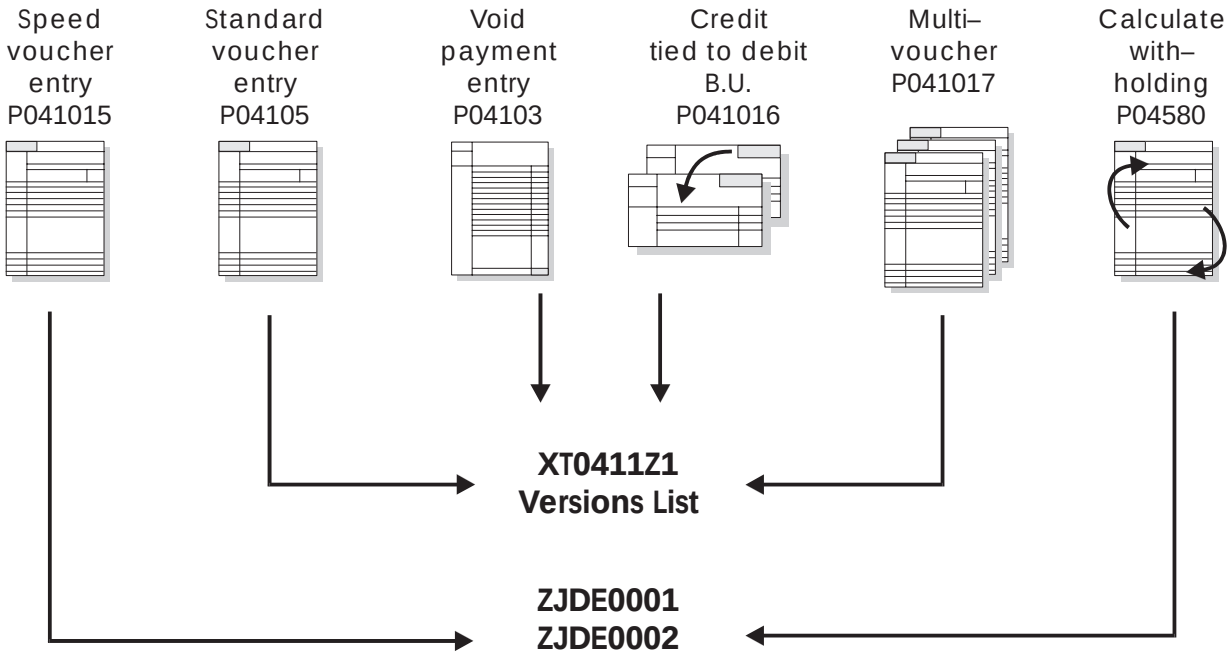
1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry 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. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

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 *Technical Foundation Guide*.

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



Glossary

Glossary

This glossary defines terms in the context of J.D. Edwards systems and the accompanying guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Formerly known as the *expedient method* and the *fast path method.* Contrast with *G/L method*.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's A/R transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

AZ ledger. The ledger type that the system uses for cash basis accounting.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

balance forward receipt application method. A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. See batch.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment.*

command. A character, word, phrase, or combination of keys you use to instruct the computer to perform a defined activity.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit.*

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with *input field.*

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction and Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

EDI. Electronic Data Interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

email. Electronic mail.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field.* (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name,

Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

file. See *table*.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Formerly known as the *tough/right method.* Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue

(43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing.*

interest invoice. An invoice calculated on paid invoices for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the system places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger.*

level of detail. The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

A=Major Product Directories
B=Product Groups
1=Basic Operations
2=Intermediate Operations
3=Advanced Operations
4=Computer Operations
5=Programmers
6=Advanced Programmers

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that sometimes appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

next numbers. A feature that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ = Equal To
LT = Less Than
LE = Less Than or Equal To
GT = Greater Than
GE = Greater Than or Equal To
NE = Not Equal To
NL = Not Less Than
NG = Not Greater Than

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system. The system uses the password to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or an invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss.*

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also known as a *vendor.*

supplier ledger. The record of transactions between your company and a particular supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application.*

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss.*

update payments. For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes that you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code type. The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards

provides a number of these lists for each system. You can create and define lists of your own.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher*.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a program, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street or avenue.

worked. A code that indicates whether a customer's account has been reviewed and updated. For example, you work an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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