

PeopleSoft®

EnterpriseOne
Global Solutions Belgium 8.9
PeopleBook

September 2003

EnterpriseOne
Global Solutions Belgium 8.9 PeopleBook
SKU REL9EBI0309

Copyright© 2003 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation.

Table of Contents

System Setup	1
Setting Up Your System for Localization	1
Setting Up User Display Preferences	1
Setting Up User Defined Codes	3
Setting Up Additional Bank Account Information	6
Setting Up Additional Voucher Information	7
Entering Customer Information for Parent Companies	9
Setting Up Tax Rate Areas	10
Setting up Tax Rates and Areas for Belgium	15
Additional Information	20
Setting Up an Alternate Chart of Accounts	20
Data Integrity and the Chart of Accounts	22
Multiple Ledger Types	24
Translation Considerations for Multilingual Environments	25
Translation Routines	26
J.D. Edwards Multicurrency Solution Summary	27
International Bank Account Numbers	29
Tax Processing	31
VAT Processing	31
Belgian VAT	32
Entering Journal Entries with VAT	33
Printing Monthly Payable and Recoverable VAT Reports	38
Working with the Monthly VAT Payable Report	39
Working with the Monthly VAT Recoverable Report	39
Working with the Yearly VAT Report	40
Working with the Quarterly VAT Report	42
Working with Processing Options for Belgian VAT Reports	45
Printing Invoices With an Attached International Payment Instruction (IPI)	62
Automatic Payment Processing	72
Setting Up Bank Account Information	73
Working with Payment Instruments	82
Working with Belgian Payment Formats	83
Setting Up Payment Instruments	87
Creating Payment Control Groups	93
Next Numbers for Create Payment Control Groups	96
Data Sequence for Create Payment Control Groups	111
Setting Up the Processing Options for Payment Groups	112
Working with Payment Groups	112

Printing the Payment Analysis Report.....	115
Reviewing Payment Groups.....	115
Reviewing Payments with a Write Status.....	116
Reviewing Payments with an Update Status.....	119
Revising Unprocessed Payments.....	120
Working with Automatic Payments.....	124
Writing Payments.....	124
Record Reservation for Payments.....	125
Payment ID Using Next Numbers.....	126
Resetting Payment Processing.....	130
Removing Processed Payments.....	131
Copying Payments to Tape.....	132
Updating the Accounts Payable Ledger.....	138
Working with the Text File Processor.....	148
Copying Text in the Text File Processor.....	149
Importing Text Using the Text File Processor.....	153
Resetting a Text Batch in the Text File Processor.....	154
Purging a Text Batch in the Text File Processor.....	154

System Setup

Before you use J.D. Edwards software, you must set up and define certain information that the system uses during processing. You use this information to customize the system for your business needs.

Setting Up Your System for Localization

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

Setting Up User Display Preferences

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

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

You use localization country codes to specify the country in which you are working. J.D. Edwards supplies localization country codes in user defined code table 00/LC. This table stores both two-digit and three-digit localization country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support that J.D. Edwards provides for that country.

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

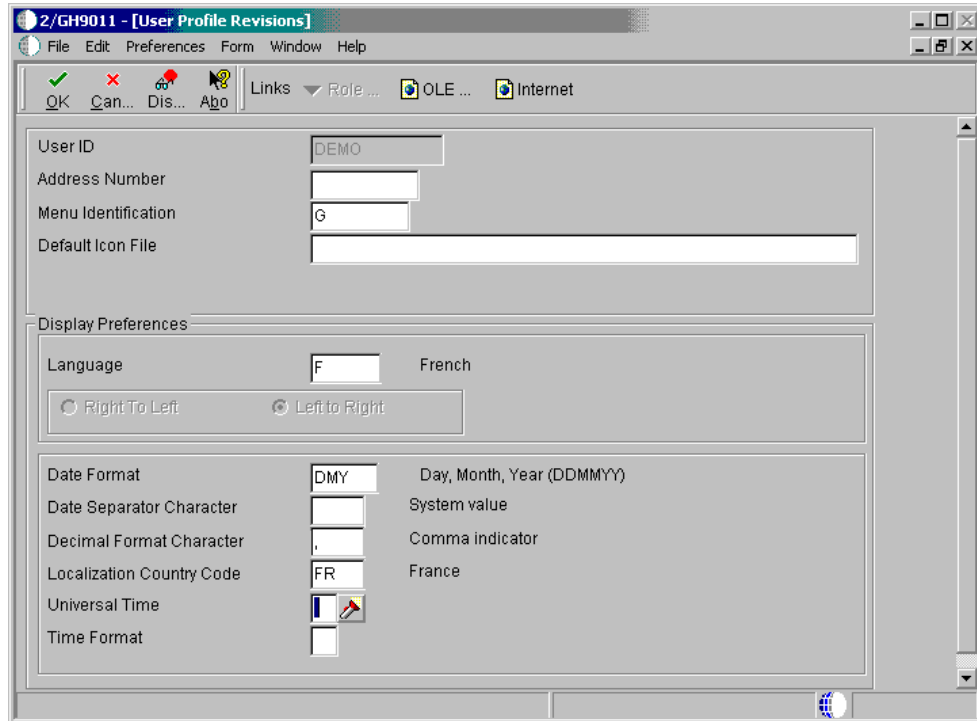
See Also

- ❑ *International Product Handbook* for more information about J.D. Edwards localization tier classifications and policies

► To set up user display preferences

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

1. On Work With User / Role Profiles, click Find to locate a user profile.
You can complete fields on the QBE line to limit your search.
2. Choose a record and click Select.



3. On User Profile Revisions, complete the following field:
 - Localization Country Code
4. Complete the following optional fields:
 - Language
 - Date Format
 - Date Separator Character
 - Decimal Format Character
5. Click OK.

See Also

- *User Profiles* in the *System Administration Guide*

Processing Options for User Profiles (P0092)

A/B Validation

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

Setting Up User Defined Codes

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

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

Caution

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

See Also

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

Payment Instrument (00/PY)

Set up user defined codes to identify each payment instrument that you use. You can associate payment instruments with documents so that you can process similar documents together. For example, you might set up payment instruments for automatic debits and automatic receipts.

In addition, you can associate a payment instrument with a bank account and a print program to generate a check or a bank file.

Produce Bank File (04/PP)

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

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

VAT Report Code (74B/TA)

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

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

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

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

Category Code 07 (01/07)

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

- 090 Export credits
- 092 International business credits

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

Note

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

IPI – Languages and Countries (00/IL)

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

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

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

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

Codes	Description 01	Description 02	Special Handling
AT	Austria	O - German	G
BE	Belgium	R – French, Dutch, or German	F
CH	Switzerland	O – German, French, or Italian	F
DE	Germany	R – German	G
DK	Denmark	Unspecified – Danish	DN
ES	Spain	R – Spanish	S

FI	Finland	R – Finnish and Swedish	FN
FR	France	R – French	F
GB	United Kingdom	NA	E

IPI – Address Line Sequencing (00/IA)

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

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

IPI – Charges Paid By (00/IC)

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

IPI – Form Types (00/IF)

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

IPI – Details of Payment (00/IP)

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

Setting Up Additional Bank Account Information

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

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

Note

When you add bank account information in the Bank Account Number field, ensure that the Control Digit is included, in addition to the Bank Account number in the Bank Account

Number field. The Control Digit field is considered part of the bank account number in Belgium.

Before You Begin

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

See Also

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

Setting Up Additional Voucher Information

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

Supplier Master Information

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Supplier Master Information - Address Book Revision

Address Number: 4003

Category Code 01: .

Category Code 02: .

Category Code 03: .

Category Code 04: .

Category Code 05: .

Category Code 06: .

Category Code 07: 090 Lumber

Category Code 08: .

Category Code 09: .

Category Code 10: .

Voucher Setup

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Standard Voucher Entry - Enter Voucher - Payment Information

Document No/Typ/Co: 00070 Batch No: 06799 Prev Doc:

Company: 00070 Luxe de France

Supplier Number: 4003 Alpine Industries Business Unit: 1

Invoice Number: 31321231 Discount %: Default Payment Terms:

Invoice Date: 06/06/05 G/L Date: 06/06/05 Service/Tax Date: 06/06/05

Currency: CAD Exchange Rate: Base: EUR Foreign:

Non-Taxable Amount	Non-Recoverable Tax Amount	Amount To Distribute	Adjust Doc Ty	Recur Freq	No. Pym	Hdl Cod	Cat Cd	1099 Flag	Pay Ext	C/R I/R	Closed Item	G/L Credit Account ID	Property Unit No.
		50.000,00					090						
		750.000,00					979						

Gross: 800.000,00 Disc: Tax: Taxable:

Note

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

Entering Customer Information for Parent Companies

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

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

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

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

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

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

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

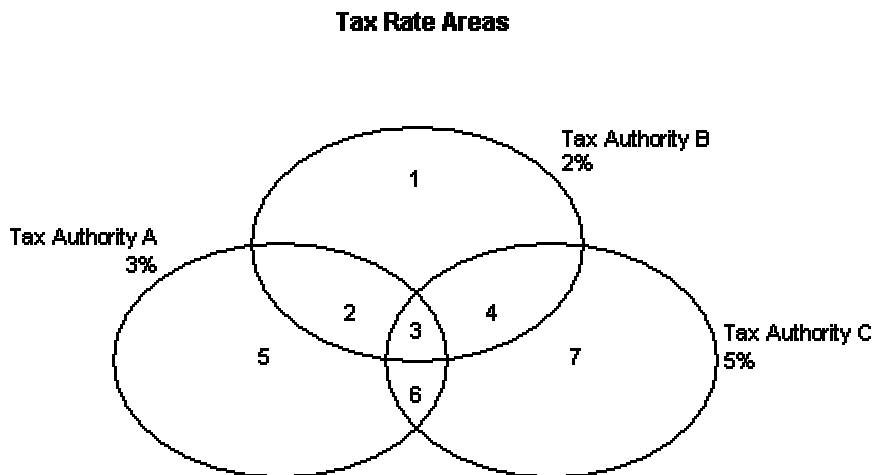
Setting Up Tax Rate Areas

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

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

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

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



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

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

For each tax area, however, the total tax burden can vary. It is the cumulative effect of multiple tax authorities for a single tax area that causes the tax burden to vary from one tax

area to another. For example, the businesses located in tax area 5 must remit tax to only one tax authority (Tax Authority A for 3%). Businesses in tax area 2 remit taxes to two tax authorities (Tax Authorities A for 3% and B for 2%), and businesses in tax area 3 remit taxes to all three tax authorities.

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

Tax Rate Areas for Items

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

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

Revising Tax Rate Areas

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

See Also

- ❑ *Setting Up a Base Pricing Structure* in the *Sales Order Management Guide* for more information about setting up item and customer price groups
- ❑ *Setting Up a Tax Rate for Intra-Community VAT* in the *Global Solutions Italy Guide*

Nonrecoverable VAT

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

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

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

Example: Using Nonrecoverable VAT

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

area for multiple tax authorities, the system applies the nonrecoverable tax to the first tax authority defined.

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

The screenshot shows the PeopleSoft interface for 'Tax Rate/Area Revisions'. The 'Tax Rate/Area' is set to 'ONT', with an 'Effective Date' of '07/01/01' and an 'Expiration Date' of '06/12/31'. The 'Description' is 'Canadian GST Tax (Ontario)'. Under the 'Tax Authorities' section, there are two entries: 'Revenue of Canada' with a 'G/L Offset' of 0 and a 'Tax Rate' of 7.000, and 'Treasurer of Ontario' with a 'G/L Offset' of 0 and a 'Tax Rate' of 8.000. The 'TOTAL TAX' is calculated as 15.000. There are also checkboxes for 'Compound Tax', 'VAT Expense', and another 'VAT Expense'.

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

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

- 1.4444 for RTGST
- 1.4445 for RTPST

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

Doc Type	Account	Account Description	Debit	Credit	Calculation
RI	3.5010	Store Sales		1,075	Taxable + (Tax x 50%)
AE	1.1210	A/R Trade	1,150		Taxable + Tax
AE	1.4444	VAT Payable (GST)	5*		(1,000 x 7%) - 75 = - 5
AE	1.4445	VAT Payable (PST)		80	1,000 x 8% = 80

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

Before You Begin

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

► To set up tax rate areas

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

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

The screenshot shows the PeopleSoft interface for 'Tax Rate/Area Revisions'. The form is titled 'Active Foundation' and includes a 'Select Workspace' dropdown set to 'Active Foundation'. The main form area contains the following fields and sections:

- Tax Rate/Area:** CO
- Effective Date:** 01/01/97
- Description:** Colorado State & Regional Tax
- Expiration Date:** 12/31/06
- Tax Authorities:** A table with columns: Address, Tax Authority, G/L Offset, Tax Rate. The first row shows '4010' in the Address field, 'Colorado State Treasurer' in the Tax Authority field, 'TXTX' in the G/L Offset field, and '3.800' in the Tax Rate field. There are three empty rows below.
- Compound Tax:**
- VAT Expense:** (two instances)
- TOTAL TAX:** 3.800
- Inventory/Purchasing/Sales Order:** Item Number and Maximum Unit Cost fields.

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

- Tax Rate/Area
- Description
- Effective Date
- Expiration Date
- Tax Auth 1

Enter the address number of the tax authority.

- G/L Offset
Only tax explanation code V uses the G/L Offset for the 2nd and subsequent tax authorities. The system ignores the field for all other tax explanation codes.

- Tax Rate

Note

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

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

Processing Options for Tax Rate/Areas (P4008)

Display

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

1 = show these fields

0 = hide these fields

Edits

Enter a value to validate Item Numbers

1 = Validate Item Numbers

0 = Do not validate Item Numbers

Setting up Tax Rates and Areas for Belgium

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

Note

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

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

Note

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

Code	Description 01	Description 02	Code Tax/Amount
00	Zero tax	Outgoing	A
01	6% tax	Outgoing	A
02	12%	Outgoing	A
03	21%	Outgoing	A
45	VAT Co-contractor	Outgoing	A

46	Free from VAT: Intracommunity goods	Outgoing	A
47	Free from VAT: Export, non-EU	Outgoing	A
48	Credit notes for code 46	Outgoing	A
49	Credit notes for others	Outgoing	A
54	VAT payable	VAT payable	T
55	Intracommunity Goods	VAT payable	T
56	Co-contractor goods and services	VAT payable	T
57	Non-EU import, VAT domestic	VAT payable	T
59	VAT recoverable	VAT recoverable	T
61	Corrected total VAT payable	VAT payable	T
62	Corrected total VAT recoverable	VAT recoverable	T
63	VAT on credit notes received	VAT payable	T
64	VAT on credit notes sent	VAT recoverable	T
81	Goods and services	Incoming	A
82	Services and others	Incoming	A
83	Investments	Incoming	A
84	Credit notes for code 86	Incoming	A
85	Other credit notes	Incoming	A
86	Intracommunity goods	Incoming	A
87	Other services	Incoming	A
98	Not in VAT report	Outgoing	A
99	Not in VAT report	Incoming	A

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

Tax Rate Area	Doc Type	VAT Code	Code Tax/Amount	Description of Tax Rate Area
CNPUGOBEL	*	81	A	Credit notes - Purchasing goods Belgium
CNPUGOBEL	*	85	A	Credit notes - Purchasing goods Belgium
CNPUGOBEL	*	63	T	Credit notes - Purchasing goods Belgium
CNPUSEEUC	*	82	A	Credit notes - Purchasing services European Community
CNPUSEEUC	*	84	A	Credit notes - Purchasing services European Community
CNPUSEEUC	*	87	A	Credit notes - Purchasing services European Community
CNSABEL	RI	49	A	Credit Notes - Sales Belgium
CNSABEL	RI	64	T	Credit Notes - Sales Belgium
CNSAOTHER	RI	49	A	Credit Notes - Sales orders
PUGOBEL	PV	81	A	Purchasing goods - Belgium
PUGOBEL	PV	59	T	Purchasing goods - Belgium
PUGOEUC	PV	81	A	Purchasing goods - European Community
PUGOEUC	PV	86	A	Purchasing goods - European Community
PUGOEUC	PV	59	T	Purchasing goods - European Community
PUGOEUC	PV	55	T	Purchasing goods - European Community
PUINVNONEU	PV	83	A	Purchasing Investments - non-European Community
PUINVNONEU	PV	87	A	Purchasing Investments - non-European Community
PUINVNONEU	PV	56	T	Purchasing Investments - non-European Community
PUINVNONEU	PV	59	T	Purchasing Investments - non-European Community
PUSEEUC	PV	82	A	Purchasing services - European Community
PUSEEUC	PV	87	A	Purchasing services - European Community

PUSEEUC	PV	56	T	Purchasing services - European Community
PUSEEUC	PV	59	T	Purchasing services - European Community
SABEL0	RI	00	A	Sales - Belgium 0 percent
SABEL21	RI	03	A	Sales - Belgium 21 percent
SABEL21	RI	54	T	Sales - Belgium 21 percent

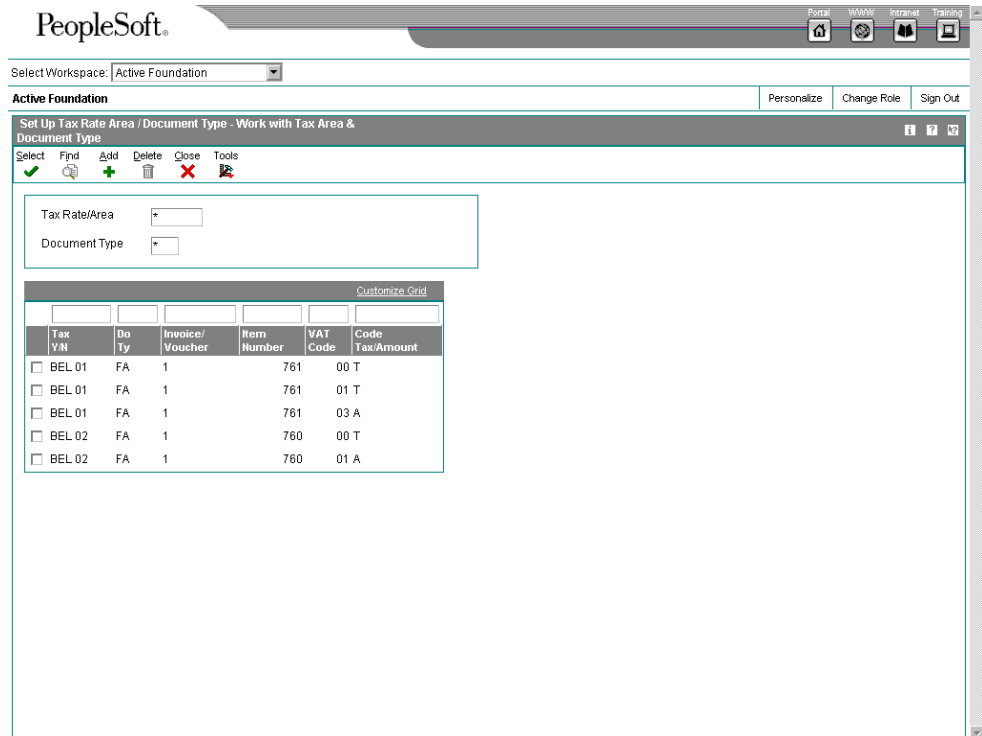
► **To add a tax rate and area**

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

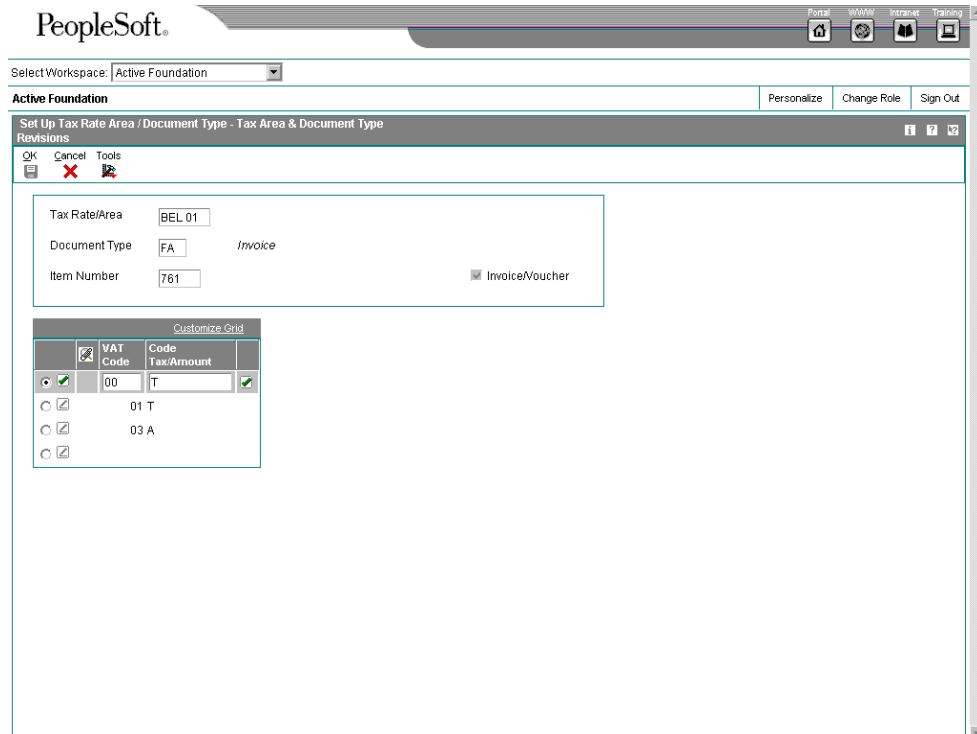
1. On Work with Tax Area & Document Type, click Add.
2. On Tax Area & Document Type Revisions, complete the following fields and option, and then click OK:
 - Tax Rate/Area
 - Document Type
 - Item Number
 - VAT Code
 - Code Tax/Amount
 - Invoice/Voucher

► **To revise a tax rate and area**

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



1. On Work with Tax Area & Document Type, complete the following fields and click Find:
 - Tax Rate/Area
 - Document Type
2. Click the row in the detail area that you want to revise, and then click Select.



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

Additional Information

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

Setting Up an Alternate Chart of Accounts

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

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

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

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

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

► **To set up an alternate chart of accounts**

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

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

- Company

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

2. Click Add to access Revise Single Account.

3. On the Revise Single Account tab, complete the following fields:

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

Note

In China, use only Category Code 21.

See Also

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

Data Integrity and the Chart of Accounts

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

Account Defined Only in the Account Master Table

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

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

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

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

Caution

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

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

Account Deleted from the Category Code Tables

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

Caution

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

See Also

- *Setting Up an Alternate Chart of Accounts in the Global Solutions International Guide*

Multiple Ledger Types

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

During the first few days of January, your company reports the yearly results for the previous year. However, in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. From January 1 until the time that the French company reports fiscal activity, the year is closed from the standpoint of the company; but it is not yet closed from a local legal standpoint. The time difference means that the French company must make adjustments for three months to report transactions in the correct year. These adjustments do not have to appear in the corporate ledger. These adjustments are typically recorded in an alternate ledger type.

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

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

	<p>J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.</p>
--	---

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

See Also

- ❑ *Setting Up User Display Preferences* in the *Global Solutions China Guide* for information about setting up language preferences for users
- ❑ *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for information about translating user defined codes
- ❑ *Translating Business Units* in the *General Accounting Guide* for information about translating business units
- ❑ *Translating Accounts* in the *General Accounting Guide* for information about translating accounts
- ❑ *Setting Up Letter Text for Delinquency Notices and Statements* in the *Accounts Receivable Guide*

Translation Routines

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

J.D. Edwards provides the following translation routines:

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

- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

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

J.D. Edwards Multicurrency Solution Summary

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

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

J.D. Edwards software performs the following multicurrency functions throughout most base applications:

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

J.D. Edwards software stores each currency in a different ledger, as illustrated in the following table:

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

International Bank Account Numbers

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

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

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

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

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

The following table shows examples of IBANs:

	Belgium	France
--	----------------	---------------

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

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

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

See Also

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

Tax Processing

J.D. Edwards provides value added tax (VAT) processing for Belgium.

VAT Processing

Value added tax (VAT) is a noncumulative tax that tax authorities impose at each stage of the production and distribution cycle. If you work with VAT, you should understand the following terminology and principles:

Output VAT

Suppliers of goods and services must add VAT to their net prices. They must record output VAT for goods on the date that they issue invoices and for services on the date that they receive payment. The amount of VAT is determined by applying specific rates to the net selling prices of certain goods and services.

Output VAT is also called the following:

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

Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

- Goods and services that are not necessary for running the business
- Expenses that are related to business entertainment
- Transport of persons
- Oil-based fuels and lubricants that are transformed and then resold
- Goods that are provided free of charge or at a substantially reduced price
- Purchase of cars
- Services related to goods that are normally excluded from the right of recovery

Belgian VAT

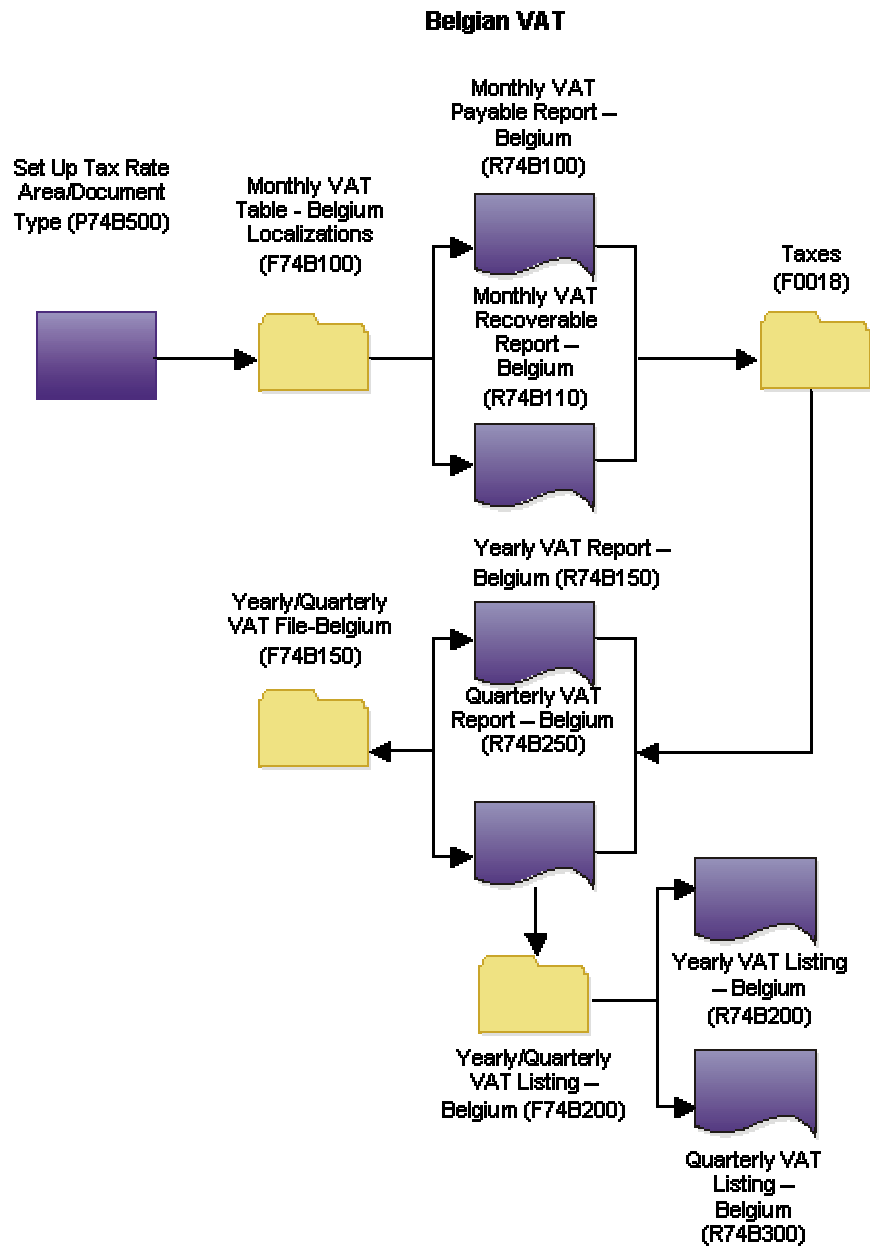
In Belgium, the taxpayer is liable for collectable VAT and deductible VAT. Collectable VAT is included on sales (Invoices in the A/R system). Deductible VAT is included in the purchase of goods, equipment, and services (Vouchers in the A/P system). Collectable VAT can be offset against any deductible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

J.D. Edwards VAT reporting solution for Belgium includes the following VAT reports:

- | | |
|---|---|
| Monthly VAT Payable Report - Belgium (R74B100) | <ul style="list-style-type: none">• Gives an overview of the VAT and Taxable amounts, and the totals for the different VAT codes.• Reports the codes 00, 01, 02, 03, 45, 46, 47, 48, 49, 54, 64, and 98 (future use). |
| Monthly VAT Recoverable Report – Belgium (R74B110) | <ul style="list-style-type: none">• Gives an overview of the VAT and Taxable amounts, and the totals for the different VAT codes.• Reports the codes 55, 56, 57, 59, 61, 62, 63, 81, 82, 83, 84, 85, 86, 87, and 99 (future use). |
| Yearly VAT Report - Belgium (R74B150) | <ul style="list-style-type: none">• Creates a flat file for the yearly VAT report for Belgium. The system only selects Belgian customers.• Checks the VAT number; if any errors are located, shows the errors in an exceptions report.• Creates a cover letter for the flat file. |
| Belgium - Yearly VAT Listing (R74B200) | <ul style="list-style-type: none">• Creates the listing for the yearly VAT report for Belgium.• Creates a cover letter for the Belgian authorities. |
| Quarterly VAT Report – Belgium (R74B250) | <ul style="list-style-type: none">• Creates a flat file for the quarterly VAT report for Belgium. Only non-Belgian EU customers are included.• Checks the VAT number; if any errors are located, shows the errors in an exceptions report.• Creates a cover letter for the flat file. |
| Quarterly VAT Listing – Belgium (R74B300) | <ul style="list-style-type: none">• Creates the listing for the quarterly VAT report for Belgium.• Creates a cover letter for Belgian authorities. |

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

The following graphic illustrates the Belgian VAT process:



Entering Journal Entries with VAT

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

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

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

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

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

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

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

Note

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

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

- V
This code identifies the entry as the account entered in the Journal Entries with VAT program that has tax information specified.
 - T
This code identifies the entry as the tax account that the system creates based on the AAI item GTxxxx.
 - O
This code identifies the entry as the offset account entered in the Journal Entries with VAT program (P09106).
-

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

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

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

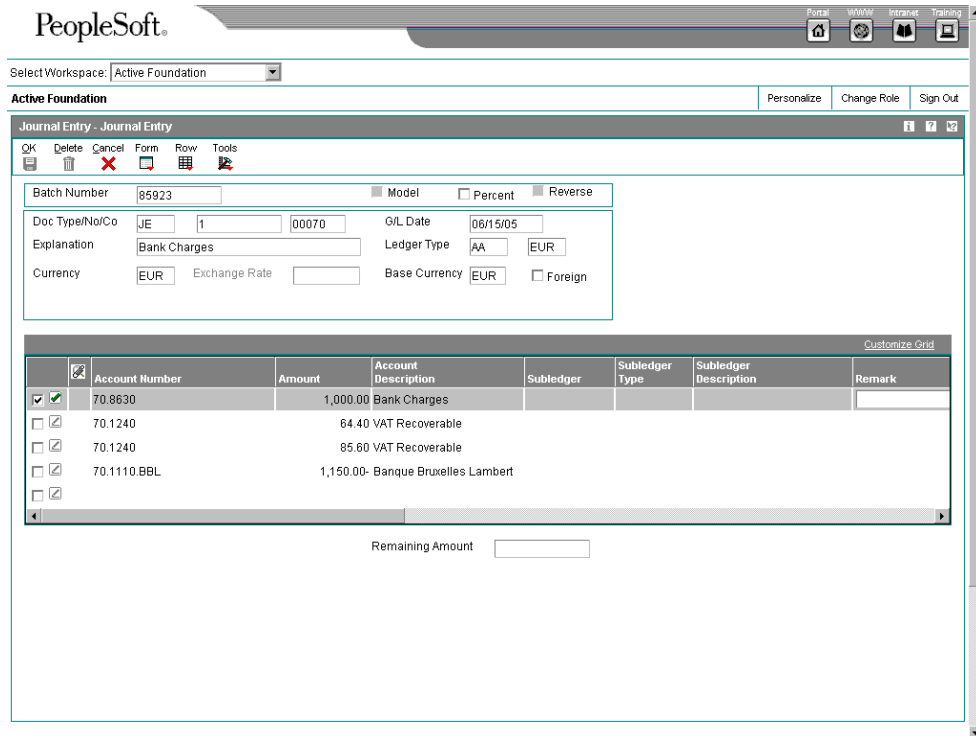
Example: Journal Entry with VAT

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

Account Number	Taxable Amount	Tax	Tx Ex	Tax Area	Gross Amount	Track Taxes	Description
70.8630	1,000.00	150.00	V	QUE	1,150.00	0	Bank Ch
70.1110.BBL	1,150.00-					0	Banque B

Because the offsetting entry (70.1110.BEAR) did not have taxes, the gross amount must equal the sum of the taxable and tax amounts entered for account 7001.8630; otherwise, the journal entry is not in balance and the system displays an error message.

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



Before You Begin

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

► To enter journal entries with VAT

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation
3. Complete the following optional field in the header area:
 - Address Number

The system copies the value that you enter to the corresponding field in each detail line that you enter.
4. Complete the following fields for each G/L distribution with tax:
 - Account Number
 - Tx Ex

You must use a tax explanation code that begins with V (V, VT, or V+). No other tax explanation codes are valid.

- Tax Area
5. Complete one of the following fields:
 - Taxable Amount
If you enter the taxable amount, the system calculates the gross amount.
 - Gross Amount
If you enter the gross amount, the system calculates the taxable amount.
 6. To track taxes by G/L account, enter 1 in the following field:
 - Track Taxes
The account must be set up as taxable in the Account Master table (F0901) to accept a value of 1.
 7. If necessary, complete the following field in the detail area:
 - Address Number
 8. Review the calculated tax amount in the following field:
 - Tax
If you change the tax amount, the system validates your change against the Tax Rules.
 9. Repeat steps 4–8 for each G/L distribution line.

Note

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

10. Click OK.

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

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

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation
3. Complete the following optional field in the header area:

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

Processing Options for Journal Entries with VAT (P09106)

Addr # Required

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

Address Book Number

MBF Version

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

Version

Printing Monthly Payable and Recoverable VAT Reports

Use one of the following navigations:

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

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

J.D. Edwards software solution for monthly VAT consist of two reports:

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

Each report consists of two parts:

- Detail information at the document number levels

- Summary totals per VAT Report Code

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

Legal Format The reports must be printed in the legal format. The government authority does not allow any format other than its official paper documents. You should obtain the official paper documents from the Belgian authorities.

Reporting VAT returns must be completed for each month on a special form and filed with the local tax office before the 20th day of the following month. You must also pay any excess collected VAT over deductible VAT before that day.

G/L Date All vouchers and invoices are included in the monthly reports, based on their G/L date.

Working with the Monthly VAT Payable Report

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

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

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

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

Working with the Monthly VAT Recoverable Report

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

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

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

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

Tax Code Columns in the Monthly VAT Recoverable Report

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

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

Note

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

See Also

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

Working with the Yearly VAT Report

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

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

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

Output

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

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

Processing Options

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

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

Report Execution

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

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

directory that is indicated.

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

Running the Report

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

Report Validation

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

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

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

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

Note

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

VAT Numbers

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

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

Multiple Company Reporting

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

Note

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

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

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

- The local PC directory and file name of the electronic flat file output.

Note

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

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

Before You Begin

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

See Also

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

Working with the Quarterly VAT Report

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

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

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

Reporting Year	Quarterly reports must be based on the Calendar year, not the Fiscal year that is associated with a particular company. The date range is specified in the processing options of the report.
Output	<p>The Quarterly VAT Report program produces a hard copy report, in addition to the standard electronic flat file output. Hard copies of the report contain VAT numbers that are incorrect; the directory and file name of the electronic flat file output; and a cover letter for the Belgian Authorities, which is submitted along with the electronic flat file output. This feature is equivalent to that provided in the Yearly VAT Report – Belgium (R74B150).</p> <p>You should print two copies of the final report. You give one copy to the government authorities, and you keep one copy on file for audit purposes. Contact the Belgian tax authorities for more information regarding Belgian tax practices.</p>
Processing Options	A processing option allows the user to produce an equivalent hard copy of the Quarterly VAT Listing – Belgium report (R74B300), which can be printed in the format chosen by the user. You can specify the version of the Quarterly VAT Listing – Belgium report to be printed.

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

Report Execution

The report should be executed locally for the successful creation of the electronic flat file. Two methods are:

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

Running the Report

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

Report Validation

This report validates the VAT number, or Tax Identification number, of each customer, according to the validation routines that are appropriate to each EU country.

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

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

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

Note

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

VAT Numbers

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

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

Multiple Company Reporting

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

Note

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

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

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

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

- If customers from those countries have incorrect address book information according to this criteria, an error is returned; and the customer address book record must be adjusted.
- If the VAT numbers are correct, the first section is blank.
- Message indicating that data was successfully recorded in the electronic flat file output.
- The local PC directory and file name of the electronic flat file output.

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

Note

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

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

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

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

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

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

Case 1 - Country 1 = Belgium

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

Case 2 - Country 2 = Belgium

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

Case 3 - Country 3 = Belgium

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

Summary:

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

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

See Also

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

Working with Processing Options for Belgian VAT Reports

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

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

Tax Tab (Update Tax field) Enter to update the Taxes table (F0018):

1 = VAT or Use Tax only

2 = For all Tax Amounts

3 = For all Tax Explanation Codes

Blank = No update to Tax File (Default)

Note

For the Taxes table (F0018) to update correctly, you must have 1, 2, or 3 as a value in this processing option.

You should review the following data selections on the Belgian VAT report that you are running:

Monthly VAT Payable Report – Belgium (R74B100)

- Data selection options are based on fields from the Taxes table (F0018). Because the Monthly VAT reports are typically based on a single company, Company is a recommended value. The Company Currency code must be either Belgian Franc (BEF) or Euro (EUR).
- Batch type is commonly used as a value for selecting the appropriate data.

Monthly VAT Recoverable Report – Belgium (R74B110)

- Data selection options are based on fields from the Taxes table (F0018). Because the Monthly VAT reports are typically based on a single company, Company is a recommended value.
- Batch type is commonly used as a value for selecting the appropriate data.

Yearly VAT Report – Belgium (R74B150)

- Data selection options are based on fields from the Taxes table (F0018).
- Company and date range are selected by using the appropriate processing option values.
 - Batch type is commonly used as a value for selecting the appropriate data.
- The Yearly VAT Report - Belgium program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is acceptable to the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities.

- The cover page of the report prints according to the value that you enter in the processing options.

Quarterly VAT Report – Belgium (R74B250)

- Data selection options are based on fields from the Taxes table (F0018).
- Company and date range are selected by using the appropriate processing option values.
- Belgian Customer Invoices are automatically excluded from the report.
- Batch type is commonly used as a value for selecting the appropriate data.

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

Note

For electronic reporting, the program produces a flat file in the format that is acceptable to the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities.

- The cover page of the report prints according to the value that you enter in the processing options.

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

Process Tab

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

1. Period starting date

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

2. Period end date

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

3. Print Flag

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

Blank

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

1

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

4. Company

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

5. Company Address Number

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

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

Process Tab

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

1. Period starting date

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

2. Period end date

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

3. Print Flag

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

Blank

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

1

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

4. Company

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

5. Company Address Number

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

Processing Options for Yearly VAT Report – Belgium (R74B150)

Process Tab

1. Start date

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

2. End date

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

3. Tax exemption

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

Blank

A tax exemption is not applicable.

1

A tax exemption is applicable.

4. Article 6 of royal decree nr. 50

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

Blank

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

1

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

5. Minimum Taxable Amount to Report

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

6. Final Mode

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

Blank

Proof mode

1

Final mode

Print Tab

1. VAT Listing

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

Blank

The system does not print the VAT Listing report.

1

The system prints the VAT Listing report.

2. Version Yearly VAT Listing (R74B200)

Use this processing option to specify the version of the Yearly VAT Listing - Belgium

(R74B200) report for the system to print.

File Tab

1. File name

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

Defaults Tab

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

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

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

2. Enter the file length

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

1. Address Number

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

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

stored in the file F0092) of the person submitting the report.

2. Company

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

Processing Options for Yearly VAT Listing – Belgium (R74B200)

Options Tab

1. Tax exemption

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

Blank

A tax exemption is not applicable.

1

A tax exemption is applicable

2. Start date for exemption

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

3. Article 6 of royal decree nr. 50

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

Blank

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

1

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

4. Intrastat tax return

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

Blank

Intrastat tax return is not applicable.

1

Intrastat tax return is applicable.

Processing Options for Quarterly VAT Report – Belgium (R74B250)

Process Tab

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

1. Start date

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

2. End date

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

3. Quarter

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

4. Minimum Taxable Amount to Report

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

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

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

Blank

Proof mode

1

Final mode

Print Tab

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

1. VAT Listing

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

Blank

The system does not print the VAT Listing report.

1

The system prints the VAT Listing report.

2. Version Yearly VAT Listing (R74B200)

Use this processing option to specify the version of the Quarterly VAT Listing - Belgium (R74B300) report for the system to print.

File Tab

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

1. File name

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

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

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

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

2. Enter the filelength

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

Defaults Tab

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

1. Address Number

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

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

2. Company

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

Printing Invoices With an Attached International Payment Instruction (IPI)

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

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

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

The IPI form contains the four sections described below:

- **Ordering Customer**
The Ordering Customer section contains the name, address, and account number of your customer. The system uses the name, address, and account number (CBNK) that are associated with the invoice to which the IPI is attached. Your customer sends the IPI to the bank for processing, and the bank credits your account with the specified amount.
- **Beneficiary**
The Beneficiary section contains your company name, and the bank name and account number that you specify in processing options.
- **Amount to be paid**
The Amount to be paid section contains the amount and currency of the transaction, as well as a code to indicate who is responsible for paying the bank fees that are associated with the transaction. You specify the code for the bank fees in a processing option; the system uses the amount and currency from the transaction.
- **Signature**
The J.D. Edwards system does not print the signature.

Data Selection

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

Note

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

Before You Begin

- ❑ Set up the IPI – Languages and Countries UDC (00/IL). See *IPI – Languages and Countries (00/IL)* in the *Global Solutions Spain Guide* for information about setting up this UDC table.

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

1. Invoice Print Date

Blank = Current date

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

2. Customer Bank Account Type

Blank = D

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

3. Customer Address Format

Blank = 00

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

4. Beneficiary Bank Account

Blank = Use RBxxx AAI

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

5. Beneficiary Bank Account Format

Blank = Use the International Bank Account Number (IBAN)

1 = Use the National Bank Account Number

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

Blank

Use the IBAN as the bank account format.

1

Use the CBNK as the bank account format.

6. Beneficiary Bank Name

Blank = Use SWIFT Bank Identification Code (BIC)

1 = Use Bank Name

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

Blank

Use the BIC code.

1

Use the bank name.

7. Details of Payment

Blank = 00

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

00

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

01

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

02

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

8. Charges Paid By

Blank = 0

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

0

Ordering Customer

1

Beneficiary

2

Shared/Both

9. IPI Form Type

Blank = 03

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

00

Blind Colour - Structured

01

Blind Colour - Unstructured

02

Black - Structured

03

Black - Unstructured

04

Drop Out - Structured

05

Drop Out - Unstructured

Print Tab

1. Tax Amounts

Blank = Do not print tax amounts.

1 = Print tax amounts.

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

Blank

Tax amounts do not appear on invoices.

1

Tax amounts appear on invoices.

2. Attachments

Blank = Do not print attachments on the invoice.

1 = Print attachments on the invoice.

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

Blank

Do not include generic text attachment.

1

Include generic text attachment.

3. Customer Bank Account Number

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

1 = Print the customer's bank account number.

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

Blank

Do not include the customer's bank account number.

1

Include the customer's bank account number.

4. Customer Name and Address

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

1 = Print the customer's name and address.

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

Blank

Do not include the customer's name and address.

1

Include the customer's name and address.

5. Details of Payment

Blank = Do not print the details of payment.

1 = Print the details of payment.

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

Blank

Do not complete the payment details section.

1

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

6. Charges To Be Paid By

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

1 = Print the charges to be paid by information.

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

Blank

Do not complete the charges to be paid section.

1

Complete the charges to be paid section.

7. IPI Currency and Currency Amounts

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

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

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

Blank

Do not print the currency and amount.

1

Print the currency and amount.

Process Tab

1. Maximum IPI Amount

Blank = 999999,99

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

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Step 1.
Set up auto withholding.



Step 2.
Run Cash Requirements report.



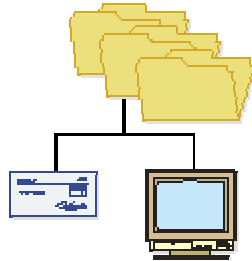
Step 3.
Decide what to pay. Use Speed Status Change to put all other Payments on hold.



Step 4.
Create payment groups.



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

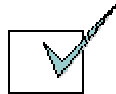


Step 6.
Work with payment groups.

Step 7.
Write payment / copy to tape.



Step 8.
Update payment.



Step 9.
Review payment register.



Step 10.
Post payments.

Setting Up Bank Account Information

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

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

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

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

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

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

	by business unit using the Business Unit Information program (P0030B).
P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A).
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

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

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

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

See Also

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

► To set up G/L bank account information

Use one of the following navigations:

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

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up G/L Bank Account

OK Cancel Form Tools

G/L Bank Account

Description

Payment Information

Next Payment Number Next Autodebit Number

Default Print Options

Number of Alignment Forms

Detail Lines Per Stub

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Bank Information

OK Cancel Form Tools

G/L Bank Account: 1.1110.BEAR
Description: Bear Creek National

Bank Address Number: 3333
Bank Transit Number: 578955422
Bank Account Number: 45-879512
IBAN:
Control Digit:
Checking or Savings Account: *Checking account*
SWIFT Code:
Bank Country Code:

Float Days
Receivables:
Payables:

Override Supplier Pre-Note Code

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

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

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

- Override Supplier Pre-Note Code

Note

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

11. Complete the following options if you use float days:

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

► To delete or revise G/L bank account information

Use one of the following navigations:

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

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

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

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To delete a bank account record, choose the bank account record and click Delete.

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

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

Use one of the following navigations:

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

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

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

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

Note

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 3333 Continental Incorporated

Record Type

Supplier Customer A/R Drafts, Auto Debit Auto Receipts Payor

Bank Information

Bank Transit Number 96051785

Bank Account Number 2173579

Control Digit

IBAN

Description First Interstate Bank

Checking or Savings Account

SWIFT Code

Reference/Roll Number

Bank Address Number

Bank Country Code

3. On Set Up Bank Accounts By Address, complete the following field:
 - Address Number

4. To specify the record type, choose one of the following options:
 - Supplier
 - Customer
 - A/R Drafts, Auto Debit
 - Auto Receipts Payor

5. Complete the following fields:
 - Bank Transit Number
You can leave this field blank.
 - Bank Account Number
 - Control Digit
 - IBAN
 - Description
 - Checking or Savings Account

- SWIFT Code
The system displays this field only when you choose the option for Supplier.
- Reference/Roll Number
The system displays this field only when you choose the option for Supplier.

Note

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

- Bank Address Number
- Bank Country Code

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

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

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

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

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

Note

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

2. To delete a bank account record, choose the record and choose Delete from the toolbar.
3. On Confirm Delete, click OK.
4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.
5. Revise any of the fields on the form and click OK.

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

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

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

Note

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

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

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

- Bank Transit
- Address Number

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

Note

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

Working with Payment Instruments

You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be printed or electronic; and can include checks, magnetic tapes, and drafts. You must set up a payment instrument for each payment format that you use.

The programs that you assign to your payment instruments determine the formats for payments and any additional output that the system generates when you process payment groups. The additional output components can include one or more of the following:

- **Payment registers**
A printed list of payments.
- **Attachments**
A printed report that contains the detail information which does not fit on a payment stub.
- **Debit statements**
A printed list of debit balances. This printed list is debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out on a voucher.

To assign formats to payment instruments, you specify a format generation program for each component of a payment instrument. For example, you could assign the Auto Payment Detail program (P04573), which is for standard attachments, to the attachments component of your payment instrument for drafts. Then, when you generate drafts, the system accesses this program to produce the appropriate type of attachment.

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

Payment Instrument Codes

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

Note

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

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

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

Working with Belgian Payment Formats

J.D. Edwards supports the following country-specific automatic payment formats for Belgium:

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

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

Before You Begin

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

Working with the Foreign Payment Format

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

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

Text Processor Detail Table (F007111)

The detail record for the Text File Processor program (P007101)

Note

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

The cover page contains the following details:

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

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

Considerations for the Foreign Payment Format

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

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

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

Caution

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

See Also

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

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

Bank Info

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

Bank's Payment Method :

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

Cost Code :

Diskette

3. Enter the following default values :

Device Name

Tape Density

Label Name

Block Size

New Volume Name

New Owner ID

File Name

The Domestic Belgium Payment Format

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

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

Note

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

The reference list contains the following details:

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

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

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

Diskette

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

Execution Date :

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

Duplicate :

3. Enter the following default values :

Device Name :

Label Name :

New Volume :

New Owner Id :

File Name

Reference List

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

Print Reference List

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

Print Bank Payment Detail List

Currency

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

EURO Currency Code :

Setting Up Payment Instruments

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

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

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

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

You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Automatic Payments - Check - Canada report (R04572C).

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

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

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

See Also

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

Before You Begin

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

► To assign programs to a payment instrument

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up Payment Instrument Defaults

OK Cancel Tools

Payment Instrument

G/L Bank Account 1.1110.BEAR

Print Programs

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

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

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

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

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

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

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

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

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

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

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

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

Processing Options for Payment Instruments

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

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

Translation

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency will be used.

Translation Program

Address

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

Address Format (FUTURE)

Payment

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

Company Name

2. 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.

Payee Name

3. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

Purchase Order

4. 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.

Alternate Stub Information

Print

1. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'.

Form Type (FUTURE)

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

Address

1. Enter an override address format. If left blank, the address number's country format will be used.

Address Format (FUTURE)

Payment

1. Choose one of the following to print on the stub: ' ' - Remark, '1' - Supplier Name (useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number

Print Information

Print

1. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'

Form Type (FUTURE)

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

EFT

1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default is '1'.

File ID Modifier

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.

Tape Payment Detail Description

EFT(more)

1. Enter the Immediate Origin (10 positions). (Header Record 1, positions 14-23). If you provide only 9 characters/digits, we will right justify your information and place a blank in the first position of this field. If this option is blank, the Tax ID for the bank account's company will be used. NOTE: If this field is blank and no Tax ID is available, the tape will be rejected by the Clearing House.

Immediate Origin

2. Enter the Company ID Number.(10 positions).(Record 5, 41-50 and Record 8, 45-54). The ID Number MAY be preceded by one of the following ID Code Designators (ICDs) or a value of your own.

'1' = IRS Employer ID No. (EIN)

'3' = Data Universal No. System(DUNS)

'9' = User Assigned Number

If this option is blank, the Tax ID for the bank account's company will be used. NOTE: If this field is blank and no Tax ID is available OR less than 10 characters, the tape will be rejected by the Clearing House

Identification Code Designator

3. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header Record (Record 5, position 21-40) If left blank, the Discretionary Data field will be left blank

Discretionary Data

PRINT

1. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.

Print Program

TAPE

1. Enter the following defaults values:

Device Name

Tape Density

Label Name

Block Size

New Volume Name

TAPE (more)

New Owner ID

File Name

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

Translation

1. Enter the program name to translate payment amount from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.

Translation Program

Address

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

Address

Payment

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

Company Name

Print

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

Form Type

See Also

- Localization guides for country-specific payment formats

Creating Payment Control Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

When you create payment groups, the system:

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:
 - Vouchers summarized or unsummarized
 - Bank account

- Payment instrument
- Business unit (optional)
- Company (optional)

Note

To group vouchers for a supplier where the vouchers have different G/L bank accounts, use version XJDE0008, or a copy of it, to create the payment group. Be sure to enter the G/L Bank Account override on the Printing tab of the processing options. This version of P04570 does not include G/L Bank Account as a mandatory sequence, so will use the override G/L bank account processing option to determine the G/L bank account for the checks. If you do not enter a value in the processing option, this version will give unpredictable results.

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 the following worktables to use in writing payments:
 - A/P Payment Processing - Header table (F04571). Contains a single header record for each payment group with information about that group of payments.
 - A/P Payment Processing - Summary table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the Accounts Payable - Matching Document table (F0413).
 - A/P Payment Processing - Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the Accounts Payable ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
 6. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
 - Hold payment code active
 - Supplier master information missing
 - Amount under payment limit

The following graphic shows the process for creating payment groups:

Creating Payment Groups



Accounts Payable
Ledger (F0411)



Before you create
Payment groups

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

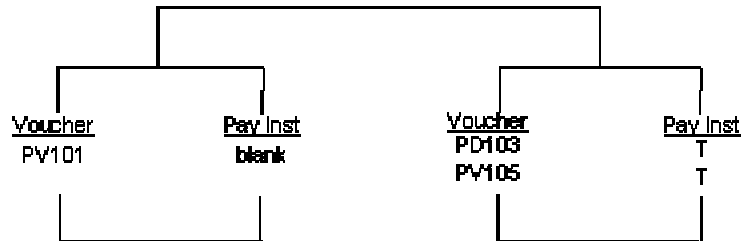


Create payment groups

Pay Status = Approved
Due on or before
June 15



Create two
payment groups



See Also

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

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.

Next Numbers for Create Payment Control Groups

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

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

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

Note

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

Processing Options for Create Payment Groups (R04570)

Dates Tab

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

1. Pay Through Date

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

by Displacement Days.

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

2. Displacement Days

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

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

3. Discount Cutoff Date

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

Amounts Tab

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

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

1. Payment Amount Range

Maximum

Use this processing option to enter a numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

NOTE: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- o Maximum - Enter the maximum amount allowed for vouchers in the selection range.
-
-

Minimum

Use this processing option to enter a non-zero numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

NOTE: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- o Minimum - Enter the minimum amount allowed for vouchers in the selection range.

To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, .01 for USD or CAD.

2. Currency Code for Range Amounts

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

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

Maximum Payment Instrument

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

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

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

Printing Tab

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

1. Sequence ID

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

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

NOTE: You cannot leave this processing option blank.

2. Print Attachments

Use this processing option to specify whether to print attachments with the payment. For example, you might want to print an attachment when the payment detail information will not fit on the pay stub. Only 99 pay stubs can print per payment, and each pay stub can print 10 detail lines.

Valid values are:

Blank

Do not print attachments.

1

Print attachments.

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

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

3. G/L Bank Account

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

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

Blank

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

1

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

2

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

3

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

4

You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency. Designate the payment currency in processing option 5.

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

Later in the automatic payment process, the system calculates a gain or loss if the exchange rate of the voucher is different from the exchange rate of the payment.

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No

1 Yes

2. Due Date

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

Valid values are:

Blank No

1 Yes

3. Payee

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

Valid values are:

Blank No

1 Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

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

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

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

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

4. Business Unit

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

Valid values are:

Blank No

1 Yes

Summarize Tab

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

1. Summarized Pay Item

Use this processing option to specify whether to summarize pay items within a document on the pay stub or attachment. When you set the processing option to summarize pay items, the Due Date processing option on the Process By tab must have a value of 1. Valid values are:

Blank

Do not summarize pay items.

1

Summarize pay items.

2. Summary Description

Use this processing option to specify the information that appears in the Description field on the pay stub.

Valid values are:

Blank The generic description Invoice Summary appears on the pay stub.

1 The remark from the first pay item appears on the pay stub.

Report Tab

These processing options specify the information that will appear on the report. To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence.

1. Print Mailing Address

Use this processing option to specify whether the mailing address for each payee appears on the report.

Valid values are:

Blank No

1 Yes

2. Print Contract Number

Use this processing option to specify whether the the contract number appears on the report.

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence. See DEMO version XJDE0007 for an example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

3. Print Job Number

Use this processing option to specify whether the job number appears on the report.

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence. See DEMO version XJDE0007 for an example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

Bank Tape Tab

These processing options specify the bank information that prints on the report.

1. Print Bank Tape Information

Use this processing option to specify whether bank tape information appears on the edit report.

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

Use this processing option to specify whether the program issues an error when bank account information does not exist for the payee.

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

Use this processing option to specify whether the program issues an error when X12 information does not exist for the G/L bank account.

Valid values are:

Blank Do not issue an error.

1 Issue an error.

If this processing option is populated, the system will generate a message whenever a payee does not have bank account information stored in Bank Information table (F0030). This will happen whether a bank tape is being processed or not. The system cannot distinguish between pay instruments when using this processing option.

Withholding Tab

These processing options specify whether to submit the Calculate Withholding program before you create payment control groups.

1. Calculate Withholding

Use this processing option to specify whether to submit the Calculate Withholding program prior to creating payment control groups.

Blank No

1 Yes

2. Program Version

Use this processing option to specify the version number of the Calculate Withholding program. You must specify a version number if you enter 1 in the Calculate Withholding processing option.

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

The data sequence for this program is set to create separate payments by payee. Any changes to this sequencing results in payments by voucher instead of payments by payee. Selecting the Multiple Payments option on the Supplier Master Revision form does not override the payee sequencing.

The sequence for Create Payment Control Groups must be as follows:

- G/L Bank Account
- Payment Instrument
- Check Routing Code

This sequence must be used to produce payments that are grouped properly.

Setting Up the Processing Options for Payment Groups

Before you run either the foreign or domestic payment format programs, verify that you have entered the appropriate payment format version that you set up for Belgian payment processing. You can specify the version in the Print Program Version processing option field on the Print Tab.

Working with Payment Groups

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

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

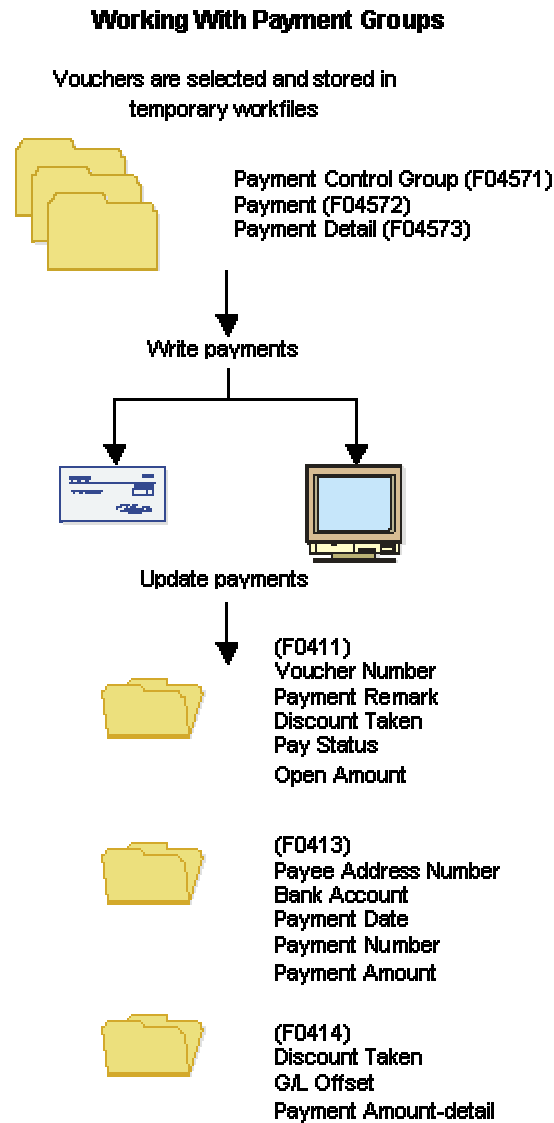
When you work with payment groups, you work with pay items that are at one of the following statuses:

Write	The pay item is ready to be written.
Update	The payment has been written and is ready to be updated in the Accounts Payable Ledger table (F0411).

When pay items in a payment group are at a status of *write* or *update*, you might need to perform one of the following actions:

Undo	Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item will have an open amount other than 0, and will have a status of approved.
Reset	Reset means to return a pay item to the previous step in the payment process. If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

The following graphic shows the process for working with payment groups:



After you process payment groups

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

Printing the Payment Analysis Report

From the Automatic Payment Processing menu (G0413), choose Payment Analysis Report.

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

Processing Options for Payment Analysis Report (R04578)

Print

1. Enter a '1' if you would like to see the detail voucher information displayed. If left blank, only payment information will print.

Detail Voucher Information

2. Enter a '1' if 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.

Business Unit

Reviewing Payment Groups

When you review payment groups, you can display groups based on a next status of write, update, or both. For example, you might want to review all payment groups that are ready to be written (next status of WRT). Optionally, you can review payments assigned to a specific bank account or payments that meet a number of additional search criteria.

This program displays information from the A/P Payment Processing - Header table (F04571).

► To review a payment group

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

1. On Work With Payment Groups, click one or both of the following options:
 - Write Status
 - Update Status
2. To further limit your search, complete the following field:
 - Bank Account
3. Click Find.

For additional search criteria, you can preset a value in a processing option. For example, if you want to review only those vouchers for business unit 100, you can preset that value in a processing option. This is particularly useful if you routinely review vouchers that meet certain search criteria.

4. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.
5. Choose Detail from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Payment Group Detail

Cancel Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Payment Instrument Default (A/R & A/P)

Originator DEMO

Payment Group Control Number 9 Currency USD

Write Status

Payment Amount 13,123.00 Number of Payments 2

Discount Taken 77.00

Update Status

Payment Amount Number of Payments

Discount Taken

The Payment Group Detail form shows the same detailed information for the single payment group that appears on Work With Payment Groups.

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

- Review payment and voucher information (write status)
- Review payment summary information (write status)

The payment group programs display information from the following temporary worktables:

- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

► **To review payment and voucher information (write status)**

You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Write Status
2. Choose a payment group and click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Group - Write Status

Select Find Close Regional Info Form Row Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank
Total Amount: 13,123.00
Version: TR0002
Number of Payments: 2
Currency: USD

Amount From: Through:

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company	Bank Transit
<input type="checkbox"/>	1001 Edwards, J.D. & Company	5,500.00				1 00001	111255000
<input type="checkbox"/>	4344 Universal Incorporated	7,823.00		77.00		1 00001	107004381

3. On Work With Payment Group - Write Status, choose a payee and click Select.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Payment Detail

Select Find Close Regional Info Row Tools

Payee 4344 Universal Incorporated
 Bank Account 1.1110.BEAR Bear Creek National Bank
 Payment Amount 7,623.00 Currency USD

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
<input type="checkbox"/>	1571 PV	00001	001	2,673.00		27.00 C375
<input type="checkbox"/>	1572 PV	00001	001	4,950.00		50.00 C741

- On Work With Payment Detail, choose a voucher and click Select to review voucher information associated with a payment.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Payment Detail

Cancel Tools

Document No/Typ/Co 1571 PV 00001
 Pay Item 001
 Supplier Number 4344 Universal Incorporated
 Remark Advertising Expense
 Invoice Number C375
 Invoice Date 05/10/05 Due Date 05/20/05
 Company 00001 Financia#Distribution Company

Payment Amount 2,673.00 Currency USD
 Discount Taken 27.00

The Payment Detail form shows the voucher information associated with a payment.

► **To review payment summary information (write status)**

When you review payments within a payment group, you can review the summary information for each payment before you actually write the payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Write Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Write Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

The screenshot shows the PeopleSoft interface for the 'Payment Header Detail - Write Status' form. The form is titled 'Payment Header Detail - Write Status' and includes a 'Cancel' button and a 'Tools' icon. The form fields are as follows:

Payee Number	4344	Universal Incorporated	Currency	USD
Payment Amount	7,623.00	Stub Total	1	
Discount Taken	77.00			
Bank Transit	107004381			
Value Date				
Company	00001	Financia#Distribution Company		

Reviewing Payments with an Update Status

Before you update the payments that you have written, you can review them. To do so, complete either of the following tasks:

- Review payment information (update status)
- Review payment summary information (update status)

You can reset a payment group that is at update status and rewrite your payments, if necessary. When you reset written payments in an update status (UPD), you return them to a status of write (WRT). The payment group programs display information from the following worktables:

- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

► **To review payment information (update status)**

You can review payment information for a specific payment group before you update the payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Update Status
2. Choose a payment group and click Select.

► **To review payment summary information (update status)**

When you review payments within a payment group, you can review the summary information associated with a specific payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Update Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Update Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

See Also

- *Resetting Payment Processing* in the *Accounts Payable Guide* for information about changing values in payment processing

Revising Unprocessed Payments

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

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items

- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

See Also

- *Setting Up Payment Instruments* in the *Accounts Payable Guide* for information about how to set up payment instruments

► To exclude a debit memo (credit voucher)

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail
- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

Related Tasks

Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

► To split a payment

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

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

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Group - Write Status or on Work With Payment Group - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
3. On Work With Payment Detail, choose a voucher.
4. From the Row menu, choose Split.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Split Payment

OK Cancel Tools

Document No/Ty/Co: 1580 PV 00001

Pay Item: 001

Invoice Number: 17984

Payment Amount: 5,500.00

Enter Amounts to be Paid

Gross Amount: 2500

Discount Taken: 50

5. On Split Payment, complete the following fields and click OK:
 - Gross Amount
 - Discount Taken

► **To revise the value date of a payment**

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

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
2. On Work With Payment Group - Write Status, choose ValueDate from the Form menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Payment Value Date

OK Cancel Form Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank
 Version: TR0002 Total Amount: 13,123.00
 Number of Payments: 2
 Currency: USD

Global Value Date: []

Payee Number	Payee Name	Payment Amount	Value Date
<input checked="" type="checkbox"/> 1001	Edwards, J.D. & Company	5,500.00	[]
<input type="checkbox"/> 4344	Universal Incorporated	7,623.00	[]

3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group:
 - Global Value Date
4. Click Load Date to update the value date for each payment.
5. To revise the value date of an individual payment, complete the following field:
 - Value Date
6. Click OK.

► **To remove a voucher pay item**

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

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

1. On Work With Payment Groups, follow the steps for reviewing vouchers.
2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, click OK.

► To remove an unprocessed payment

If you do not want to make a payment, you can remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
2. On Work With Payment Group - Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

► To remove an entire payment group

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

1. On Work With Payment Groups, choose a payment group.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.

See Also

- ❑ *Reviewing Payments with a Write Status* in the *Accounts Payable Guide* for more information about how to review payments that are in a Write status
- ❑ *Reviewing Vouchers* in the *Accounts Payable Guide* for information about how to review vouchers

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup.

Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can perform either of the following actions:

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

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.

- Creates a matching document with a document type of PT (electronic funds transfer).
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.
- Prints attachments if needed

Note

Create Payment Control Groups (R04570) controls the printing of attachments. The J.D. Edwards standard payment processing is designed to print *ten* lines of detail on a payment stub.

If there are more than ten lines of detail to print, and the R04570 processing option to print attachments is set, the payment stub will print "See Attachment" and all detail will print on the attachment.

If the R04570 processing option for attachments is not set to print attachments and there are more than ten lines of detail for a single payment, the J.D. Edwards Auto Payments Write/Reset program (P04572) will print ten lines of detail on a stub, void the payment, print ten lines of detail on the next stub, void the payment, and so on until all lines of detail have been printed. The payment form following the last line of detail will print with the full payment amount. The P04572 will print up to 99 lines of detail on a single payment. If there are more than 99 lines of detail, the system will print multiple payments.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options by specifying a version of the Voucher Entry Master Business Function. On the Defaults tab for the Voucher Entry MBF enter a "1" in the Alternate Payee option to populate the alternate payee with the factor/special payee. Leaving this option blank will populate the alternate payee with the supplier number. You can override the alternate payee default when you enter the voucher.

The system does not update the Accounts Payable Ledger table (F0411), the Accounts Payable Matching Document table (F0413), or the A/P Matching Document Detail table (F0414) until the update process. The payments remain in the temporary workfiles: A/P Payment Processing - Header table (F04571), A/P Payment Processing - Summary table (F04572), and A/P Payment Processing - Detail table (F04573).

Note

When you write a payment whose amount, in words, exceeds the number of characters provided in the print program, the system prints checks with digits for the payment amount instead of words.

Record Reservation for Payments

Record reservation for payments is a process in which the system determines, prior to writing payments, how many payment numbers to reserve for a payment cycle. The system adds

that number to the next payment number in the Bank Transit Master table (F0030). The F0030 table has a record for each bank account in the system. Payment numbers are reserved by bank account.

The purpose of using the record reservation process is to prevent more than one payment from having the same payment number. This is especially useful when more than one user is making payments from one bank account at the same time.

To use record reservation, the F0030 table must be added to UDC 00/RR with the Special Handling Code set to 1.

After the user defined code is set up, when you write payments, the system determines the number of payments to be used and increases the value in the Next Check Number field in the F0030 table by that number. Thus, if the next payment number in the F0030 table for the bank account being used in the payment cycle is 258, and the record reservation process determines that 30 payment numbers are going to be used, the system updates the next payment number to 288. When another person writes payments from the same bank account, the next payment number will begin at 288. Payment numbers between 258 and 287 will be used only by the payment cycle that reserved those numbers.

If two users access the write payments process at the same time, the system activates the record reservation process for the first user and sends an error message to the second user. When the first user completes the record reservation process, the second user will be able to access a payment number record and reserve the number of payments needed for that payment cycle.

Payment ID Using Next Numbers

When a write payment program is run (R04572 or one of its variations, such as R04572A, R04572C, and so on), each payment is assigned a number that identifies it throughout the payment process and after the process finishes. This number is the Payment ID (PKID), and is a key to both the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables. The Payment ID prevents pay items in one payment from being mixed with pay items that are paid on a different payment.

The Accounts Payable system uses the Next Numbers - Automatic table (F0002) or the Next Numbers by Company/Fiscal Year - Automatic table (F00021) to assign Payment ID numbers. The table is locked while a number is being assigned to the pay items associated with one payment, and is unlocked immediately after the pay items have been assigned their identifying numbers.

Before You Begin

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

► To write all payments in a payment group

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups.

If some payments in a group have already been written, the payment group appears as two lines on the Work With Payment Groups form, with the appropriate totals for

each line. One line is at a WRT (write) status and the other line is at a UPD (update) status.

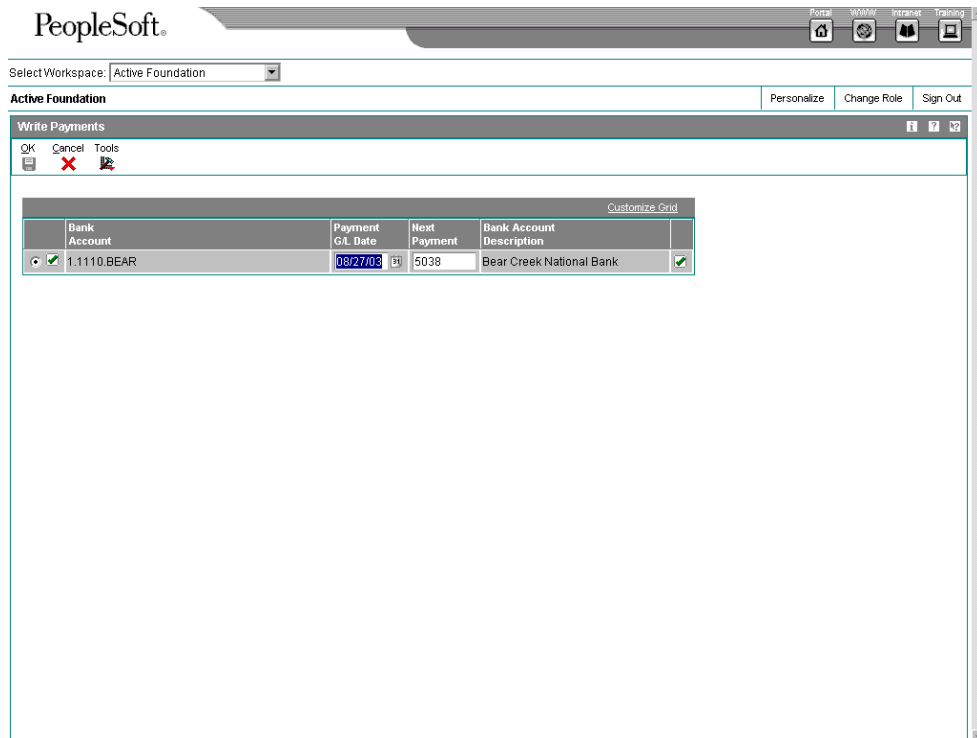
3. From the Row menu, choose Controls.

The screenshot shows the 'Revise Payment Group Controls' dialog box in the PeopleSoft interface. The dialog has a title bar with 'Revise Payment Group Controls' and standard window controls. Below the title bar are 'OK', 'Cancel', and 'Tools' buttons. The main area contains several input fields and checkboxes:

- Bank Account: 1.1110.BEAR (Bear Creek National Bank)
- Version: TR0002
- Originator: DEMO
- Payment Group Control Number: 9
- Currency: USD
- Sequence ID: DEMO (Demo sequence)
- Payment: P04572 (Print Payments - Standard) with a Print Version field.
- Register: P04576 (Payment Register - Standard) with a Register Version field.
- Attachment: P04573 (Print Attachments - Standard) with an Attachment Version field.
- Debit Statement: P04574 (Print Dbt Statement - Stand...) with a Debit Version field.

There is also a 'Summarized Payments' checkbox and a 'Payment Instrument' checkbox labeled 'Default (A/R & A/P)'.

4. On Revise Payment Group Controls, verify that the following fields show the correct programs and versions and click OK:
 - Payment
 - Print Version
 - Register
 - Register Version
 - Attachment
 - Attachment Version
 - Debit Statement
 - Debit Version
5. On Work with Payment Groups, choose Write from the Row menu.



The Write Payments form displays one line for each bank account.

6. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

► To revise control information for a payment group

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

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

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose a payment group.
3. From the Row menu, choose Controls.
4. On Revise Payment Group Controls, change the following field (optional):
 - Sequence ID

5. Change any of the following print program fields:

- Payment
- Print Version
- Register
- Register Version
- Attachment
- Attachment Version
- Debit Statement
- Debit Version

6. Click OK.

► **To write selected payments in a payment group**

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. On Work With Payment Group - Write Status, complete the following fields to limit your search and click Find:
 - Amount From
 - Through
3. Choose one or more payments.
4. From the Row menu, choose Write.
5. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

See Also

- *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to review payment groups after creating them

Resetting Payment Processing

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

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

If you need to undo or reset a payment, you can identify the tape affected on the Copy Bank Tape File to Tape program that you access from the Automatic Payment Processing menu (G0413). This program shows information, including the file ID and the member ID.

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

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

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

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

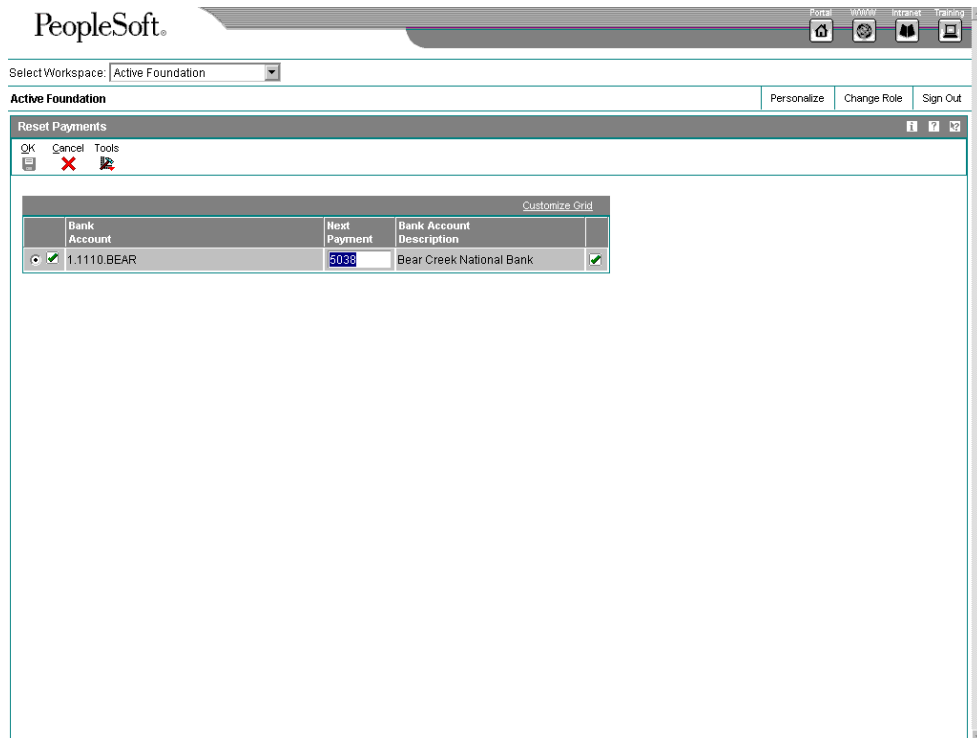
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► To reset payment processing

When you reset payment processing, the pay items return to open vouchers.

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.
3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
 - Beginning Payment
 - Ending Payment
5. Click Find.
6. Choose the payments to reset.
7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary, and click OK:
 - Next Payment

► **To reset payment processing for a bank tape**

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, click Find.
2. Choose the payment record you want to remove from the bank tape table and click Delete.
3. On Confirm Delete, click OK.

See Also

- *Reviewing Payment Groups in the Accounts Payable Guide* for information about how to verify the information in payment groups

Removing Processed Payments

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

- Voids the payment
- Removes the voucher pay items from the payment group

- Resets the pay status of the voucher from payment in-process to approved

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

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

► To remove processed payments

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. Perform one of the following actions:
 - Choose a payment group with a next status of UPD
 - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:

- Next Payment

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

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

6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

See Also

- *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to verify the data contained in payment groups

Copying Payments 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 printed payments. 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 the following tasks:

- 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 prior to copying the table to tape.

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

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape table (F04572OW) is a multimember table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record using the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

► **To review and change the status and detail for a tape table**

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with and click Select.

The screenshot shows the 'Update Tape Information' form in the PeopleSoft application. The form is titled 'Update Tape Information' and has a toolbar with 'OK', 'Cancel', and 'Tools' buttons. The form contains several input fields:

- File ID: F04572T
- Member ID: OW00000000
- File Name: TAP01
- Device Name: TAP01
- Record Length: 94
- Tape Density: 1600
- New Volume: 000001
- New Owner ID: (empty)
- Block Size: 940
- Label Name: (empty)

3. On Update Tape Information, change any of the information in the following fields as needed:
 - File Name
 - Record Length
 - New Volume
 - Block Size

- Device Name
 - Tape Density
 - New Owner ID
 - Label Name
4. Click OK.

Processing Options for Copy Bank Tape File to Tape (P0457)

BACS

1. Enter a '1' to display the BACS format

Display BACS Format

PROGRAM

1. 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.

Alternate Processing Program (FUTURE)

Version

1. Copy Bank File to Diskette Version (P0457D)

Blank = ZJDE0001

► To copy a tape table to tape or diskette

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with, and then choose Diskette from the Row menu.
3. On Write Bank Diskette, enter the path and/or file name you want to generate.
4. Depending on how you want to use the tape table, select one of the following options:
 - Generate New File
 - Append Records
5. Click OK, and then click OK again when the "File created Successfully" message appears.

Processing Options for Copy Bank File to Diskette (P0457D)

Defaults Tab

These processing options specify default information for the system to use when it generates the text file.

1. Record Length

Use this processing option to specify the record length of the output file. The maximum length is 1000 characters. If you leave this processing option blank, the system creates the output table with the original record length.

2. Insert Carriage Return

Use this processing option to specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

3. Default File Path/Name

Use this processing option to specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

For example:

If you store the output file on your local machine C drive, you would specify the directory path: C:\FolderName\File Name.txt. If you store the output file to a folder on a networked machine, you might specify the network path: \\MachineName\FolderName\File Name.

If you leave this processing option blank, the system uses the following for the path and name: A:\DTALSV.

Note: You should store the files only on a Windows client.

Data Tab

These processing options specify whether to use replacement characters and whether to capitalize all alpha characters.

1. Replace pre-defined characters (UDC 04/RC) in One-To-One mode

Use this processing option to specify whether the system replaces special characters. If you specify to replace special characters, the system reads the Replaced Character UDC (04/RC) and replaces single characters according to the values in the UDC. The system then reads the Special Characters UDC (04/SC) and replaces special characters according to the values in that UDC. Valid values are:

Blank

Do not replace special characters

1

Replace special characters

Note: For programs P0457 and P03B571, the system replaces only the first character in the Description 01 field of UDC 04/RC with the first character in the Description 02 field. It does not replace more than one character, even if the UDC is mapped in a one-to-many mode. Other programs that use UDC 04/RC replace more than one character if the UDC is mapped in a one-to-many mode.

2. Capitalize all alpha characters

Use this processing option to specify whether the system capitalizes all alphabetic characters in the record. If you leave this processing option blank, the system does not capitalize characters.

3. Replacement Character (UDC 04/SC)

Use this processing option to specify whether the system replaces characters in fields and tables that match characters defined in UDC 04/SC with a specified character or with a blank. To replace the characters with a specified character, enter the character in the processing option. To replace the special characters with a blank, leave the processing option blank.

Note: The system always replaces the character defined in UDC 04/SC with either the character that you specify or a blank. If you do not want to replace any characters, UDC 04/SC must be blank.

Additional Tape Copy Options

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.

- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. On the Copy Bank Tape to Tape form, choose Approve from the row menu. This menu selection is controlled by a BACS processing option for the Copy Bank Tape File to Tape program (P0457).

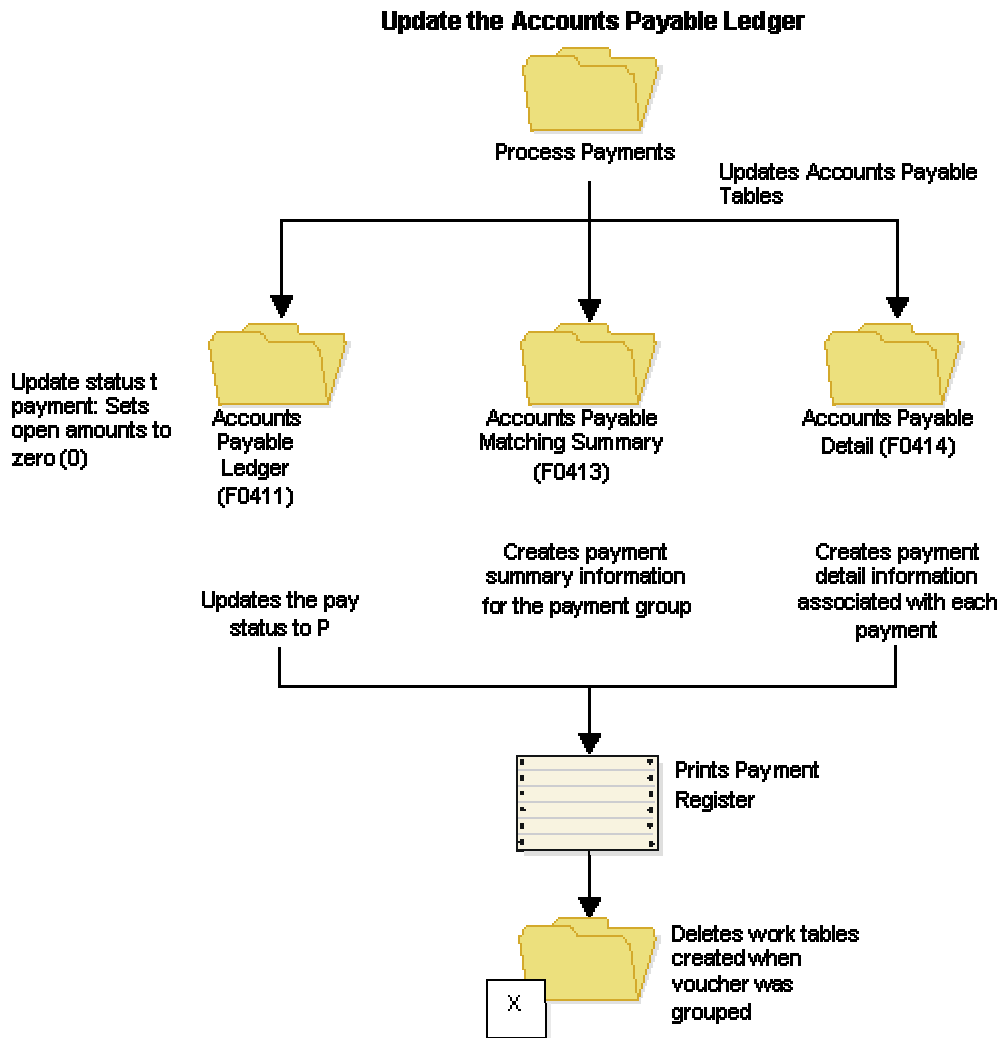
Updating the Accounts Payable Ledger

After you write payments, you must update the Accounts Payable ledger. Updating the accounts payable ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the Accounts payable ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
 - A/P Payment Processing - Header table (F04571)
 - A/P Payment Processing - Summary table (F04572)
 - A/P Payment Processing - Detail table (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the accounts payable ledger:



After you update the accounts payable ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the accounts payable ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

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. See *Reviewing Payment Groups* in the *Global Solutions Japan Guide*.

► **To update the Accounts Payable ledger**

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options specify how the system prints payment groups.

1. Default Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank Separate files by PCG.

- 1 Separate files by bank account.
 - 2 Send multiple PCGs in one spool file.
-

Save Spool File (FUTURE)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not save spool file.

1 Save spool file.

Hold Spool File (FUTURE)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

1. Default Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

Display Tab

These processing options specify the way the system displays payment groups.

1. Display Business Units

Display Business Units

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form.

You can enter a specific version number, or leave this processing option blank to search

on all versions (default).

Payment Instrument

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

Currency Code

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

Effective Date

Use this processing option to specify the date to use to retrieve the exchange rate when you write foreign or alternate currency payments. If you leave this processing option blank, the system uses the payment G/L date.

If you create a payment group using the domestic amount of a voucher instead of the foreign amount, the system calculates a currency gain or loss based on the pay date exchange rate. The payment is not a foreign currency payment because it is made in the

domestic currency.

Note: If you enter an effective date for which there is no corresponding exchange rate in the Currency Exchange Rates table (F0015), the system uses the exchange rate on the voucher and, therefore, does not create a gain or loss.

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

This processing option specifies how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

Working with the Text File Processor

The Text File Processor is a tool that is used to convert J.D. Edwards data to text files in the formats that are required by external entities, such as banks or government agencies.

To use the Text File Processor to create a text file, you must run one of the programs that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that is

generated by the program. For example, all of the information that is required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media, and then submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail Table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates table F007101 to indicate that the batch has been processed.

Note

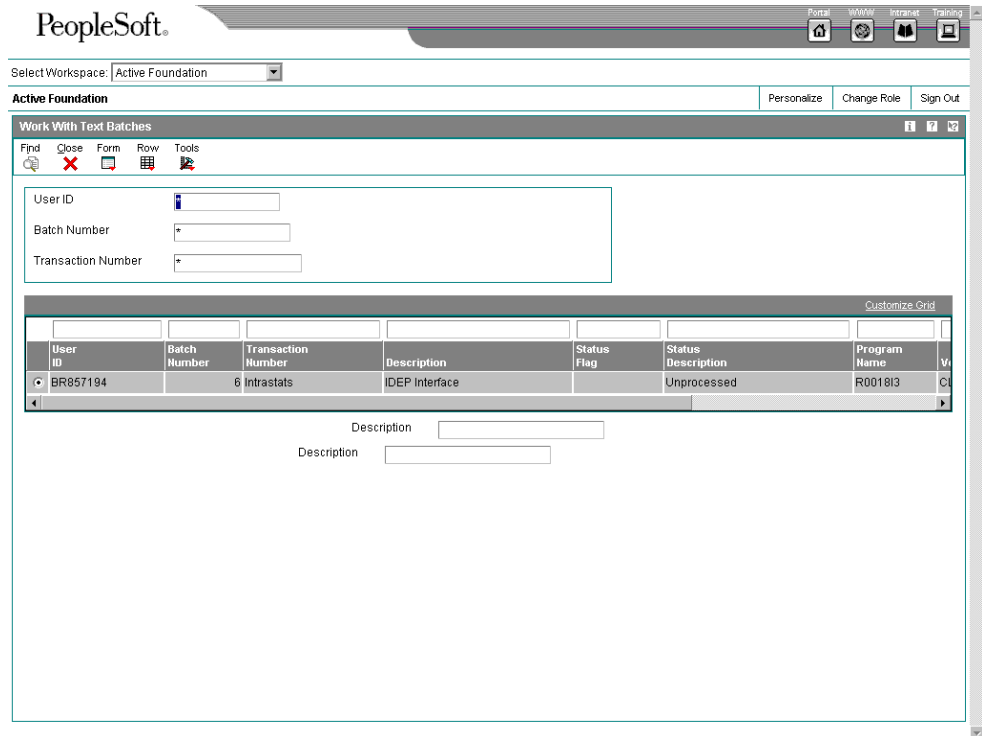
If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

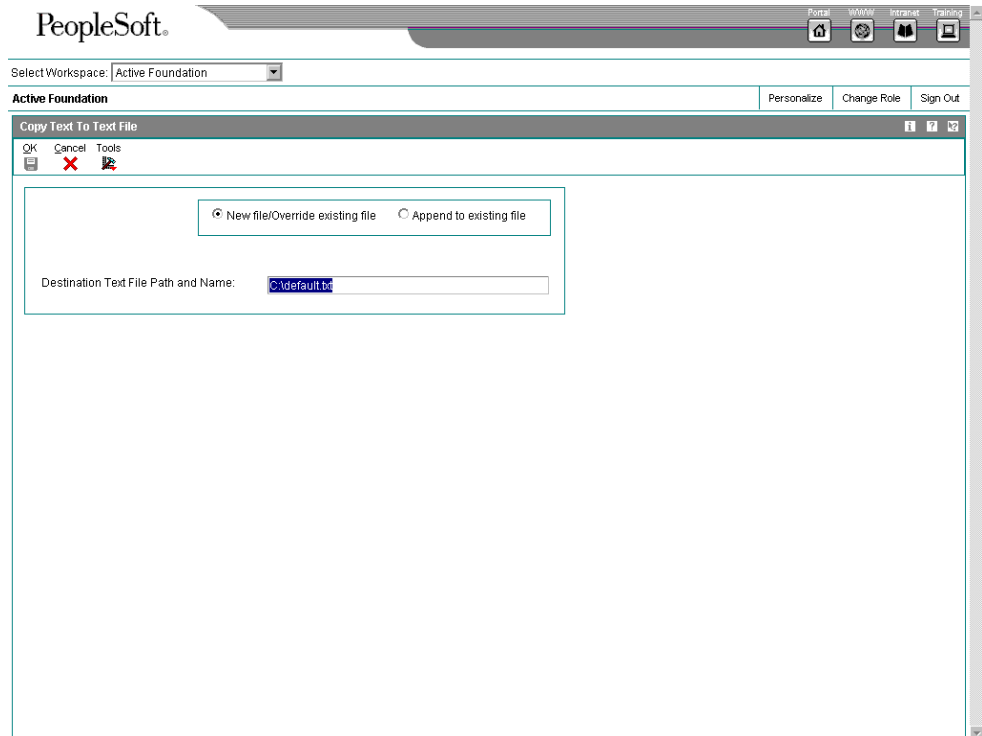
- Create a text batch by running a program that uses the Text File Processor.

► To copy text in the Text File Processor

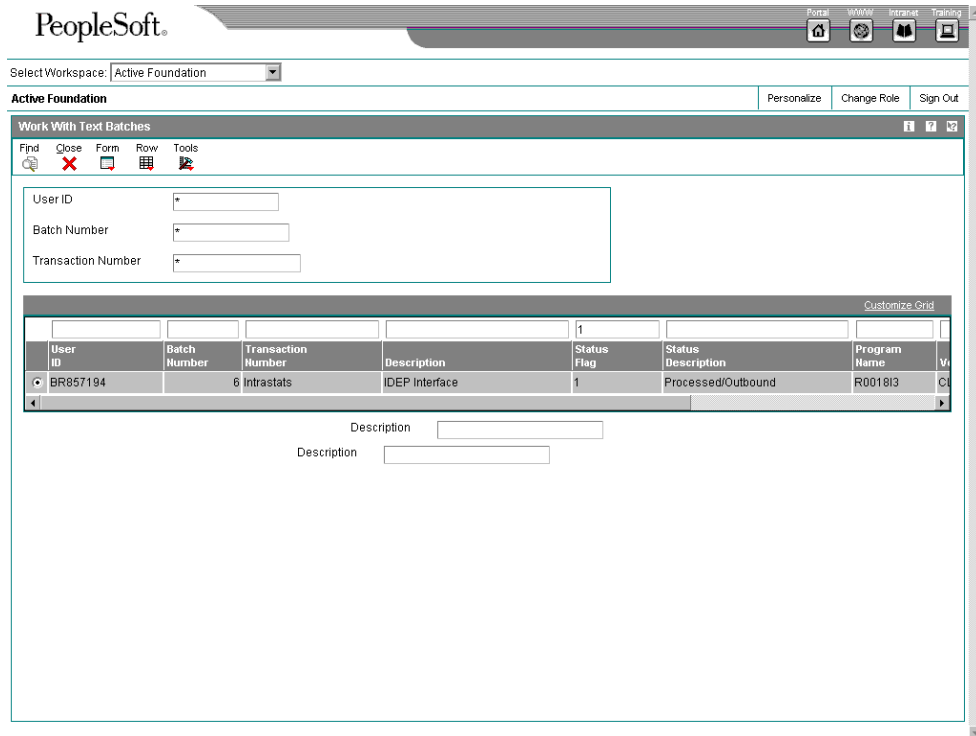
From the Text File Processor menu (G0071), choose Text File Processor.



1. On Work With Text Batches, complete any of the following fields and click Find:
 - User ID
 - Batch Number
 - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



4. On Copy To Text File, click either of the following options:
 - New file/Override existing file
 - Append to existing file
5. Complete the following field and click OK:
 - Destination Text File Path and Name:The system displays the Work With Text Batches form.



A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft Word template to use during creation of the text file.

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you need to enter the correct path for the location of the normal.dot template.

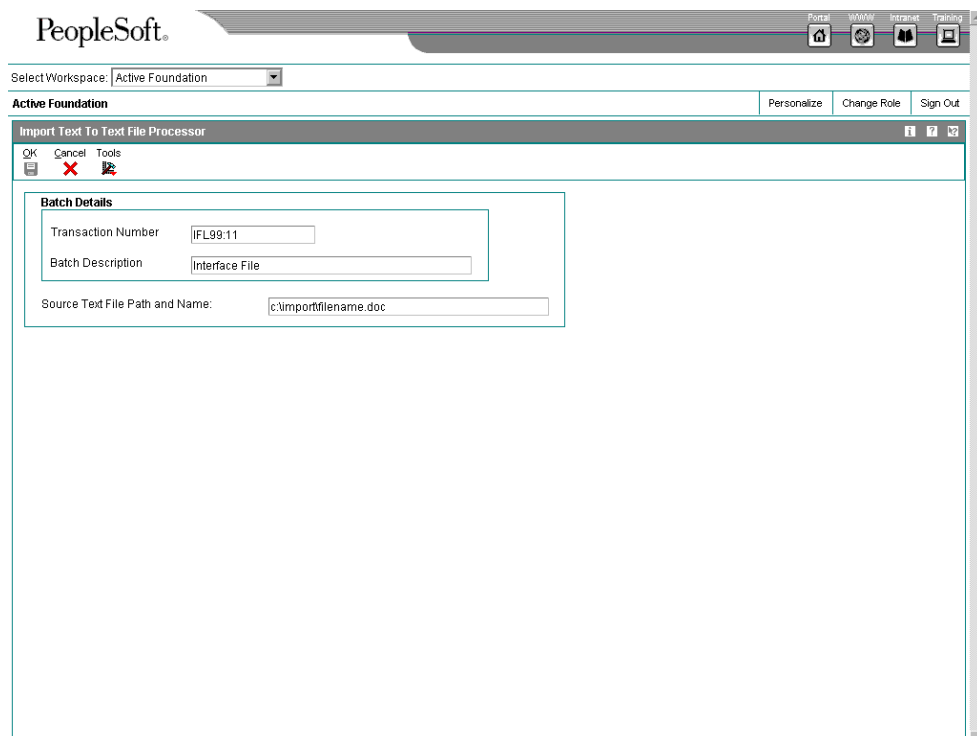
Importing Text Using the Text File Processor

You can import information from an external text file to the J.D. Edwards system. When you import a text file, the system creates a batch in the Text File Header table (F007101) and the Text File Detail table (F007111). To move the information from the Text File Header and Detail tables into other tables in the J.D. Edwards system, you must run a batch program that has been designed to retrieve data from tables F007101 and F007111.

► To import text using the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, choose Import Text from the Form menu.



The screenshot shows the PeopleSoft interface. At the top, there's a navigation bar with 'Portal', 'WWW', 'Intranet', and 'Training' icons. Below that is a 'Select Workspace' dropdown menu currently set to 'Active Foundation'. The main content area is a dialog box titled 'Import Text To Text File Processor'. Inside this dialog, there's a 'Batch Details' section with three input fields: 'Transaction Number' containing 'IFL99:11', 'Batch Description' containing 'Interface File', and 'Source Text File Path and Name' containing 'c:\importfilename.doc'. The dialog box has standard 'OK', 'Cancel', and 'Tools' buttons at the top left.

2. On Import Text To Text File Processor, complete the following fields and click OK:
 - Transaction Number
 - Batch Description
3. Complete the following field and click OK:
 - Source Text File Path and Name:
4. On Work With Text Batches, click Find.

The system displays the new batch in the detail area. A value of 5 (Unprocessed/Inbound) in the Status Flag field indicates that the batch has been imported successfully.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to reset.
3. From the Row menu, choose Maintain Batch, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail Table (F007111). You can purge only batches of processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option in the Purge Processed Transactions program to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from table F007111.

If you do not remove records from table F007101 when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in table F007101 . When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

► To purge a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to purge.

3. From the Row menu, choose Maintain Batch, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

Use this processing option to specify whether to delete header records.

1. Purge Header Records

Blank = Do not delete header records

1 = Delete header records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header table (F007101) along with detail records from the Text Processor Detail Table (F007101). Deleting only detail records updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status. Valid values are:

1

Purge header and detail records

Blank

Purge only detail records
