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PeopleBook

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Table of Contents

System Setup	1
Setting Up Your System for Localization	2
Setting Up User Display Preferences	2
Setting Up User Defined Codes	4
Setting Up Matching Versions for Accounts Receivable and Sales Orders	5
Setting Up Next Numbers for System 75, Row 1	5
Setting Up Tax Rate Areas	6
Setting Up an Alternate Chart of Accounts	11
Setting Up AAI 4290 for VAT on Free Goods	13
Setting Up Free Goods VAT Base Price	14
Setting up Category Codes for JinSui Processing	15
Additional Information	17
Data Integrity and the Chart of Accounts	17
Multiple Ledger Types	18
Translation Considerations for Multilingual Environments	19
Translation Routines	21
J.D. Edwards Multicurrency Solution Summary	21
Entering Supplier Master Records	24
Related Tasks for Entering Supplier Master Records	35
Processing Options for Supplier Master Information (P04012)	36
Processing Options for Supplier Master MBF – PO (P0100043)	39
Setting Up Multiple Bank Accounts for Suppliers	40
Assigning Multiple Bank Accounts to Suppliers	41
Activating a Bank Account as a Vendor Record Type	42
Assigning Payment Instrument and G/L Account Relationships	43
Reviewing the Pre-Note Status of a User-Defined Record Type	44
Entering Additional Supplier Master Information	46
Entering Customer Master Information	47
Processing Options for Customer Master Information (P03013)	50
Creating Customer Records for JinSui Processing	53
Tax Processing	54
Creating Free Goods Adjustments	55
Adjusting VAT Base Prices Manually	56
Creating Journal Entries for VAT on Free Goods	57
Processing Options for VAT on Free Goods Journal - China (R75C4203)	57
Resetting the Free Goods Cross Reference Table	61

Processing Options for Reset Free Goods Cross Reference Table - China (R75C4203R).....	61
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JinSui Processing 63

Processing Invoices for JinSui	64
Printing Invoices from the Accounts Receivable System	64
Printing Invoices from the Sales Order System.....	67
Processing VAT Payable for JinSui.....	69
Creating the Accounts Payable Tax JinSui Interface File	70
Resetting Processed Records in the JinSui Interface File	72
Cancelling Submitted Invoices	74
Processing Options for Cancel printing GUI – JinSui - China (R75C09Z1)	74
Working with the Text File Processor.....	75
Copying Text in the Text File Processor.....	75
Importing Text Using the Text File Processor	79
Resetting a Text Batch in the Text File Processor	80
Purging a Text Batch in the Text File Processor	80
Working with JinSui Return Files.....	82
Downloading JinSui Return Files into the J.D. Edwards System	82
Updating GUI Numbers	82

General Ledger Reporting 83

Reviewing Account Information	84
Reviewing Account Ledgers by Object Account.....	84
Reviewing Account Ledgers by Category Code.....	86
Reviewing Alternate Account Information	89
Printing a Sample Balance Sheet.....	93
Printing a Sample Income Statement.....	94

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 (such as General Accounting or Accounts Receivable), as well as international and country-specific tasks for China.

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.

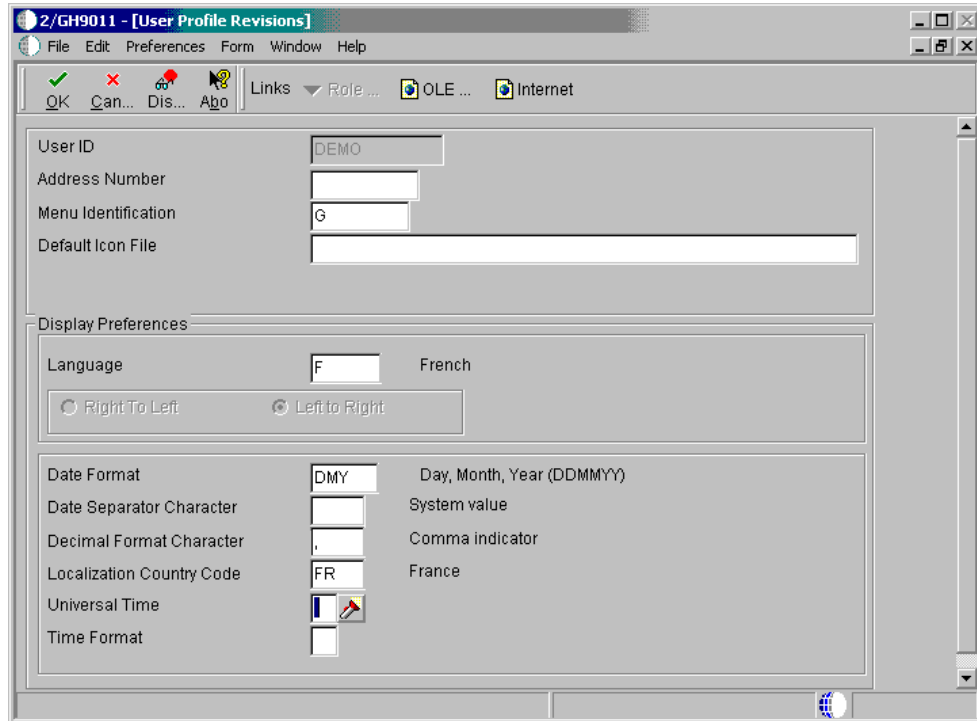
See Also

- *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

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

Many fields throughout J.D. Edwards software accept only user defined codes (UDCs). 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.

Note

You must enter identical document types in both UDC 00/DT and UDC 00/DV. You must also add the valid values in the Special Handling codes fields in both user defined codes lists.

See Also

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

Document Type - All Documents (00/DT)

Set up original document types so that you can identify, group, and process similar transactions. In addition to the hard-coded document types that are used throughout J.D. Edwards software, you can set up document types that are based on your specific business needs.

In China, you must set up the following document types with predefined special handling codes:

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

Document Type - Vouchers Only (00/DV)

Set up original document types for vouchers so that you can identify, group, and process similar transactions. In addition to the hard-coded document types that are used throughout J.D. Edwards software, you can set up document types that are based on your specific business needs.

In China, you must set up the following document types with predefined special handling codes:

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

Setting Up Matching Versions for Accounts Receivable and Sales Orders

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

Before you run either the Print Invoice from A/R – China program (R03B505) or the Print Invoices program (R42565), you must set up matching versions for the following programs:

- Create Chinese GUI interface file from A/R program (R75C03B1)
- Chinese GUI interface file from Sales Order-Setup - China program (R75C421)

You can set up these versions by either copying or adding versions. The Create Chinese GUI interface file from A/R program and Chinese GUI interface file from Sales Order-Setup - China program hold the processing options that are retrieved by the other programs.

See Also

- *Working with Batch Versions in the Foundation Guide*

Setting Up Next Numbers for System 75, Row 1

Before you run either the Print Invoice from A/R - China program (R03B505) or the Print Invoices program (R42565), you must set up next numbers for system 75, row 1. You set up next numbers in the Next Numbers Revisions program (P0002).

Caution

If you do not set up next numbers for system 75, row 1, the system does not perform any of the JinSui processing.

See Also

- *Setting Up System Next Numbers in the Address Book Guide*

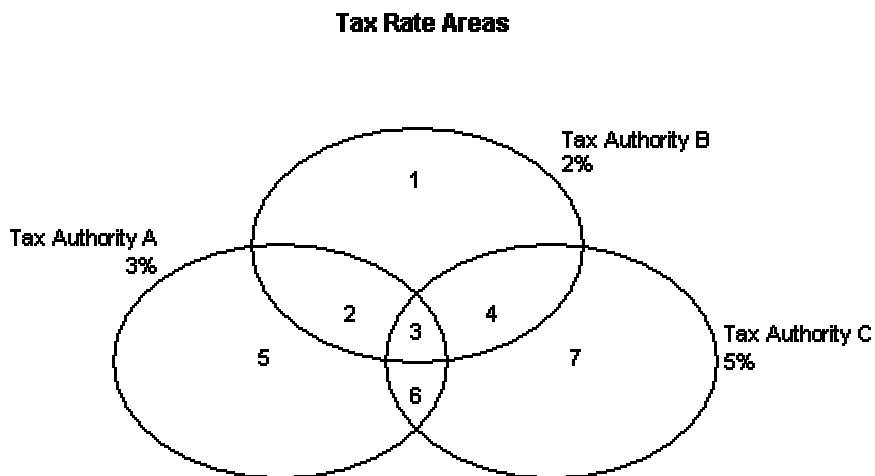
Setting Up Tax Rate Areas

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.

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Rate/Areas - Tax Rate/Area Revisions

OK Cancel Form Tools

Tax Rate/Area: ONT Effective Date: 07/01/01

Description: Canadian GST Tax (Ontario) Expiration Date: 06/12/31

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
4090	Revenue of Canada		7.000	
4030	Treasurer of Ontario		8.000	<input type="checkbox"/> Compound Tax
				<input type="checkbox"/> VAT Expense
				<input type="checkbox"/> VAT Expense
				<input type="checkbox"/> VAT Expense
TOTAL TAX			15.000	

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

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.

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Rate/Area Revisions

OK Cancel Form Tools

Tax Rate/Area: CO Effective Date: 01/01/07

Description: Colorado State & Regional Tax Expiration Date: 12/31/06

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate
4010	Colorado State Treasurer	TXX	3.800

Compound Tax
 VAT Expense
 VAT Expense
 VAT Expense

TOTAL TAX: 3.800

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

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 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.

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Single Account

OK Cancel Form Tools

Account Number 70.1110.FRANCE First Bank of Paris

Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Business Unit/Object/Subsidiary 70 1110 FRANCE

Description First Bank of Paris

Account Level of Detail 7

Posting Edit Allows all posting

Budget Pattern Code

Model Account/Consolidations Non-Mode#Consolidation

Currency Code

Account ID 00019641

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

Setting Up AAI 4290 for VAT on Free Goods

China requires that you pay taxes on free goods. Free goods are often items that are given away to promote, display, or accompany a product that is ordered. You must distribute the tax amounts to the correct general ledger accounts. You set up AAIs for a specific type of tax, such as use tax or VAT, to designate the accounts to debit and credit for the tax amount. You must set up AAI 4290 for tax processing.

Note

When you set up AAI 4290 for tax processing, you must specify the branch/plant.

See Also

- ❑ *Automatic Accounting Instructions* in the *Accounts Payable Guide* for information on setting up AAI (RTyyyy) to determine the credit account
- ❑ *Creating Journal Entries for VAT on Free Goods* in the *Global Solutions China Guide*
- ❑ *Assigning Tax Information to Customers* in the *Sales Order Management Guide*

► To set up AAI 4290 for VAT on free goods

From the Sales Order Management Setup menu (G4241), choose Automatic Accounting Instr.

1. On Work With AAIs, click Add.
2. On AAI Record Types, complete the following fields and click OK:
 - AAI Table Number
 - Description
 - Description -2
 - Text Only
3. Click Cancel.
4. On Work With AAIs, locate and select AAI 4290.
5. Click Select

6. On Account Revisions, complete the following fields:

- Co
- Do Ty
- Description
- G/L Cat
- Description G/L
- Branch Plant
- Obj Acct
- Sub

7. Click OK.

Setting Up Free Goods VAT Base Price

The supplier and the Chinese government agree on the base price of free goods to calculate VAT on those free goods. Use the Chinese Free Goods VAT base price – F75C4106 program (P75C4106) to maintain item base prices that are used to calculate VAT on free goods. The system stores VAT on free goods in the Chinese Free Goods VAT base price – F75C4106 table (F75C4106).

When you enter a sales order, the adjustment schedule sets the pricing unit of measure for the free goods line (UOM4) with the same transaction unit of measure that is defined in the free goods rules. When calculating VAT, the system first retrieves the price that is defined in the pricing unit of measure from the Sales Order Detail File table (F4211). If the price is not defined for the pricing unit of measure, the system then retrieves the price by using the primary unit of measure.

When you enter base prices in the Chinese Free Goods VAT base price – F75C4106 program, enter the prices with the same item unit of measure that is defined on the free goods adjustment schedule, the item primary unit of measure, or both.

Note

All free goods items must at least have a price defined on the item level to process VAT on free goods.

► To set up VAT base prices

From the VAT on Free Goods - China menu (G75C031), choose Free Goods VAT Base Price.

1. On Work with Base Price, click Add.

2. On Base Price Revisions, complete the following fields:

- Item Number
- Branch/Plant
- Location
- Lot/Serial
- Unit Price
- Pricing UOM
- Effective Date
- Expired Date

3. Click OK.

See Also

- ❑ *Adjusting VAT Base Prices Manually* in the *Global Solutions China Guide* for information on maintaining free goods prices
- ❑ *Creating Free Goods Adjustments* in the *Advanced Pricing Guide*

Setting up Category Codes for JinSui Processing

You must set up valid values for the following category codes for JinSui processing:

- PRP6 through PRP0 (Procurement)
- SRP6 through SRP0 (Sales Order Management)

You use these category codes to specify the field name in the Item Category Codes table (F4101C) that the system uses for item classification in the JinSui interface table.

► To set up user defined codes for JinSui processing

1. Choose the category code that you want to use.
 - Valid values for Procurement are found in the following user defined code lists:
 - Item Dimension Group (41/01)
 - Warehouse Process Group 1 (41/02)
 - Warehouse Process Group 2 (41/02)
 - Warehouse Process Group 3 (41/02)
 - Item Category Code 05 (41/05)
 - Valid values for Sales Order Management are found in the following user defined code lists:
 - Item Category Code 06 (41/06)
 - Item Category Code 07 (41/07)

- Item Category Code 08 (41/08)
- Item Category Code 09 (41/09)
- Item Category Code 10 (41/10)

2. Add your valid values to the corresponding user defined code list.

After you set up your user defined codes for JinSui processing, you must assign classification codes for JinSui processing.

► To assign classification codes for JinSui processing

You can assign classification codes for the Item Master program (P4101), the Item Branch program (P41026), or both.

From the Inventory Master/Transactions menu (G4111), choose either Item Master or Item Branch/Plant.

1. Locate and choose an item.
2. From the Row menu, choose Category Codes.
3. On Category Codes, complete one of the following fields for Procurement:
 - Item Dimension Group
 - Warehouse Process Grp 1
 - Warehouse Process Grp 2
 - Warehouse Process Grp 3
 - Item Pool Code
4. Alternatively, on Category Codes, complete one of the following fields for Sales Order Management:
 - Category Code 6
 - Category Code 7
 - Category Code 8
 - Category Code 9
 - Category Code 10

After you assign classification codes for JinSui processing, you must set up the processing options for JinSui processing.

Note

After you set up the Item Master, the Item Branch Plant, or both, you need to complete the processing option Item Category Code Name field for the Chinese GUI Interface file from Sales Order–Set Up - China program (R75C421). You must use the same valid value for the category code that you chose for the Item Master and Item Branch Plant.

Additional Information

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

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:

Business Unit Descriptions	<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>
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Account Descriptions	<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>
Automatic Accounting Instruction (AAI) Descriptions	<p>You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system.</p>
UDC Descriptions	<p>You can translate the descriptions of the UDCs that you set up for your system.</p>
Delinquency Notice Text	<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
- Revaluates 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

Entering Supplier Master Records

Before you enter a voucher and issue payment to a supplier, you must create a supplier master record for that supplier. The supplier master record is the central storage place for all supplier information. When you create a supplier record, you set up address book and mailing information, as well as information about how the system processes vouchers and payments for that supplier. You use the Address Book Revisions program (P01012) and the Supplier Master programs (P04012) to create a supplier record.

The information that you enter in a supplier record is stored in the following tables:

Address Book Master (F0101)	Alpha name and factor/special payee
Address Book- Who's Who (F0111)	Mailing name
Supplier Master (F0401)	Supplier information
Address Book - Contact Phone Numbers (F0115)	Telephone number
Address by Date (F0116)	Mailing address information
Bank Transit Master (F0030)	Bank account information

You need to maintain only one address book number for each supplier throughout the various systems. For example, if you use the Supplier Ledger Inquiry form to review information or if you run reports such as A/R and A/P Netting, the system uses the same address book number.

You can create a supplier record from either of the following forms:

- Work With Addresses
- Work With Supplier Master

Note

The Supplier Master program contains a processing option that allows you to specify a version of the Address Book Revisions program to use when creating supplier master records using the Supplier Master program. Be sure the version that you specify in the Supplier Master processing option is the same as the versions of the Address Book program that you use to enter new address book information.

See Also

- *Address Book Maintenance* in the *Address Book Guide* for more information about entering supplier information

► To enter supplier address and mailing information

When you create a new supplier record, you first enter address book information that identifies the supplier, such as the mailing name and address. The system uses this identification information as default information when you enter vouchers and payments. You can access the Address Book Revisions program (P01012) from the Supplier Master Information program (P04012).

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

1. On Work With Supplier Master, click Add.
2. Enter a supplier number and click OK.

If there is already an address book record for the supplier, the Supplier Master Revision appears. Go to the task To enter supplier master information.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Book Revision

OK Cancel Form Tools

Address Number 3480

Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Alpha Name Digger Enterprises

Long Address Number

Tax ID 225985471

Search Type Suppliers

Business Unit 1 FinanciaIDistribution Company

3. On Address Book Revision, on the Address Book tab, complete the following fields to identify the supplier:
 - Alpha Name
 - Search Type

4. Complete the following optional fields:

- Address Number
- Long Address Number
- Tax ID
- Business Unit

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Book Revision

OK Cancel Form Tools

Address Number 3480

Address Book Mailing Additional Related Address Cat. Code 1 - 10 Cat. Code 11 - 30

Mailing Name Digger Enterprises

Address Line 1 5 River Road City Sacramento

Address Line 2 . State CA California

Address Line 3 Postal Code 94203

Address Line 4 Country USA

County

5. Click the Mailing tab and complete the following fields to enter mailing information:

- Mailing Name
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State

- Postal Code
- Country
- County

The screenshot shows the PeopleSoft 'Address Book Revision' form in the 'Additional' tab. The 'Address Number' field is populated with '3480'. The 'Additional' tab contains the following fields and options:

- Payables Y/N/M:** A dropdown menu with 'Y' selected.
- Receivables Y/N:** An unchecked checkbox.
- Employee Y/N:** An unchecked checkbox.
- User Code:** An unchecked checkbox.
- AR/AP Netting (Y):** An unchecked checkbox.
- Subledger Inactive Code:** An unchecked checkbox.
- HRM Records Exist:** A checked checkbox.
- Workflow:** A sub-section containing:
 - E-mail Preference:** An unchecked checkbox.
 - Shortcut Client Type:** An unchecked checkbox.
- Add'l Ind Tax ID:** An empty text field.
- Tax Exempt Certificate:** An empty text field.
- Person/Corporation Code:** A dropdown menu with 'N' selected, with the text 'Non-corporate entity' below it.
- Credit Message:** A dropdown menu with '.' selected.
- Language:** A dropdown menu.
- Industry Classification:** A dropdown menu with '7000' selected, with the text 'Services' below it.

- On the Additional tab, complete the following field:
 - Payables Y/N/M
If you have entered all necessary information, proceed to Step 9.
- Click any of the following options, if necessary:
 - Receivables Y/N
 - Employee Y/N
 - User Code
 - AR/AP Netting (Y)
 - Subledger Inactive Code
- Complete the following optional fields:
 - Person/Corporation Code
 - Tax Exempt Certificate
 - Add'l Ind Tax ID

- Credit Message
- E-mail Preference
- Language
- Industry Classification

9. Click OK to save the address book record.

► **To enter supplier master information**

After you enter address book information for a new supplier, you enter supplier master information. The system uses this as default information when you enter vouchers.

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

1. On Work With Supplier Master, to locate the address book record, complete one of the following fields and click Find:
 - Alpha Name
 - Address Number
2. Choose the record and click Select.

3. On Supplier Master Revision, click the Vouchers tab and complete the following optional fields:
 - Credit Message
 - Payment Terms - A/P
 - Payment Instrument
 - Factor/Special Payee
 - Parent Number
The parent/child relationship that is created by entering a value in this field is used for reporting purposes only in the Accounts Payable system. Voucher and payment processing do not use the parent number field or a parent/child relationship.
 - Approver Number
 - Hold Payment
The Hold Payment code applies only to the supplier on a voucher. The hold payment code does not apply when the supplier is a payee on a different supplier's account.
 - Float Days
4. If applicable, turn on the following option:
 - Pre-Note Code
5. Turn on one of the following multiple payments options:
 - Yes
 - No
 - Contract
6. Click the G/L Distribution tab and complete the following optional fields:
 - G/L Offset
 - Model JE Doc Type/No/Co
 - Default Expense Account
7. Click the Tax Information tab and complete the following fields to enter tax information:
 - Tax Expl Code
 - Tax Rate / Area

8. To enter 1099 information, complete the following fields:
 - Person/Corporation
 - Tax ID
 - Add'l Ind Tax ID
9. To enter withholding information, complete the following fields.
 - Tax Authority
 - Percent
10. If you need to enter 1099 information, choose A/B Revision from the form menu.
The Address Book Revision form appears. Complete the steps to enter information for 1099 reporting.
11. If you need to enter bank account information, complete the steps to assign bank accounts to suppliers
12. If you do not need to enter 1099 information or bank account information, click OK.

See Also

- ❑ *To assign currency codes to a supplier record* in the *Multicurrency Guide* for more information about assigning supplier currency codes
- ❑ *To set up tax defaults for the supplier* in the *Tax Reference Guide* for information about specifying default tax information
- ❑ *Setting Up Supplier and Item Information* in the *Procurement Guide* for information about the Purchasing 1 and Purchasing 2 tabs
- ❑ *Setting Up EDI Information for a Supplier* in the *Data Interface for Electronic Data Interchange Guide* for more information about the EDI tab
- ❑ *Interface to Vertex Quantum for Sales and Use Tax Guide* for more information about tax setup and processing

See the following topics in the *Accounts Payable Guide*:

- ❑ *To enter information for 1099 reporting* for instructions for entering 1099 information
- ❑ *To assign bank accounts to suppliers* for instructions for assigning bank accounts to suppliers
- ❑ *Entering G/L Distribution Based on a Model* for information about setting up default expense account information

► **To enter information for 1099 reporting**

Perform this task after you complete the steps to enter supplier master information if you need to enter 1099 information to report amounts paid to a supplier. If a supplier is not a legal entity, you must enter the legal name of the person that corresponds to the supplier's tax ID.

1. On Address Book Revision, click the Cat Code 1 - 10 tab.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Supplier Master Information - Address Book Revision

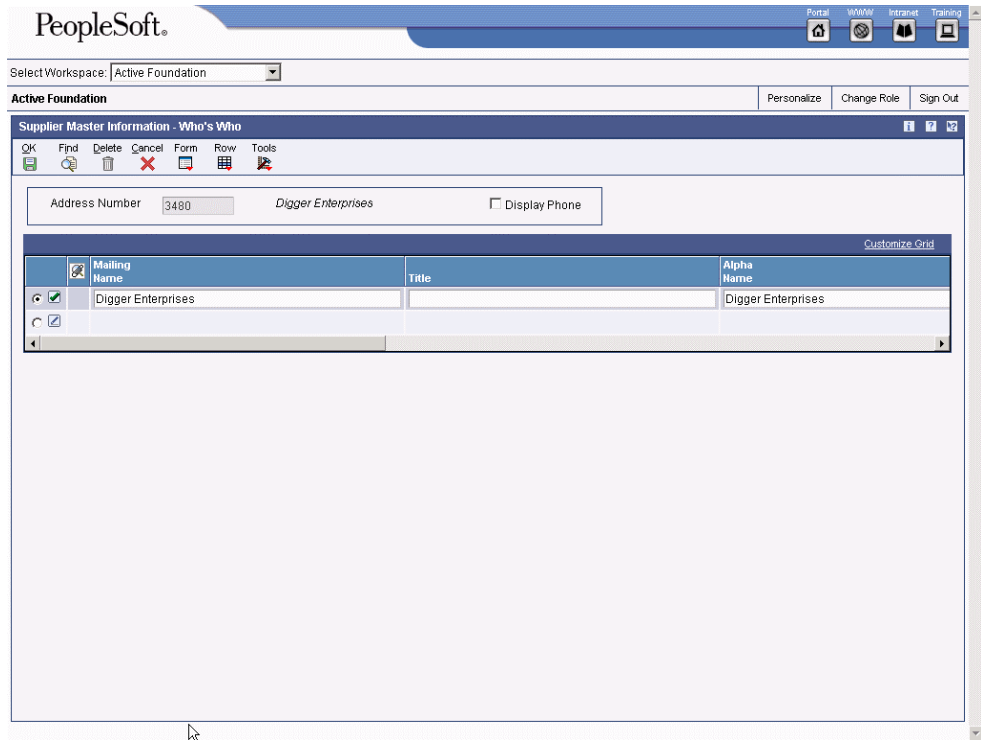
Address Number 3480

Address Book Mailing Additional Related Address **Cat Code 1 - 10** Cat Code 11 - 30

Category Code 01	125	San Francisco Branch	Category Code 06		.
Category Code 02		.	Category Code 07	1	1099 Div
Category Code 03		.	Category Code 08		.
Category Code 04		.	Category Code 09		.
Category Code 05		.	Category Code 10		Q

2. On the Cat Code 1 - 10 tab, complete the following field and click OK:
 - Category Code 07

Category code 07 applies only to the A/P Ledger method of 1099 processing, not to the G/L method.
3. On Supplier Master Revision, choose Who's Who from the Form menu.



4. On Who's Who, complete the following fields and click OK:
 - Mailing Name
 - Type Code
5. On Supplier Master Revision, click the Tax Information tab.
6. On the Tax Information tab, verify the values for the following fields and click OK:
 - Person/Corporation
 - Tax ID
7. On Supplier Master Revision, choose A/B Revision from the Form menu.
8. On Address Book Revision, on the Mailing tab, verify that the supplier's street address is the last nonblank line of the mailing address.
 A 1099 form has four lines for the following information:
 - Legal name
 - Supplier name
 - Street address
 - City, state, and zip code
9. Click OK to save the record.

10. If you need to return to assign bank accounts to suppliers, choose *A/P* from the Form menu to return to the Supplier Master form.

After you complete these steps, follow the steps to assign bank accounts to suppliers.

See Also

- ❑ *IRS Form 1099 Processing Guide* for more information about entering data for 1099 processing.

► To assign bank accounts to suppliers

After you enter supplier address book information and supplier master information, you can assign bank accounts to suppliers. Businesses that transmit payments electronically must assign bank accounts to their suppliers. The system uses this information to identify the supplier's bank account when you pay vouchers by electronic funds transfer.

1. On Supplier Master Revision, choose Bank Accounts from the Form menu.
2. On Work With Bank Accounts by Address, 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 1001 J.D. Edwards & Company

Record Type

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

Bank Information

Bank Transit Number 111255000

Bank Account Number 1225545454

Control Digit

IBAN

Description Bank Transit Account

Checking or Savings Account 0 Checking account

SWIFT Code

Reference/Roll Number

Bank Address Number 0

Bank Country Code

3. On Set Up Bank Accounts by Address, complete the following fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
 - Checking or Savings Account

4. Click one of the following record type options:
 - Supplier
 - Customer
 - A/R Drafts, Auto Debit
 - Auto Receipts Payor
5. Complete the following optional fields and click OK.
 - Control Digit
 - Description
 - SWIFT Code
 - Reference/Roll Number

See Also

- *Assigning Multiple Bank Accounts to Suppliers* in the *Accounts Payable Guide* for information about assigning more than one bank account for a supplier

Related Tasks for Entering Supplier Master Records

Locating Supplier Master Records	Use the Supplier Master Information program (P04012) to locate supplier master records. Alternatively, use the A/B Word Search form.
Revising Supplier Master Records	Use the Supplier Master Information program to revise supplier master records.
Deleting Supplier Records	<p>To delete a Supplier Master record, you must delete the entire address book record, which includes associated information from the Address Book Master (F0101), Address Book - Contact Phone Numbers (F0115), Address by Date (F0116), and Supplier Master (F0401) tables. A supplier record will not be deleted successfully and completely unless no related supplier transactions exist for that supplier in the Accounts Payable Ledger table (F0411), the Accounts Payable - Matching Document table (F0413), or the Accounts Payable Matching Document Detail table (F0414).</p> <p>If you do not want to delete the address book record, but you no longer need to use a supplier record, you can enter 1 in the Hold Payment field on the Supplier Master Revision form. Then you will not be able to enter a voucher for or make a payment to that supplier.</p>

See Also

- *To locate address book records using word search* in the *Address Book Guide* for more information about how to locate a supplier's address book record using the name only

Processing Options for Supplier Master Information (P04012)

Entry Tab

This processing option specifies whether to display, hide, or disable the Tax ID field.

1. Tax ID

Blank = Display this field

1 = Hide this field

2 = Disable this field

Use this processing option to specify whether to display the Tax ID field when you add a supplier record. You can specify whether to disable this field. When you disable a field, the system displays it as gray and the user cannot enter data in it. Valid values are:

Blank

Display this field.

1

Hide this field.

2

Disable this field.

Defaults Tab

These processing options specify the default search types and currency codes for the Supplier Master Information form.

1. Search Type

Use this processing option to specify the default value that is used in the Search Type field on the Work with Supplier Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses V (Suppliers) as the default value.

2. Amount Currency Code

Use this processing option to specify the default currency code for the A/B Amount Code field. If you leave this processing option blank and the A/B Amount Code field on the Supplier Master Revision form is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.

The A/B Amount Code field appears on the Supplier Master Revision form only if multicurrency is activated in the General Accounting Constants program.

Version Tab

These processing options specify the version of the Supplier Master Business Function and the Address Book that you want to use when entering supplier master information.

1. Supplier Master MBF (P0100043) Version

Blank = Version ZJDE0001

Use this processing option to specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Address Book (P01012) Version

Blank = Version ZJDE0001

Use this processing option to specify the version of the Address Book program (P01012)

the system will use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

What You Should Know About Processing Options

The Address Book program contains a processing option where you can specify a version of Supplier Master to use when adding supplier master records from the Address Book. Be sure the version for the Supplier Master you specify for the Address Book processing option is the same as the version of Supplier Master that is called on the menu you started from.

Processing Options for Supplier Master MBF – PO (P0100043)

Outbound Tab

Use these processing options to determine the transaction type and transaction image that will be used for outbound processing.

1. Transaction Type

Use this processing option to enter the transaction type when using the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the Visual Assist to locate Transaction Type codes.

2. Change Transaction Image

Blank = Write the " after image "

1 = Write the " before" and " after image"

Use this processing option to indicate whether you want the system to write a Before Image for a change transaction. The Before Image is the record before the change. The After Image is the record after the change. Valid values are:

Blank Write the After image.

1 Write the Before and After image.

See Also

- ❑ *Choosing Vouchers for 1099 Processing* in the *IRS Form 1099 Processing Guide* for more about entering 1099 information

Setting Up Multiple Bank Accounts for Suppliers

If your business uses bank tape processing to transmit payments electronically, you can assign multiple bank accounts to your suppliers. After multiple bank accounts are set up, you can direct payment to any one of your suppliers' accounts. One advantage of assigning multiple bank accounts is that bank fees are often reduced if the payor and the payee use the same bank.

When you set up multiple bank accounts for a supplier, you can either assign the same user-defined record type to all bank accounts, or assign a unique user-defined record type to each bank account. Your choice of setup methods depends on how you intend to select a bank account for payment.

If you want to manually activate a bank account for payment, you can assign the same user-defined record type to all bank accounts. To choose a specific bank account for payment, activate the record as the vendor (V) record type account.

Or if you want the system to select a bank account based on a relationship set up between the user-defined record type, the payment instrument, and your G/L account, you should assign each bank account its own user-defined record type. If your system will choose the bank account for payment, you should review the pre-note status of user-defined record types to ensure proper payment.

If you assign the same user-defined record type to all bank accounts, you will need to activate a bank account as a vendor record type, but you will not need to assign a relationship between the G/L account or payment instrument and the record type, or review the pre-note status of a user-defined record type.

If you assign each bank account its own user-defined record type, you will need to assign a relationship between a payment instrument or G/L account and a user-defined record type and review the pre-note status of the record type. You will not need to activate a bank account as a vendor record type.

Information about multiple bank accounts for suppliers is stored in the following tables:

Bank Transit Number Master (F0030)	Supplier bank-account information
Multiple Vendor Bank Account Types (F0417M)	Bank-account type information that specifies the relationship linking user-defined record types to a payment instrument and, optionally, to a G/L bank account
Multiple Vendor Bank Account Status (F0401M)	Status information of supplier bank accounts for user-defined bank types

Before You Begin

- ❑ Add new bank types to user defined code 00/BT. See *User Defined Codes for Accounts Payable* in the *Accounts Payable Guide* for information about bank type codes.
- ❑ Set up your system for bank tape processing. See *Setting Up Bank Account Information* in the *Accounts Payable Guide* for information about bank tape processing.

See Also

- ❑ *Address Book Maintenance* in the *Address Book Guide* for more information about entering supplier information
- ❑ *Entering Supplier Master Records* in the *Accounts Payable Guide* for more information about entering supplier information for Accounts Payable

Assigning Multiple Bank Accounts to Suppliers

If your business uses bank tape processing to transmit payments electronically, you can assign multiple bank accounts to your suppliers. If you set up multiple bank accounts, you can direct electronic payments to any one of your supplier accounts.

You can set up multiple bank accounts for a supplier and assign them all the same user-defined record type. For example, you can set up five different bank accounts, at five different banks, in five different cities, and assign them all record type Z. Or if you want the system to automatically assign bank accounts based on rules that you have set up, you should assign each bank account its own record type.

► To assign multiple bank accounts to suppliers

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

1. On Work With Bank Accounts By Address, enter the supplier number for which you want to enter multiple bank accounts in the following field:
 - Address Number
2. Choose Multiple Accounts from the Form menu.
3. On Set Up Multiple Vendor Bank Account, complete the following field:
 - Record Type
4. Complete the following bank information fields:
 - Bank Transit Number
 - Bank Account Number
 - Checking or Savings Account
5. Complete the following optional fields:
 - Control Digit
 - IBAN
 - Description
 - SWIFT Code
 - Reference/Roll Number
 - Bank Country Code

6. Click OK, and then click Close.

Activating a Bank Account as a Vendor Record Type

Complete this task only if either of the following is true:

- Suppliers have the same user-defined record type assigned to multiple bank accounts.
- A payment instrument and G/L bank account relationship are not established for the user-defined record type.

You can set up multiple bank accounts for a supplier and assign them all the same user-defined record type. For example, you can set up five different bank accounts for a supplier and assign them all as record type Z.

If you assign the same user-defined record type to multiple bank accounts, you must manually activate the account to which you send your electronic payments. Otherwise, the program uses the first account that it finds that meets the default search criteria. For example, if you assign five bank accounts the record type Z and attempt to send an electronic payment, the system sends the electronic payment to the first Z record type account that it finds for the supplier. Rather than have the system perform this selection automatically, you can specify which account the system uses each time you run the bank tape process.

For example, you could select one of the five Z type accounts that you assigned, and activate it as a vendor (V) type account. The system then exchanges the record types of the Z type account that you selected and the V type account. After you activate a specific record type and make it a V record type, you run standard bank tape processing that uses a V record type for a supplier.

Also, you can activate any bank account as a draft (D) record type. The process is nearly identical to activating a vendor (V) record type.

► To activate a bank account as a vendor record type

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

1. On Work With Bank Accounts By Address, click Find to show all bank accounts, or limit your search by completing any of the fields in the Query By Example line and click Find.
2. Choose an account with a user-defined record type that you want to activate.
3. Choose Activate as Vendor from the Row menu.

The system exchanges the user-defined record type with the vendor (V) record type that is hard coded. When you run the bank tape processing program, the system uses the new vendor (V) record type.

Assigning Payment Instrument and G/L Account Relationships

This task is not necessary if you are manually activating a user-defined record type account as the vendor (V) type account.

When you assign a payment instrument to a record type or to a record type and a G/L bank account, you are setting up rules that allow the system to choose which bank account to use during automatic payment processing. The system will automatically choose the correct bank account based on the relationships that you set up.

To send a payment to one of the bank accounts that you set up for a supplier, you must set up one of two possible record-type relationship options:

- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a payment instrument. In this case, a payment instrument would be associated with a specific user-defined record type.

For example, you specify payment instrument T with user-defined record type Z. Then, whenever you process a payment instrument of T, for any bank account that you have not specifically defined, the system uses record type Z to retrieve the payee's bank account information. If bank information for record type Z is not set up for a payee, the system uses the hard-coded record type V as the default for that payee.

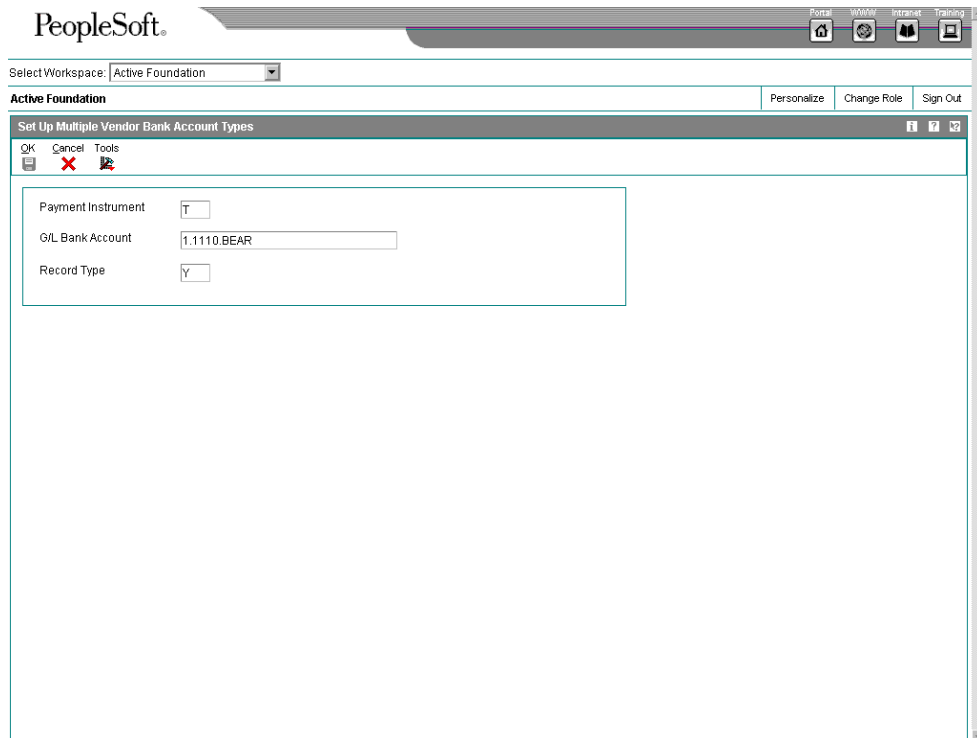
- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

For example, you specify G/L bank account 1.1110 and payment instrument T with user-defined record type Y. Then, whenever you process a payment instrument of T for bank account 1.1110, the system uses record type Y to retrieve the payee's bank account information. If bank information for record type Y is not set up for a payee, the system uses the hard-coded record type V as the default for that payee.

► To assign payment instrument and G/L account relationships

From the Automatic Payment Setup menu (G04411), choose Multiple Vendor Bank Account Types.

1. On Work With Multiple Vendor Bank Account Types, click Add.



2. On Set Up Multiple Vendor Bank Account Types, complete the following fields:
 - Payment Instrument
 - G/L Bank Account
 - Record Type

Note

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

3. Click OK.

Reviewing the Pre-Note Status of a User-Defined Record Type

This task is not necessary if you are manually activating a user-defined record type account as the vendor (V) type account.

A pre-note code indicates whether a supplier is in a setup or complete status for electronic funds transfer (EFT). The setup cycle is called pre-note setup status, in which EFT information is being created or verified with a bank. After the EFT information is verified, the system changes the supplier's pre-note status to complete.

When you process bank tape payments, the system performs pre-note editing if the G/L (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

Note

In the G/L Bank Accounts program (P0030G), the Revise Bank Information form includes the Override Supplier Pre-Note Code option. If this option is turned on, pre-note editing is not performed during the processing of bank tape payments for the G/L bank account on the form.

When you set up a user-defined bank account for a supplier, the system creates a record with a pre-note setup status. This is a separate record in the Multiple Vendor Bank Account Status table (F0401M). When the system performs pre-note editing for user-defined record types, the supplier's pre-note status is retrieved from the Multiple Vendor Bank Account Status table. If the supplier does not have a bank account record for the user-defined record type, or the default hard-coded vendor (V) type account is used, the supplier's pre-note status is retrieved from the Supplier Master table.

► To review the pre-note status of a user defined record type

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

1. On Work With Supplier Master, click Find, or limit your search by completing any of the fields in the QBE row and click Find.
2. Choose a supplier for review and click Select.
3. On Supplier Master Revision, review the Pre-Note Code option for vendor (V) type records. If it contains a checkmark, the record is at a pre-note setup status. If the option is blank, the record is at a pre-note cycle complete status.
 - Pre-Note Code
4. To review the status of multiple bank accounts for a vendor, choose Multiple Bank from the Form menu.
5. On Review Multiple Vendor Bank Account Status, review data in the Pre-Note Status column.

The next time you run an automatic payment process for the same supplier, the system skips the test record and printed payment sequence and processes the record with the other live records on the bank tape.

After payments are processed and the supplier's status changes to pre-note cycle complete status, the system does not change the pre-note status back to setup if you add another bank account with the same user-defined record type. You must do that manually by clicking the pre-note option on Supplier Master Revision.

Entering Additional Supplier Master Information

You must enter additional supplier master information for Chinese suppliers. The system uses the country-specific information that you enter to process supplier invoices from the J.D. Edwards system to JinSui. JinSui requires a 10-digit invoice category code. The 10 digits are based on the location and industry of the supplier. The 10 digits are required and are defined as follows:

- 1 - 4 Area code (indicates the location of the supplier)
- 5 - 7 Invoice version (indicates the industry of the supplier)
- 8 - 10 Invoice code (indicates additional information such as language, number of copies, and so on)

The system stores the invoice category code in the China Supplier Master Additional Information table (F75C0401).

► To enter additional supplier master information

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

1. On Work With Supplier Master, click Find and choose a supplier.
2. Click Select.
3. On Supplier Master Revision, click OK.
Alternatively, select Regional Info from the Form menu.
4. On Supplier Master Additional Information, complete the following field, and then click OK:
 - Supplier Invoice Category Code

Entering Customer Master Information

Before you can bill a customer for goods or services, you must create a customer master record. The customer master record contains information and processing instructions that the system uses to process sales orders and accounts receivable transactions. For example, it might specify a credit limit for the customer or designate whether delinquency notices should be sent or statements printed.

Specifically, the customer master record enables you to enter and maintain the following types of information:

- Default information for invoice and manual receipt processing
- Default information for processing automatic receipts
- Tax information
- Currency information
- Billing and shipping information for processing sales orders
- Credit and collection information
- EDI information for processing sales orders electronically
- Category codes

Each customer master record is uniquely identified in the system by a number called the address book number. An address book record for a customer must exist in the system before you can create a customer record. You can create an address book record directly using the Customer Master Information program (P03013) or you can use the Address Book program (P01012).

The system stores the information that you enter in a customer record in the following tables:

Customer Master by Line of Business (F03012)	Unless designated otherwise, the system updates this table with all the information that you enter on the Customer Master Revision form.
Address Organization Structure Master (F0150)	The system updates this table with the parent/child relationship that you establish in the customer record.

The following task explains the steps to set up customer master information for processing invoices and receipts only.

See Also

- ❑ *To assign currency codes to a customer record* in the *Multicurrency Guide* for information about specifying default currency information
- ❑ *To set up tax defaults for the customer* in the *Tax Reference Guide* for information about completing the fields on the Tax Information tab
- ❑ *To enter credit and collection information* in the *Accounts Receivable Guide* for information about completing the fields on the Credit and Collection tabs
- ❑ *Setting Up Ship Notice/Manifest Requirements* in the *Sales Order Management Guide* for information about completing the fields on the Customer Ship Notice tab

- ❑ To set up customer billing instructions in the *Data Interface for Electronic Data Interchange Guide* for information about completing the fields on the EDI tab
- ❑ *Setup for Automatic Receipts Processing* in the *Accounts Receivable Guide* for information about setting the option to process receipts automatically

Before You Begin

- ❑ Review the information about line of business processing to determine whether you need to set up customer information by company. See *Setting Up Enhanced Accounts Receivable Constants* in the *Accounts Receivable Guide*.

► **To enter default information for processing invoices and receipts**

From the *Customer Invoice Entry* menu (G03B11), choose *Customer Master Information*.

1. On *Work With Customer Master*, click *Add*.

The screenshot shows the 'Customer Master Revision' form in PeopleSoft. The form is titled 'Customer Master Revision' and is part of the 'Active Foundation' workspace. It contains several input fields and checkboxes. The 'Customer Number' field is highlighted with a red box. The form includes fields for 'Long Address Number', 'Company', 'Payment Terms - A/R', 'Payment Instrument', 'Alternate Payor', 'Parent Number', 'Currency Code', and 'A/B Amount Codes'. There are also checkboxes for 'Hold Invoices', 'Auto Receipt (Y/N)', and 'Send Invoice to'.

2. On *Customer Master Revision*, complete the following field:

- Customer Number

If you leave this field blank and click OK, the system displays the *Address Book Revision* form and you can create an *Address Book* record for the customer.

Caution

You must verify that an address book record does not exist for the customer before you create it. No mechanism exists for merging address book records and their corresponding transactions.

3. Complete the following optional field:

- Long Address Number

4. If you activated Line of Business processing, complete the following field:

- Company

Using Line of Business processing, you can set up multiple customer master records by company and assign them to the same address number. This allows you to process accounts receivable information, such as credit limits, payment terms, or default tax information, for a customer by company.

5. On the Invoices tab, complete the following fields:

- Payment Terms - A/R
- Payment Instrument
- Send Invoice to
- Alternate Payor
- Parent Number

6. Click the G/L Distribution tab to enter default account information.

7. Complete the following fields:

- G/L Offset
- Model JE Doc Type / No / Co
- Account Number

The system does not use the default revenue account if you have specified a model journal entry.

Processing Options for Customer Master Information (P03013)

Entry Tab

This processing option specifies whether the system displays the Tax ID field on the Customer Master Revision form. You can also specify that the system display the Tax ID field as disabled (gray).

1. Tax ID

Blank = Display this field

1 = Hide this field

2 = Disable this field

Use this processing option to specify whether to display the Tax ID field when you add a customer record. You can also specify whether to disable this field. When you disable a field, the system displays it as gray and the user cannot enter data into it. Valid values are:

Blank

Display this field.

1

Hide this field.

2

Disable this field.

Defaults Tab

These processing options specify the default values to assign to the Search Type and Amount Currency Code fields.

1. Search Type

Use this processing option to specify the default value for the Search Type field on the Work with Customer Master form. Click the Search button for a list of valid search types. If you leave this processing option blank, the system uses * as the default value. The * causes the system to locate all address book records.

2. Amount Currency Code

Use this processing option to specify the default currency code for the A/B Amount field. If you leave this processing option blank and the A/B Amount field on the Customer Master Revision form is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.

The A/B Amount field appears on the Customer Master Revision form only if multicurrency is activated in the General Accounting Constants program.

Versions Tab

These processing options specify the version of the programs for the system to use.

1. Customer Master MBF (P0100042) Version

Blank = Version ZJDE0001

Use this processing option to specify which version of the Customer Master MBF - PO program (Master Business Function) to use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

2. Address Book (P01012) Version

Blank = Version ZJDE0001

Use this processing option to specify the version for the Address Book program (P01012).
If you leave this processing option blank, the system uses the default version, ZJDE0001.

Creating Customer Records for JinSui Processing

When you create customer records for China, you must enter the following information in the Address Book program (P01012):

- Address and mailing information
- Telephone numbers
- Tax information
- Bank account information

The system stores customer information in the Bank Transit Master table (F0030).

See Also

- *Entering Customer Master Information* in the *Accounts Receivable Guide* for more information on creating a customer master record

Tax Processing

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

Creating Free Goods Adjustments

Free goods are typically promotional items. For example, your company might run a promotion that gives the customer one free case of motor oil when they buy ten cases. Free goods can also be items that help promote, display, or accompany the product that is being ordered. For example, free goods can be the items used to highlight a sale, such as a display case, posters, or additional promotional items such as buttons, or hats.

You must create a valid adjustment to which you attach your free goods. When you set up the free goods criteria, you define how the system applies the price and quantity of the free goods. Also, you define how—or if—the system should factor the price of the free goods into the price of the products actually being sold.

You can specify multiple free goods in a free goods catalog. This allows a customer to choose the free goods they are awarded for a qualifying item on an order. When an item on an order qualifies for a free goods that has a free goods catalog attached, the user is notified to view the free goods associated with the sales or purchase order.

Any adjustment can have free goods associated with it. You specify:

- The quantity of free goods to be included.
- Whether the free goods is a stock or non-stock item.
- The unit price of the free goods, if desired. In most cases, this price will be zero. However, you can specify a reduced price for the item, such as when you offer a purchase-with-purchase promotion.

If you enter any of the price groups in the definition for a free goods adjustment, the price group defaults into the adjustment detail and cannot be changed.

Adjusting VAT Base Prices Manually

Use the Chinese Free Goods VAT base price – F75C4106 program (P75C4106) to manually adjust VAT base prices on free goods. Free Goods VAT base price is not used to adjust base prices on any items other than free goods.

Alternatively, you use Advanced Pricing to generate free-goods line items automatically.

See Also

- *Creating Free Goods Adjustments in the Advanced Pricing Guide.*

► To adjust VAT base prices manually

From the VAT on Free Goods - China menu (G75C031), choose Free Goods VAT Base Price.

1. On Work with Base Price, complete the following fields and click Find:
 - Item Number
 - Business Unit
 - Location
 - Lot/SN
 - Pricing UOM
 - Expired Date
 - Effective Date
2. Choose the row of the item in the detail area and click Select.
3. On Base Price Revisions, revise the following fields and click OK:
 - Unit Price
 - Expired Date

Creating Journal Entries for VAT on Free Goods

From the VAT on Free Goods - China menu (G75C031), choose VAT on Free Goods Journal Creation.

Businesses in China pay both input VAT (for goods supplied) and output VAT (for goods sold). In China, VAT must also be paid on the donation of free goods. The supplier must collect VAT taxes on these goods.

The amount of VAT paid for free goods is determined by the price of the goods if they were sold. The government and the supplier agree upon the price of free goods. Businesses in China are required to submit the amounts of VAT on free goods to the government tax authority.

You can automatically adjust VAT payable on free goods by using the Advanced Pricing system. You can also adjust VAT payable on free goods manually.

The VAT on Free Goods Journal program (R75C4203) calculates and reports liable VAT on free goods from sales orders, and creates corresponding journal entries.

J.D. Edwards Sales Order Management allows users to store sales information in the Sales Order Detail File table (F4211) or purge those detail records. When you purge table F4211, the system moves the records to the Sales Order History File table (F42119). The VAT on Free Goods Journal report can calculate VAT on free goods by using either table F4211 or table F42119.

Note

Journal entries are only created when you run the VAT on Free Goods Journal Creation report in final mode. The system uses the tax AAI (RTxxxx) to determine the credit account. The system uses the distribution AAI 4290 to determine the debit account. You can override these accounts by entering specific accounts in the processing options.

See Also

- *Adjusting VAT Base Prices Manually* in the *Global Solutions China Guide* for more information about adjusting VAT on free goods

Processing Options for VAT on Free Goods Journal - China (R75C4203)

Defaults Tab

1. G/L Date

Use this processing option to specify the G/L date.

2. Specific Date as G/L Date

- 1 = Date of Sales Invoice
- 2 = Actual Shipment Date
- 3 = G/L date created by Sales Update process
- 4 = System Date

Use this processing option to specify which date the system uses as the G/L date. Valid values are:

1

Use sales invoice date as G/L date.

2

Use actual shipment date as G/L date.

3

Use G/L date created by sales update process as G/L date.

4

Use system date as G/L date.

3. Document Type

Use this processing option to specify the journal entry document type. You must enter values that have been set up in user defined code list (00/DT). If you leave this field blank, the default value is 'JE'.

Process Tab

Use these processing options to specify how the system processes VAT on Free Goods.

1. Mode

Blank = Run in proof mode

1 = Run in final mode

Use this processing option to specify whether to run the report in proof or final mode. If you choose proof mode, the system creates only the report (R75C4203). If you choose final mode, the system creates the report (R75C4203) and also writes records to the Chinese VAT on Free Goods Cross Reference table (F75C4203). Valid values are:

Blank

Proof mode

1

Final mode

2. Summarize by Company

Blank = Not summarize

1 = Summarize

Use this processing option to specify whether the system summarizes the journal entries by company. Valid values are:

1

The system summarizes the journal entries by company.

Blank

The system does not summarize the journal entries by company.

3. Override Credit Account to

Use this processing option to specify the credit account. If you leave this processing option blank, the system retrieves the credit account from the RT or RTyyyy tax AAI.

4. Override Debit Account to

Use this processing option to specify the debit account. If you leave this processing option blank, the system retrieves the debit account from DMAAI 4290.

Versions Tab

Use this processing option to specify the version that the system uses for the Journal Entry Master Business Function processing options (P0900049).

1. G/L Master Business Function processing options (P0900049)

Blank = ZJDE0001

Use this processing option to specify which version is used for the G/L Master Business Function processing options (P0900049). If you leave this processing option blank, the system uses the default version (ZJDE0001).

Resetting the Free Goods Cross Reference Table

From the VAT on Free Goods - China menu (G75C031), choose Reset Free Goods Cross Reference Table.

During JinSui processing, you might discover errors so that resetting the flags in the Chinese VAT on Free Goods Cross Reference - China table (F75C4203) is necessary. You use the Reset Free Goods Cross Reference Table - China program (R75C4203R) to reset table F75C4203, allowing you to regenerate the journal entries for free goods.

Note

Table F75C4203 does not void existing journal entries. You must manually void previous journal entries.

Processing Options for Reset Free Goods Cross Reference Table - China (R75C4203R)

Defaults Tab

Use this processing option to indicate whether the system runs the Reset Free Goods Cross Reference Table - China program (R75C4203R) in proof mode or final mode.

Mode

Blank = Proof

1 = Final

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C4203R). Running in final mode creates the report (R75C4203R) and also clears the flags in the China - Transmitted Vouchers to JinSui table (F0018CN). Valid values are:

Blank

Run in proof mode.

1

Run in final mode.

JinSui Processing

You use JinSui processing to prepare the file that contains VAT information for the tax authority. The Government Uniform Invoice (GUI) is the legal format that is required for invoices in China. In 1998, the Chinese government selected the JinSui Invoice Data Interface (JinSui) system to reduce forgery of GUI numbers, and to facilitate invoice processing and tax reporting. JinSui is a DOS application that processes the data that is required for printing invoices and reporting tax information to the State Taxation Authority.

The GUI format and legal numbering is the basis for all tax reporting and audit requirements. The State Taxation Authority requires that specific data, such as invoice and VAT information, be transferred to them on preprinted invoice forms that contain legal GUI numbers. All GUI numbers must be tracked and accounted for. After a GUI number is printed on an invoice, the number cannot be cancelled.

In addition to printing invoices, the JinSui system processes tax information from incoming invoices that you can submit through purchases, payables, or both. In China, manufacturing and distribution companies commonly process vouchers differently. For example, manufacturing companies are allowed to process vouchers for tax reporting when items are received. Distribution companies are allowed to process vouchers only when they have been paid in full. Tax reporting typically occurs on a monthly basis.

You use JinSui to process taxes for the Accounts Payable, Accounts Receivable, and Sales Order Management systems. JinSui processes this data for tax reporting purposes. Data that is generated, formatted, or reported by JinSui is not returned to the J.D. Edwards system. However, GUI numbers added to invoices are returned to the J.D. Edwards system.

Processing Invoices for JinSui

You can process invoices for JinSui from the Accounts Receivable system, the Sales Order system, or both.

Printing Invoices from the Accounts Receivable System

From the A/R Sales - China menu (G75C03), choose Print Invoice from A/R.

In China, special VAT invoices are prepared by using a Government Uniform Invoice (GUI). The GUI format includes a legal invoice number that is supplied and required by the government. The JinSui Invoice Data Interface provides a preprinted format and handles all of the associated printing issues. The J.D. Edwards software solution creates a predefined JinSui interface format. The JinSui system then reads and writes the data in the GUI format to preprinted and prenumbered invoices.

Use the Print Invoice from A/R – China program (R03B505) to print your invoices for submission to JinSui. When you run Print Invoice from A/R, the system also runs the Create Chinese GUI Interface file from A/R program (R75C03B1), which populates the Text Processor Header table (F007101) and Text Processor Detail Table (F007111). You must use the Text File Processor to copy information from these tables to a file that you can submit to JinSui.

The Print Invoice from A/R - China program also produces a paper report that you can use to review your invoices before you submit them to JinSui.

Note

You can print invoices for JinSui from the Accounts Receivable system, from the Sales Order system, or both.

See Also

See the following topics in the *Global Solutions China Guide*:

- ❑ *Working with the Text File Processor*
- ❑ *Printing Invoices from the Sales Order System*

Before You Begin

- ❑ Before you can run either the Invoice Print program (R03B505) or the Print Invoices program (R42565), you must set up matching versions of these programs. See *Setting Up Matching Versions for Accounts Receivable and Sales Orders* in the *Global Solutions China Guide*.

Processing Options for Create Chinese GUI interface file from A/R (R75C03B1)

Print Tab

These processing options customize various printing options for the JinSui interface file or the J.D. Edwards standard invoice.

1. Printing Invoice Type

Blank = JinSui Interface file and JDE

Standard Invoice

1 = JDE standard invoice only

Use this processing option to indicate whether you want the system to generate the JinSui interface file with the J.D. Edwards standard invoice or only the J.D. Edwards standard invoice. Valid values are:

Blank

The system generates JinSui interface file and J.D. Edwards standard invoice. Blank is the default value.

1

The system generates J.D. Edwards standard invoice only.

2. Invoice Remarks

Use this processing option to specify an invoice remark that will appear in the JinSui header record.

3. Line Item Unit of Measure

Use this processing option to enter the quantity for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this processing option blank, the system uses 1.

4. Line Item Quantity

Use this processing option to enter the quantity for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this processing option blank, the system uses 1.

5. Line Item Category Value (Required)

Use this processing option to enter the category value for line items on the JinSui detail record. The value you enter applies to each line item on each invoice. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

6. Item Description (Required)

Use this processing option to specify the item description for the JinSui detail record for any blank values in the Remark field. You use this processing option if you do not complete the Remark processing option. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

7. Item Specification

Use this processing option to enter the item specification for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this processing option blank, the system uses the Payment Item field (SFX) in the Customer Ledger table (F03B11) for the default value.

8. Checked By

Use this processing option to specify the person who does the verification upon the invoices. This is an optional field. If you leave this field blank, the Checked By field of the JinSui Header record will be blank.

9. Received By

Use this processing option to specify the person who actually receives payments in the Accounting Department. This is an optional field. If you leave this field blank, the Received By field of the JinSui Header record will be blank.

Printing Invoices from the Sales Order System

From the A/R Sales - China menu (G75C03), choose Print Invoice from Sales Order.

Use Print Invoice from Sales Order to print your invoices for review and to create a flat file that you can submit to JinSui. When you run the Print Invoices program (R42565), the system also runs the Create GUI flat file from SO invoice work file - China program (R75C422), which populates the Text Processor Header table (F007101) and Text Processor Detail Table (F007111). You must use the Text File Processor to copy information from these tables to a file that you can submit to JinSui.

The Print Invoices program also produces a paper report that you can use to review your invoices before you submit them to JinSui.

Note

You can print invoices for JinSui from the Accounts Receivable system, from the Sales Order system, or both.

See Also

See the following topics in the *Global Solutions China Guide*:

- ❑ *Working with the Text File Processor*
- ❑ *Printing Invoices from the Accounts Receivable System*

Before You Begin

- ❑ Before you can run either the Invoice Print program (R03B505) or the Print Invoices program (R42565), you must set up matching versions of these programs. See *Setting Up Matching Versions for Accounts Receivable and Sales Orders* in the *Global Solutions China Guide*.

Processing Options for Chinese GUI interface file from Sales Order–Set Up - China (R75C421)

Defaults

1. Printing Invoice Type

- 1 = JDE standard invoice only
 - 2 = JinSui Interface file and JDE standard invoice
-

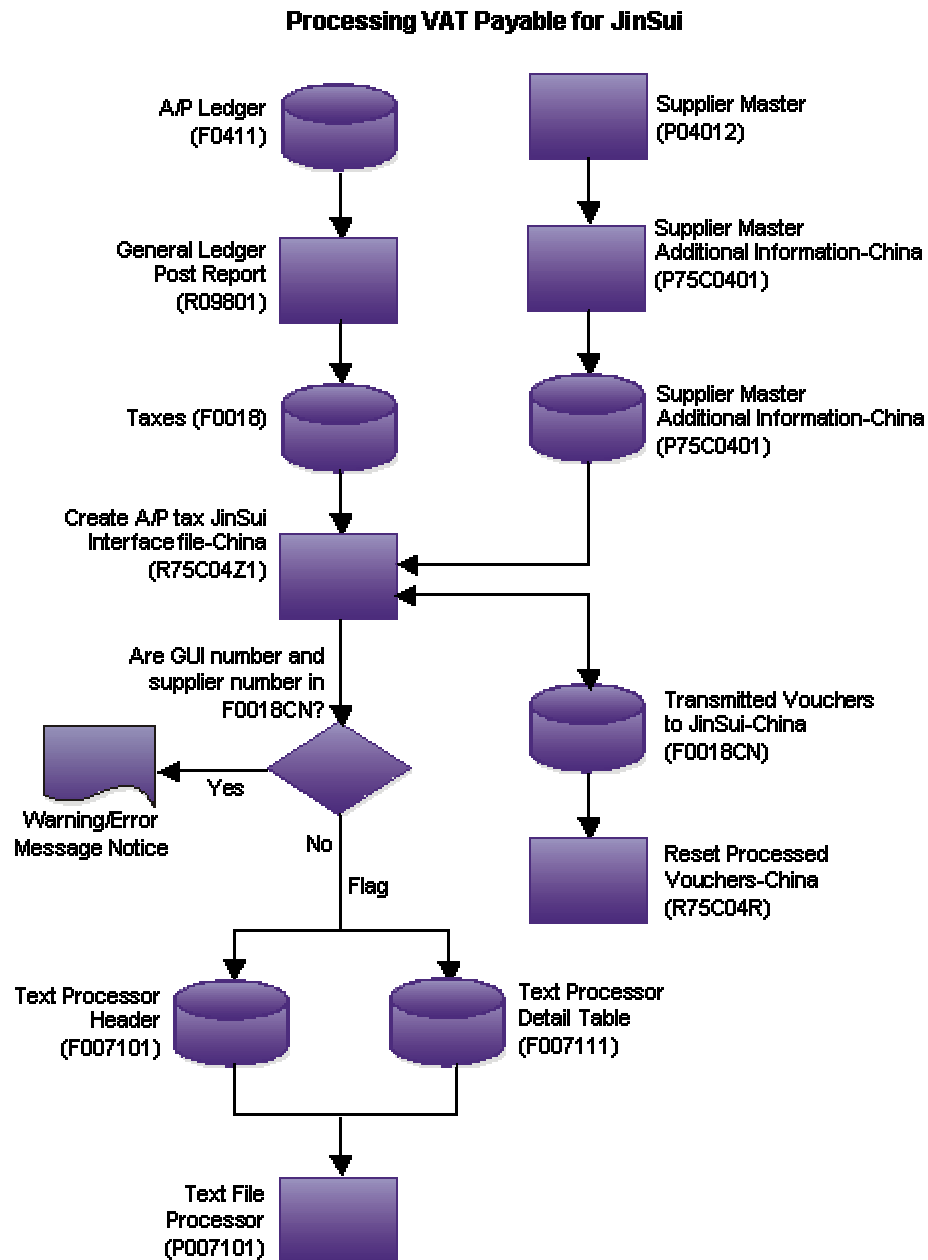
Blank = JinSui Interface file only

2. Number of Line Items per Invoice
 3. Item Category Code Name
 4. Default Item Category Value
 5. Default Item Specification
 6. Checked by
 7. Received by
-

Processing VAT Payable for JinSui

Use JinSui processing for Accounts Payable to submit VAT payable information to JinSui.

The following graphic illustrates JinSui processing for Accounts Payable:



Creating the Accounts Payable Tax JinSui Interface File

From the A/P and Purchase - China menu (G75C04), choose Create A/P tax JinSui interface file.

The Create A/P tax JinSui interface file - China program (R75C04Z1) creates a file in the format that is specified by the JinSui system for VAT payable tax reporting when processing vouchers. Before you run the Create A/P tax JinSui interface file - China program, complete the following tasks:

- Set up the J.D. Edwards standard voucher post programs from the General Ledger Post Report (R09801) to update the Taxes table (F0018). You must update the tax tables whether the voucher originates from Procurement or Accounts Payable.
- Set the processing options for the Create A/P tax JinSui interface file program to select posted vouchers that have either been paid in full or received.

The system selects only posted vouchers and retrieves information from the Taxes table. An additional table, China - Transmitted vouchers to JinSui (F0018CN), stores voucher information; and the system flags the records that were created for the interface file. The system also updates the Text Processor Header table (F007101) and Text Processor Detail Table (F007111) tables, which store the voucher information sent to JinSui. The system generates a detailed report of the transmitted records and warning messages that have occurred during processing.

The system does not process vouchers that have warning messages associated with them. You must correct these vouchers before the interface file can be created for them. The following list describes typical voucher processing errors and solutions:

- If you do not enter a valid value in the Supplier Invoice Category Code field, the vouchers process in the J.D. Edwards system but are displayed as errors within the JinSui system. You must enter a valid value in the Supplier Invoice Category Code field, run the Reset Processed Vouchers program, and reprocess the vouchers.
- If you change a voucher after it has been posted and processed, a warning message appears. You must manually correct the vouchers in the JinSui system.

Note

You must use these processing options for vouchers that are not created from purchasing orders. The JinSui system does not accept blank values for the file format. Therefore, processing options are included to retrieve valid values for commodity description, quantity, and unit of measure. These processing options do not override existing values for vouchers that are created from purchase orders.

Processing Options for Create A/P tax JinSui interface file - China (R75C04Z1)

Defaults Tab

These processing options determine values, such as the running mode or commodity description, that the Create A/P tax JinSui interface file - China (R75C04Z1) uses when other values are not entered for the transaction.

1. Running mode

Blank = Proof Mode

1 = Final Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C04Z1). Running in final mode creates the report (R75C04Z1) and also updates the China - Transmitted Vouchers to JinSui table (F0018CN). Valid values are:

Blank

Run in proof mode. (default)

1

Run in final mode.

2. The time to write voucher information to Jinsui system

Blank = after full payment

1 = at voucher creation in JDE

Use this processing option to specify when you will write the voucher information to the JinSui system.

Valid values are:

Blank

The system writes voucher information to the JinSui system after full payment (default).

1

The system writes voucher information to the JinSui system after voucher creation and posting to the J.D. Edwards system.

3. Commodity Description

Use this processing option to specify a commodity description if the Remark field in the voucher is blank. This processing option does not override existing values, only retrieves valid values for those that are blank.

4. Quantity

Use this processing option to specify a quantity if the quantity field on the voucher is blank. This processing option does not override existing values, only retrieves valid values for those that are blank.

5. Unit of Measure

Use this processing option to specify a unit of measure if the Unit of Measure field in the Taxes table (F0018) is blank. This processing option does not override existing values, only retrieve valid values for those that are blank. You must enter a valid unit of measure found in user defined code list 00/UM. The system uses the unit of measure description when creating the JinSui record.

Resetting Processed Records in the JinSui Interface File

From the A/P and Purchase - China menu (G75C04), choose Reset Processed Vouchers.

When you process vouchers to create the JinSui interface files (R75C04Z1), the records are flagged as processed in the China - Transmitted vouchers to JinSui table (F0018CN). The records that have errors are not included in the interface file and are not flagged as processed. After you fix these errors, you must regenerate the entire interface file.

To regenerate the entire interface file, you must first run the Reset Processed Vouchers-China program (R75C04R) to clear all of the processed flags in table F0018CN. The Reset Processed Vouchers program also produces a report that lists all of the vouchers that have been reset in table F0018CN.

Processing Options for Reset Processed Vouchers-China (R75C04R)

Defaults Tab

This processing option indicates whether the system runs Reset Processed Vouchers-China (R75C04R) in proof mode or final mode.

1. Running Mode

Blank = Proof Mode

1 = Final Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C04R). Running in final mode creates the report (R75C04R) and also writes records to the China - Transmitted Vouchers to the JinSui table (F0018CN). Valid values are:

Blank

Run in proof mode. (default)

1

Run in final mode.

Canceling Submitted Invoices

From the A/R Sales - China menu (G75C03), choose Cancel Invoice Print.

If you have already sent the invoice file to JinSui and you discover errors, you must run the Cancel printing GUI – JinSui – China program (R75C09Z1) so that the tax authority will cancel the GUI invoice numbers that correspond to the invoices which have errors.

Processing Options for Cancel printing GUI – JinSui - China (R75C09Z1)

Processing Tab

This processing option indicates whether the system runs the Cancel printing GUI – JinSui - China program (R75C09Z1) in proof mode or final mode.

1. Running Mode

1 = Final Mode

Blank = Proof Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C09Z1). Running in final mode creates the report (R75C09Z1) and also writes records to the GUI Cancel Printing Invoice-JinSui table (F75C09Z1). Running in final mode also updates the status field in the Chinese GUI Cross-reference table (F75C001) to Cancel. Valid values are:

Blank

Run in proof mode. (default)

1

Run in final mode.

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 (R001813)
- SEMDEC Interface - VAT EC Sales List (R001814)
- 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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Text Batches

Find Close Form Row Tools

User ID

Batch Number

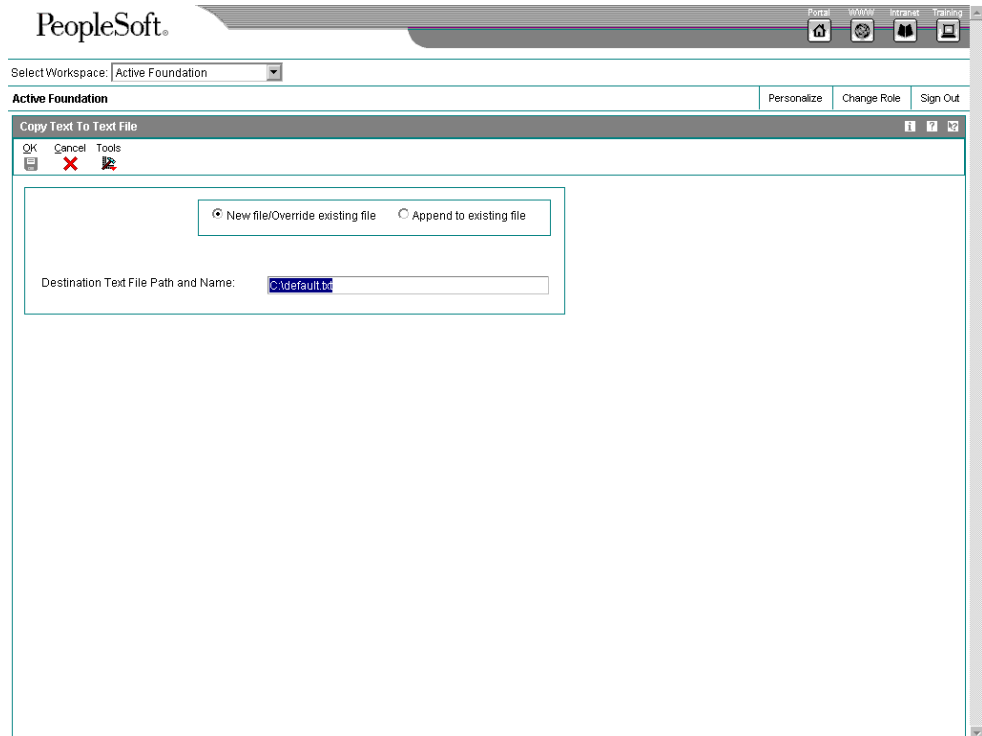
Transaction Number

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name
BR857194	8	intrastats	IDEP Interface	Unprocessed		R001813

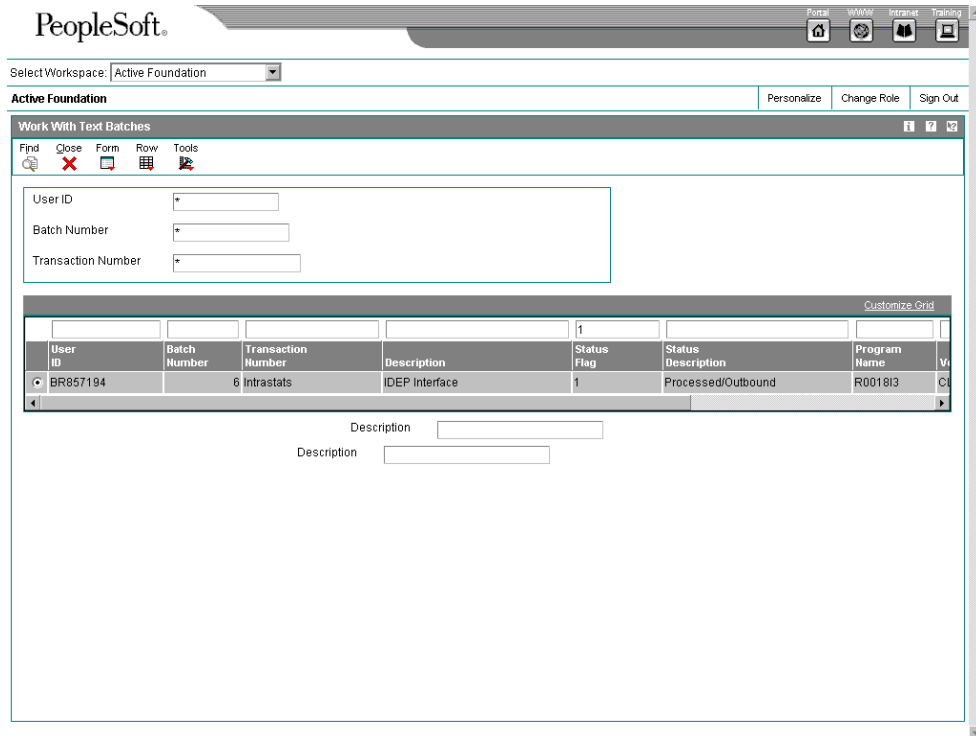
Description

Description

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.

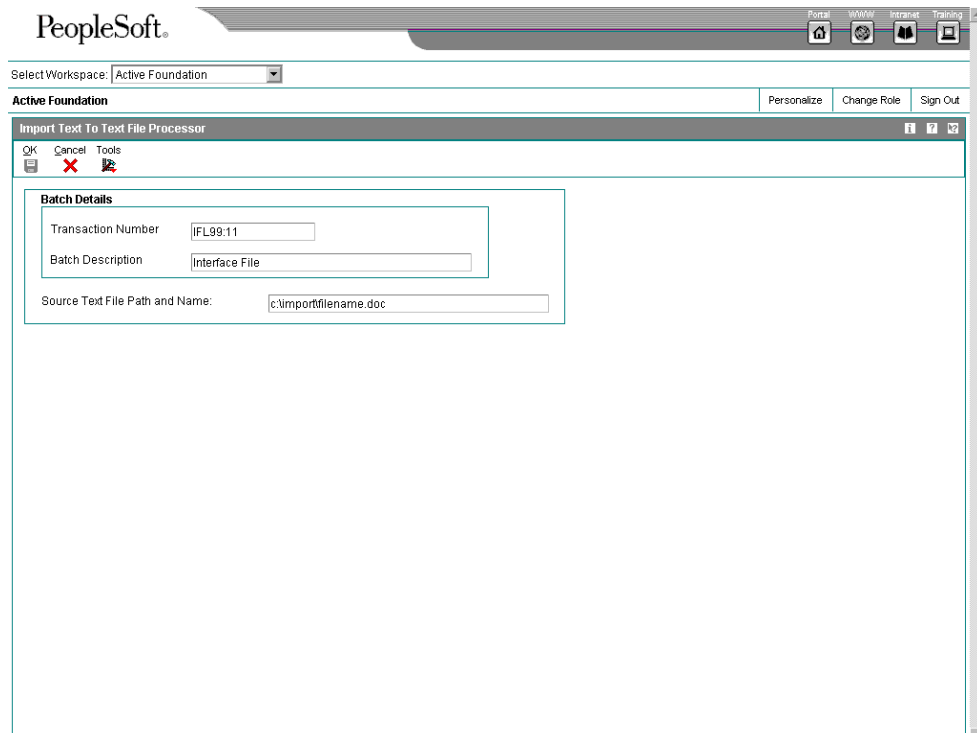
Importing Text Using the Text File Processor

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 'Import Text To Text File Processor' dialog box in the PeopleSoft system. The dialog box is titled 'Import Text To Text File Processor' and has a 'Batch Details' section. The 'Batch Details' section contains three input fields: 'Transaction Number' with the value 'IFL99:11', 'Batch Description' with the value 'Interface File', and 'Source Text File Path and Name' with the value 'c:\importfilename.doc'. The dialog box has '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

Working with JinSui Return Files

You use the Download Jinsui return file into J.D. Edwards – China program (R75C01Z2) to load GUI Numbers into the J.D. Edwards system. If you change a GUI number after loading them, use the Invoice Inquire on GUI Inquiry - China program (P75C001) to update the GUI number.

Downloading JinSui Return Files into the J.D. Edwards System

From the A/R Sales - China menu (G75C03), choose Download JinSui Return File into JDE.

After you submit invoices to the JinSui system, the JinSui system generates a return file that contains the GUI numbers that are assigned to the invoices. Use the Download Jinsui return file into J.D. Edwards – China program (R75C01Z2) to load the return file into the J.D. Edwards system. The Download Jinsui return file into J.D. Edwards program also produces a report that contains your JinSui information, including the GUI number.

Updating GUI Numbers

From the A/R Sales - China menu (G75C03), choose Invoice Inquire on GUI Number.

The GUI number links the J.D. Edwards system-assigned invoice number and JinSui. You must know the GUI number to inquire on it. The Download Jinsui return file into J.D. Edwards – China program (R75C01Z2) produces a report that contains your JinSui information, including the GUI number. If you change your GUI information, use the Invoice Inquire on GUI Inquiry - China program (P75C001) to update the GUI number and GUI status via the Row exit on the Work With GUI Inquiry form.

Before You Begin

- Download the GUI numbers for the invoices that you have submitted to JinSui. See *Downloading JinSui Returns Files into the J.D. Edwards System* in the *Global Solutions China Guide*.

General Ledger Reporting

China has a standardized chart of accounts. This format is used to create balance sheets and income statements. China has many different balance sheets and income statements for different businesses, as well as different formats for state-owned and foreign-invested businesses.

Note

J.D. Edwards does not support all of the formats that are accepted in Chinese business practice but does provide sample reports that you can customize to your specific reporting needs.

Reviewing Account Information

You can review account information by object account or by category code.

Reviewing Account Ledgers by Object Account

Use the Account Inquiry by Object Account program (P09201) to review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program (P09200) to limit your search for transactions to review.

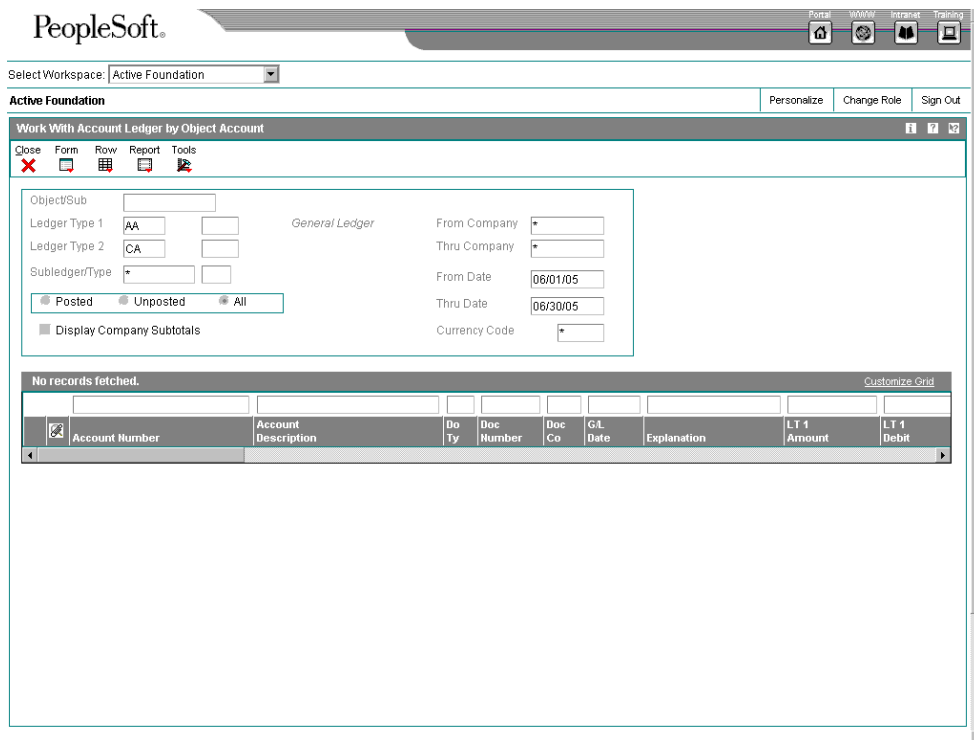
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review amounts for two ledger types at the same time, such as actual and budget ledgers.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► To review account ledgers by object account

From the Accounting Reports & Inquiries menu (G0912), choose Account Inquiry by Object Account.



PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Account Ledger by Object Account

Close Form Row Report Tools

Object/Sub

Ledger Type 1: AA General Ledger From Company

Ledger Type 2: CA Thru Company

Subledger/Type

Posted Unposted All

Display Company Subtotals

From Date: 06/01/05

Thru Date: 06/30/05

Currency Code

No records fetched. Customize Grid

Account Number	Account Description	Doc Ty	Doc Number	Doc Co	G.L. Date	Explanation	LT 1 Amount	LT 1 Debit
No records fetched.								

1. On Work With Account Ledger by Object Account, complete the following field:
 - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
6. To display one subledger, complete the following fields:
 - Subledger/Type
7. Turn on one of the following options, if necessary:
 - Posted
 - Unposted
 - All
8. To further limit your search for transactions, use the fields in the QBE row.
For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
9. Click Find.
10. To print the account ledger, from the Report menu, click Print Ledger.

Processing Options for Account Inquiry by Object Account (P09201)

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Object/Subsidiary Account Number

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

Currency Code

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

Reviewing Account Ledgers by Category Code

Use the Account Inquiry by Category Code program (P09202) to review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

You can use all of the criteria that are available in the Account Ledger Inquiry program (P09200) to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate that the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review amounts for two ledger types, such as actual and budget ledgers, at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► To review account ledgers by category code

From the Accounting Reports & Inquiries menu (G0912), choose Account Inquiry by Category Code.

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Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Account Ledger By Category Code

Close Form Row Tools

Alternate Account 1110

Ledger Type 1 AA General Ledger From Company

Ledger Type 2 CA Foreign Currency Thru Company

Subledger

Posted Unposted All

Display Company Subtotals

From Date 1/1/05

Thru Date 06/30/05

Currency Code

No records fetched.

Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount	LT 1 Debit	LT 1 Credit	P C	LT 2 Amount	LT Del
-----------------	-------	--------	----------	-------------	-------------	------------	-------------	-----	-------------	--------

1. On Work With Account Ledger By Category Code, complete the following field:
 - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date

6. To display one subledger, complete the following fields:
 - Subledger
 - Sub Type
7. Turn on one of the following options:
 - Posted
 - Unposted
 - All
8. To display company subtotals, turn on the following option:
 - Display Company Subtotals
9. To further limit your search for transactions, use the fields in the QBE row.
For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger for an account, choose the account and then from the Row menu, choose Print Ledger.

Processing Options for Account Inquiry by Category Code (P09202)

Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23)

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Alternate Account

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

Currency Code

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document.

Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

Reviewing Alternate Account Information

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Reviewing Account Ledgers by Category Code* for more information about how to review ledgers by category code
- ❑ *Printing a Debit/Credit T/B by Category Code Report* for more information about how to print a Debit/Credit Trial Balance report using category codes
- ❑ *Printing a G/L by Category Code Report* for more information about how to print a General Ledger report using category codes

► To review alternate account information

You can review selected alternate accounts and the associated detailed information. You can also review account ledgers.

From the Accounting Reports & Inquiries menu (G0912), choose Statutory Account Inquiry.

1. On Statutory Account Inquiry, complete the following optional fields:
 - Company
 - Business Unit

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Statutory Account Inquiry

Select Find Close Row Tools

Company: 00070 Ledger Type: AA
 Business Unit: * Digit To Use For Subtotal:
 From Account: 44440 Level Of Rollup:
 Thru Account: Period/Cumulative
 Thru Date: 06/30/05 Period Currency Code: *

Records 1 - 10 Customize Grid

Alternate Account	Alternate Account Description	Debit Amount	Credit Amount	Balance
<input checked="" type="radio"/> 44440	Suppliers		54,102.25-	54,102.25-
<input type="radio"/> 45450	Estimated taxes			
<input type="radio"/> 45451	V.A.T. payable			
<input type="radio"/> 45459	Other social obligations			
<input type="radio"/> 48489	Sundry amounts payable			
<input type="radio"/> 49	Deferrals and accruals			
<input type="radio"/> 49492	Accrued charges		1,876.33-	1,876.33-
<input type="radio"/> 5200	Other Sales			
<input type="radio"/> 52520	Cost	10,200.00		10,200.00
<input type="radio"/> 55550	Current account		85,000.00-	85,000.00-

2. To limit your search, complete the following fields:
 - From Account
 - Thru Account
3. To display amounts for a specific period, complete one of the following fields:
 - Thru Date
 - Period

If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date field.
4. To specify how many leading digits in the alternate account number to use for subtotaling, complete the following field:
 - Digit To Use For Subtotal
5. To specify the digit of the category code to use for rollup, complete the following field:
 - Level Of Rollup
6. To toggle between year-to-date and period totals, click the following option:
 - Period/Cumulative
7. Click Find.

The processing time depends on the number of accounts that you are viewing.

- To review account ledger information for the category code that you specified in the processing options, choose an account and choose Ledger Inquiry from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Account Ledger By Category Code

Find Close Form Row Tools

Alternate Account: 44440 Suppliers

Ledger Type 1: AA USD General Ledger From Company: *

Ledger Type 2: CA Foreign Currency Thru Company: *

Subledger: AA From Date: 06/01/05 Thru Date: 06/30/05

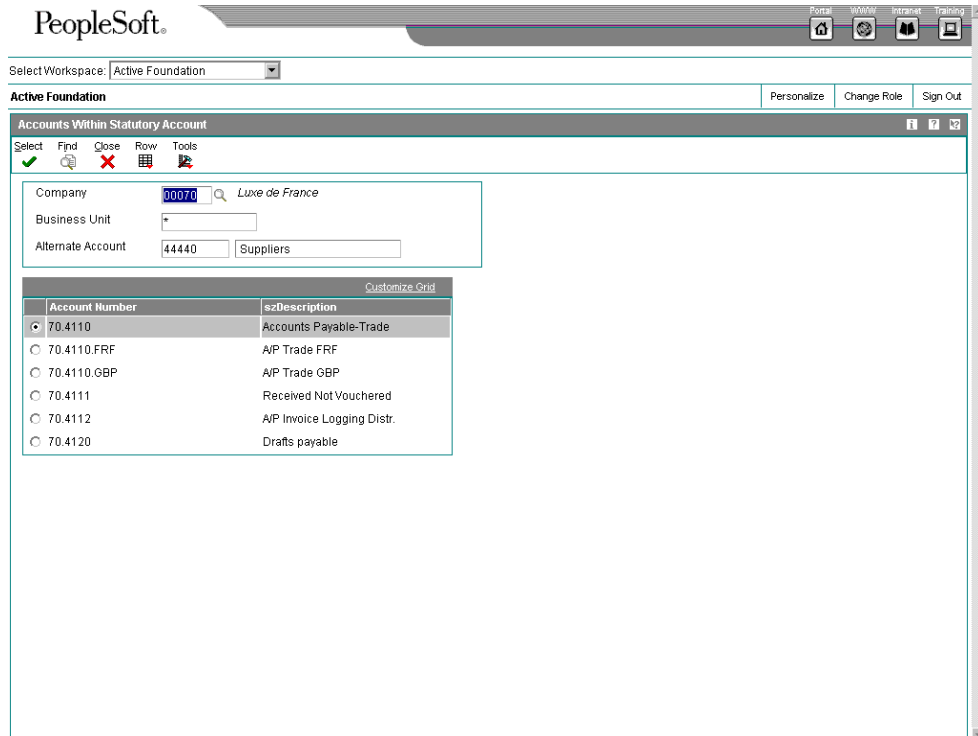
Posted Unposted All

Display Company Subtotals

Currency Code: *

Document Number	Doc Ty	Doc Co	GL Date	Explanation	LT 1 Amount	LT 1 Debit	LT 1 Credit	P C	LT 2 Amount	LT Del
3152 AE	00070	06/20/04	Offset By Document PV 3152	950.00-			950.00-	P		
3154 AE	00070	06/20/04	Offset By Document PV 3154	1,600.00-			1,600.00-	P		
3159 AE	00070	06/12/04	Offset By Document PV 3159	3,065.60-			3,065.60-	P	3,990.00-	
3165 AE	00070	06/30/04	Offset By Document PV 3165	1,536.65-			1,536.65-	P	2,000.00-	
3800 JE	00070	06/30/04	Account Balances Company 70	31,300.00	31,300.00			P		
			Column Total	24,147.75	31,300.00		7,152.25-		5,990.00-	
			Ledger Total	24,147.75	24,147.75				5,990.00-	
			Posted Total	24,147.75	31,300.00		7,152.25-		5,990.00-	
			Unposted Total							

- On Work With Account Ledger By Category Code, follow the steps for reviewing account ledgers by category code.
- To display all of the accounts with the category code that you specified in the processing options, go back to Statutory Account Inquiry (if necessary) by clicking Close, and then choose Accounts from the Row menu.



11. On Accounts Within Statutory Account, choose an account to review.
12. From the Row menu, choose one of the following to review the detail:
 - Account Ledger
 - Account Balance
 - TB by Object

Printing a Sample Balance Sheet

From the Financial Reports menu (G75C09), choose Balance Sheet.

The China - Balance Sheet program (R75C111) creates a sample balance sheet for China. You can customize the China - Balance Sheet program according to your specific needs.

The China - Balance Sheet program retrieves information from the following tables:

- Account Master (F0901)
- Account Balances (F0902)
- Business Unit Master (F0006)

Before You Begin

- Set up UDC 09/21 with the appropriate value for category code 21 of each account. See *Setting Up an Alternate Chart of Accounts* in the *Global Solutions China Guide*.

Printing a Sample Income Statement

From the Financial Reports menu (G75C09), choose Income Statement.

The China - Income Statement program (R75C211) creates a sample income statement for China. You can customize the China - Income Statement program according to your specific needs.

The Income Statement program retrieves information from the following tables:

- Account Master (F0901)
- Account Balances (F0902)
- Business Unit Master (F0006)

Before You Begin

- Set up UDC 09/21 with the appropriate value for category code 21 of each account. See *Setting Up an Alternate Chart of Accounts* in the *Global Solutions China Guide*