

PeopleSoft®

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EnterpriseOne  
Global Solutions Spain  
8.9 PeopleBook

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**September 2003**



EnterpriseOne  
Global Solutions Spain 8.9 PeopleBook  
SKU REL9EES0309

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## 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

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You must complete the system setup tasks that are included in the base guides, as well as country-specific tasks.

#### 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

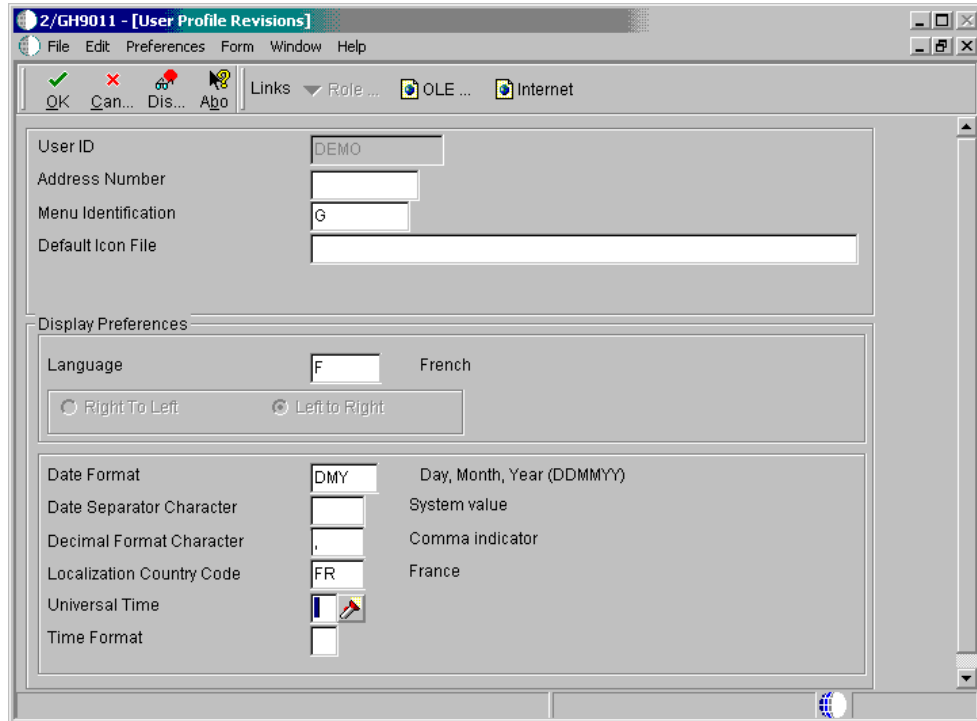
- ❑ *International Product Handbook* for more information about J.D. Edwards localization tier classifications and policies

#### ► To set up user display preferences

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*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)**

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A/B Validation

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

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## Setting Up User Defined Codes

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

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

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### Caution

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

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### See Also

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

### Payment Instrument (00/PY)

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

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

### See Also

- ❑ *Working with Payment Instruments* in the *Global Solutions Spain Guide*

### Produce Bank File (04/PP)

Set up user defined codes to identify each of the print or tape programs that you use to write payments. The following print and tape programs are available for Spain:

- P74S572A, check
- P74S572B, check with letter
- P74S572C, draft
- P74S572D, fund transfer order
- P74S572E, transfer order (foreign)
- P74S572F, tape format (CSB 34)

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**Note**

Do not confuse the P74572xx object name with the R74S572xx object name. You enter the P74S572xx version on the Set Up Payment Instrument Defaults form. The P74S572xx version launches the R74S572xx version when you process payments. For example, P74S572A launches the R74S572A program. If you want to make any changes to these programs, access them from the Batch Versions program (P98305), entering R instead of P in the first position of the name of the payment format program.

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**Draft Print Program (03B/DP)**

Set up each draft print program that you use in conjunction with the Invoice Group by Draft program (R03B5052). The following draft print programs are available for Spain:

- R74S500 - Print Receipt with Letter
- R74S502 - Print Drafts from Invoices

**Operation Type (74S/OT)**

Set up the operation types for the Model 347 and Model 349 tax declarations. Valid values for this UDC are defined by the tax authority. The following values are currently valid:

- A - Acquisitions
- B - Sales
- C - Payments
- D - Acquisitions by Public Entities
- E - Sales with Subsidy

**User Defined Codes for International Payment Instructions (IPI)**

Most of the values for the UDCs for International Payment Instructions are hard-coded. However, you must set up values for the IPI - Languages and Countries (00/IL) UDC table.

**IPI – Languages and Countries (00/IL)**

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

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

You can set up only one language per country. For example, for banks in Belgium, you must specify a secondary language; but you can choose to use French, German, or Dutch. In the

00/IL UDC, you can set up only one of those languages for Belgium; you cannot set up a value for each language. The graphic below shows the secondary language preference for Belgium to be French.

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

<b>Codes</b>	<b>Description 01</b>	<b>Description 02</b>	<b>Special Handling</b>
AT	Austria	O - German	G
BE	Belgium	R – French, Dutch, or German	F
CH	Switzerland	O – German, French, or Italian	F
DE	Germany	R – German	G
DK	Denmark	Unspecified – Danish	DN
ES	Spain	R – Spanish	S
FI	Finland	R – Finnish and Swedish	FN
FR	France	R – French	F
GB	United Kingdom	NA	E

### **IPI – Address Line Sequencing (00/IA)**

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

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

### **IPI – Charges Paid By (00/IC)**

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

### **IPI – Form Types (00/IF)**

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

### **IPI – Details of Payment (00/IP)**

The IPI – Details of Payment UDC table (00/IP) determines the data that appears in the Details of Payment section on the International Payment Instruction (IPI). These values are

hard-coded and are consistent with the requirements for International Payment Instructions (IPI). The European Committee for Banking Standards publishes the requirements for IPIs.

## Setting Up a Tax Rate for Intracommunity VAT

Since the creation of the Single Market in 1993, sales and purchases among EU members are not subject to VAT.

In Spain, you must report on VAT-exempt transactions. To record VAT on transactions between EU members, you need to set up a tax rate/area for intracommunity VAT.

Set up the intracommunity VAT tax rate/area with three tax rates:

- The first tax rate is 0 because the transaction is exempt from VAT.  
The other two tax rates are used to track the VAT.
- The second tax rate is the VAT rate that would be used if the transaction were not exempt.
- The third tax rate is the negative equivalent of the second tax rate.  
For example, if the second tax rate is 16 percent, the third tax rate would be -16 percent. The two tax rates net to zero.

The following example shows an intracommunity VAT tax rate/area for Spain:

The screenshot shows the PeopleSoft interface for setting up a tax rate/area. The main window is titled "Tax Rate/Area Revisions" and is part of the "Active Foundation" workspace. The form contains the following fields and sections:

- Tax Rate/Area:** IC16
- Effective Date:** 3/8/99
- Description:** Intra-Community Tax Area
- Expiration Date:** 3/8/10
- Tax Authorities:** A table with columns for Address, Tax Authority, G/L Offset, and Tax Rate.

Address	Tax Authority	G/L Offset	Tax Rate
1001			
1001		IC01	16
1001		IC02	-16

Additional options for each row:  Compound Tax,  VAT Expense,  VAT Expense.
- TOTAL TAX:** A field for the total tax amount.
- Inventory/Purchasing/Sales Order:** A section with fields for Item Number and Maximum Unit Cost.

For each type of tax rate code, you can set up specific G/L offsets. The system uses the G/L offset, which is defined in the PTxxxx AAI, to post your journal entries to different VAT

accounts in your chart of accounts. For example, you might have a Domestic VAT account and an EU VAT account.

When you set up a tax rate/area for intracommunity VAT, you must select Regional Info from the Form menu to display the Tax Area - EMEA - Revisions form, on which you can indicate that the tax rate/area is for intracommunity VAT. This form is accessible from Regional Info only if you have set up your user preferences with a country preference code of ES (Spain).

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Area - EMEA - Revisions

OK Cancel Tools

Tax Rate/Area IC16

Item Number

Expiration Date 03/08/10

Intra-Community VAT

### See Also

- ❑ *Setting Up Tax Rate Areas* in the *Tax Reference Guide* for information about setting up tax rates and areas
- ❑ *Setting Up User Display Preferences* in the *Global Solutions Spain Guide* for information about setting up a country preference code

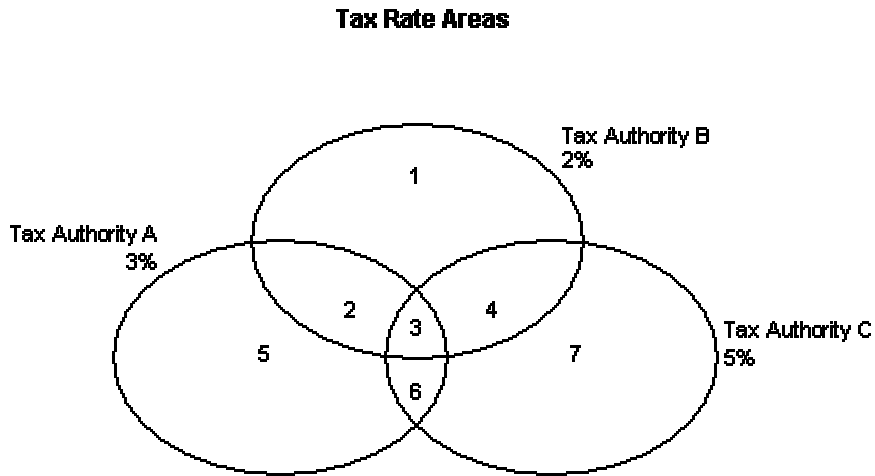
## Setting Up Tax Rate Areas

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.

PeopleSoft

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 AAls.

► **To set up tax rate areas**

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

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

The screenshot shows the PeopleSoft interface for setting up tax rate areas. The main form is titled "Tax Rate/Area Revisions" and is located within the "Active Foundation" workspace. The form includes the following fields and sections:

- Tax Rate/Area:** CO
- Effective Date:** 01/01/97
- Description:** Colorado State & Regional Tax
- Expiration Date:** 12/31/06
- Tax Authorities:**

Address	Tax Authority	G/L Offset	Tax Rate
4010	Colorado State Treasurer	TXTX	3.800
- 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.

### Alternate Chart of Accounts for Spain

In Spain, local businesses are required to use a legal, also known as a statutory, chart of accounts (PGC - Plan General de Cuentas). The Spanish statutory chart of accounts uses a decimal-based numbering system with ten account classes as follows:

- Balance Sheet** The following account classes are included on the Balance Sheet:
- Class 1: Capital Accounts and Borrowings and Long Term Debt
  - Class 2: Fixed Assets and Long Term Investments and Assets
  - Class 3: Inventories
  - Class 4: Receivables, Payables, and related accounts with third parties
  - Class 5: Cash and Marketable Securities

- Income Statement** The following account classes are included on the Income Statement:
- Class 6: Expenses
  - Class 7: Income and Revenue

- Other** The following account classes are reserved for other reporting purposes:
- Class 0: Special Accounts - generally, commitments that are not recorded on the Balance Sheet, and so on
  - Class 9: Analysis Accounts - does not directly concern general accounting and fiscal statement preparation
  - Class 8: Currently not used

Accounts are organized by classes, subclasses, sub-subclasses, and so on. For example:

- Class: 4 - Receivables and Payables
- Subclass: 40 - Payables, 41 - Receivables
- Sub-subclass: 419 - Advances Received from Customers, Discounts, and Refunds
- Sub-sub-subclass: 4191 - Advances Received on Orders

► **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:
  - CompanyYou 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.

PeopleSoft

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 User Defined Codes for Intrastat Reporting

Many fields throughout J.D. Edwards systems accept user defined codes as valid values. You must set up several user defined codes to provide valid information for Intrastat reporting.

---

**Caution**

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

---

**See Also**

- ❑ *User Defined Codes* in the *Foundation Guide* for more information about setting up and using user defined codes

### Country Codes (00/CN)

You must specify a country code in the Address Book records for your branch/plants, customers, and suppliers.

The following table shows examples of country codes:

<b>Codes</b>	<b>Description 01</b>	<b>Special Handling</b>
AE	United Arab Emirates (UAE)	784
AF	Afghanistan	004
AG	Antigua and Barbuda	028
AR	Argentina	032
AT	Austria	040
AU	Australia	036

To find the country code for your branch/plants, the system searches for records based on the address number in the Inventory Constants table (F41001). If no address number is specified, the system uses the address number that is specified in the Business Unit Master table (F0006).

Transaction eligibility for Intrastat reporting is based on the country of the customer or supplier, the country of origin of the goods, and the country of the declarant.

---

**Caution**

Do not use blank as your default country code. You must use a nonblank country code on your address book records for the country code to be included on Intrastat reports.

---

**State and Province Codes (00/S)**

For countries that require regional information, such as Germany, use the State field on the Address Book record to specify the region. Set up state and province codes to identify the region of origin for shipments or the region of destination for purchases.

The system searches for Address Book records based on the address number in the Inventory Constants table (F41001). If no address number is specified, the system uses the address number specified in the Business Unit Master table (F0006).

The following table shows examples of state and province codes:

<b>Codes</b>	<b>Description</b>
*	All states
AB	Alberta
AI	Arctic Islands
AK	Alaska
AL	Alabama
AM	Amazonas
AR	Arkansas

**European Community Members (74/EC)**

Only transactions between European Union (EU) members are included in the Intrastat Revision table (F0018T). Verify that a one-to-one relationship exists between the country codes that you set up in UDC 00/CN and the country codes for all EU countries on user defined code table 74/EC. When you run the Intrastat update programs, the system cross-references the country codes that you specify for customers, suppliers, and branch/plants in user defined code table 00/CN to the codes in 74/EC.

The following table shows examples of EU country codes:

<b>Codes</b>	<b>Description 01</b>
AT	Austria
BE	Belgium
BL	Belgium and Luxembourg
DE	Germany
DK	Denmark

<b>Codes</b>	<b>Description 01</b>
ES	Spain
FI	Finland
FR	France
GB	Great Britain

### **Nature of Transaction Codes**

Use Nature of Transaction codes to identify the type of import and export rules to which an item is subject. The import and export rules depend on the way that a product is moved; whether it is for sales, purchases, leases; or other reasons.

You can set up nature of transaction codes specifically for EU reporting on user defined codes table 74/NT, or you can use the user defined codes tables from the Inventory systems (specifically, 41/P1–P5 and 41/S1–S5). You can also create your own user defined codes table to store nature of transaction codes.

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the user defined codes table that you want the system to use to find the applicable information.

### **See Also**

- *Updating Intrastat Information in the Global Solutions Spain Guide*

### **Nature of Transaction – EU (74/NT)**

Use Nature of Transaction (74/NT) to set up nature of transaction codes specifically for EU reporting.

Set up user defined codes table 74/NT as follows:

- Use the Codes field to enter a concatenated value to identify the nature of transaction. Concatenate the following values in sequence without any separators, such as commas or spaces:  
Company Number, Order Document Type, Line Type
- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.

The following table shows examples of nature of transaction codes:

<b>Codes</b>	<b>Description 01</b>	<b>Description 02</b>
00100XIS	Export to Customer	16
00100COC	Credit to Customer	16
00100SOS	Stock Inv Item	10
00100X2S	Transfer from Branch	10
00200SOS	Stock Inv Item	11

<b>Codes</b>	<b>Description 01</b>	<b>Description 02</b>
00200X1S	Export to Customer	16
00200X2S	Transfer from Branch	11

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the user defined codes table that you want the system to use to find the applicable information.

### **Sales Reporting Codes 01 through 05 (41/S1 through 41/S5)**

Use Sales Reporting Codes 01 through 05 (41/S1 through 41/S5) to set up nature of transaction codes specifically for sales order transactions. Using these UDC tables to indicate the nature of transaction for the item is an alternative to using UDC 74/NT to indicate the nature of transaction.

You can designate any one of the five sales reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastat – Tax Update - Sales program (R001811). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/S1, 2 for table 41/S2, and so on.

The following table shows examples of sales reporting codes:

<b>Codes</b>	<b>Description 01</b>
APP	Apparel Section
AVA	Aviation
COM	Commuter Bike Section
MNT	Mountain Bike Section
SAF	Safety Equipment Section
TRG	Touring Bike Section

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the UDC that you want the system to use to find the applicable information.

### **Purchasing Reporting Codes 01 through 05 (41/P1 through 41/P5)**

Use Purchasing Reporting Codes 01 through 05 (41/P1 through 41/P5) to set up nature of transaction codes specifically for purchase order transactions. Using these UDC tables to indicate the nature of transaction for the item is an alternative to using UDC 74/NT to indicate the nature of transaction.

You can designate any one of the five purchasing reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastats Tax Update - Purchasing program (R001812). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/P1, 2 for table 41/P2, and so on.

The following table shows examples for purchase reporting codes:

<b>Codes</b>	<b>Description 01</b>
--------------	-----------------------

	Blank – Commodity Class 41/P1
A	Aluminum
B	Brass
C	Copper
DRG	Drugs-Pharmaceutical
ELC	Electrical

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the UDC you want the system to use to find the applicable information.

### **Intrastat Regime Code (00/NV)**

Use the Intrastat Regime UDC to set up the Nature of VAT Regime codes. The Nature of VAT Regime code is similar to the nature of transaction code (NAT) and is applicable only to certain countries. Nature of VAT Regime is commonly used in France.

---

### **Caution**

If the reporting requirements for your country do not include Nature of VAT Regime, you must add a blank code to UDC 00/NV to prevent errors in the Intrastat Revision table (F0018T).

---

The following table shows examples of Intrastat regime codes:

<b>Codes</b>	<b>Description 01</b>
10	Permanent export
11	Permanent export after rework
21	Temporary export
22	Temporary export after rework

### **Shipping Commodity Class (41/E)**

Use Shipping Commodity Class codes (41/E) to further identify the products that your company imports or exports.

To comply with Intrastat guidelines, commodity codes must have a corresponding commodity value.

For B73.3.1 and later releases, use the Intrastat Commodity Code form to set up commodity values and supplemental units of measure for commodity codes.

The following table shows examples of shipping commodity classes:

<b>Codes</b>	<b>Description 01</b>
	Blank – Shipping Comm Class 41/E
CSE	Consumer Electronics
FPD	Food Products
LST	Livestock

### **Condition of Transport (00/TC)**

You set up Condition of Transport codes (user defined code 00/TC) to indicate how goods are transported.

You must set up values in UDC 00/TC that correspond to the first three characters of the values that you set up in the Description 02 field in the Freight Handling Code UDC table (42/FR). For example, if you set up a value in UDC 42/FR for Carriage, Insurance, and Freight and use CIF as the value in the Description 02 field, you must set up a code of CIF in UDC 00/TC.

You can set up default conditions of transport using the Supplier Master program (P04012). Enter the condition of transport in the Freight Handling Code field. When you enter purchase orders, this information appears in the purchase order header fields.

The following table shows examples of condition of transport codes:

<b>Codes</b>	<b>Description 01</b>
CIF	Carriage, Insurance, Freight
DDP	Delivered Duty Paid
DDU	Delivered Duty Unpaid
EXW	Ex Works
FOB	Free on Board

### **Mode of Transport (00/TM)**

You set up codes for the modes of transport on user defined codes table 00/TM (Mode of Transport). The first eight code values are predefined for EU trade reporting.

The following table shows examples of mode of transport codes:

<b>Codes</b>	<b>Description 01</b>
1	Transport by sea
2	Transport by rail
3	Transport by road
GRD	Ground Service
LTL	Less than Truckload
NDA	Next Day Air

The fifth position of the Description 02 field of the Freight Handling Code UDC (42/FR) is used to indicate the mode of transport; it corresponds to the values in UDC 00/TM. To assign a default mode of transport to a supplier, complete the Freight Handling Code field on the Supplier Master Revision form of the Supplier Master program (P04012). Setting up a supplier in this way causes freight handling and mode of transport information to appear by default in purchase order header fields.

### Freight Handling Code (42/FR)

You use freight handling codes to identify various freight information. To comply with EU requirements, modify your freight handling codes to include the codes that you set up for the Condition of Transport, Condition of Transport extension, and Mode of Transport tables. For this action, enter the codes for the conditions of transport, conditions of transport extension, and the modes of transport in the second description field for the table.

---

#### Note

You must set up one freight handling code line in UDC 42/FR for each separate combination of Condition of Transport, Condition of Transport extension, and Mode of Transport tables.

---

The Description 02 field allows up to 15 characters. When you modify freight handling codes, use the first three characters in the field to specify the conditions of transport. Use the 4th character to indicate the COTX extension (the code for the place indicated in the contract of transport). The COTX extension is required only in certain countries. Enter the code for mode of transport as the fifth character of the second description.

---

#### Note

You should define the codes that indicate the various conditions and modes of transport on their respective user defined code tables, in addition to indicating the conditions and modes of transport on the freight handling codes. If the conditions and modes of transport are not defined in their respective tables, you receive an error when you try to modify the condition or mode of transport in the Intrastat Revision table (F0018T).

---

For IDEP, the Incoterms field accepts only the following valid values:

- C - Main transportation expenses paid (CFR, CIF, CPT, CIP)
- D - Arrival (DAF, DES, DEQ, DDU, DDP)
- E - Depart (EXW)
- F - Main transportation not paid (FCA, FAS, FOB)

For IDEP, set up UDC 42/FR with these codes, rather than the standard transport conditions, in the first three positions of Description 02.

The following table shows examples of freight handling codes:

Codes	Description 01	Description 02	Special Handling
A	Free Alongside Ship	FAS	
BRR	Bypass Routing and Rating		9
C	Freight Collect		1

<b>Codes</b>	<b>Description 01</b>	<b>Description 02</b>	<b>Special Handling</b>
D	Delivered, Duty Paid	DDP	
F	Freight On Board – Our Dock	FOB	
FP	Freight Pre-pay and Add		

### **Arrivals or Dispatchings (74/TD)**

If you use the SEMDEC interface for Intrastat submissions, set up a user defined code for each document type that is used in Intrastat transactions to indicate whether the document type corresponds to the arrival (purchase) or dispatch (sale) of goods.

To set up user defined code list 74/TD, enter the same codes in the Codes field that you use for document types on user defined code list 00/DT. The Description 01 field must contain either "Arrival" or "Dispatch." The system uses user defined code list 74/TD, in conjunction with user defined code list 00/DT, to determine whether the transaction represents the arrival or dispatch of goods for Intrastat reporting purposes. You need to include only those document types that are used in sales or purchasing on user defined code list 74/TD.

---

### **Note**

If you do not set up user defined code list 74/TD, the system assumes that all sales are dispatches and that all purchases are arrivals.

---

### **Intrastat Declaration Type (74/IT)**

Set up user defined code 74/IT to specify whether your IDEP declaration is fiscal, statistical, or complete.

The following table shows examples of Intrastat declaration type codes:

<b>Codes</b>	<b>Description 01</b>	<b>Special Handling</b>
1	Fiscal	F
2	Statistical	S
3	Complete	C

You specify the character that the system uses to populate the Intrastat declaration in the special handling code for each value. The code specified in the special handling code is written to the text field in the Text Processor Detail Table (F007111) when you process the IDEP/IRIS Interface (R001813). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

The default value is 3 (complete).

### **Triangulation Tax Rates (00/VT)**

If you use the VAT EC Sales List (R0018S), you must list the tax rates that are used for trade triangulation transactions. Transactions that use any of the tax rates that are listed on this UDC are flagged as trade triangulation transactions on the EC Sales List - A/R.

## Setting Up Commodity Code Information

European Union requirements state that you must identify the products that are exported from or introduced to your country. You use commodity codes to comply with that requirement.

Commodity codes must have a corresponding commodity value. For release B73.3.1 and later releases, you set up this information on the Intrastat Commodity Code form.

Commodity code information is stored in the Intrastat Commodity Code Additional Information table (F744102).

### Before You Begin

- ❑ Set up shipping commodity class codes on UDC 41/E. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.

### ► To set up commodity code information

---

*From the Set Up menu (G74STAT4), choose Commodity Codes.*

1. On Work With Intrastat Commodity Code, click Add.
2. On Intrastat Commodity Code, complete the following fields:
  - Shipping Commodity Class
  - Commodity Code
  - Description
3. Complete the following optional fields if they pertain to the commodity code:
  - Supplementary UOM
  - Volume Conversion Factor  
Enter the density of the product in the Volume Conversion Factor field only if the product is typically measured in liquid volume but needs to be reported in kilograms. The system multiplies the volume of the product by the density that you enter to calculate the mass of the product.

The Include on VAT or Statistics field is for future use for the United Kingdom.

4. Click OK.

## Entering Cross-References for Items and Suppliers

An important element of including purchases on Intrastat reports is tracking the country of origin of goods. In some countries, Intrastat reports must contain the country of origin and the original country of origin for each item.

For example, a German company might place a purchase order with a French supplier for goods manufactured in France. These goods are stored in a warehouse in Belgium, so the actual delivery comes from Belgium. The country of origin is Belgium, but the original country of origin is France.

Depending on your business and your suppliers, you might need to set up a more advanced relationship among the supplier, the item, and the country of origin. You can cross-reference the following information in the Intrastat Item/Supplier Cross Reference program (P744101):

- Supplier
- Item
- Country of origin
- Original country of origin

The Supplier and Item Cross Reference program stores information in the Intrastat Supplier/Item Cross Reference Table (F744101). The Intrastats – Update - Purchasing program (R001812) retrieves the cross-referenced information if you specify in the processing options to use table F744101.

---

**Note**

The system retrieves the country of origin from the address book record of the supplier. The supplier's country of origin can be overridden when you update the Order Address Information table (F4006) for an individual order. If necessary, you can override the country of origin in the Country of Origin field (ORIG) in table F744101 and by specifying in the processing options of the Intrastats – Update - Purchasing program (R001812) to use table F744101.

The system uses the Country of Origin field (ORIG) to determine transaction eligibility for Intrastat reporting. The Original Country of Origin field (ORGO) is for information only.

Note also that in the United Kingdom, country of origin is called country of consignment and original country of origin is called country of origin.

---

► **To enter a cross reference for items and suppliers**

---

*From the Set Up menu (G74STAT4), choose Supplier and Item Cross Reference.*

1. On Work With Intrastat Cross Reference, click Add.
2. On Intrastat Cross Reference, complete the following fields, and then click OK:

- Item Number

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

- Address Number

You can enter \*ALL in the Address Number field to indicate that the item always comes from the specified country of origin and original country of origin, regardless of supplier.

When the system searches for a specific record in the Intrastat Supplier/Item Cross Reference Table (F744101), it first searches for a record that matches the Item Number and Address Number. If no record is found, the system searches for a record that matches the Address Number with an Item Number of \*ALL. If no record is found, the system then searches for a record that matches the Item Number with an Address Number of \*ALL.

- Country of Origin
- Original Country of Origin

#### **See Also**

- *Updating Intrastat Information* in the *Global Solutions Spain Guide* for information about building the Intrastat Revision table (F0018T)

## **Setting Up Additional Company Information**

In Spain, when you set up a company record, you need to enter a village code for the company. The village code is the INE (National Institute of Statistics) code that identifies the place of origin of transactions that are initiated by the customer or supplier.

If your country preference is set to Spain, the Spain Company Additional Information Revisions form appears when you add a company record. You specify the village code for the company on this form.

## **Setting Up Leasing and Commercial Site Information**

If you lease a commercial site to a customer, you must set up information about the commercial site on the C & V Additional Info Revisions form. This information about the commercial site is used when you submit the 347 and 349 tax declarations.

You must also complete the C & V Additional Info Revisions form for any commercial site that is leased by the company that is submitting the 347 or 349 declaration.

### **► To set up leasing and commercial site information**

---

*Use one of the following navigations:*

*From the Process 347 - Spain menu (G74S8011), choose Address Information.*

*From the Process 349 - Spain menu (G74S8022), choose Address Information.*

1. On Work With C & V Additional Info, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

C & V Additional Info Revisions

OK Cancel Tools

Address Number

Company Name

**Commercial Site Information**

Government Reference

Commercial Site Address  Nbr.

Floor  Door  Stair

Commercial Site City  Zip Code

Area Code  Phone Number

2. On C & V Additional Info Revisions, complete the following fields and click OK:

- Address Number
- Government Reference
- Commercial Site Address
- Nbr.
- Floor
- Door
- Stair
- Commercial Site City
- Zip Code
- Area Code
- Phone Number

## Setting Up Currency Codes

For your currency amounts to reflect the correct decimal positions, you must set up a currency code for each currency with which you work. For each currency code, you also assign a program that converts amounts to words when writing payments.

After you set up your currency codes, you assign them to:

- Companies
- Monetary accounts (usually bank accounts)
- Suppliers and customers
- Ledger types

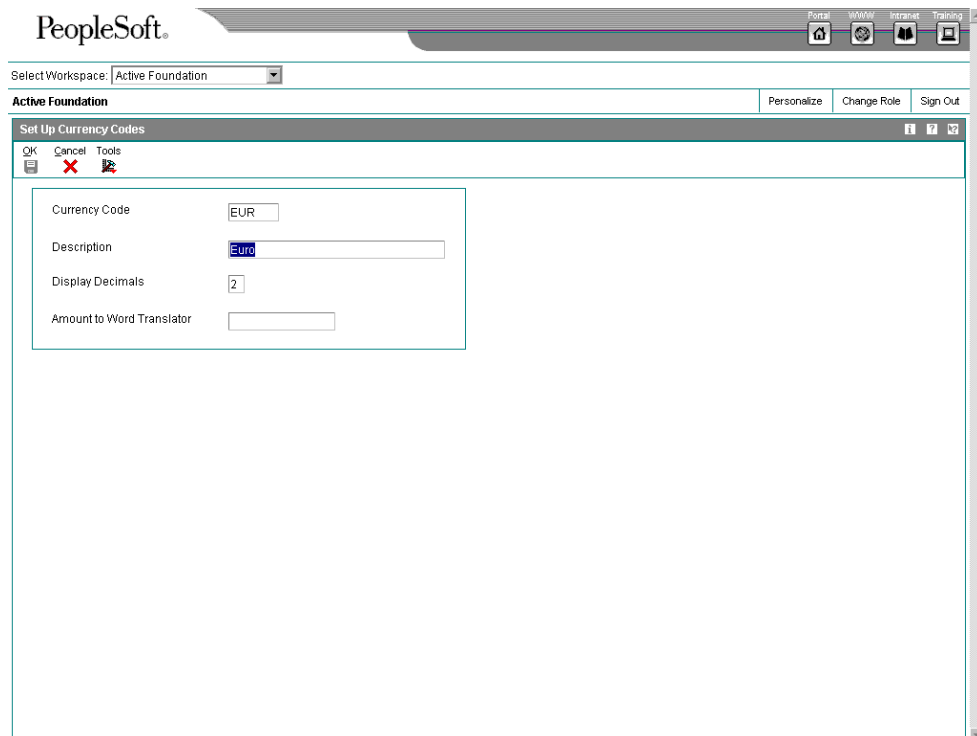
The system stores currency code information in the Currency Codes table (F0013).

The currency codes that are provided with the J.D. Edwards demo data are recognized by the International Organization for Standardization (ISO).

### ► To set up currency codes

*From the Multi-Currency Setup menu (G1141), choose Designate Currency Codes.*

1. On Work With Currency Codes and Rates, click Add.



The screenshot shows the PeopleSoft interface. At the top, the PeopleSoft logo is visible. Below it, there are navigation icons for Home, Work, Internet, and Training. A dropdown menu shows 'Select Workspace: Active Foundation'. Below that, there are buttons for 'Personalize', 'Change Role', and 'Sign Out'. The main window is titled 'Set Up Currency Codes' and contains the following fields:

Currency Code	EUR
Description	Euro
Display Decimals	2
Amount to Word Translator	

2. On Set Up Currency Codes, complete the following fields:
  - Currency Code
  - Description

- Display Decimals

---

**Caution**

After you specify the number of decimal positions for a currency in the Display Decimals field, do not change it. If you change it, transactions that are already processed will be adversely affected.

---

3. Enter a translator program number in the following field and click OK:

- Amount to Word Translator

The translator program number that you enter in this field must exist in UDC 98/CT. Each program number is hard-coded and converts numeric values to words on payments based on the language specified for the translator program, regardless of the language specified for the user profile. The number of decimal places is also hard-coded in the translator program.

For example, translator program number X00500FR is a French program that would convert 2,454.25 EUR to DEUX MILLE QUATRE CENT CINQUANTE QUATRE ET 25/100\*\*\*\*\*.

You can override the translator program number assigned to a currency in the processing options for the print payment program (R04572 and so on). If you leave the Amount to Word Translator field blank and do not assign a translator program number in the print payment program, the system converts numeric values to English words.

## How Currency Decimals Are Managed

The number of decimal positions that the system displays for an amount varies according to the currency code and the type of ledger used for the transaction. Review the following table to determine how the system manages decimals in a multicurrency environment.

Decimals	Description
Decimals for amounts that appear without a company number	Controlled by the value of the Display Decimals field (CDEC) in the Data Dictionary for the amount fields used.
Decimals for transaction amounts in ledger type AA (domestic currency)	Controlled by the base (company) currency code. The number of decimals for a currency is defined in the Currency Codes table (F0013).
Decimals for amounts in unit ledgers (ledger types ending in U)	Controlled by the value of the Display Decimals field (CDEC) in the Data Dictionary for the amount fields used.
Decimals for transaction amounts in ledger type CA (foreign currency)  Post Account Balances by Currency: On	Controlled by the transaction currency code. The number of decimals for a currency is defined in the F0013 table.

Decimals	Description
Decimals for transaction amounts in ledger type CA (foreign currency)  Post Account Balances by Currency: Off	Controlled by a general ledger account currency code, if applicable, or the transaction currency code associated with a specific total amount.  The system obtains the currency code from the following tables in the order listed: <ul style="list-style-type: none"> <li>• Account Balances (F0902) and Asset Account Balances File (F1202)</li> <li>• Account Ledger (F0911)</li> <li>• Customer Ledger (F03B11) and Accounts Payable Ledger (F0411)</li> </ul>
Decimals for transaction amounts or balances that are not unit, AA, or CA ledger types	Controlled by the base (company) currency code. The number of decimals for a currency is defined in the F0013 table.  <b>Note</b> An exception to this rule occurs when a currency has been assigned to a ledger type in the Ledger Type Master File (F0025). In this case, the decimals are controlled by the currency assigned to the ledger, not the company.

## Entering A.E.B. Bank Account Information

The Spanish Bank Association (A.E.B.) provides valid bank account information including the bank code, office code, control digit, and sort number. The system uses this bank information when printing the draft formats for draft remittance and during automatic payment processing. You must enter this bank information in the A.E.B. Bank - Spain table (F74SCSB) to validate the bank account information for your Spanish customers and suppliers.

The system uses the information in the Bank Code and Office Code fields of the F74SCSB table to validate bank account numbers. The Bank Code and Office Code in the F74SCSB table are used to validate the Bank Transit Number in the Bank Accounts by Address program (P0030A) or the G/L Bank Accounts program (P0030G). The system validates the first four digits of the Bank Transit Number against the Bank Code, and the second four digits against the Office Code.

You can upload the bank information that is provided by the A.E.B. directly to the F74SCSB table, or you can enter the bank information manually.

To upload bank information from the A.E.B. bank information file, you import the A.E.B. bank information file into the Text Processor Detail Table (F007111) using the Text File Processor program (P007101). When you import a file into the F007111 table, the system stores the contents of the imported file in the Text field (GPTX) of the F007111 table. Because the A.E.B. bank information file has no common format, you must create a custom batch program or table conversion to parse the value in the Text field (GPTX) of the F007111 table to correspond to the fields in the F74SCSB table and to update the parsed values to the F74SCSB table.

### Considerations for Uploading A.E.B. Bank Account Information

The following table lists the fields in the A.E.B. Bank - Spain table (F74SCSB). You can use this information when creating a custom batch program or table conversion to parse the value in the Text field (GPTX) of the Text Processor Detail Table (F007111).

<b>Alias</b>	<b>Description</b>	<b>Length</b>
SBCO	Bank Code	4
SOCO	Office Code	4
SSNU	Sort	4
SBNA	Bank Name	36
SONA	Office Name	36
SOAD	Office Address	40
SCDI	Control Digit	1
SF11	Filler One	1
SCNC	City Name in Castilian	40
SCNL	City Name in Other Language	40
SOFT	Office Type	1
SBSI	Business Site Code	9
SACO	Area Code	3
SPNU	Phone Number	7
SENU	Extension Number	7
STNU	Telex Number	7
SZCO	Zip Code	5
SF12	Filler Two	17

► **To enter A.E.B. bank account information manually**

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*From the Accounts Payable - Spain menu (G74S04), choose AEB Bank Revisions - Spain.*

1. On Work With Banks (A.E.B.), click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Bank Revision (A.E.B.)

OK Cancel Form Tools

Bank Code	<input type="text" value="4501"/>	Control Digit	<input type="text" value="3"/>	Sort Number	<input type="text" value="1111"/>
Office Code	<input type="text" value="1111"/>			Business Site	<input type="text"/>

Bank Name	<input type="text" value="First Bank of Madrid"/>				
Office Name	<input type="text" value="Madrid Bank"/>				
Office Address	<input type="text" value="111 Parkway"/>				
City in Castilian	<input type="text" value="Madrid"/>	Zip	<input type="text" value="88888"/>		
City Other Lang.	<input type="text"/>	OT	<input type="checkbox"/>		

Phone Number	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>
Telex Number	<input type="text"/>			

2. On Bank Revision (A.E.B.), complete the following fields:
  - Bank Code
  - Office Code
  - Control Digit
  - Sort Number
  - Business Site Code
  
3. To enter additional information about the bank, complete the following fields:
  - Bank Name
  - Office Name
  - Office Address
  - City in Castilian
  - Zip
  - City Other Lang.
  - OT
  - Phone Number

- Telex Number
4. Click OK.

### See Also

- *Importing Text using the Text File Processor* in the *Global Solutions Spain Guide* for information about uploading bank information from the A.E.B. bank information file.

## Validating Bank ID Numbers

A bank ID number identifies an account that you have established with a bank. The bank ID number is included in the customer information that you remit for processing accounts receivable drafts and automatic payments.

Bank ID numbers consist of two 5-character numbers. One number is the bank transit number (bank ID). The other number is the bank branch code (branch ID).

Individual banks maintain and update valid bank ID numbers. The banks can provide their clients with updated information on tape or diskette.

J.D. Edwards supports the COMIT format and ships a preloaded bank-identification information table with the localized software for each country. The table includes all the possible valid combinations of bank transit accounts and branches as provided by the banking system of the designated country. J.D. Edwards updates the bank-identification information table with each release of the software. In addition, you can make your own revisions to update the bank table as needed.

The system validates bank transit numbers and bank branch codes when you enter bank IDs into the Bank Accounts by Address (P0030A) or the G/L Bank Accounts (P0030G) program. The system validates the customer bank information against the valid bank identification information in the Bank Transit Master table (F0030).

The system creates drafts for all of the customers, even if the bank information is invalid. The system identifies the customers whose bank information is invalid with a warning message. If the bank information for a customer is missing from the Bank ID table, the system prints a list of these customers from the Bank Account Validation report (R00314).

J.D. Edwards software validates account and bank identification information throughout the draft process as follows:

**A/R Batch Draft Creation (R03B671)** The system prints an error report that lists customers with missing or invalid bank information. You can review the list to correct or update the bank information before you generate the drafts.

**Draft Remittance (R03B672)** When you remit drafts, the system validates bank information again and includes the drafts for all of the specified customers in the electronic bank file. The system prints an error report that lists the customers with missing or invalid bank information.

## Validating Tax ID Numbers

A tax ID is the identification number that you use when you report information to the various tax authorities. For every transaction that can occur with a company, a customer, or a supplier, you must enter an associated tax identification number. Tax IDs are also called VAT codes, VAT registration numbers, or fiscal codes.

To export goods free of value-added tax (VAT), you must have the tax ID or VAT registration number of your customers in other EU countries, and you must send your own tax ID or VAT registration numbers to your suppliers. The length and format of these numbers vary by country.

When you create an address book record for each company, customer, or supplier, enter the tax ID number in the Tax ID field on the Address Book Revision form. To ensure that the tax ID that you enter is checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing tab on the Address Book Revision form. When a country code is on the Mailing tab, the system validates tax IDs for that country.

The system only validates the tax ID if the country code that you have specified is set up and activated for validation in UDC table 70/TI.

### Activating Tax ID Validation

You activate tax ID validation routines for specific countries by setting up country codes in UDC table 70/TI.

The following table shows examples of country codes:

Codes	Description 01	Description 02	Special Handling
	Default Country	US	1
AU	Austria	AU	1
AUS	Austria	AU	1
BE	Belgium	BE	1
BEL	Belgium	BE	1
DE	Germany	DE	1
DEU	Germany	DE	1

To turn on tax ID validation for a specific country code, enter 1 in the Special Handling field for that country code. To turn off tax ID validation for a specific country code, remove the 1 from the Special Handling field.

To activate tax ID validation for a country code that is not listed in UDC table 70/TI or to change the meaning of an existing country code, complete the fields as follows:

1. Enter the country code in the Codes field.
2. Enter the standard two-digit ISO code for that country in the Description 02 field.

The two-digit ISO code is required in the Description 02 field to cross-reference the new country code with the country code that is hard-coded in the J.D. Edwards system.

For example, if you use DE for Denmark, enter DN (the two-digit ISO code for Denmark) in the Description 02 field for the DE country code. The system then validates tax IDs that are entered with the country code DE according to Danish, not German, specifications.

3. Enter 1 in the Special Handling field.

To activate tax ID validation for the default (blank) country code, complete the fields as described above, but leave the Codes field blank.

For example, if you use a blank country code to mean Denmark, enter DN (the two-2-digit ISO code for Denmark) in the Description 02 field for the blank country code.

## Overriding Tax ID Validation

You activate tax ID validation routines for specific countries by setting up country codes in the Tax ID Validation UDC table (70/TI). When you set the Special Handling code to 1 for a specific country, the system validates the Tax ID for that country.

For France, Italy, and Spain, you can override the tax validation routine on a single customer/supplier basis. When you override the tax validation routine for a specific customer or supplier, the system does not validate the Tax ID for the specific customer or supplier, but continues to validate the Tax ID for all other customers and suppliers in the country.

You override the tax validation routine by entering 0 (zero) in the Person/Corp field for the supplier or customer. The Person/Corp field is in the Address Book program (P01012).

### See Also

- *Working with Address Book Records* in the *Address Book Guide*

## Additional Information

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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.

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#### **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.

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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.

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**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.

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**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:

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

<b>Delinquency Notice Text</b>	<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>
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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
- Revalue 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
- Revalues currencies due to changes in exchange rates

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

<b>AA ledger</b>	Domestic transactions are posted to the AA ledger.
<b>CA ledger</b>	Foreign transactions are posted to the CA ledger.
<b>XA ledger</b>	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:

<b>Default exchange rates</b>	When you enter a transaction, the system supplies the exchange rate from table F0015.
<b>Exchange rates for individual contracts</b>	You can specify exchange rates for individual customers and suppliers.
<b>Spot rates</b>	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:

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

## Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

## Balance Currency Restatement

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

## As If Currency Repost

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

### See Also

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

## International Bank Account Numbers

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

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

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

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

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

The following table shows examples of IBANs:

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

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

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

**See Also**

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

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## VAT Processing

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

### Output VAT

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

Output VAT is also called the following:

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

### Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

### Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

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## Spanish VAT

If you work with Spanish VAT, you should understand the following terminology and principles:

### VAT Returns

VAT returns for each month must be completed on a special form and filed with the local tax office on the 20th of the month.

You must pay any excess output VAT over input VAT at the time of filing.

## **VAT Exemptions**

To be exempt from VAT, your business must work within the following guidelines:

- Goods must be physically moved to another EU-member country.
- Customers must have VAT identification codes.
- Invoices must show applicable VAT numbers.
- Goods cannot be of a special category, such as vehicles.

## **Intracommunity VAT**

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Since the creation of the single market in 1993, goods sold from a taxable entity in one EU member state to a taxable entity in another EU member state are treated as exempt from VAT. The buyer is then subject to output VAT on the transaction in the buyer's own EU member state. In some cases, the buyer is entitled to recover the amount of the output VAT as input VAT.

In the J.D. Edwards Accounts Payable system, you record the VAT on these transactions by setting up a tax rate/area for intracommunity VAT. The VAT payable is compensated with the VAT receivable, and both amounts must be shown in the relevant reports. The reports must also show the transactions that were exempt from VAT.

To qualify for the intracommunity VAT exemption, the buyer's VAT registration number, including the European Union Member State National Identification Number, must be quoted on the supplier's invoice.

### **Reporting Considerations**

You must print the information for sales and purchases that are subject to intracommunity VAT on separate VAT reports. To report on intracommunity VAT separately, use data selection to select transactions with the tax rate/area for intracommunity VAT.

### **See Also**

- *Tax Rates for Intra-Community VAT in the Global Solutions Italy Guide*

## **Entering Journal Entries with VAT**

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

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

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

When you enter a journal entry with VAT, you can specify either the taxable or gross amount. The system calculates the tax and the amount that you did not specify (gross or taxable)

based on the tax rate area. You must use a tax explanation code of V, V+ (tax on tax), or VT (tax only); the program does not accept any other tax explanation codes.

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

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

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

---

**Note**

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

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

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

---

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

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

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

### **Example: Journal Entry with VAT**

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Journal Entries with VAT - Journal Entries with VAT

OK Delete Cancel Form Row Tools

Batch Number: 05923 Address Number: 0

Doc Type/No/Co: JE 1 00070 G/L Date: 06/15/05

Explanation: Bank Charges Ledger Type: AA EUR

Currency Code: EUR Exchange Rate: Base Currency: EUR Foreign:

Account Number	Taxable Amount	Tax	Tx Ex	Tax Area	Gross Amount	Track Taxes	Description
<input checked="" type="checkbox"/> 70.8630	1,000.00	150.00	V	QUE	1,150.00	0	Bank Ch
<input type="checkbox"/> 70.1110.BBL		1,150.00-				1,150.00- 0	Banque B

Remaining Amount:

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Journal Entry - Journal Entry

Batch Number: 85923 Model Percent Reverse

Doc Type/No/Co: JE 1 00070 G/L Date: 06/15/05

Explanation: Bank Charges Ledger Type: AA EUR

Currency: EUR Exchange Rate: Base Currency: EUR Foreign

	Account Number	Amount	Account Description	Subledger	Subledger Type	Subledger Description	Remark
<input checked="" type="checkbox"/>	70.8630	1,000.00	Bank Charges				
<input type="checkbox"/>	70.1240	64.40	VAT Recoverable				
<input type="checkbox"/>	70.1240	85.60	VAT Recoverable				
<input type="checkbox"/>	70.1110.BBL	1,150.00-	Banque Bruxelles Lambert				

Remaining Amount

### Before You Begin

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

### ► To enter journal entries with VAT

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

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

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

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

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

---

**Note**

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

---

10. Click OK.

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

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

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

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

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

## Processing Options for Journal Entries with VAT (P09106)

---

### Addr # Required

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

### Address Book Number

### MBF Version

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

### Version

---

## Printing Company Invoices

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*From the VAT Reports - Spain menu (G74S7011), choose Print Invoice Company.*

A company invoice (autofactura) is a legal document that shows the exempted VAT for Intra-Community VAT transactions. You should keep this report on file for the tax authority in the event of an audit.

You must print a company invoice for each voucher that you create.

You use the processing option to indicate which rate from your Intra-Community VAT tax rate/area contains the positive tax rate.

## Processing Options for Print Invoice Company (R74S440)

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Print Options

1. Select the Tax Rate for Intra-Community VAT:

Blank - Tax Rate 2

1 - Tax Rate 3

---

## Printing Monthly VAT Reports

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*From the VAT Reports - Spain menu (G74S7011), choose VAT Report by Tax Rate/Area.*

In Spain, businesses are required to document all Accounts Payable and Accounts Receivable transactions that are subject to VAT. The VAT Report by Tax Area/Rate report lists all VAT-eligible transactions as well as total amounts of accounts receivable (input) and accounts payable (output) VAT.

You use the processing options on the monthly VAT reports to create both an accounts payable and an accounts receivable version of the report. You should run both reports monthly.

You use the processing options to indicate which rate from the Intra-Community VAT tax rate/area setup should be included on the report. On the accounts payable version, include the positive tax rate. On the accounts receivable version, include the negative tax rate. The exempt VAT (0 percent) prints on the Accounts Payable version.

### See Also

- *Setting Up a Tax Rate for Intra-Community VAT in the Global Solutions Spain Guide*

## Processing Options for VAT Report by Tax Rate/Areas (R74S450)

---

Print Options

1. Select '1' if you want to update as "printed" the selected records. If blank the records won't be marked.

2. Select the beginning number for the printed records. If blank will begin with one.

3. Print report total by :

---

---

Blank - Tax Rate

1 - Tax Area

2 - Tax Area and Tax Rate

4. Print Detail or summarized report

Blank - Detail

1 - Summarized

5. Select '1' whether summarizing by documents the report doesn't have to print zero balance lines. Otherwise the zero balance lines will be printed.

6. Select the type of report:

Blank - Account Receivable

1 - Account Payable

7. Select the Tax Rate Line Number for Intra-Community VAT depending on the information to be printing on the report A/R or A/P.

Blank - Tax Rate Line 2

1 - Tax Rate Line 3

Date Selection

1. Select the from date and the to date to establish the range of selection.

From Date

Through Date

Currency

1. 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. Domestic amounts will be translated and displayed in this as-if currency. If left blank, stored currency will be used.

---

2. Enter the "As Of" date for processing the current exchange rate for the as-if currency. If left blank, the current date will be used.

NOTE: A valid exchange rate must exist in the exchange rate table between the two currencies base on the As Of date.

---

## **Processing the 347 Tax Declaration**

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Businesses in Spain with an annual volume exceeding 3.005,06 euros must submit the 347 tax declaration to the Spanish tax authority. The 347 tax declaration includes information about all accounts payable and accounts receivable transactions. The tax declaration also includes information about insurance and leasing transactions, as well as leasing information for buildings that are owned or maintained by the company.

If a large company is subdivided into subcompanies within the J.D. Edwards system, the parent company should report the consolidated information for all subcompanies.

The first step in processing the Model 347 declaration is to run Model 347 - Generate Acquisition Records (R74S100) and Model 347 - Generate Sales Records (R74S110) to generate the Model 347 workfiles.

The Model 347 workfiles consist of the following tables:

- F74S70 - Model 347 - Record Type 0 - Spain
- F74S71 - Model 347 - Record Type 1 - Spain
- F74S72 - Model 347 - Record Type 2 - Spain
- F74S73 - Model 347 - Record Type 3 - Spain
- F74S75 - Model 347 - Link Between Rec.Type 0 and Rec. Type 1 - Spain
- F74S76 - Model 347 - Record Type 0 Tag File - Spain
- F74S77 - Model 347 - Record Type 1 Tag File - Spain

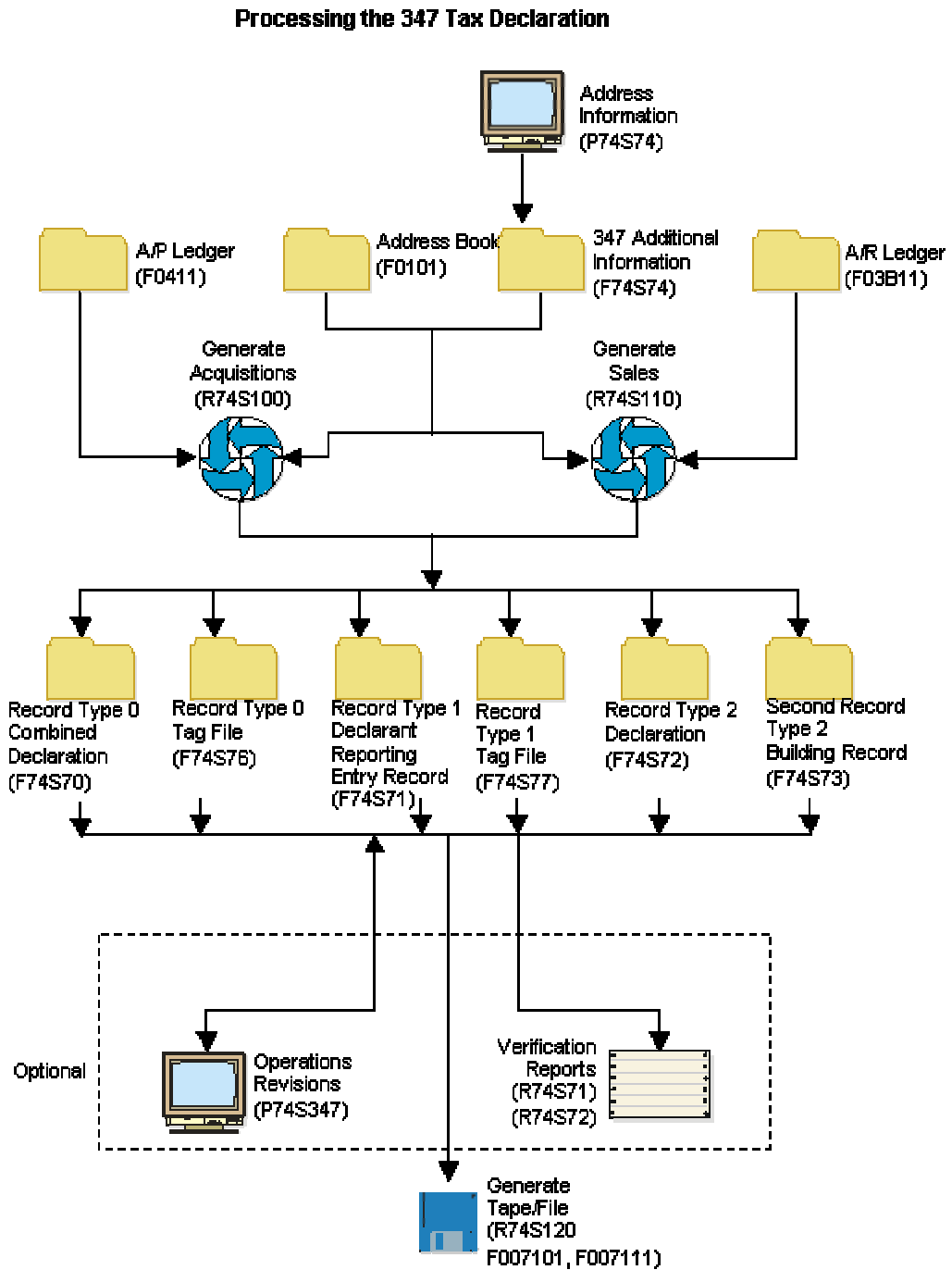
The following table explains the record types:

<b>Record Type 0</b>	Contains information about the number of records being submitted. Record type 0 is necessary only if you are using a single file to present tax information about two or more companies with different tax identification numbers.
<b>Record Type 1</b>	Contains information about company addresses, as well as the amount and number of records that are associated with each company. Record type 1 contains one record for each company with a different tax identification number for which the tax declaration is being made.
<b>Record Type 2</b>	Contains a summary of the amounts of selected transactions from A/R and A/P. Records are distinguished by the tax identification number of the customer or supplier, and by the type of operation (acquisitions or sales). Insurance operations and leasing operations are also identified.

**Record Type 3** Contains the total amount of leasing operations and the address of the leased commercial site. Record Type 3 is necessary only if the company leases a commercial site to a customer.

The system uses the information in the Model 347 workfiles to produce the Model 347 - Dec. Companies Report and the 347 - Operations Report. You use the Model 347 – Print Records Type 1 – Spain program (R74S71) and the Model 347 – Print Records Types 2 & 3 – Spain program (R74S72) to print these required reports. The Model 347 workfiles are also used to generate the tape file that you submit to the Spanish tax authority.

The following graphic illustrates the Model 347 process:



## Generating the Model 347 Workfiles

Use one of the following navigations:

From the Process 347 - Spain menu (G74S8011), choose 347 - Generate Acquisitions.

From the Process 347 - Spain menu (G74S8011), choose 347 - Generate Sales.

Use the 347 - Generate Acquisitions program (R74S100) to add information from the Accounts Payable system to the Model 347 workfiles. Use the 347 - Generate Sales program (R74S110) to add information from the Accounts Receivable system to the Model 347 workfiles.

The 347 - Generate Acquisition and 347 - Generate Sales programs summarize transactions by the customer's or supplier's tax identification number.

The 347 - Generate Acquisitions and the 347 - Generate Sales programs retrieve information from the following tables to build the Model 347 workfiles:

- F0101 - Address Book Master
- F0411 - Accounts Payable Ledger
- F03B11 - Customer Ledger
- F74S74 - Additional Information for 347 & 349 Models - Spain

The system populates the zip code field in the Model 347 workfiles based on information in the Address Book. For domestic customers and suppliers, the system appends three zeros to the first two digits of the customer's or supplier's zip code from the Address Book. For international customers and suppliers, the system uses 99 plus the customer's or supplier's three-digit country code from UDC 00/CN.

---

### Caution

When you run either of the generation programs, only those transactions that match the operation type and class that you selected in the processing options are recorded in the Model 347 workfiles. You need to run the generation program several times to record information on all operation types and classes.

---

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### Note

You should set the processing options to regenerate the workfile each time that you run the generation programs to create a new declaration.

---

### Before You Begin

- ❑ In the Address Book system, enter a tax identification number for each company, customer, and supplier.
- ❑ If your business leases a commercial site, set up additional information for the site. See *Setting Up Leasing and Commercial Site Information* in the *Global Solutions Spain Guide*.

- ❑ Set up additional information for the company that is submitting the tax declaration to the tax authority. See *Setting Up Leasing and Commercial Site Information* in the *Global Solutions Spain Guide*.

## **Processing Options for 347 – Generate Acquisitions (R74S100)**

---

### Presentation

1. Enter the Company who is sending the declaration. (Required)

### Company

#### Common Data

1. Enter the Declaration Year (4 Digits).

#### Declaration Year

2. Enter the Tax Office Number.

#### Tax Office Number

3. Enter the County Code ( 3 digits) for the company.

#### Code

4. Enter the Line Number to get the Contact Name from Company's Who's Who.

If it is leaving blank, the default value will be 1.

#### Line Number

5. Declaration Type

Blank = Current Declaration

1 = Complementary

2 = Substitute

#### Declaration Type

6. Previous Declaration Number
-

---

Previous Declaration Number

Regeneration

1. Regenerate Files:

Blanks - Add information into the files

1 - Regenerate files

Selection

Amount

1. Enter the minimum amount per supplier or customer that must be declared. If left this option in blank, the process will use 500.000 ESP.

Minimum Amount

Currency

1. Enter the Company Currency Code.

Currency Code

2. Enter the Third Currency Code.

Currency Code

Operation Type

1. Enter the Operation Type.

" " or " A " = Acquisitions

" D " = Acq. EP

" C " = Payments

Operation Type

2. Enter the Operation Class.

---

" " = Regular Operations.

"1" = Insurance Operations.

"2" = Leasing Operations.

Operation Class

---

## **Processing Options for 347 – Generate Sales (R74S110)**

---

Presentation

1. Enter the Company who is sending the declaration. (Required)

Company

Common Data

1. Enter the Declaration Year (4 Digits).

Declaration Year

2. Enter the Tax Office Number.

Tax Office Number

3. Enter the County Code ( 3 digits) for the company.

Code

4. Enter the Line Number to get the Contact Name from Company's Who's Who.

If it is leaving in Blank, the default value will be 1.

Line Number

5. Declaration Type

Blank = Current Declaration

1 = Complementary

2 = Substitute

---

---

Declaration Type

6. Previous Declaration Number

Previous Declaration Number

Regeneration

1. Regenerate Files:

Blanks - Add information into the files

1 - Regenerate files

Selection

Amount

1. Enter the minimum amount per supplier or customer that must be declared. If left this option in blank, the process will use 500.000 ESP.

Minimum Amount

Currency

1. Enter the Transaction Currency Code.

Currency Code

2. Enter the Third Currency Code.

Currency Code

Operation Type

1. Enter the Operation Type.

' ' or 'B' = Sales

'E' = Sales with Subsidy

Operation Type

2. Enter the Operation Class.

---

" " = Regular Operations.

"1" = Insurance Operations.

"2" = Leasing Operations.

Operation Class

---

## Reviewing the 347 - Operations Report

*From the Process 347 - Spain menu (G74S8011), choose 347 - Operations Report.*

The 347 - Operations report lists the total operations amount by operation type for each customer or supplier. Customer and supplier records are grouped by the declaring company. The report also lists the tax identification number for each customer and supplier.

The 347 - Operations report is for your review only. You should not submit this report to the tax authority. Instead, you should submit the 347 Tax Declaration tape file.

The 347 - Operations report includes information from the Model 347 - Record Type 2 - Spain (F74S72) table.

### Before You Begin

- Copy information to the Model 347 workfiles. See *Generating the Model 347 Workfiles* in the *Global Solutions Spain Guide*.

## Processing Options for 347 – Operations Report (R74S72)

---

Print Option

1. Select '1' if you want to include the Leasing Operations in the report.

Selection

---

## Revising 347 Operations Information

*From the Process 347 - Spain menu (G74S8011), choose 347 - Operations Revision.*

After you have generated the Model 347 workfiles, you can revise information in the Model 347 workfiles.

---

**Note**

The information that you can revise is the same information that appears on the 347 - Operations Report (R74S72) and the 347 – Dec. Company Report (R74S71) reports.

---

The following table contains brief instructions for the tasks that you can perform using 347 - Operations Revision (P74S347):

<b>Revise the name and address of the presenting (parent) company</b>	<ul style="list-style-type: none"><li>• On Work With Pres. Companies, choose Company Revisions from the Row menu.</li></ul>
<b>Review acquisition and sales totals for a declaring company</b>	<ul style="list-style-type: none"><li>• On Work With Pres. Companies, click Select to access Work With Declared Companies.</li><li>• On Work With Declared Companies, choose Edit Company from the Row menu.</li></ul>
<b>Review transaction detail for a declaring company</b>	<ul style="list-style-type: none"><li>• On Work With Pres. Companies, click Select to access Work With Declared Companies.</li><li>• On Work With Declared Companies, click Select to access Work With C &amp; V Operations.</li><li>• On Work With C &amp; V Operations, click Find.</li></ul>
<b>Revise a customer's or vendor's tax ID</b>	<ul style="list-style-type: none"><li>• On Work With Pres. Companies, click Select to access Work With Declared Companies.</li><li>• On Work With Declared Companies, click Select to access Work With C &amp; V Operations.</li><li>• On Work With C &amp; V Operations, choose Change Tax ID from the Row menu. The system validates the tax ID that you enter.</li></ul>
<b>Revise a customer's or vendor's name, province, and total operations amount</b>	<ul style="list-style-type: none"><li>• On Work With Pres. Companies, click Select to access Work With Declared Companies.</li><li>• On Work With Declared Companies, click Select to access Work With C &amp; V Operations.</li><li>• On Work With C &amp; V Operations, choose C &amp; V Revisions from the Row menu.</li></ul>
<b>Revise leasing information for a customer or vendor</b>	<ul style="list-style-type: none"><li>• On Work With Pres. Companies, click Select to access Work With Declared Companies.</li><li>• On Work With Declared Companies, click Select to access Work With C &amp; V Operations.</li><li>• On Work With C &amp; V Operations, choose a row that represents leasing transactions, and then click Select.</li></ul>

## Reviewing the 347 - Declaring Companies Report

*From the Process 347 - Spain menu (G74S8011), choose 347 - Dec. Companies Report.*

The 347 - Declaring Companies report lists each company with a unique tax identification number that is included in the tax declaration. Information for companies that share a tax identification number is combined.

The report is for your review only. You should not submit this report to the tax authority. Instead, you should submit the 347 Tax Declaration tape file.

For each reporting company, the report lists the number of records of each type and the total amount of transactions for each record type. The report lists the following record types:

<b>Record Type A</b>	Acquisitions over 3.005,06 euros
<b>Record Type B</b>	Sales over 3.005,06 euros
<b>Record Type C</b>	Payments over 300,51 euros to a third-party payee
<b>Record Type D</b>	Acquisitions over 3.005,06 euros by government companies that are not related to regular company activity
<b>Record Type E</b>	Government subsidies over 3.005,06 euros

The 347 - Declaring Companies report includes information from the Model 347 - Record Type 1 - Spain (F74S71) table.

### Before You Begin

- Copy information to the Model 347 workfiles. See *Generating the Model 347 Workfiles* in the *Global Solutions Spain Guide*.

## Generating the 347 Tax Declaration Tape File

*From the Process 347 - Spain menu (G74S8011), choose 347 - Generate Tape File.*

Use the 347 - Generate Tape File program to generate the tape file that you submit to the Spanish tax authority. The tape file contains information from the following Model 347 workfiles:

- F74S70 - Model 347 - Record Type 0 - Spain
- F74S71 - Model 347 - Record Type 1 - Spain
- F74S72 - Model 347 - Record Type 2 - Spain

- F74S73 - Model 347 - Record Type 3 - Spain
- F74S75 - Model 347 - Link Between Rec. Type 0 and Rec. Type 1 - Spain
- F74S76 - Model 347 - Record Type 0 Tag File - Spain
- F74S77 - Model 347 - Record Type 1 Tag File - Spain

The 347 - Generate Tape File program creates Text File Processor batches that contain the declaration.

**See Also**

- ❑ *Copying Text in the Text File Processor* in the *Global Solutions Spain Guide* for information about converting each batch to a flat file

**Before You Begin**

- ❑ Copy information to the Model 347 workfiles. See *Generating the Model 347 Workfiles* in the *Global Solutions Spain Guide*.

**Processing Options for 347 – Generate Tape File (R74S120)**

---

Company

1. Enter the Company who is sending the declaration. (Required)

Company

Default

1. Enter the Declaration Year (4 Digits).

Declaration Year

2. Enter currency for the transaction

Blank = Peseta

1 = Euro

Transaction Currency

3. Enter the Declaration Number

Declaration Number

4. Enter the media type for the Declaration
-

---

Blank = Tape

1 = Disk

Media Type

5. Create Record Type 0

Blank = Yes

1 = No

---

## Processing the 349 Tax Declaration

---

Businesses in Spain that conduct business with companies that are within EU member countries must submit the 349 tax declaration to the Spanish tax authority. The 349 tax declaration includes information about all Accounts Payable and Accounts Receivable transactions with companies that are within the European Union.

If a large company is subdivided into subcompanies within the J.D. Edwards system, the parent company should report the consolidated information for all subcompanies.

The first step in processing the Model 349 declaration is to run 349 - Generate Acquisitions (R74S200) and 349 - Generate Sales (R74S210) to generate the Model 349 workfiles.

The Model 349 workfiles consist of the following tables:

- F74S90 - Model 349 - Record Type 0 - Spain
- F74S91 - Model 349 - Record Type 1 - Spain
- F74S92 - Model 349 - Record Type 2 - Spain

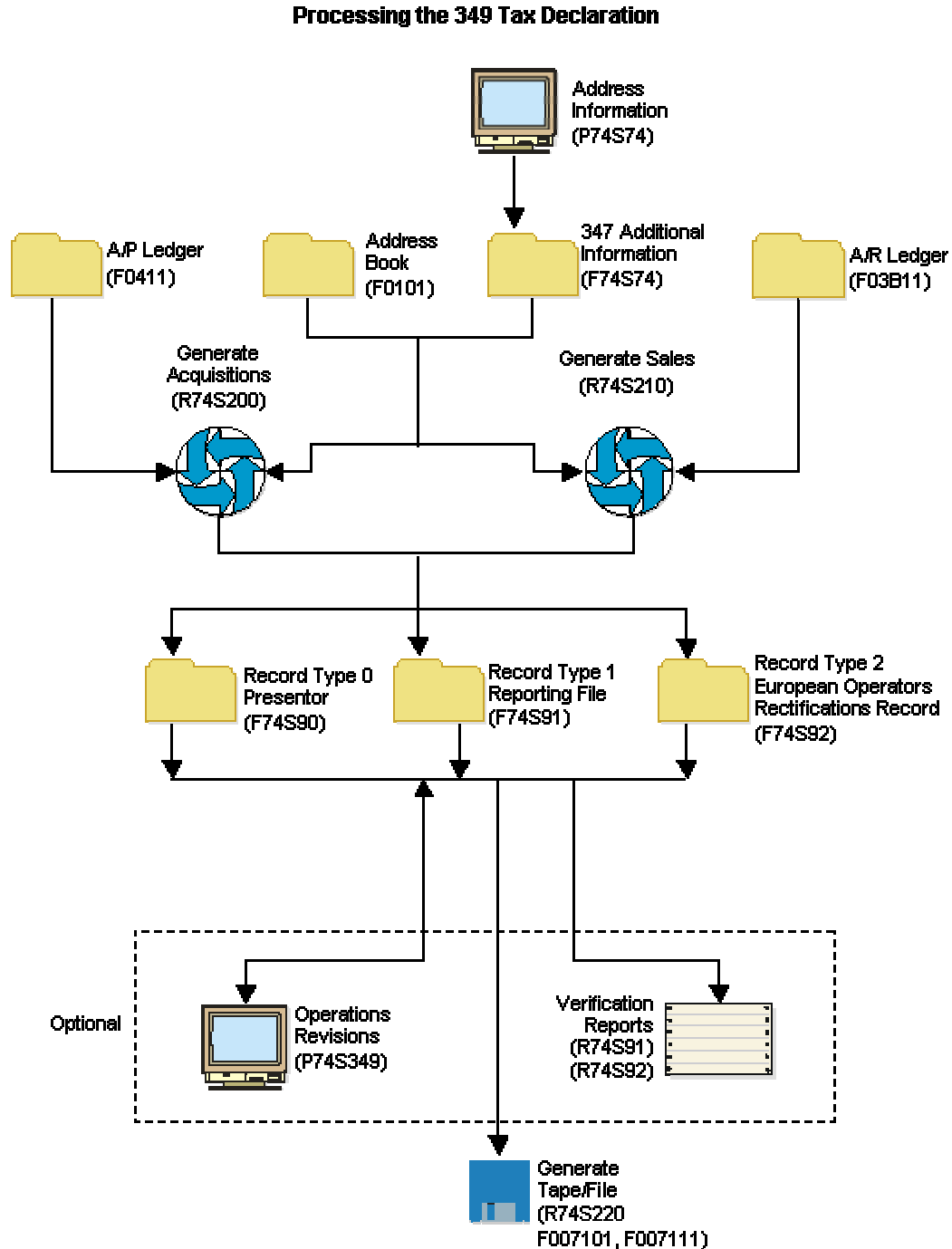
Each table contains different information according to record type. The following table explains the record types:

- |                      |  |
|----------------------|--|
| <b>Record Type 0</b> | Contains information about the number of records being submitted. This record type is necessary only if you are using a single file to present tax information about two or more companies with different tax identification numbers.  |
| <b>Record Type 1</b> | Contains information about company addresses as well as the amount and number of records that are associated with each company. This file contains one record for each company with a different tax identification number for which the tax declaration is being made.   |
| <b>Record Type 2</b> | Contains a summary of the amounts of selected transactions from A/R and A/P. Records are distinguished by the tax identification number of the customer or supplier, as well as by the type of operation (acquisitions, sales, and so on). Each record contains either the regular operation amount or the previous declaration amount and the rectification amount. For a customer or supplier who has both a regular and rectification transaction for the same operation (acquisition or sales) in the same period, the table contains one record for the regular amount and one record |

for the rectification amount. The table also contains rectification records that are created for the purpose of correcting information already presented in a previous 349 declaration.

The system uses the information in the Model 349 workfiles to produce the 349 - Dec. Companies Report (R74S91) and the 349 - Operations Report (R74S92). The model 349 workfiles are also used to generate the tape file that you submit to the Spanish tax authority.

The following graphic illustrates the Model 349 process:



## Generating the Model 349 Workfiles

Use either or both of the following navigations:

From the Process 349 - Spain menu (G74S8022), choose 349 - Generate Acquisitions

From the Process 349 - Spain menu (G74S8022), choose 349 - Generate Sales.

Use the 349 - Generate Acquisitions program (R74S200) to add information from the Accounts Payable system to the Model 349 workfiles. Use the 349 - Generate Sales program (R74S210) to add information from the Accounts Receivable system to the Model 349 workfiles. Both of the Model 349 generation programs create records 0, 1, and 2 in the Model 349 workfiles.

The 349 - Generate Acquisitions program summarizes transactions by company and by the customer's tax identification number from the customer's own EU country.

The 349 - Generate Acquisitions and 349 - Generate Sales programs retrieve information from the following tables to build the Model 349 workfiles:

- F0101 - Address Book
- F0411 - Accounts Payable Ledger
- F03B11 - Accounts Receivable Ledger
- F74S74 - Additional Information for 347 & 349 Models - Spain

---

### Note

You should set the processing options to regenerate the workfile each time that you run the generation programs to create a new declaration.

---

### Before You Begin

- ❑ In the Address Book system, enter a tax ID and additional tax ID for each company, customer, and supplier involved in the 349 tax declaration. In the Additional Tax ID field, enter the company's, customer's, or supplier's EU country code from UDC 74/EC followed by the same tax ID that you entered in the Tax ID field.
- ❑ Set up additional information for the company that is submitting the tax declaration to the tax authority. See *Setting Up Additional Company Information* in the *Global Solutions Spain Guide*.
- ❑ Review the processing options for the 349 – Generate Acquisitions program (R74S200) and the 349 – Generate Sales program (R74S210).

## Processing Options for 349 – Generate Acquisitions (R74S200)

---

Presentation

1. Enter the Company who is sending the declaration (Required).
-

---

Company

Common Data

1. Enter the Declaration Year and the Period Number to be processed.

If the Period Number is not informed, the declaration will be considered as an Annual Declaration, ("0A")

Declaration Year (4 digits)

Declaration Period

2. Enter the Line number to get the Contact Name from Company Who's who.

If it is leaving in blank the default value will be 1.

Line Number

3. Declaration Type

Blank = Current Declaration

C = Complementary

S = Substitutive

Declaration Type

Rectifying

1. Inform the Declaration Year and the Period Number to be rectified.

Whether none of them is informed, will NOT be considered as a rectifying declaration. If the Declaration Year is informed and the Period # is not, the declaration will be considered as an Annual Declaration, ("0A").

Rectif. Declaration Year (4 Digits)

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Rectif. Declaration Period

Regeneration

1. Select "1" to regenerate the information in the files.

Leave this field blank if the information selected has to be added to the existing data.

Regenerate Info.

Exchange Rate

1. Inform the A/B # assigned to the Exchange Rate in the Exchange Rate File.

Leave blank if the Exchange Rate of the F0411 file is going to be used.

Address Number

If the A/B # has been informed, select the date which the Exchange Rates File is going to be accessed.

"1" - Invoice Date.

"2" - G/L Date.

"3" - System Date.

Currency

1. Enter the Company Currency Code.

Currency Code

2. Enter the Third Currency Code.

Currency Code

Media

1. Select the support type the Declarations is going to be presented.

"D" = Diskette

"C" = Tape

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"T" = Transmission Telematica

If the options has been left blank, the process will assume Tape by default.

Selection

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## **Processing Options for 349 – Generate Sales (R74S210)**

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Presentation

1. Enter the Company who is sending the declaration (Required).

Company

Common Data

1. Enter the Declaration Year and the Period Number to be processed.

If the Period Number is not informed, the declaration will be considered as an Annual Declaration, ("0A").

Declaration Year (4 Digits)

Declaration Period

2. Enter the Line number to get the Contact Name from Company Who's who.

If it is leaving in blank the default value will be 1.

Line Number

3. Declaration Type

Blank = Current Declaration

C = Complementary

S = Substitutive

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Declaration Type

Rectifying

1. Inform the Declaration Year and the Period Number to be rectified.

Whether none of them are informed, will NOT be considered as a Rectifying Declaration.

If the Declaration Year is informed and the Period # is not, the Declaration will be considered as an Annual Declaration, ("0A").

Rectif. Declaration Year (4 Digits)

Rectif. Declaration Period

Regeneration

1. Select "1" to regenerate the information in the files.

Leave this field blank if the information selected has to be added to the existing data.

Regeneration Info.

Currency

1. Enter the Company Currency.

Currency Code

2. Enter the Third Currency.

Currency Code

Operation Type

1. Operation Type

Blank or "E" = Exempted Sales

"T" = Sales in Other European Member Countries

Operation Type

Media

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---

1. Select the Support Type the Declaration is going to be presented.

"D" = Diskette

"C" = Tape

"T" = Transmission Telematica

If the options has been left blank, the process will assume Tape by default.

Support Type

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## Reviewing the 349 - Operations Report

*From the Process 349 - Spain menu (G74S8022), choose 349 - Operations Report.*

The 349 - Operations report lists the total operations amount by operation type for each customer or supplier. Customer and supplier records are grouped by declaring company. The report also lists the country code and tax identification number for each customer and supplier.

The 349 - Operations report is for your review only. Do not submit this report to the tax authority. Instead, submit the 349 Tax Declaration tape file.

The 349 - Operations report includes information from the Model 349 - Record Type 2 - Spain (F74S92) table.

### Before You Begin

- Copy information to the Model 349 workfiles. See *Generating the Model 349 Workfiles* in the *Global Solutions Spain Guide*.

## Revising 349 Operations Information

*From the Process 349 - Spain menu (G74S8022), choose 349 - Operations Revisions.*

After you have generated the Model 349 workfiles, you can revise information in the Model 349 workfiles.

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### Note

The information that you can revise is the same information that appears on the 349 - Operations Report (R74S92) and the 349 - Dec. Companies Report (R74S91).

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The following table contains brief instructions for the tasks that you can perform using 349 - Operations Revisions (P74S349):

- Revise presenting company information**
  - On Work With Pres. Companies, choose a record and then choose Companies Revisions from the Row menu to access Pres. Companies Revisions.
  
- Review acquisition and sales totals for a declaring company**
  - On Work With Pres. Companies, choose a record and then click Select to access Work With Declared Companies. On Work With Declared Companies, choose a record and then click Select to access Work With C & V Operations.
  
- Revise a customer or a supplier tax ID**
  - On Work With C & V Operations, choose a record and then choose Change Tax Id from the Row menu to access Change C & V Tax Id.
  
- Revise acquisition and sales totals for a declaring company**
  - On Work With C & V Operations, choose a record and then click Select to access C & V Operations Revisions.
  
- Revise the tax ID or operation type of a previous declaration**
  - On Work with C & V Operations, click Add to access C & V Operations Revisions, and then add the previous record as a rectification record, with the previous declaration amount and rectification amount on each record, and with the new tax ID or operation type.

## Reviewing the 349 - Declaring Companies Report

*From the Process 349 - Spain menu (G74S8022), choose 349 - Dec. Companies Report.*

The 349 - Declaring Companies report lists each company with a unique tax identification number that is included in the tax declaration. Information for companies that share a tax identification number is combined.

The report is for your review only. Do not submit this report to the Tax Authority. Instead, submit the 349 Tax Declaration tape file.

For each reporting company, the report lists the number of records of each operation type, as well as the total amount of transactions for each operation type. The report lists the following operation types:

<b>Operation Type</b>	<b>Description</b>
A	Acquisitions
E	Exempted Sales
T	Sales in Other European Member Countries

---

**Note**

The report does not distinguish between regular and rectification records because rectification information is included in the regular records.

---

The 349 - Declaring Companies report includes information from the Model 349 - Record Type 1 - Spain (F74S91) table.

**Before You Begin**

- ❑ Copy information to the Model 349 workfiles. See *Generating the Model 349 Workfiles* in the *Global Solutions Spain Guide*.

**Generating the 349 Tax Declaration Tape File**

*From the Process 349 - Spain menu (G74S8022), choose 349 - Generate Tape File.*

Use the 349 - Generate Tape File program to generate the tape file that you submit to the Spanish tax authority. The tape file contains information from the following Model 349 workfiles:

- F74S90 - Model 349 - Record Type 0 - Spain
- F74S91 - Model 349 - Record Type 1 - Spain
- F74S92 - Model 349 - Record Type 2 - Spain

The 349 - Generate Tape File program creates Text File Processor batches that contain the declaration.

**See Also**

- ❑ *Copying Text in the Text File Processor* in the *Global Solutions Spain Guide* for information about converting each batch to a flat file

**Before You Begin**

- ❑ Copy information to the Model 349 workfiles. See *Generating the Model 349 Workfiles* in the *Global Solutions Spain Guide*.
- ❑ Review the processing options for the 349 – Generate Tape File program (R74S220).

**Processing Options for 349 – Generate Tape File (R74S220)**

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Company

1. Enter the Company who is sending the declaration (Required).

Company

Common Data

1. Select the Declaration Year and the Declaration Period #.
-

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Declaration Year (4 Digits)

Declaration Period

2. Enter '1' if the Declaration is on Euro.

3. Create Record Type 0

Blank = Yes

1 = No

Record Type 0

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## Accounts Receivable Draft Processing

In Spain, drafts can be remitted to the bank on paper or electronically.

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### Types of Accounts Receivable Drafts

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Each type of draft corresponds to a particular payment instrument. The different types of draft are divided into two categories, as follows:

<b>Manual drafts</b>	<p>Manual drafts are also called customer acceptance drafts because a customer must accept them before they can be remitted to the bank. The following types of manual drafts are available:</p> <ul style="list-style-type: none"><li>• The supplier prints the draft with bank account information.</li><li>• The supplier prints the draft with the bank name only.</li><li>• The customer prints the draft with bank account information.</li><li>• The customer prints the draft with the bank name only.</li></ul> <p>The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.</p>
<b>Automatic drafts</b>	<p>Automatic drafts are also called preauthorized drafts because they do not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.</p>

---

### Steps for Processing Accounts Receivable Drafts

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A draft is a payment that passes through various steps of processing. During each step, the system creates either electronic or paper records, as well as accounting entries.

#### Draft Origination

The draft process begins when either you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, banking information and, possibly, information about the underlying liabilities (invoices).

You can generate a draft by printing an invoice with a draft, or a statement with a draft. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

The draft origination step updates the customer ledger with the draft number (statement number), but has no effect on the general ledger.

The following table shows the result of draft origination. In this case, the result is the invoice record as it appears in the Customer Ledger table (F03B11) after a statement has been generated. If the customer generates the draft, you bypass this step.

Customer Number 7001			
Document Type	Document Number	Document Amount	Statement Number
RI	1234	10,000	10005

## Draft Acceptance

A draft has no legal force until the customer accepts it.

For manual drafts, your customer can accept the draft in any of the following ways:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing it and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Draft acceptance also includes entering the draft into the system. If you process drafts manually, you enter the draft to create the appropriate records. If you process drafts automatically, the system creates the appropriate draft records for you.

Regardless of whether you enter the draft manually or create the draft automatically, the system performs the following:

- Creates a record in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.
- Marks the invoice as paid by changing its pay status to P.
- Creates an invoice record (document type R1) in the Customer Ledger table (F03B11).

The following table shows the result of draft acceptance in the Customer Ledger table.

Customer Number 7001				
Document Type	Document Number	Document Amount	Pay Status	Pay Instr
RI	1234	10,000	P	2
R1	10005	10,000	D	2

After you enter the draft, you must post it to the general ledger. When you post the draft, the system creates a journal entry to debit drafts receivable and credit an A/R trade account.

## Draft Remittance (Optional)

Draft remittance consists of the following steps:

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register. When you remit the draft for payment, the system updates the pay status of the R1 draft invoice record to G.

The following table shows the result of draft remittance on the draft invoice record in the F03B11 table.

Customer Number 7001				
Document Type	Document Number	Document Amount	Pay Status	Pay Instr
R1	10005	10,000	G	2

2. The system creates the following journal entries, which you must post:
  - The system debits the drafts remitted account and credits the drafts receivable account.
  - If the draft is remitted with a discount, the system debits the drafts remitted with discount account and credits the drafts receivable account.
  - If the draft is remitted with contingent liability, the system debits the drafts remitted with discount account and credits the drafts receivable account. The system also debits the bank account and credits the contingent liability account.
3. You arrange to collect funds from the draft in one of the following ways:
  - Wait until the funds become available on the due date specified by the draft.
  - Request an advance from your bank before the due date of the draft. Typically, banks charge a fee when they advance funds for a draft before its due date.

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**Note**

Draft remittance is optional in certain countries.

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## Draft Collection

Draft collection consists of the following steps:

1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft, or your bank informs you that it cannot collect the funds.
2. On or after the due date, both you and your customer recognize the transfer of cash. When you run the program that processes draft collection, the system updates the pay status of the draft invoice record to show that it has been collected.

The following table shows the result of the collection process on the draft invoice record in the F03B11 table.

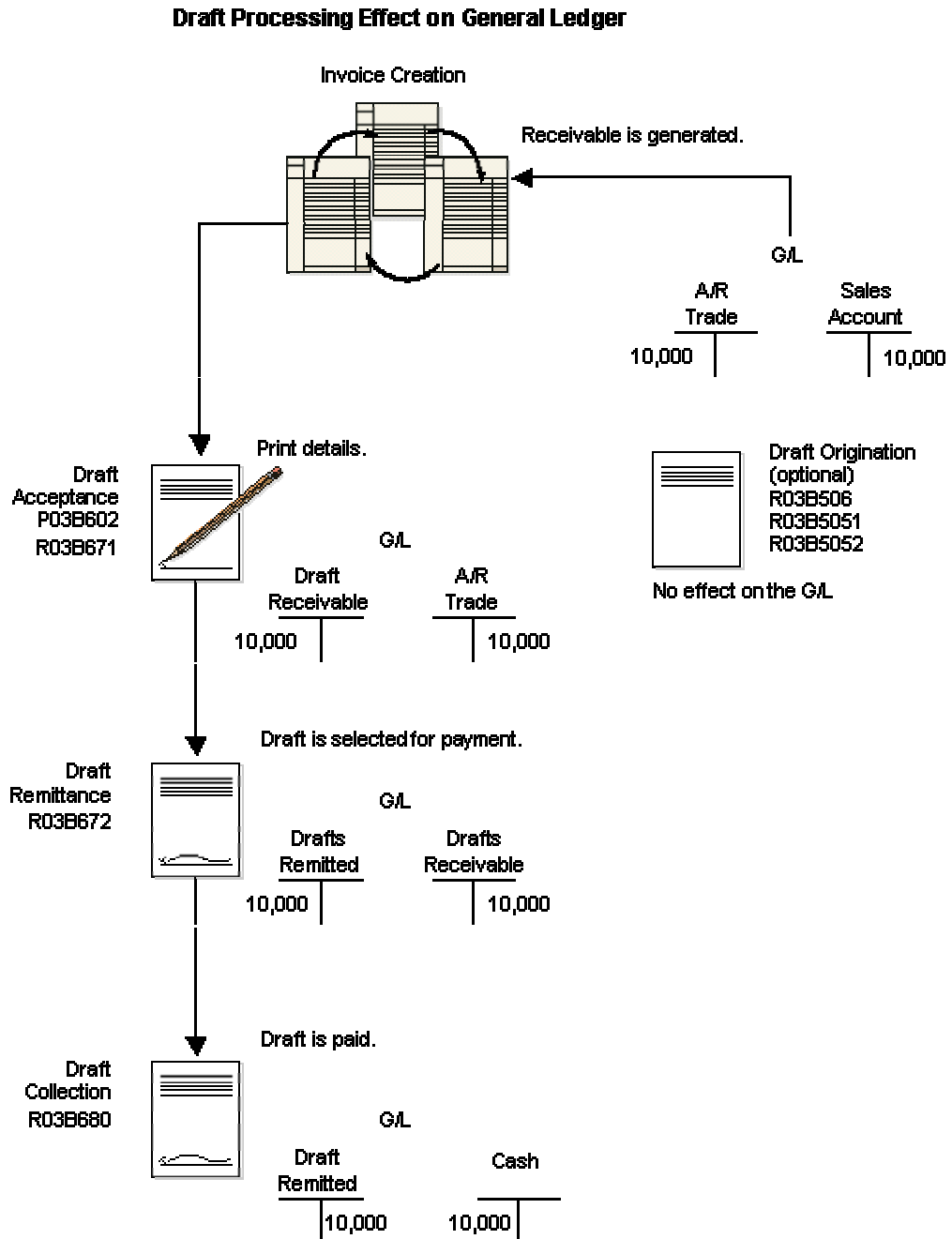
Customer Number 7001				
Doc Type	Document Number	Document Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

3. The system creates the following journal entries, which you must post:
  - The system creates a journal entry to debit the bank account and credit drafts remitted.
  - If the draft is remitted with a discount, the system debits the bank account and credits the drafts remitted with discount account.

- If the draft is remitted with contingent liability, the system debits the contingent liability account and credits the drafts remitted with discount account.

## Draft Processing and the General Ledger

The following graphic illustrates the effect of each stage of the draft process on the general ledger:



## Setting Up User Defined Codes for Accounts Receivable Drafts

User defined codes are used throughout the Accounts Receivable system. The following discussion of user defined codes for draft processing provides you with detailed information about whether new codes can be added and existing codes modified, as well as how the codes are used in the program.

### Payment Instrument Codes (00/PY)

Using a payment instrument in draft processing is optional. You use payment instrument codes to categorize drafts for reporting and accounting purposes. For example, if you want to distinguish drafts that you originated from those your customer originated, or if you want to distinguish drafts for which you have bank account information from those for which you do not, you can assign the drafts different payment instruments. The payment instrument that you assign to a draft can also be used in conjunction with AAI items, such as RD1x, RD2x, RD3x, and RD4x (where x represents the payment instrument), to assign different accounts based on the payment instrument.

The following table provides examples of the payment instruments that are set up for you to use for draft processing. You can use these codes or set up additional codes.

Code	Description of Code	Suggested Use During Draft Processing
D	Draft by invoice	You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by invoice.
F	Draft by statement	You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by statement.
1	Draft that you originate with a bank account number	You might assign this payment instrument to the draft that you enter (using the Enter Our Drafts program, P03B602) to indicate that the draft, which you originated, has customer bank account information.
2	Draft customer originates with a bank account number	You might assign this payment instrument to the draft that you enter (using the Enter Customer Drafts program, P03B602) to indicate that the draft, which the customer originated, has bank account information.
3	Draft you originate without a bank account number	You might assign this payment instrument to the draft that you enter (using the Enter Our Drafts program) to indicate that the draft, which you originated, does not have customer bank account information.
4	Draft customer originates without a bank account number	You might assign this payment instrument to the draft that you enter (using the Enter Customer Drafts program) to indicate that the draft, which the customer originated, does not have bank account information.

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**Note**

The description of the payment instrument code in this table might not be the same as the description in the UDC (00/PY) because these codes can be used in other systems.

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**Payment Status Codes (00/PS)**

Pay status codes are hard-coded. The system updates invoice (document type RI) and draft invoice (document type R1) records in the Customer Ledger table (F03B11) with one of the following payment status codes, based on where the invoice is in the draft process:

Code	Description of Code	Stage Used in Draft Processing	Description of Use
A	Approved for payment	Invoice generation	When you create an invoice and expect your customer to pay by draft, the system displays this pay status on the invoice.
P	Paid in full	Draft acceptance and draft collection	When you accept the draft, the system updates the pay status of the invoice to this status. The system also updates the draft invoice to this pay status when the draft is collected.
D	Draft accepted	Draft acceptance	When you accept the draft, the system updates the pay status of the draft invoice to this status.
#	Draft included in register	Draft registration	When you register the draft, the system updates the pay status of the draft invoice to this status.
G	Draft deposited not due	Draft remittance	When you submit the draft to the bank and you update the draft with the remitted information, the system updates the draft invoice to this status.

**Draft Status Codes (03B/DS)**

Draft status codes are hard-coded. The system updates the draft record in the Receipts Header table (F03B13) with one of the following draft status codes, based on where the draft is in the draft process:

Code	Description of Code	Description of Use
4	Draft accepted	When you enter the draft using either Enter Our Drafts or Enter Customer Drafts program, or when you create the draft by running the Pre-Authorized Drafts program (R03B671), the system updates the status of the draft to this status.

Code	Description of Code	Description of Use
3	Draft remitted for cash or discount	When you run the Draft Remittance program (R03B672) and specify to remit the draft for cash or with a discount, the system updates the status of the draft to this status.
2	Draft remitted with contingent liability	When you run the Draft Remittance program and specify to remit the draft with contingent liability, the system updates the status of the draft to this status.
0	Draft collected	When you run the Draft Collection with Status Update program (R03B680), the system updates the status of the draft to this status.

#### See Also

- ❑ *User Defined Codes for Accounts Receivable* in the *Accounts Receivable Guide* for user defined codes that are not specific to draft processing
- ❑ *User Defined Codes* in the *Foundation Guide* for information about adding and revising UDCs

## Setting Up AAIs for Accounts Receivable Drafts

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AAIs define rules for programs that automatically generate journal entries. You set up draft AAIs that are company specific only for companies that use a unique account number. You do not need to set up separate AAIs for companies that use the same account. If the system cannot find an AAI for a specific company, it uses the AAI for the default company, company 00000. You set up AAIs for draft processing the same way that you set up other AAIs for accounts receivable.

The system uses the following AAIs for draft processing, where x is the payment instrument:

### Drafts Receivable (RD1x)

The RD1x AAI item defines the drafts receivable account to debit when you accept a draft. The system automatically debits the drafts receivable account (RD1x) unless you override it in the processing options, and it edits the A/R trade account (RC).

When you remit drafts, the system debits drafts remitted (RD2x, RD3x, or RD4x) and credits drafts receivable (RD1x).

### Drafts Remitted (RD2x)

The RD2x AAI item defines the drafts remitted account to debit when you remit drafts for cash. The system automatically debits the drafts remitted account (RD2x) unless you override it in the processing options, and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted account (RD2x).

## Drafts Remitted for Discount (RD3x)

The RD3x AAI item defines the drafts remitted for discount account to debit when you remit drafts for a discount. During draft remittance, you use a processing option to choose the drafts remitted for discount account. The system debits the drafts remitted for discount account (RD3x) and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted for discount account (RD3x).

## Contingent Liability (RD4x)

The RD4x AAI item defines the draft contingent liability account to credit when you remit drafts for a discount if you are required to recognize a contingent liability until the maturity date of the draft. During draft remittance, you use a processing option to choose the draft contingent liability account. The system debits the draft remitted for discount account (RD3x), and credits the drafts receivable account (RD1x). The system also debits the bank account of the remittance, based on a processing option, or the bank account used during the preregister, and credits the draft contingent liability account (RD4x) unless you override it in the processing options.

When you collect drafts, the system debits the draft contingent liability account (RD4x) and credits the drafts remitted for discount account (RD3x).

## Void/Non-Sufficient Funds (RD5)

The RD5 AAI item defines the draft receivable account for the new draft that the system creates when you void or specify a draft as NSF. Depending on the draft status at the time that you void or specify the draft as NSF, the system debits the account associated with AAI item RD5 and credits either the draft receivable account (RD1x) or the draft remittance account (RD2x or RD3x).

### See Also

The following topics in the *Accounts Receivable Guide*:

- ❑ *Automatic Accounting Instructions* for information about adding or revising AAIs
- ❑ *AAIs for Accounts Receivable* for information about AAIs that are not specific to draft processing

## AAIs by Draft Type

The following tables show the AAIs that are used for different types of drafts during each step of the draft process. The AAI items that appear in the tables include the variable x, which represents the payment instrument.

### Standard Drafts

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Remittance	Drafts Remitted	RD2x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted	RD2x

### Discounted Drafts

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted for Discount	RD3x

### Discounted Drafts with Contingent Liability

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Remittance	G/L Bank Account	RB	Drafts Contingent Liability	RD4x
Collection	Drafts Contingent Liability	RD4x	Drafts Remitted for Discount	RD3x

### Draft Records Created by Draft Stage

As you process drafts, the system creates records in the Receipts Detail table (F03B14) for each status that you use. The system updates the G/L Credit Account ID field (AID2) with the account ID that it locates from the draft AAI item. The system creates a new record for each draft status. When you post the draft, the system uses the account ID in the AID2 field to create the journal entries to the corresponding accounts. The system updates the Receipt Type Code field (TYIN) with D for draft records that are created at each processing stage to differentiate them from F03B14 records that the system creates for each invoice that the draft pays.

For example, if you enter a draft that pays two invoices, the system creates three F03B14 records. Two of the records are used to record the payment of the invoice; the system uses the third record to record the draft acceptance stage. The system updates the TYIN field of this record with D and updates the AID2 field with the account ID that it locates from the AAI item RD1x.

When you remit this draft, the system creates the following two or three F03B14 records, depending on whether the draft was remitted with contingent liability:

- One record to close out the draft receivables account

- One record to update the draft remittance account
- One record to update the contingent liability account (if the draft was remitted with contingent liability)

The system updates the TYIN field to D for each record, and updates the AID2 field with the account ID that it locates from the AAI item RD3x.

When you collect this draft, the system performs the following tasks:

- Creates another F03B14 record
- Updates the TYIN field to D
- Updates the Bank Account Number field (GLBA) with the bank account number that is specified on the remittance record, or, if the draft was not remitted, from the AAI item RB

## **Setting Up Bank Account Information**

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

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

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

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

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

<b>Record Type</b>	<b>Description</b>
<b>B</b>	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.

<b>Record Type</b>	<b>Description</b>
<b>C</b>	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
<b>D</b>	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
<b>G</b>	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
<b>H</b>	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
<b>M</b>	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B).
<b>P</b>	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A).
<b>V</b>	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
<b>X, Y</b>	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

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**Note**

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

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

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

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► **To set up G/L bank account information**

Use one of the following navigations:

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

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

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

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

The screenshot shows the 'Set Up G/L Bank Account' form in the PeopleSoft interface. The form is titled 'Set Up G/L Bank Account' and is part of the 'Active Foundation' workspace. It contains several sections: 'G/L Bank Account' with fields for 'G/L Bank Account' (1.1110.BEAR) and 'Description' (Bear Creek National); 'Payment Information' with fields for 'Next Payment Number' and 'Next Autodebit Number'; and 'Default Print Options' with fields for 'Number of Alignment Forms' and 'Detail Lines Per Stub' (10). The form has a standard PeopleSoft header with the logo and navigation options like 'Personalize', 'Change Role', and 'Sign Out'.

3. On Set Up G/L Bank Account, complete the following fields:
  - G/L Bank Account
  - Description
4. Complete the following optional field for Accounts Payable payment processing:
  - Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
  - Next Autodebit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:

- Number of Alignment Forms
  - Detail Lines Per Stub
7. Click OK, and then click Cancel.
  8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Bank Information

OK Cancel Form Tools

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

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

Float Days  
Receivables:   
Payables:

Override Supplier Pre-Note Code

9. On Revise Bank Information, complete the following fields:
  - Bank Address Number  
This is the bank's address book number.
  - Bank Transit Number  
You can leave this field blank.
  - Bank Account Number
  - Control Digit
  - Checking or Savings Account
  - SWIFT Code
10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

---

**Note**

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

---

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

13. On Work With G/L Bank Accounts, if you use A/P drafts or BACS, choose BACS Info from the Row menu.

14. On Revise BACS Information, complete the following fields and click OK:

- Bank User Number
- Reference/Roll Number
- Bank Reference Name

15. On Work With G/L Bank Accounts, to enter account information for CTX bank tapes used in A/P payment processing, choose X12 Info from the Form menu.

16. On Work With Bank Account X12 Information, click Add.

17. On Set Up Bank Account X12 Information, complete the following fields and click OK:

- Authorization Info Qualifier
- Authorization Information
- Security Info Qualifier
- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

---

► **To delete or revise G/L bank account information**

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*Use one of the following navigations:*

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

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

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

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

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

---

*Use one of the following navigations:*

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

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

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

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

---

**Note**

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

---

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

**Set Up Bank Accounts By Address**

OK Cancel Form Tools

Address Number 3333 Continental Incorporated

**Record Type**

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

**Bank Information**

Bank Transit Number 96051785

Bank Account Number 2173579

Control Digit

IBAN

Description First Interstate Bank

Checking or Savings Account

SWIFT Code

Reference/Roll Number

Bank Address Number

Bank Country Code

3. On Set Up Bank Accounts By Address, complete the following field:
  - Address Number
  
4. To specify the record type, choose one of the following options:
  - Supplier
  - Customer
  - A/R Drafts, Auto Debit
  - Auto Receipts Payor
  
5. Complete the following fields:
  - Bank Transit Number  
You can leave this field blank.
  - Bank Account Number
  - Control Digit
  - IBAN
  - Description
  - Checking or Savings Account

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

---

**Note**

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

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- Bank Address Number
  - Bank Country Code
6. Click OK.

► **To delete or revise supplier or customer bank account information**

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*Use one of the following navigations:*

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

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

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

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

---

**Note**

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

---

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

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

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

---

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

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

---

**Note**

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

---

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

The screenshot shows the 'Set Up Bank Transit Address' form in the PeopleSoft application. The form is titled 'Set Up Bank Transit Address' and is part of the 'Active Foundation' workspace. It contains several input fields: 'Bank Transit' with the value '852200451', 'Address Number' with the value '3333', and an 'Address' section with three lines of text: 'CSC Corporation', '43 Billmore Plaza', and 'Scottsdale, AZ 85257'. There are also several empty input fields below the address section. The form has a standard PeopleSoft header with the logo and navigation links like 'Portal', 'WWW', 'Intranet', and 'Training'. The workspace name 'Active Foundation' is visible, along with 'Personalize', 'Change Role', and 'Sign Out' options.

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

- Bank Transit
- Address Number

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

---

**Note**

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

---

## Setting Up the Default Payment Instrument for A/R Drafts

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To distinguish invoice records to be paid by draft from other invoice records, you can set up a default payment instrument on the customer master record. The system updates invoice records for that customer with the payment instrument that is specified on the customer record, unless you change it on the invoice. For draft processing, you can use the payment instrument to differentiate customers for whom you might print invoices with a draft attachment from customers for whom you might print statements with a draft attachment.

You can also use the payment instrument to identify drafts entered with bank account information from those that do not have bank account information. Processing options for the draft entry programs allow you to set up payment instruments to use for this purpose. The system updates draft invoice records (document type R1) in the Customer Ledger table (F03B11) and draft receipt records in the Receipts Header (F03B13) table with the payment instrument specified in the processing options.

The draft payment instrument can be any valid payment instrument that exists in UDC 00/PY. Payment instruments are not hard-coded.

If you need to update the payment instrument for invoices that you previously entered, you can use the Speed Status Change program (P03B114) to update the payment instrument on all invoices for the customer or on an invoice-by-invoice basis.

### See Also

The following topics in the *Accounts Receivable Guide*:

- ❑ *To revise a customer record* for the steps to update the payment instrument value on the customer master record
- ❑ *Updating Invoices Using Speed Status Change* for information about updating the payment instrument on invoices

## Setting Up Fees for Draft Stamps

---

Spanish law allows you to collect payment on multiple invoices by combining those invoices on a draft. The government collects a fee on drafts by requiring that the draft be printed on special paper with a government stamp. Spanish businesses pay the fee by purchasing the stamped paper. The amount of the fee depends on the amount of the draft. The government provides various stamps that correspond to the different fees.

To process drafts in the Accounts Receivable system, you need to set up a fee table. The fee table lists the fees for various draft amounts. You can set up more than one fee table and distinguish one from another by currency code, months outstanding, or effective date. For example, you might set up one fee table for drafts that are due within six months and another fee table for drafts with a due date that is more than six months away.

When a draft amount exceeds the upper limit on the fee table, the government increases the fee amount in proportion to the increase in the draft amount.

You should set up fees for draft stamps when you begin using the Accounts Receivable system to process drafts. You can revise the table of fees if the government changes the fees.

The system stores fee tables in the following tables:

- Stamps (Timbres) Fee Detail (F74S502)
- Stamps (Timbres) Fee Header (F74S505)

► **To set up fees for draft stamps**

From the Spanish Draft Processing menu (G74S03B161), choose Maintenance of Stamp Fees.

1. On Work With Stamp (Timbre) Fees, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Stamp (Timbre) Fees Detail

OK Delete Cancel Tools

Currency Code: ESP

Months Outstanding:

Effective Date: 01/01/05

Records 1 - 10 Customize Grid

<input type="checkbox"/>	Check Amount	Stamp Fee	Additional Fee Amt	For Each Amt
<input type="checkbox"/>	4,000.00	10.00		
<input type="checkbox"/>	8,000.00	20.00		
<input type="checkbox"/>	15,000.00	40.00		
<input type="checkbox"/>	30,000.00	80.00		
<input type="checkbox"/>	60,000.00	160.00		
<input type="checkbox"/>	125,000.00	330.00		
<input type="checkbox"/>	250,000.00	700.00		
<input type="checkbox"/>	500,000.00	1,400.00		
<input type="checkbox"/>	1,000,000.00	2,800.00		
<input type="checkbox"/>				

2. On Stamp (Timbre) Fees Detail, complete the following fields:

- Currency Code
- Months Outstanding
- Effective Date

3. For each line in the fee table, complete the following fields:

- Check Amount
- Stamp Fee

The Check Amount field contains the upper limit of the range to which a particular fee applies. For example, if you enter 4.000 in the Check Amount field and 10 in the Stamp Fee field in the first row, drafts with a value between 0 and 4.000 will require a stamp fee of 10.

4. For the last row in the fee table, complete the following fields:

- Check Amount
- Stamp Fee
- Additional Fee Amt
- For Each Amt

Enter the amount by which the government increases the fee for the draft. For example, if you enter 3 in the Additional Fee Amt field and 100 in the For Each Amt field, the fee increases by 3 euros for each additional 100 euros on the draft beyond the upper limit that is listed on the table.

5. Click OK.

## Working with Draft Origination

---

The draft process begins when you originate (print) a draft. The draft shows the amount to be paid, the due date, and information about the underlying liabilities (invoices).

The first step in draft origination is grouping invoices for drafts. You can use the processing options on the Invoice Group by Draft program (R03B5052) to run either of the following draft print programs:

- Print Receipt with Letter (R74S500)
- Print Drafts from Invoices (R74S502)

Both of these programs create drafts based on invoices (document type RI). Print Receipt with Letter does not group invoices according to their stamp fees, whereas Print Drafts from Invoices does.

You can also run either of these programs separately after you run the Invoice Group by Draft program. After you have originated drafts using either of these programs, you can reprint drafts using the following programs:

- Print Draft (R1) by Receipt with Letter (R74S520)
- Print Draft (R1) by Receipt (R74S521)
- Print Draft from R1 by Efecto (R74S522)

These programs print drafts based on existing draft (R1) documents. The first two programs do not group drafts according to their stamp fees, whereas Print Draft from R1 by Efecto does.

## Grouping Invoices for Drafts

*From the Spanish Draft Processing menu (G74S03B161), choose Invoice Group by Draft.*

The Invoice Group by Draft program groups open invoices from the Customer Ledger table (F03B11) by either customer number or payor number; and by company, currency code, and net due date. You can also use detail mode to group each invoice pay item with the same net due date on one draft.

For each group, the program assigns the draft number of the draft as a control number. The program also produces a report that includes a total for each group of invoices. This total is the amount of the draft.

You can use the processing options on the Invoice Group by Draft program to run a program that prints the drafts, such as the Print Drafts from Invoices program (R74S502). You can also print the drafts separately after running the Invoice Group by Draft program.

The system processes only invoices that have an open amount and that have an empty Control/Statement field (CTL) in the Customer Ledger table (F03B11). The system excludes invoices with record types R1, R5, or RU, as well as invoices for customers who have a Send Invoice To (SITO) value of N for Company 0 in the Customer Master by Line of Business table (F03012).

---

**Note**

You must group records in the Invoice Group by Draft program in the same way that you process records in the Print Drafts from Invoices program. For example, if you set the processing options on the Invoice Group by Draft program to group by customer, you must also set the processing options on the Print Drafts from Invoices program to process by customer. If you specify the Print Drafts with Invoices program in the processing options of the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Drafts with Invoices program. You must set up matching processing options for both programs.

---

**Before You Begin**

- ❑ Set up the fee table for draft stamps. See *Setting Up Fees for Draft Stamps* in the *Global Solutions Spain Guide*.

**Processing Options for Invoice Group by Draft (R03B5052)****Defaults Tab**

---

## 1. Pay Status Code

Use this processing option to specify the Payment Status code (UDC 00/PS) that the system assigns to processed invoices.

---

**Process Tab**

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1. Process Mode

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Blank = Detail mode

1 = Group by customer (AN8)

2 = Group by payor (PYR)

Use this processing option to specify how the system groups invoices and assigns draft numbers when it processes invoices. You can specify that the system process the invoices in detail mode, in which case the system assigns one draft number to each invoice or group of pay items with the same net due date. For example, for an invoice with two pay items whose net due dates differ, the system generates two drafts. For an invoice with two pay items whose net due dates are the same, the system generates only one draft.

Alternatively, you can group invoices by customer and assign one draft number to all invoices that have the same company, currency code, net due date, and customer number.

Finally, you can group invoices by payor and assign one draft number to all invoices that have the same company, currency code, net due date, and payor number.

Valid values are:

Blank

Process invoices in detail mode.

1

Group invoices by customer (AN8).

2

Group by invoices payor (PYR).

2. Threshold Amount

Use this processing option to specify the threshold amount that the system uses to suppress draft creation. If the total draft amount for the group of invoices is less than this threshold amount, no draft number is assigned to the invoices in the group. The system compares the threshold amount that you enter to the total domestic open amount,

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regardless of the currency code.

---

## **Versions Tab**

---

### 1. Program ID

Use this processing option to specify the program that the system uses to print the drafts that are generated by this program. If you leave this processing option blank, you must manually run a draft print program to print the drafts.

### 2. Version ID

Blank = ZJDE0001

Use this processing option to specify the version of the program that you specified in the Program ID processing option that the system uses to print drafts. If you leave this processing option blank, the system runs version ZJDE0001. If the ZJDE0001 version does not exist, the report does not run. If the Program ID processing option is blank, the system disregards this processing option.

---

## **Printing Drafts with Letters**

*From the Spanish Draft Processing menu (G74S03B161), choose Print Receipt with Letter.*

The Print Receipt with Letter program prints statements of invoices and their corresponding drafts using the groupings that are produced by the Invoice Group by Draft program (R03B5052).

The system uses the customer number to retrieve bank transit information from the Bank Transit Master table (F0030). The system first looks for a record with a bank type of D (A/R Drafts, Auto Debit). If no record with a bank type of D exists, the system looks for a record with a bank type of C (Customer Bank Account). The system retrieves additional bank information from the A.E.B. Bank - Spain table (F74SCSB) by cross-referencing the transit number from table F0030 with a bank code and control digit in table F74SCSB.

If no record with a bank type of either D or C exists for the customer in the Bank Transit Master table, the system does not print bank transit information on the draft.

---

### **Note**

You must process records in the Print Receipt with Letter program in the same way that you group records in the Invoice Group by Draft program. For example, if you set the processing

options for the Invoice Group by Draft program to group by customer, you must also set the processing options for the Print Receipt with Letter program to process by customer. If you specify the Print Receipt with Letter program in the processing options for the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Receipt with Letter program. You must set up matching processing options for both programs.

---

The Print Receipt with Letter program retrieves information from the Customer Ledger table (F03B11).

### **Before You Begin**

- ❑ Enter bank information for Spanish customers in the AEB Bank Revisions - Spain program (P74SCSB) and in the Bank Accounts by Addresses program (P0030A). The bank transit number in the Bank Accounts Addresses program corresponds to the bank code and office code in the AEB Bank Revisions - Spain program. The first four digits of the bank transit number are the bank code, and the second four digits are the office code. See *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*.
- ❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts* in the *Global Solutions Spain Guide*.

## Processing Options for Print Receipt with Letter (R74S500)

### Defaults Tab

---

#### 1. Creation Date

Blank = Current date

Use this processing option to enter the date that you want to appear on the receipt and letter. If you leave this processing option blank, the program uses the current system date.

#### 2. City of Origin

Use this processing option to specify the city of origin of the receipt. The system prints the city that you enter here on the receipt. If you leave this processing option blank, no city of origin appears on the receipt.

---

### Process Tab

---

#### 1. Address Number

Blank = Use customer number (AN8)

1 = Use payor number (PYR)

Use this processing option to specify the address number that the system uses to determine where to send the receipt.

Valid values are:

Blank

Use the customer number (AN8).

---

---

1

Use the payor number (PYR).

---

### **Print Tab**

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#### 1. Print Tax Amounts

Blank = Do not print tax amounts

1 = Print tax amounts

Use this processing option to indicate whether you want tax amounts to appear on the letter. Valid values are:

Blank

Do not print tax amounts.

1

Print tax amounts.

#### 2. Print Currency

Blank = Do not print currency information

1 = Print currency information

Use this processing option to specify whether the system prints the invoice currency code and currency amounts on the receipt and the letter. Valid values are:

Blank

Do not print currency information.

---

---

1

Print currency information.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off, the system prints invoices with domestic amounts.

### 3. Print Attachments

Blank = Do not print attachments

1 = Print attachments

Use this processing option to indicate whether you want generic text associated with an invoice to be printed on the letter. Valid values are:

Blank

Do not print associated generic text.

1

Print associated generic text.

---

## Printing Drafts from Invoices by Efecto

*From the Spanish Draft Processing menu (G74S03B161), choose Print Drafts from Invoices.*

The Print Drafts from Invoices program uses the groups that are produced by the Invoice Group by Draft program (R03B5052) to print drafts. The total amount of each draft, which is the total open amount of each group of invoices, determines the amount of the stamp that is required on the draft.

The system retrieves fee amounts from the following tables:

- Stamps (Timbres) Fee Detail (F74S502)
- Stamps (Timbres) Fee Header (F74S505)

If the system cannot find a fee that corresponds to the draft amount, it sends an error message to the work center and does not print the draft.

The Print Drafts from Invoices program produces one printer spool file for each fee amount. All of the drafts that have the same fee amount are included in one printer spool file. This grouping allows you to load the paper with the appropriate stamp for each group of drafts.

---

**Note**

You must group records in the Print Drafts from Invoices program in the same way that you group records in the Invoice Group by Draft program. For example, if you set the processing options for the Invoice Group by Draft program to group by customer, you must also set the processing options for the Print Drafts from Invoices program to group by customer. If you specify the Print Drafts with Invoices program in the processing options for the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Drafts with Invoices program. You must set up matching processing options for both programs.

---

The Print Drafts from Invoices program selects RI documents from the Customer Ledger table (F03B11).

**Data Selection**

J.D. Edwards recommends that you set up data selection based on a currency code.

**Before You Begin**

- ❑ Enter bank information for Spanish customers in the Bank File A.E.B. - Spain program (P74SCSB) and in the Bank Accounts by Addresses program (P0030A). The bank transit number in the Bank Accounts Addresses program corresponds to the bank code and office code in the Bank File A.E.B. - Spain program. The first four digits of the bank transit number are the bank code, and the second four digits are the office code. See *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*.
- ❑ Set up the fee table for draft stamps. See *Setting Up Fees for Draft Stamps* in the *Global Solutions Spain Guide*.
- ❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts* in the *Global Solutions Spain Guide*.

**Processing Options for Print Drafts from Invoices (R74S502)****Defaults Tab**

---

**1. Creation Date**

Blank = Current date

Use this processing option to indicate the date when the draft is created. If you leave this processing option blank, the program uses the current system date.

---

---

## 2. City of Origin

Use this processing option to specify the city of origin of the draft. The system prints the city name on the draft. If you leave this processing option blank, no city of origin appears on the draft.

## 3. Clause

Use this processing option to enter a plain text clause. If you leave this processing option blank, no clause appears on the draft.

---

## Process Tab

---

### 1. Address Number

Blank = Use customer number (AN8)

1 = Use payor number (PYR)

Use this processing option to specify the address number that the system uses to determine where the draft is sent. Valid values are:

Blank

Use the customer number (AN8).

1

Use the payor number (PYR).

If you grouped invoices by customer when you ran the Invoice Group by Draft program (R03B5052), you should leave this processing option blank. If the Invoice Group by Draft program grouped invoices by payor, you should set the value of this processing option to 1. If you ran the Invoice Group by Draft program in detail mode, you can set the value of this processing option to either blank or 1.

## Reprinting Drafts by Receipt with Letters

*From the Spanish Draft Processing menu (G74S03B161), choose Print Draft (R1) by Receipt with Letter.*

The Print Drafts (R1) by Receipt with Letter program (R74S520) prints duplicate copies of drafts (R1 documents) that were generated by the Print Receipt with Letter program (R74S500), but that have not been voided or collected.

### Before You Begin

- ❑ Enter bank information for Spanish customers in the Bank File A.E.B. - Spain program (P74SCSB) and in the Bank Accounts by Addresses program (P0030A). The bank transit number in the Bank Accounts Addresses program corresponds to the bank code and office code in the Bank File A.E.B. - Spain program. The first four digits of the bank transit number are the bank code, and the second four digits are the office code. See *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*.
- ❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts* in the *Global Solutions Spain Guide*.
- ❑ Print drafts using the Print Receipt with Letter program (R74S500). See *Printing Drafts with Letters* in the *Global Solutions Spain Guide*.

## Processing Options for Print Draft (R1) by Receipt with Letter (R74S520)

### Defaults Tab

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#### 1. Emission Village

Use this processing option to specify the city of origin of the draft. The system prints the city name that you enter here on the draft. If you leave this processing option blank, no city of origin appears on the draft.

### Print Tab

---

#### 1. Print Tax Amount

Blank = Do not print Tax Amount

1 = Print Tax Amount

---

Use this processing option to indicate whether you want the system to print tax amounts

---

on the letter.

Valid values are:

Blank

Do not print tax amounts.

1

Print tax amounts.

## 2. Print Currency

Blank = Do not print Currency Information

1 = Print Currency Information

Use this processing option to specify whether the system prints the invoice currency code and currency amounts on the draft and the letter.

Valid values are:

Blank

Do not print currency information.

1

Print currency information.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off, the system prints invoices with domestic amounts.

## 3. Print Attachments

Blank = Do not print Attachments

---

---

1 = Print Attachments

Use this processing option to indicate whether you want the system to print attachments associated with an invoice on the letter.

Valid values are:

Blank

Do not print associated attachments.

1

Print associated attachments.

---

## Reprinting Drafts by Receipt

*From the Spanish Draft Processing menu (G74S03B161), choose Print Draft (R1) by Receipt.*

Similar to the Print Draft (R1) by Receipt with Letter program (R74S520), the Print Drafts (R1) by Receipt program (R74S521) prints duplicate copies of drafts (R1 documents) that were generated by the Print Receipt with Letter program (R74S500), but that have not been voided or collected. However, the Print Drafts (R1) by Receipt program prints only the receipt format; it does not print the associated letter.

### Before You Begin

- ❑ Enter bank information for Spanish customers in the Bank File A.E.B. - Spain program (P74SCSB) and in the Bank Accounts by Addresses program (P0030A). The bank transit number in the Bank Accounts Addresses program corresponds to the bank code and office code in the Bank File A.E.B. - Spain program. The first four digits of the bank transit number are the bank code, and the second four digits are the office code. See *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*.
- ❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts* in the *Global Solutions Spain Guide*.
- ❑ Print drafts using the Print Receipt with Letter program (R74S500). See *Printing Drafts with Letters* in the *Global Solutions Spain Guide*.

## Processing Options for Print Draft (R1) by Receipt (R74S521)

### Defaults Tab

---

#### 1. Emission Village

Use this processing option to specify the city of origin of the draft. The system prints the city name that you enter here on the draft. If you leave this processing option blank, no city of origin appears on the draft.

---

### Print Tab

---

#### 1. Print Currency

Blank = Do not print Currency Information

1 = Print Currency Information

Use this processing option to specify whether to print the invoice currency code and currency amounts on the draft and the letter.

Valid values are:

Blank

Do not print currency information.

1

Print currency information.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off, the system prints invoices with domestic amounts.

## Reprinting Drafts by Efecto

From the Spanish Draft Processing menu (G74S03B161), choose *Print Draft from R1 by Efecto*.

The Print Draft from R1 by Efecto program prints drafts for existing draft documents from the Receipts Header table (F03B13) and the Receipts Detail table (F03B14). You can also use this program to print duplicate copies of drafts that were generated by the Print Drafts from Invoices program (R74S502).

The Print Draft from R1 by Efecto program prints drafts that are based on the stamp fees for the drafts. The total amount of each draft determines the amount of the stamp that is required on the draft.

The system retrieves fee amounts from the following tables:

- Stamps (Timbres) Fee Detail (F74S502)
- Stamps (Timbres) Fee Header (F74S505)

If the system cannot find a fee that corresponds to the draft amount, it sends an error message to the work center and does not print the draft.

The Print Draft from R1 by Efecto program produces one printer spool file for each fee amount. All of the drafts that have the same fee amount are included in one printer spool file. This grouping allows you to load the paper with the appropriate stamp for each group of drafts.

### Before You Begin

- ❑ Enter bank information for Spanish customers in the AEB Bank Revisions - Spain program (P74SCSB) and in the Bank Accounts by Addresses program (P0030A). The bank transit number in the Bank Accounts Addresses program corresponds to the bank code and office code in the AEB Bank Revisions - Spain program. The first four digits of the bank transit number are the bank code, and the second four digits are the office code. See *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*.
- ❑ Set up the fee table for draft stamps. See *Setting Up Fees for Draft Stamps* in the *Global Solutions Spain Guide*.
- ❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts* in the *Global Solutions Spain Guide*.
- ❑ Print drafts using the Print Drafts from Invoices program (R74S502). See *Printing Drafts from Invoices by Efecto* in the *Global Solutions Spain Guide*.

## Processing Options for Print Drafts from R1 by Efecto (R74S522)

### Defaults Tab

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#### 1. City of Origin

Use this processing option to specify the city of the origin of the draft. The system prints the city name that you enter here on the draft. If you leave this processing option blank, no

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city of origin appears on the draft.

## 2. Clause

Use this processing option to enter a plain text clause. If you leave this processing option blank, no clause appears on the draft.

---

## Process Tab

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### 1. Address Number

Blank = Use customer number (AN8)

1 = Use payor number (PYR)

Use this processing option to specify the address number that the system uses to determine where the draft is sent. Valid values are:

Blank

Use the customer number (AN8).

1

Use the payor number (PYR).

If the Invoice Group by Draft program (R03B5052) grouped invoices by customer, you should leave this processing option blank. If the Invoice Group by Draft program grouped invoices by payor, you should set the value of this processing option to 1. If the Invoice Group by Draft program grouped invoices in detail mode, you can set the value of this processing option to either blank or 1.

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## Draft Acceptance

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Regardless of whether you or the customer originates the draft, you must enter it into the Accounts Receivable system before you can process it. You enter a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing and returning it to you
- Originating, signing, and sending the draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

### See Also

- ❑ *Processing Accounts Receivable Drafts in a Foreign Currency* in the *Multicurrency Guide* for currency considerations for draft processing

## Entering Manual Drafts

Manual drafts are also called customer acceptance drafts because the customer must accept them before they can be remitted to the bank. The following types of manual drafts are available:

- The supplier prints the draft with bank account information
- The supplier prints the draft with the bank name only
- The customer prints the draft with bank account information
- The customer prints the draft with the bank name only

You use one of the following programs to enter a draft manually, depending on whether you or the customer originate the draft:

<b>Enter Our Drafts (P03B602)</b>	Use this program when your company originates a draft for the customer to sign and return.
<b>Enter Customer Drafts (P03B602)</b>	Use this program when the customer originates and accepts a draft, and then sends it to your company to be entered.

The fields that you complete on the Enter Our Drafts and Enter Customer Drafts programs are the same. You can enter drafts in a foreign currency (the transaction currency of the invoice), but not in an alternate currency.

You apply the draft to open invoices using the same type input codes that you use to enter receipts. These type invoice codes include the following:

- 10 – Invoice match
- 11 – Invoice match with chargeback discount
- 15 – Invoice match with write-off

- 16 – Invoice match with chargeback
- 17 – Invoice match with deduction
- 25 – Standalone write-off
- 26 – Standalone chargeback
- 27 – Standalone deduction

When you enter a draft, the system performs the following:

- Creates a batch header record in the Batch Control Records table (F0011) and assigns it the batch type DB (draft receipts).
- Creates a draft record in the Receipts Header table (F03B13) and assigns it a draft status of 4 (Accepted).
- If you use the Enter Our Drafts program, verifies that the draft number that you enter matches the draft number that is assigned to the invoices when you originated the draft using the Invoice Print with Draft (R03B5051) or Statement Print with Draft program (R03B506).
- Creates a draft record in the Receipts Detail table (F03B14) for each invoice pay item that the draft closes. The system updates the Receipt Type Code (TYIN) field to A (Applied) on these records.
- Creates a draft record in the F03B14 table for the total of the invoices paid and assigns it the draft status 4 (Accepted). The system updates the Receipt Type Code (TYIN) field to D (Draft) to differentiate this record from the applied records.
- Creates an invoice record with a document type of R1 in the Customer Ledger table (F03B11) with a pay status of D (draft accepted).
- If the draft is unapplied, creates an invoice record with a document type of RU in the F03B11 table with a pay status of A (draft approved for payment).

After you enter drafts, you can approve them and post them to the general ledger. If you post the draft at a Draft-Acceptance status, the system creates a journal entry to debit drafts receivable and credit an A/R trade account.

This program updates and creates records in the F03B11, F03B13, and F03B14 tables.

### **Fields Updated During Receipt or Draft Entry**

When you enter a receipt or draft, the system updates specific fields with the account ID. The system locates the AAI based on the how the payment is applied to invoices. The system uses this account ID when you post the payment to create automatic entries. The following table lists the fields that the system updates based on the type of payment, and the AAI that the system uses to locate the account.

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
Bank Account*	All	N/A	GLBA	Receipts Header (F03B13)	<p>The system uses the bank account number entered on the receipt.</p> <p>If the Bank Account field is blank, the system locates the account based on the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RB for the company entered on the payment</li> <li>• RB for company 00000</li> </ul>
A/R Trade	Applied payment	10	AID	Receipts Detail (F03B14)	<p>The system does not use an AAI.</p> <p>The system uses the account entered in the AID field of the invoice record in the F03B11 table.</p>
A/R Trade	Unapplied payment	N/A	AID	Receipts Header (F03B13)	<p>The system locates the account using the following hierarchy, where xxxx is the value of the Unapplied G/L Offset field:</p> <ul style="list-style-type: none"> <li>• RCxxxx for the company entered on the receipt or draft</li> <li>• RCxxxx for company 00000</li> <li>• RCUC for the company entered on the receipt or draft</li> <li>• RCUC for company 00000</li> </ul>

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
A/R Trade	Payment that generates a chargeback	11 and 16	AIDC and AID	Receipts Detail (F03B14) and Customer Ledger (F03B11)	<p>The system locates the account using the following hierarchy, where xxxx is the value of the Chargeback G/L Offset field:</p> <ul style="list-style-type: none"> <li>• RCxxxx for the company entered on the invoice</li> <li>• RCxxxx for company 00000</li> <li>• RC for the company entered on the invoice</li> <li>• RC for company 00000</li> </ul>
A/R Trade	Stand-alone chargeback	26	AIDC	Receipts Detail (F03B14)	<p>The system locates the account using the following hierarchy, where xxxx is the value of the Chargeback G/L Offset field:</p> <ul style="list-style-type: none"> <li>• RCxxxx for the company entered on the receipt</li> <li>• RCxxxx for company 00000</li> <li>• RC for the company entered on the receipt</li> <li>• RC for company 00000</li> </ul>

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
Discount Taken	Payment with a discount	10	AIDD	Receipts Detail (F03B14)	<p>The system uses the following hierarchy, where xx is the discount reason code:</p> <ul style="list-style-type: none"> <li>• RkDxx for the company entered on the receipt or draft</li> <li>• RkDxx for company 00000</li> <li>• RkD for the company entered on the receipt or draft</li> <li>• RkD for company 00000</li> </ul>
Write-off	Payment with a write-off	10 and 15	AIDW	Receipts Detail (F03B14)	<p>The system uses the following hierarchy, where xx is the write-off reason code:</p> <ul style="list-style-type: none"> <li>• RA xx for the company entered on the invoice</li> <li>• RA xx for company 00000</li> </ul>
Write-off	Stand-alone write-off	25	AIDW	Receipts Detail (F03B14)	<p>The system uses the following hierarchy, where xx is the write-off reason code:</p> <ul style="list-style-type: none"> <li>• RA xx for the company entered on the payment</li> <li>• RA xx for company 00000</li> </ul>
Deduction Suspense	Payment with a deduction	17	DAID	Receipts Detail (F03B14)	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RN that is set up for the company entered on the invoice</li> <li>• RN for company 00000</li> </ul>

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
Deduction Suspense	Stand-alone deduction	27	DAID	Receipts Detail (F03B14)	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RN that is set up for the company entered on the payment</li> <li>• RN for company 00000</li> </ul>

\*The system updates the bank account field when you enter a receipt; however, it does not update the bank account field on the draft until you either remit or collect the draft.

### Draft Processing Only

The following table illustrates how the system updates the AID2 field of the records in the F03B14 table when you accept, remit, or collect a draft. The system creates the records during each draft stage based on the AAI listed, where x is the payment instrument.

Draft Stage	AAI
Acceptance	RD1x
Remittance	RD2x
Remittance for Discount	RD3x
Remittance with Contingent Liability	RD4x

### See Also

See the following topics in the *Accounts Receivable Guide* for information about the entries that the system creates:

- ❑ *Journal Entries Created by the Draft Post*
- ❑ *Automatic Entries Created by the Draft Post*

### Entering Unapplied Drafts

You enter unapplied drafts when you do not know which invoice or group of invoices the draft pays. Until you collect the draft, an unapplied draft does not reduce a customer's balance. When you enter an unapplied draft, the system creates records in the following tables:

<b>Customer Ledger (F03B11)</b>	<p>The system creates the following two records:</p> <ul style="list-style-type: none"> <li>• A record for the unapplied draft invoice (document type RU). The system creates an unapplied draft record as a placeholder until the draft is applied to invoices. If you do not post this record before you apply it to invoices, the system deletes it when invoices are paid.</li> <li>• A record for the draft invoice (document type R1). The draft invoice records (RU and R1) have the following characteristics: <ul style="list-style-type: none"> <li>• They establish an audit trail for the draft payment ID.</li> <li>• They have a batch type of DB.</li> <li>• They have a posting status of D (posted). The posted codes for the draft records in the Receipts Header table (F03B13) and the Receipts Detail table (F03B14) remain blank until the draft is posted.</li> </ul> </li> </ul>
<b>Receipts Header (F03B13)</b>	<p>The system creates a draft payment record.</p>
<b>Receipts Detail (F03B14)</b>	<p>The system creates the following two records:</p> <ul style="list-style-type: none"> <li>• A record for the unapplied draft invoice</li> <li>• A record for the draft invoice</li> </ul> <p>The following invoice records generated by the draft application also have a corresponding detail record (F03B14) that is used for posting purposes:</p> <ul style="list-style-type: none"> <li>• Drafts (R1)</li> <li>• Unapplied drafts (RU)</li> <li>• Deductions (R5)</li> </ul> <p>The system uses a posting status of D when it creates the invoice records in the F03B11 table. To update the general ledger, you must post the receipt records in the F03B14 table.</p>

The unapplied draft remains open until you apply it to the appropriate invoices.

After you enter unapplied drafts, you must post them. When you post unapplied drafts, the system debits the draft receivables account and credits the A/R trade account that is associated with the AAI item RCUC, unless you override the Unapplied G/L Offset field on the draft or specify to use the G/L offset that is set up in the customer master record.

**See Also**

- ❑ *Applying Unapplied Payments to Invoices* in the *Accounts Receivable Guide* for information about selecting unapplied drafts to apply to invoices

**Before You Begin**

- ❑ Set up the draft AAls.
- ❑ Verify that the appropriate offset account is set up for the AAI RCxxxx, where xxxx is the unapplied G/L offset (for unapplied drafts) or the chargeback G/L offset (for drafts that generate a chargeback). If you enter unapplied drafts, the system uses the default RCUC unless you specify a different unapplied G/L offset value or set a processing option to use the value from the customer record.

► To enter an unapplied draft

From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.

1. On Work With Drafts, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Draft Entry

OK Delete Cancel Form Row Tools

Payor 3003 CSC Corporation Batch 84949

Draft Number 500 500 Previous

Draft Date 07/05/05 Company 00001 G/L Date 06/30/05

Draft Due Date 07/05/05 Bank Name First Interstate

Draft Amount 375.00 Customer Bank Acct No 2165987458

Payment Instrument D Draft by Invoice (A/R & A/F) Bank Transit 852200451

Currency Code USD Exchange Rate Base USD Foreign

No records fetched. Customize Grid

	Payment Amount	Discount Taken	BS CD	Write-Off Amount	WO CD	Chargeback Amount	CB CD	Deduction Amount	DD CD	Transaction Open Amount	Transact Available
Amount Applied	375.00										
Amount Pending											
Amount Unapplied											

2. On Draft Entry, complete the following fields:

- Payor
- Draft Number
- Draft Date
- Draft Due Date
- Draft Amount
- Payment Instrument

The system uses the payment instrument that is set up in the processing option. If the processing option is blank, the system uses the payment instrument from the customer master record.

- Company
- G/L Date

The system updates the following fields if bank account information for A/R drafts (record type D) is set up for the customer:

- Bank Name
- Customer Bank Acct No
- Bank Transit

If bank account information for the customer is not set up for record type D, you can activate the bank account for draft processing by completing steps 3 through 6.

If you do not have bank account information set up for the customer, proceed to step 7.

3. Choose Bank Information from the Form menu.
4. On Work With Bank Accounts By Address, complete the following field and click Find:
  - Address Number
5. Choose the bank account record that is set up, and then choose Activate as Draft from the Row menu.
6. Click Close.
7. Complete the following required field, if it is not updated by the system:
  - Bank Name

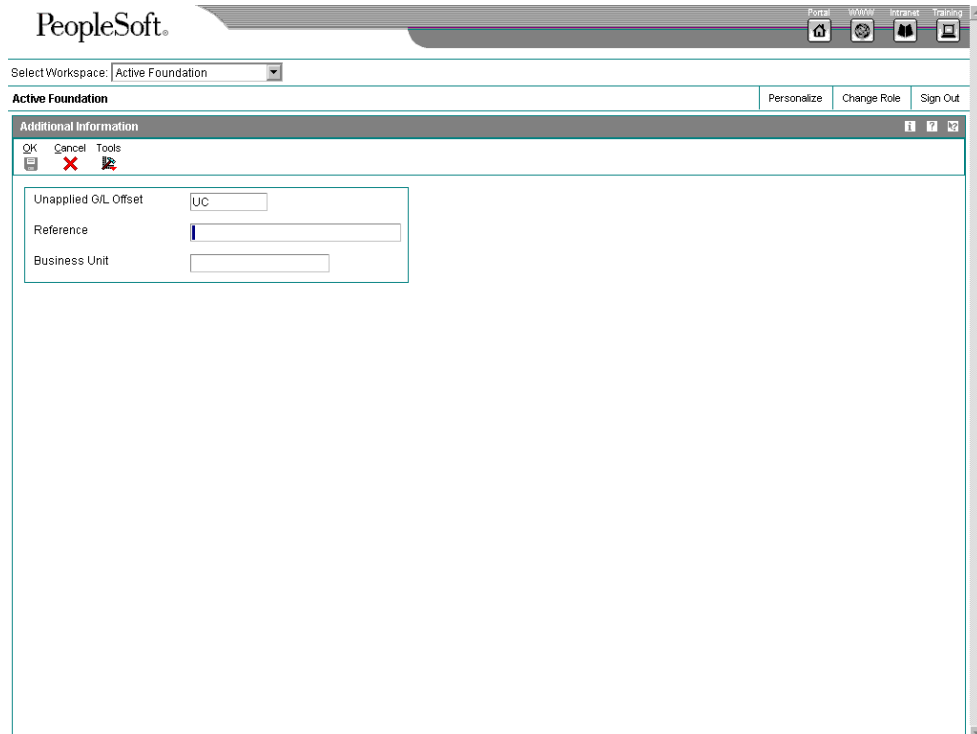
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**Note**

If the Bank Name field is not available for input, you must change the corresponding processing option to allow overrides to the Bank Name.

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8. To specify more information, choose Additional Info from the Form menu.



9. On Additional Information, complete the following fields, if applicable, and click OK:

- Unapplied G/L Offset

The system uses UC as the offset and the associated AAI item RCUC to locate the A/R trade account, if you do not override this value.

You can also set a processing option for the system to use the default value of the G/L offset code from the customer master record.

- Reference
- Business Unit

If you leave this field blank, the system uses the business unit assigned to the payor's address book record for unapplied draft (RU) and draft (R1) records that the system creates in the Customer Ledger table (F03B11).

10. On Draft Entry, click OK to create an unapplied draft or follow the steps to apply the draft to invoices or to enter remittance information.

## Displaying Open Invoices

To specify the invoices that a receipt or draft pays, you must display them on the payment entry form. Regardless of the method that you use to locate open invoices, you specify search criteria on one form, and the system returns the invoices that meet the criteria specified on the receipt or draft entry form.

The system provides the following methods for displaying open invoices that you want to pay:

<b>Load Invoices</b>	<p>The system displays all the open invoices for the specified payor that meet the additional search criteria specified:</p> <ul style="list-style-type: none"> <li>• Company You can specify one company or enter * for all companies.</li> <li>• Currency Code You can specify one currency code or * for all currency codes.</li> </ul> <p>The system displays the invoices in order by due date.</p>
<b>Select Invoices</b>	<p>The system displays all the open invoices that meet the following search criteria that you enter:</p> <ul style="list-style-type: none"> <li>• Payor or Customer</li> <li>• Company You can specify one company or enter * for all companies.</li> <li>• Currency Code You can specify one currency code or * for all currency codes.</li> </ul> <p>Additionally, you can use the QBE row to specify additional search criteria, such as the document type or statement number.</p> <p>The system displays the invoices that meet the criteria that you specified. You then select each invoice pay item that you want to pay. After invoices are selected, you can alter the search criteria and select more invoices. The system returns all the invoices selected in the order that you selected them on the payment entry form.</p>
<b>Select Invoices by Remittance</b>	<p>You use this method to enter the remittance information from your bank. You enter information about the invoice, such as the invoice number, in the Invoice Reference field, and the system indicates the number of invoices located that meet the criteria that you specified. You use a separate detail line to specify different search criteria.</p> <p>Processing options allow you to set up a default search order that the system uses to locate the invoices based on the value entered in the Invoice Reference field. The system can locate open invoices by:</p> <ul style="list-style-type: none"> <li>• Invoice number (DOC)</li> <li>• Sales order number (DOCO)</li> <li>• Customer reference number (VR01)</li> <li>• Statement number (CTL)</li> <li>• Shipment number (SHPN)</li> </ul> <p>With the exception of statement number, the system uses the invoice reference to locate invoices from the Customer Ledger table (F03B11). The system locates invoices using the statement number from the A/R Notification History Detail table (F03B21).</p>

Regardless of the method that you choose to display open invoices, the system does not retrieve the following types of invoices:

- RU - Unapplied receipt
- R1 - Drafts
- R5 – Deductions
- NP – Partial NSF

## See Also

- ❑ *Entering Remittance Information* in the *Accounts Receivable Guide* for an alternative method of displaying invoice information

## Before You Begin

- ❑ If you select invoices by remittance, verify that the processing options on the Match Priority tab are set up appropriately.

## ► To load all open invoices for a customer

The task to select open invoices is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, choose Load from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Load Invoices

Company 00001 Financia#Distribution Company

Payor 3004 Pacific Company, The

Currency USD U.S. Dollar

Base USD U.S. Dollar

3. On Load Invoices, complete either of the following fields if necessary:
  - Company

The system loads only those invoices for the company that you specify. Use \* to load all invoices for all companies.

- Payor

4. Click OK.

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**Note**

In the detail area of the Receipt Entry or Draft Entry form, the system loads all open invoices in order by due date. You can continue to load invoices for other customers, if necessary.

If you set a processing option to use a default type input code, when the system loads invoices, it populates the TI field with the value that you specified in the processing option.

The system does not load RU (unapplied receipt), R5 (deduction), and R1 (draft) invoice records.

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**► To select specific open invoices for a customer**

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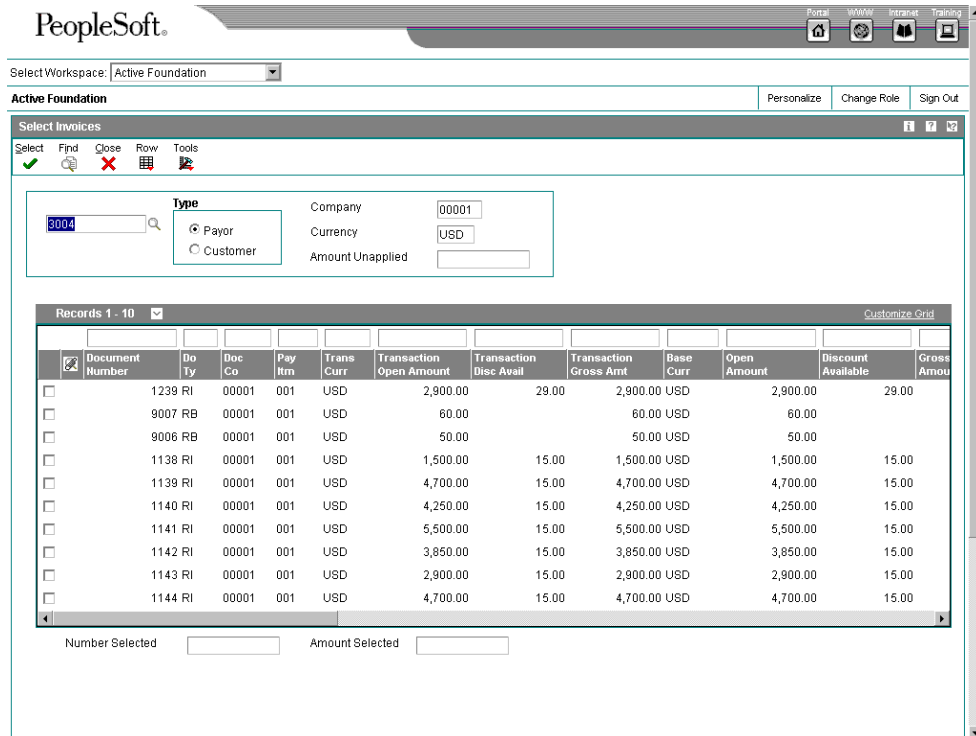
The task to select open invoices is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the receipt entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, choose Select from the Form menu.



3. On Select Invoices, complete the following field:
  - Address Number
 

The system uses the customer number that you enter in the receipt header. You can select invoices for other customers by entering their address numbers in this field.
4. Click one of the following options to designate the type of address book number that you entered:
  - Payor
  - Customer
5. Complete the following optional fields to select specific invoices:
  - Company
 

Enter \* to display all open invoices for all companies.
6. Click Find to load the open items that meet your search criteria. Alternatively, you can use the QBE line to locate invoices.

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**Note**

The system does not display RU (unapplied receipt), R5 (deduction), and R1 (draft) invoice records. These records are not available for selection.

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7. Choose the invoice or group of invoices and click Select.

The system marks the invoices that you select. Alternatively, you can choose Select/Deselect from the Row menu or double-click the Document Number field to select or deselect the invoices for payment.

You can select invoices from multiple customers. The system keeps track of the number of invoices that you select and the total amount of the selected invoices.

8. Click Close to load the selected invoices in the detail area of the Receipt Entry form.

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**Note**

The system displays the invoices in the order in which they were selected.

If you set a processing option to use a default type input code, when the system loads invoices, it updates the TI field with the value that you specified in the processing option.

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**► To select open invoices by remittance**

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The task to enter remittance information is the same regardless of whether you use the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is presented using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or a draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, choose Remittance from the Form menu.
3. On Select Invoices by Remittance, complete the following optional fields to narrow your search for the invoices:
  - Payor
  - Customer
  - Parent
  - Company

You can also use \* to specify all values.

---

**Note**

If the invoice does not contain the information that you entered in these fields, the system cannot locate it.

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4. In the detail area, complete the following field for each item on the customer's remittance:

- Invoice Reference  
Enter the invoice number, statement number, sales order number, customer reference number, or shipment number. The system searches the Customer Ledger table (F03B11) for invoices in the order that are specified in the Match Priority processing options, unless you complete the Override Type field.

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**Note**

The system searches the A/R Notification History Detail table (F03B21) to locate the statement number; therefore, you must use the Statement Notification Refresh program (R03B500X) to generate statements for the system to locate invoices by statement number.

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5. Complete any of the following optional fields:

- T I

Enter the TI code to override the default value specified in the processing option, if desired. If you leave this field blank, the system uses the value in the processing option, if one is specified.

The system ignores any value that you enter, unless you specify a remittance amount for tracking purposes.

- Override Type

To reduce processing time, you can specify the search criteria for the system to use to locate the invoice based on the information entered. For example, if you enter an invoice number in the Invoice Reference field, you can enter 1 in this field and the system searches for the invoice by invoice number only and ignores the Match Priority processing options.

6. Click in the next detail line and review the following fields that the system completes:

- Items Found
- Amount Open
- Discount Available
- Discount Earnable
- Process Type

7. If you need to keep a running total of the remittance amounts, complete the Remittance Amount and Remittance Discount fields to update the totals on the bottom of the form.

---

**Note**

The system does *not* use the remittance amounts entered as the payment and discount amounts on the receipt or draft entry form.

The system calculates the payment amount for you only if the type input code is provided (either as a default in the processing options or as an override on this form). Otherwise, you must specify the payment amount on the receipt or draft entry form.

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8. Click OK.

The system displays the invoices on the entry form in the order that you entered them on the remittance form.

## Applying a Receipt or Draft to Invoices (TI Code 10)

You use type input code 10 when the receipt or draft pays all or part of the invoice and you do not want to specify manual write-offs, chargebacks, or deductions. The system automatically takes any discount that is earned (the G/L date is on or before the discount due date). You indicate how much of the invoice the receipt or draft pays in the Payment Amount field. If you leave this field blank, the system pays the entire open amount of the invoice, up to the receipt or draft amount.

After you enter receipts and drafts, you must post them to the general ledger.

- When you post receipt records, the system debits the bank account for the amount of the receipt and credits the A/R trade account that was used when the invoice was posted.
- When you post draft records, the system debits the draft receivables account for the amount of the draft and credits the A/R trade account that was used when the invoice was posted.

### See Also

- *Applying a Receipt or Draft to Invoices with Discounts (TI Code 10)* in the *Accounts Receivable Guide* for information on overriding the discount amount

### ► To apply a receipt or draft to invoices (TI code 10)

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The task to apply a payment to an invoice using type input code 10 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Receipt Entry

OK Delete Cancel Form Row Tools

Company: 00001 Bank Account: 1.1110.BEAR G/L Date: 08/10/05

Payor: 3333 Continental Incorporated Receipt Date: 08/10/05

Customer: 3333 Continental Incorporated Batch: 84954

Receipt Number: 26932 Previous:

Receipt Amount: 335.00 Remark:

Currency: USD Exchange Rate: Base: USD Foreign:

	TI	Payment Amount	Discount Taken	DS CD	Write-Off Amount	WO CD	Chargeback Amount	CB CD	Deduction Amount	DD CD	Transacti Open Amc
<input checked="" type="checkbox"/>	T	10	335.00		2.50 MW						

Amount Applied: 335.00 Amount Pending: Amount Unapplied:

G/L Receipt

3. In the detail area, enter 10 in the following field next to the first invoice that you want to pay:

- T I

When you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice.

---

**Note**

The system completes this field for you if you specify a type input code in the processing options. Override the value if necessary.

---

4. If necessary, override the value in the following fields:

- Payment Amount

If you specify a payment amount that is greater than the open amount of the invoice, the system displays the overpayment as a negative open amount.

---

**Note**

Depending on the processing option settings, the system might automatically write off the difference between the open amount of the invoice and the payment amount that you enter. See *Applying a Receipt or Draft to Invoices with Write-Offs (TI Codes 10 and 15)* in the *Global Solutions Spain Guide* for more information.

---

- Remark

5. Verify that the following fields on the bottom of the form contain the correct information:
  - Amount Applied  
If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.
  - Amount Unapplied  
The system creates an unapplied record for the amount in this field.
6. Click OK.

## **Applying a Receipt or Draft to Invoices with Discounts (TI Code 10)**

When you apply a receipt or draft to an invoice or group of invoices, you can choose whether to allow the discount. If the customer pays the invoice in full on or before the discount due date, the discount is earned and the system automatically populates the Discount Taken field with the amount of the discount. If the discount is not earned (the G/L date of the payment is after the discount due date), the system does not automatically populate the Discount Taken field, but you can override it and apply a discount amount manually. If you do not allow the discount, the system leaves the invoice open in the amount of the discount.

You can set processing options to allow the amount of the discount taken to be more than the discount available, or to allow the discount taken to be more than the applied (payment amount). For example, you might issue a credit to a customer in the form of a discount for a disputed item. You can also specify grace days to add to the discount due date.

After you enter receipts and drafts, you must post them.

When you post payments with earned discounts, in addition to the bank account (or drafts receivable account) and A/R trade account, the system updates a discount taken account. The system uses the following hierarchy to locate the discount taken account:

4. The system searches for AAI item RKDxxx, where xxx is the discount reason code that you entered for the company that you entered on the receipt.
5. If the system does not locate this AAI, it uses RKDxxx for company 00000.
6. If the system does not locate this AAI, it returns an error.

### **Before You Begin**

- Verify that the appropriate discount account is specified for the AAI item RKDxxx.
- Verify that the processing options under the Discount tab are set up.
- Verify that the valid values that you want to use for the discount reason code are set up in the user defined codes (00/DE).

### **► To apply a receipt or draft to invoices with discounts (TI code 10)**

---

The task to apply a payment with discounts to an invoice using type input code 10 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, enter 10 in the following field next to the appropriate invoice:
  - T IWhen you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice and the Discount Taken field with the amount in the Discount Available field, if the discount is earned.
4. If necessary, override the value in the following fields:
  - Payment Amount

---

**Note**

Depending on the processing option settings, the system might automatically write off differences between the open amount of the invoice and the payment amount that you enter. See *Applying a Receipt or Draft to Invoices with Write-Offs (TI Codes 10 and 15)* in the *Global Solutions Spain Guide* for more information.

---

- Remark
  - Discount Taken
- If the discount is earned and the invoice is paid in full, the system completes this field with the amount of the discount available.
- If the discount is not earned (the G/L date of the payment is after the discount due date, or the invoice is not paid in full), the system does not complete this field.
- You can override the field to specify a different discount amount, including zero.
5. Complete the following optional field:
    - DS CD
  6. Verify that the following fields on the bottom of the form contain the correct information:
    - Amount AppliedIf you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.
  - Amount Unapplied
The system creates an unapplied record for the amount in this field.

7. Click OK.

## Applying a Receipt or Draft to Invoices with Chargebacks (TI Codes 11 and 16)

When applying a payment to an invoice, you might want to create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, a customer might issue payment for an invoice, less the discount, even though the terms of the discount have expired, or they might refuse to pay freight charges.

You can use the following type input codes for generating a chargeback invoice:

<b>TI Code 11</b>	Use this type input code when you want the system to create a chargeback for an unearned discount. The system automatically populates the Chargeback Amount field with the discount available.
<b>TI Code 16</b>	Use this type input code when you want the system to generate a chargeback for a short payment that is not an unearned discount. The system automatically populates the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

When you enter a receipt with a chargeback, the system generates the following three records:

<b>Customer Ledger (F03B11)</b>	<p>A chargeback invoice record, which takes the place of a specific invoice, for the disputed amount that you want to charge back to the customer. The system closes the original invoice and marks it as paid, and creates a new chargeback invoice record that it assigns a document type of RB.</p> <p>The chargeback invoice record has the following characteristics:</p> <ul style="list-style-type: none"> <li>• It establishes an audit trail to the receipt payment ID.</li> <li>• It establishes an audit trail to the original invoice, if the chargeback was generated for a specific invoice.</li> <li>• It is expressed as a debit amount.</li> <li>• It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application).</li> <li>• It contains a posting status of D (posted).</li> </ul> <p>The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt or draft is posted.</p>
<b>Receipts Header (F03B13)</b>	The payment record.
<b>Receipts Detail (F03B14)</b>	The detail record that pays the invoice from which the chargeback was generated.

Regardless of the type input code you use, if you specify a chargeback amount and reason code, the system creates a chargeback record.

After you enter receipts and drafts, you must post them. When you post payments with chargebacks, in addition to the bank account (or draft receivables account) and A/R trade

account, the system might update a different A/R trade account for the chargeback amount, depending on whether you complete the Chargeback G/L Offset field on the payment record.

### **Before You Begin**

- ❑ Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the chargeback G/L offset code.
- ❑ Verify that the processing options on the chargeback tab are set up.
- ❑ Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

### **► To apply a receipt or draft to invoices with chargebacks (TI codes 11 and 16)**

---

The task to apply a payment with chargebacks to an invoice using type input codes 11 and 16 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, enter 11 or 16 in the following field next to the appropriate invoice:

- T I

If you enter 11, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice and the Chargeback Amount field with the amount in the Discount Available field.

If you enter 16, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the payment, depending on the number of invoices you pay.

---

#### **Note**

The system completes this field for you if you specify a type input code in the processing options. Override the value if necessary.

---

4. If necessary, override the value in the following fields:
  - Payment Amount

If the payment amount is greater than the open amount of the invoice, the system does not calculate the chargeback amount until you override the payment amount to be less than the open invoice amount.
  - Remark

- Chargeback Amount
5. Complete the following required field:
    - CB CD
 

The system does not accept blank as a valid value, even if it is set up in the user defined codes.
  6. To direct the offset for the chargeback to a different A/R trade account, complete the following field:
    - Chargeback G/L Offset
  7. Verify that the following fields on the bottom of the form contain the correct information:
    - Amount Applied
 

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.
    - Amount Unapplied
 

The system creates an unapplied record for the amount in this field.
  8. Click OK.

### **Applying a Receipt or Draft to Invoices with Write-Offs (TI Codes 10 and 15)**

If the payment that you receive is not enough to pay the open amount of the invoice, or if you receive a small overpayment, you might want to write off the difference and close the invoice. For example, you might receive a payment from a customer that is slightly less than the invoice amount. To maintain a good relationship with your customer, you might choose to write off the minor amount instead of creating a chargeback invoice for the difference or leaving the amount open.

The following two options are available for performing write-offs:

<p><b>Automatic write-off</b> <b>(TI Code 10)</b></p>	<p>The system calculates the difference between the payment amount and the open amount of the invoice. If the difference is within the tolerance limits that are defined in the processing options, the system automatically performs the write-off.</p> <p>For example, if you establish the maximum write-off amount as 10, the invoice open amount is 500, and you enter a receipt or draft for 490, the system automatically writes off 10, provided that you either enter 490 in the Payment Amount field or accept the system default. You do not need to calculate or specify a write-off amount.</p> <p>Automatic write-offs require you to enter a default reason code in the processing options, which the system uses to determine the write-off account. When you enter the receipt or draft, you cannot override the write-off reason code for automatic write-offs.</p> <p>When you apply the payment to invoices, the system displays a remaining open amount. After you enter the receipt or draft and review it, the system displays the write-off amount and write-off reason code. You can override the write-off reason code at this</p>
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	time.
<b>Manual write-off (TI Code 15)</b>	<p>You specify that you want the system to perform a write-off by using type input code 15, and the system calculates the write-off amount for you. If you exceed the maximum manual write-off amount specified in the processing options, the system issues an error when you click OK. You can then manually adjust the write-off amount.</p> <p>You can set up a default reason code to use for manual write-offs, but it is not required, and you can override it when you enter the receipt or draft.</p>

Regardless of the type input code you use, if you specify a write-off amount and reason code, the system generates a write-off.

For the write-off to occur on amounts that exceed the invoice open amount, such as overpayments, you must override the transaction payment amount with the receipt or draft amount. Otherwise, the system generates an unapplied payment record for the amount. For example, if the payment amount is 100.00 and the invoice amount is 95.00, and you wish to write off the 5.00 automatically, you must change the payment amount in the detail area from 95.00 to 100.00. Otherwise, the system generates an unapplied payment record for 5.00.

After you enter receipts and drafts, you must post them. When you post payments with write-offs, in addition to crediting the bank account (or draft receivables account) and debiting the A/R trade account, the system updates a write-off account that you specify for the AAI item RAxx, where xx is the write-off reason code. You must set up an AAI for each write-off reason code that you use.

#### **Before You Begin**

- ❑ Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RAxx, where xx is the write-off reason code.
- ❑ Verify that the processing option on the Edits tab is set up to allow write-offs.
- ❑ Verify that the processing options on the Auto Write Off and Mnl Write Off tabs are set up.
- ❑ Verify that the valid values that you want to use for the write-off reason code are set up in UDC (03B/RC).

#### **► To enter receipts and drafts with write-offs (TI code 15)**

The task to apply a payment to an invoice using type input code 15 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, enter 15 in the following field next to the appropriate invoice:
  - T I

When you move the cursor out of this field, if the receipt or draft amount is less than the open amount of the invoice, the system automatically calculates the write-off amount and completes the Payment Amount and Write-Off Amount fields.

---

**Note**

The system completes this field for you if you specify a type input code in the processing options. Override the value if necessary.

---

4. If necessary, override the value in the following fields:
  - Payment Amount  
If the amount of the receipt or draft is greater than the open amount of the invoice, the system does not calculate the write-off amount until you override the payment amount.
  - Remark
  - Write-Off Amount
5. Complete the following required field:
  - WO CD  
The system does not accept blank as a valid value, even if it is set up in the user defined codes.
6. Verify that the following fields on the bottom of the form contain the correct information:
  - Amount Applied  
If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount in the header portion of the entry form.
  - Amount Unapplied  
The system creates an unapplied record for the amount in this field.
7. Click OK.

## **Applying a Receipt or Draft to Invoices with Deductions (TI Code 17)**

Entering receipts and drafts with deductions is a method of postponing a response to a short payment from your customer without delaying payment entry. You can enter the payment immediately while another person researches and resolves the deduction. Some common reasons that a customer might take a deduction are):

- Damaged or defective merchandise
- Unearned discounts
- Billing errors
- Refusal to pay shipping charges or tax
- Shortages in the shipment of merchandise

You specify that you want the system to calculate deductions by using type input code 17. If the amount applied to the invoice is less than the receipt amount, the system updates the Deduction Amount field for the difference automatically. The system also updates the deduction reason code with the default value that you specify in the processing options.

When you enter a receipt or draft with a deduction, the system generates the following three documents:

<b>Customer Ledger (F03B11)</b>	<p>A deduction invoice document, which takes the place of a specific invoice or group of invoices, for the disputed amount that you want to research and resolve. The system closes the invoice, marks it as paid, creates a new deduction invoice record, and assigns the document type R5 to it.</p> <p>The deduction invoice record has the following characteristics:</p> <ul style="list-style-type: none"> <li>• It establishes an audit trail to the receipt payment ID.</li> <li>• It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice).</li> <li>• It is expressed as a debit amount.</li> <li>• It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application).</li> <li>• It contains a posting status of D (posted).</li> </ul> <p style="padding-left: 40px;">The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt or draft is posted.</p>
<b>Receipts Header (F03B13)</b>	The payment record.
<b>Receipts Detail (F03B14)</b>	The detail record that pays the invoice from which the deduction was generated.

Regardless of the type input code that you use, if you specify a deduction amount and reason code, the system creates a deduction record.

After you enter receipts and drafts, you must post them. When you post payments with deductions, in addition to the bank account (or draft receivables account) and A/R trade account, the system debits the deduction suspense account that is set up for the AAI item RN. The system also creates records in the A/R Deduction Management table (F03B40). The deduction record enables you to research and resolve the reason for the deduction at a later time.

---

**Note**

If you need to change the deduction amount or void the payment after it is posted, you must first reverse or void the deduction record (F03B40) using the deduction application. You can, however, revise other non-deduction payment detail records.

---

**See Also**

- *Deduction Processing* in the *Accounts Receivable Guide* for information on researching and resolving deductions

## Before You Begin

- ❑ Verify that the account that you want to use for the deduction suspense account is set up for the AAI item RN.
- ❑ Determine whether you want to specify a default deduction reason code and, if so, enter the value in the processing options on the Defaults tab.
- ❑ Verify that the valid values that you want to use for the deduction reason code are set up in UDC (03B/CR).

### ► **To apply a receipt or draft to invoices with deductions (TI code 17)**

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The task to apply a payment to an invoice using type input code 17 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, enter 17 in the following field next to the appropriate invoice:
  - T I

When you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the receipt or draft, depending on the number of invoices you pay.
4. If necessary, override the value in the following fields:
  - Payment Amount

If the amount of the receipt or draft is greater than the open amount of the invoice, the system does not calculate the deduction amount until you override the payment amount to be less than the open invoice amount.

  - Remark
  - Deduction Amount
5. Complete the following required field:
  - DD CD

The system does not accept blank as a valid value, even if it is set up in the user defined codes.
6. Verify that the following fields on the bottom of the form contain the correct information:
  - Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

7. Click OK.

## Applying a Receipt or Draft to Invoices Using Multiple Type Input Codes

You can enter a receipt or draft and apply it simultaneously to a group of invoices that require individual treatment. For example, if you have three invoices, you might allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off for the shipping cost on the last invoice.

When you apply a receipt or draft to invoices using multiple type input codes, you can address each invoice individually by using the type input codes in any combination.

---

### Note

The system uses the following criteria to determine the payment amount for each receipt detail line:

- Receipt or Draft Amount
- Open Invoice Amount
- Type Input Code
- Unapplied Amount

For example, if you neglect to complete the Receipt Amount or Draft Amount field, and you attempt to pay multiple invoices, the system attempts to compensate for the first payment amount you enter by populating the second detail line with a negative payment amount.

---

## Applying Unapplied Payments to Invoices

After you enter an unapplied receipt or draft, you can apply it to the appropriate invoice or group of invoices using all of the available type input codes. To match an unapplied payment to invoices, you select the unapplied payment first and then display the open invoice records. You cannot use the Load or Select features to display unapplied payments along with the open invoices.

When you fully apply an unapplied payment to invoices, the system performs the following functions for each invoice to which the payment was applied:

- Creates a new batch record in the Batch Control Records table (F0011) for batch type RB (for receipts) or DB (for drafts), if the unapplied payment is posted when you apply it against invoices.
- Closes the RU invoice document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RI invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates RC documents in the Receipts Detail table (F03B14).

If you fully apply an unapplied payment to invoices before it is posted, the system deletes the RU record from the F03B11 and F03B14 tables.

Regardless of whether the unapplied payment is posted before you apply it to an invoice, you must post the payment after you apply it to invoices to update the appropriate accounts in the general ledger.

### See Also

The following topics in the *Accounts Receivable Guide*:

- ❑ *Journal Entries Created by the Receipt Post* for more information about posting zero amount receipts
- ❑ *Journal Entries Created by the Draft Post* for more information about posting zero amount drafts

### ► To apply an unapplied draft to invoices

---

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. On Work With Drafts, to locate unapplied drafts, enter UC in the following field of the QBE row and click Find:
  - Unapplied G/L Offset
2. Choose the unapplied draft to which you want to apply invoices and click Select.
3. On Draft Entry, display the open items for the customer by choosing either Load or Select from the Form menu.
4. On Draft Entry, in the header area, complete the following optional field:
  - G/L Date

---

#### Note

The G/L date that you assign does not change the G/L date of the unapplied draft record in the Receipts Header table (F03B13). The system uses the G/L date for the draft detail record that it creates in the Receipts Detail table (F03B14) to pay the invoice.

---

5. In the detail area, complete the following field with the appropriate code:
  - T I
6. If necessary, override the values in the following fields:
  - Payment Amount
  - Discount Taken
  - Remark
  - Write-Off Amount

If you enter a write-off amount, you must enter a write-off reason code.

- Chargeback Amount  
If you enter a chargeback amount, you must enter a chargeback reason code.
  - Deduction Amount  
If you enter a deduction amount, you must enter a deduction reason code.
7. Verify that the following fields on the bottom of the form contain the correct information:
    - Amount Pending  
The amount pending should equal the draft amount specified in the header if you have fully applied the draft to invoices.
    - Amount Unapplied  
The system creates an unapplied draft record for the amount that appears in this field.
  8. Click OK.

## Applying Credit Memos to Invoices

When the customer has outstanding credit memos, you can apply them to outstanding invoices using the Standard Receipts Entry program (P03B102) or one of the draft entry programs (P03B602). Because you do not have a physical payment, you enter zero in the Receipt Amount or Draft Amount field. You can use the Load, Select, or Remittance feature to display the credit memo and invoice, and then you use the appropriate type input code to apply the credit memo to the invoice. If the credit memo does not fully pay the invoice, you can leave the invoice open for the amount that remains, or create a write-off, chargeback, or deduction record for the difference.

When you fully apply a credit memo to an invoice, the system does the following:

- Closes the RM credit memo document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RI invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates a record in the Receipts Header table (F03B13) for a zero amount.
- Creates RS receipt documents in the Receipts Detail table (F03B14) for both the credit memo and the invoice.

After you apply credit memos to invoices, you must post the batch to update the general ledger.

### See Also

The following topics in the *Accounts Receivable Guide*:

- ❑ *Journal Entries Created by the Receipt Post* for more information about posting zero amount receipts
- ❑ *Journal Entries Created by the Draft Post* for more information about posting zero amount drafts

## ► To apply a credit memo to an invoice

---

The task to apply a credit memo to an invoice is the same regardless of whether you choose Standard Receipts Entry program or one of the draft entry programs.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft, but leave the Receipt Amount or Draft Amount field blank.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. To fully apply a credit memo to an invoice, enter 10 in the following field next to the credit memo:
  - T I
4. Using the appropriate code, complete the following field next to the invoice:
  - T I

If the credit memo does not fully pay the invoice, you can leave the invoice open for the remaining amount or use a type input code to create a write-off, chargeback, or deduction record for the difference.
5. Click OK.

## Creating Stand-Alone Records

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the customer sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You can also use the stand-alone feature when an unapplied payment is applied to several invoices and a small difference between the totals exists. In these scenarios, the system matches the payment to invoices, but the shortage is recorded without specifying a particular invoice.

You can also use the stand-alone feature without performing an invoice match. For example, you can create a deduction or write off a small duplicate payment. Additionally, to distribute an unapplied payment to several customer accounts, you can enter a stand-alone chargeback without invoice matching. When you use the stand-alone feature without invoice matching, you must enter the amount as a credit (negative); otherwise, the system creates an unapplied payment for twice the amount specified.

J.D. Edwards recommends that you use the stand-alone feature in conjunction with invoice match, whenever possible.

You use the following type input codes to create stand-alone transactions in the receipt and draft entry programs:

<b>25 (Stand-alone write-off)</b>	Use this code to create a write-off for a disputed amount, such as tax on a freight charge, that is not associated with a specific invoice.
<b>26 (Stand-alone chargeback)</b>	Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice.
<b>27 (Stand-alone deduction)</b>	Use this code to create a deduction for an amount that is not associated with a specific invoice.

### See Also

- ❑ *Fields Updated During Receipt or Draft Entry* in the *Accounts Receivable Guide* for information about how the system locates the appropriate A/R accounts for stand-alone transactions

### Creating Stand-Alone Write-Offs (TI Code 25)

A stand-alone write-off is a write-off for an amount that is not associated with any specific invoice. For example, when you receive a receipt or draft to pay multiple invoices, and the customer has not indicated which invoice should receive the short payment, you can write off this amount using a stand-alone entry. Additionally, you might use the stand-alone feature for write-offs that are not associated with any invoice. For example, you use a stand-alone write-off when you receive a duplicate payment for a small amount and want to write it off.

When you create a stand-alone write-off (type input code 25), the system reduces the customer's open balance by the amount of the write-off.

### See Also

- ❑ *Applying a Receipt or Draft to Invoices with Write-offs (TI Codes 10 and 15)* in the *Accounts Receivable Guide*

### Before You Begin

- ❑ Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system will accept the stand-alone entry.
- ❑ Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RAXx, where xx is the write-off reason code.
- ❑ Verify that the processing option on the Edits tab is set up to allow write-offs.
- ❑ Verify that the valid values that you want to use for the write-off reason code are set up in UDC (03B/RC).

### ► To create stand-alone write-offs with invoice match

---

The task to create stand-alone write-offs with invoice match is the same regardless of whether you choose the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, complete the following field with the appropriate value for each invoice:
  - T I
4. From the Form menu, choose Stand-alone, and then choose Write-Off.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Create Stand-alone Transaction

OK Cancel Tools

Type Input  Stand-alone Write-Off

Currency Code  U.S. Dollar

Customer  DeAnna's Deli

Customer Reference

Write-Off Amount

Write-Off Reason Code

5. On Create Standalone Transaction, complete the following fields:
  - Write-Off Amount
  - Write-Off Reason Code
 

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options.
6. Click OK.
 

On Receipt Entry or Draft Entry, the system adds a new detail line, creates a payment amount for the stand-alone write-off, and assigns a type input code of 25 to the payment. The system also shows the associated write-off amount and reason code.
7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied  
If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.
- Amount Unapplied  
The system creates an unapplied record for the amount in this field.

8. Click OK.

► **To create stand-alone write-offs without invoice match**

You use stand-alone write-offs without invoice match if you have a small overpayment that you want to write-off. The task to create stand-alone write-offs without invoice match is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. On Receipt Entry or Draft Entry, follow the steps to enter an unapplied receipt or an unapplied draft.
2. From the Form menu, choose Standalone, and then choose Write-Off.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Create Stand-alone Transaction

OK Cancel Tools

Type Input  Stand-alone Write-Off

Currency Code  U.S. Dollar

Customer  DeAnna's Deli

Customer Reference

Write-Off Amount

Write-Off Reason Code

3. On Create Standalone Transaction, complete the following fields:

- Customer
- Write-Off Amount

For stand-alone write-offs without invoice match, you must enter the write-off amount as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount that you specified.

- Write-Off Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options.

4. Click OK.

On the entry form, the system adds a new detail line, creates a positive payment amount for the stand-alone write-off and assigns a type input code of 25 to the payment amount. The system also shows the associated write-off amount and reason code.

5. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

6. Click OK.

### **Creating Stand-Alone Chargebacks (TI Code 26)**

When an amount in dispute is not associated with a specific invoice, you can create a stand-alone chargeback for the amount. A stand-alone chargeback enables you to reinvoice the customer for the amount that is in dispute. Typically, you enter stand-alone chargebacks when the payment amount does not total the invoices being paid, and you want to charge back the difference to the customer. In this case, you enter a standalone chargeback with invoice match. The system increases the customer's open balance by the amount of the short-payment.

You enter a stand-alone chargeback without invoice match when you want to distribute an unapplied receipt or draft among multiple customer accounts. When you do this, the system creates a record in the Receipts Header table (F03B13) for the payor, and creates associated records in the Receipts Detail (F03B14) and Customer Ledger (F03B11) tables for the chargeback amount (as a credit) to each customer. This process simulates the creation of an unapplied payment for each customer.

## See Also

- ❑ *Applying a Receipt or Draft to Invoices with Chargebacks (TI Codes 11 and 16) in the Accounts Receivable Guide*

## Before You Begin

- ❑ Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the chargeback G/L offset code.
- ❑ Verify that the processing options under the Chargeback tab are set up.
- ❑ Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

## ► To create a stand-alone chargeback with invoice match

---

The task to create stand-alone chargebacks with invoice match is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, complete the following field with the appropriate value for each invoice:
  - T I
4. From the Form menu, choose Standalone, and then choose Chargeback.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Create Stand-alone Transaction

OK Cancel Tools

Type Input  Stand-alone Chargeback

Currency Code  U.S. Dollar

Customer  DeAnna's Deli

Customer Reference

Chargeback G/L Offset

Chargeback Amount

Chargeback Reason Code

5. On Create Standalone Transaction, complete the following fields:

- Chargeback G/L Offset
- Chargeback Amount
- Chargeback Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.

6. Click OK.

On the entry form, the system adds a new detail line, creates a negative payment amount for the stand-alone chargeback, and assigns a type input code of 26 to the payment amount. The system also shows the associated chargeback amount and reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

8. Click OK.

**Example: Using Stand-Alone Chargebacks to Distribute an Unapplied Payment Among Multiple Customers**

When you receive one payment to be distributed among multiple customers without applying it to invoices, you use the stand-alone chargeback feature.

For example, you receive a receipt for 15,000 from payor 3001 to be applied as follows:

- 5,000 to customer 3004
- 5,000 to customer 3333
- 5,000 to customer 3334

Using the stand-alone chargeback feature, you specify the customer and amount that you want to distribute. Enter the payment amount as a credit (negative amount). You repeat the process until the amount is fully distributed among the customers.

The system creates the following records:

Table	Document Type	Gross Amount	Customer Number	Payment ID
F03B13	N/A	15,000	3001	521
F03B11	RB	-5,000	3004	521
F03B11	RB	-5,000	3333	521
F03B11	RB	-5,000	3334	521
F03B14	RC*	-5,000	3004	521
F03B14	RC*	-5,000	3333	521
F03B14	RC*	-5,000	3334	521

\*This is the matching document type (DCTM).

The system uses the payment ID to provide an audit trail from the F03B11 and F03B14 records to the original F03B13 payment record.

Later, you must apply the negative chargeback invoices to invoices that you want to pay.

**► To create a stand-alone chargeback without invoice match**

---

You use stand-alone chargeback without invoice match when you want to enter and distribute an unapplied payment among multiple customer accounts. The task to create stand-alone chargebacks without invoice match is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.

1. On Receipt Entry or Draft Entry, follow the steps to enter an unapplied receipt or an unapplied draft.
2. From the Form menu, choose Standalone, and then choose Chargeback.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Create Stand-alone Transaction

OK Cancel Tools

Type Input 26 Stand-alone Chargeback

Currency Code USD U.S. Dollar

Customer 3333 DeAnna's Deli

Customer Reference

Chargeback G/L Offset

Chargeback Amount 1200

Chargeback Reason Code SP

3. On Create Standalone Transaction, complete the following fields:

- Customer

Enter the customer number to whom you want to distribute the unapplied payment. The system creates credit (RB) records in the Customer Ledger table (F03B11) for the appropriate customers, which you can locate and apply against invoices at a later time.

- Chargeback G/L Offset

Use this field to specify a different A/R trade account.

- Chargeback Amount

Enter the amount that you want to distribute to the first customer as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount specified.

- Chargeback Reason Code

The system does not accept Blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.

4. Click OK.

On the entry form, the system adds a new detail line, and creates a positive payment amount for the stand-alone chargeback and assigns it a type input code of 26. The system also shows the associated chargeback amount and reason code.

Repeat steps 2, 3, and 4 for each customer to whom you want to distribute an amount.

5. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

6. Click OK.

### **Creating Stand-Alone Deductions (TI Code 27)**

When the amount of the payment does not equal the amount of the invoices that it pays, you can create a stand-alone deduction to postpone the research and resolution of the short-payment until a later date. Additionally, you might use the stand-alone feature for deductions that are not associated with any invoice. For example, you would use this feature if you receive a duplicate payment for a small amount and are unsure about how to process it.

When you create a stand-alone deduction (type input code 27), the system reduces the customer's account by the amount of the short-payment.

When you post the deduction, the system creates a record in the A/R Deduction Management table (F03B40) that you use to resolve the issue.

### **See Also**

The following topics in the *Accounts Receivable Guide*:

- ❑ *Applying a Receipt or Draft to Invoices with Deductions (TI Code 17)*
- ❑ *Deduction Processing*

### **Before You Begin**

- ❑ Verify that the account that you want to use for the deduction suspense account is set up for the AAI item RN.
- ❑ Verify that the valid values that you want to use for the deduction reason code are set up in UDC (03B/CR).

### **► To create a stand-alone deduction with invoice match**

---

The task to create stand-alone deductions with invoice match is the same regardless of whether you choose the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

Use one of the following navigations depending on whether you are entering a receipt or draft:

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.

1. Follow the steps to enter an unapplied receipt or an unapplied draft.
2. On Receipt Entry or Draft Entry, follow the steps to display the open invoices for the customer.
3. In the detail area, complete the following field with the appropriate value for each invoice:
  - T I
4. From the Form menu, choose Standalone, and then choose Deduction.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Create Stand-alone Transaction

OK Cancel Tools

Type Input 27 Stand-alone Deduction

Currency Code USD U.S. Dollar

Customer 1540 DeAnna's Deli

Customer Reference

Deduction Amount 200

Deduction Reason Code UD

5. On Create Standalone Transaction or Create Standalone Payment, complete the following fields:
  - Deduction Amount
  - Deduction Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options.
6. Click OK.

On Receipt Entry or Draft Entry, the system adds a new detail line, shows a negative payment amount for the stand-alone deduction, and assigns a type input code of 27 to the payment amount. The system also shows the associated deduction amount and reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:
  - Amount Applied  
If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.
  - Amount Unapplied  
The system creates an unapplied record for the amount in this field.
8. Click OK.

► **To create stand-alone deductions without invoice match**

---

The task to create a stand-alone deduction without invoice match is the same regardless of whether you choose the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

*Use one of the following navigations, depending on whether you are entering a receipt or draft:*

*From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.*

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. On Receipt Entry or Draft Entry, follow the steps to enter an unapplied receipt or an unapplied draft.
2. From the Form menu, choose Standalone, and then choose Deduction.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Create Stand-alone Transaction

OK Cancel Tools

Type Input  Stand-alone Deduction

Currency Code  U.S. Dollar

Customer  DeAnna's Deli

Customer Reference

Deduction Amount

Deduction Reason Code

3. On Create Standalone Transaction or Create Standalone Payment, complete the following fields:
  - Deduction Amount
 

For stand-alone deductions without invoice match, you must enter the Deduction Amount as a credit (negative amount).
  - Deduction Reason Code
 

The system does not accept Blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options.
4. Click OK.
 

On the Receipt Entry form or Draft Entry form, the system adds a new detail line, shows a positive payment amount for the stand-alone deduction, and assigns it a type input code of 27. The system also shows the associated deduction amount and reason code.
5. Verify that the following fields on the bottom of the form contain the correct information:
  - Amount Applied
 

If you have fully applied the payment to invoices, the amount pending should equal the receipt or draft amount that appears in the header portion of the entry form.
  - Amount Unapplied
 

The system creates an unapplied record for the amount in this field.

6. Click OK.

## Processing Options for Draft Entry (P03B602)

### Display Tab

These processing options specify whether to retain values that were previously entered on the Draft Entry form. If you are entering similar types of drafts, completing these processing options can reduce entry time.

---

#### 1. Payor Number

Blank = Do not retain the payor number

1 = Retain the payor number

Use this processing option to specify whether to retain the payor number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the payor number.

1

Retain the payor number.

#### 2. Draft Date

Blank = Do not retain the draft date

1 = Retain the draft date

Use this processing option to specify whether to retain the draft date entered on the Draft Entry form after you enter the draft. Valid values are:

---

---

Blank

Do not retain the draft date.

1

Retain the draft date.

### 3. Company

Blank = Do not retain the company number

1 = Retain the company number

Use this processing option to specify whether to retain the company number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the company number.

1

Retain the company number.

### 4. G/L Date

Blank = Do not retain the G/L date

1 = Retain the G/L date

Use this processing option to specify whether to retain the G/L date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the G/L date.

---

---

1

Retain the G/L date.

#### 5. Draft Due Date

Blank = Do not retain the draft due date

1= Retain the draft due date

Use this processing option to specify whether to retain the draft due date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the draft due date.

1

Retain the draft due date.

#### 6. Bank Name

Blank = Do not retain the bank name

1 = Retain the bank name

Use this processing option to specify whether to retain the customer bank name entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the customer bank name.

1

---

---

Retain the customer bank name.

#### 7. Customer Bank Account

Blank = Do not retain the bank account

1 = Retain the bank account

Use this processing option to specify whether to retain the customer bank account number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the customer bank account.

1

Retain the customer bank account.

#### 8. Payment Instrument

Blank = Do not retain the pay instrument

1 = Retain the pay instrument

Use this processing option to specify whether to retain the payment instrument on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the payment instrument.

1

Retain the payment instrument.

---

---

## 9. Bank Transit Number

Blank = Do not retain bank transit number

1 = Retain the bank transit number

Use this processing option to specify whether to retain the bank transit number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the bank transit number.

1

Retain the bank transit number.

## 10. Currency

Blank = Do not retain the currency

1 = Retain the currency

Use this processing option to specify whether the system retains the currency code entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not the retain the currency code.

1

Retain the currency code.

## 11. Exchange Rate

---

---

Blank = Do not retain the exchange rate

1 = Retain the exchange rate

Use this processing option to specify whether the system retains the exchange rate that is entered on the draft entry after you enter the draft. Valid values are:

Blank

Do not retain the exchange rate.

1

Retain the exchange rate.

---

### **Defaults Tab**

These processing options specify default values to use on the Draft Entry and Additional Information forms. When you enter a draft, you can override any of the values entered in these processing options.

---

#### 1. Type Input Code

10 = Simple invoice match

11 = Match auto chargeback discount

15 = Match with write-off

16 = Match with chargeback

17 = Match with deduction

Use this processing option to specify the default type input code for applying drafts to invoices. Valid values are:

Blank

The system does not default a value.

---

---

10

Simple invoice match

11

Match auto chargeback discount

15

Match with write-off

16

Match with chargeback

17

Match with deduction

If you enter 10, the system applies the draft to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

## 2. Deduction Reason Code

Blank = Manual entry

Use this processing option to specify the default deduction reason code for entering a deduction amount. If you leave this field blank, the deduction reason code must be entered manually in the detail area on the Receipt Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

## 3. Payment Instrument With Bank Account

Use this processing option to specify the default payment instrument for processing drafts that have a bank account number.

---

#### 4. Payment Instrument Without Bank Account

Use this processing option to specify the default payment instrument for processing drafts without a bank account number.

#### 5. Drafts Receivable Account

Blank = RD1x AAI

Use this processing option to specify the drafts receivable account number to use when you post drafts to the general ledger. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1x, where x is the payment instrument on the customer record (F03012).

#### 6. Default G/L Offset for Unapplied Draft

Blank = Do not default

1 = Default from G/L class code

Use this processing option to specify whether to use the value in the G/L Class Code field of the customer record as the default value for the Unapplied G/L Offset field when you enter unapplied drafts. The system locates the A/R trade account based on the G/L offset that you use. Valid values are:

Blank

Do not use default values.

1

Use values from the G/L Class Code.

---

If the customer record does not have a G/L class code defined, the system uses the

---

default G/L offset (UC) for unapplied drafts.

## 7. Draft Numbering

Blank - Manual Entry

1 - Use Next Number

Use this processing option to specify whether to have Next Numbers assign the draft number. Valid values are:

Blank

Do not use Next Numbers

1

Use Next Numbers

---

### **Edits Tab**

These processing options specify whether to allow the following:

- Write-offs
- The deletion of unposted drafts
- Charges to the draft status

They also specify whether the system notifies you of certain conditions, such as the entry of an overpayment.

---

#### 1. Write-offs

Blank = Allow write-offs

1 = Do not allow write-offs

Use this processing option to specify whether to allow write-offs on drafts. Valid values are:

---

Blank

Allow write-offs.

1

Do not allow write-offs.

## 2. Delete/NSF Unposted Receipts

Blank = Allow delete and NSF operations

1 = Do not allow delete and NSF operations

Use this processing option to specify whether to allow the delete and NSF operations on unposted drafts. Valid values are:

Blank

Allow delete and NSF.

1

Do not allow delete and NSF.

## 3. Overpayment Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

0

---

---

No Edit

1

Warning

2

Error

When you overpay an invoice, the system displays it as a negative open amount.

#### 4. Bank Name

Blank = Do not allow user to override bank name

1 = Allow user to override bank name

Use this processing option to specify whether to enable the Bank Name field on the Draft Entry form. Valid values are:

Blank

Do not enable the Bank Name field. The system uses the bank name that is set up in the Bank Transit Master table (F0030) for the customer or payor.

1

Enable the Bank Name field. The system allows you to override the value in the Bank Name field.

Note: If you do not specify the customer's bank name, you must specify the customer's bank account number and bank transit number.

#### 5. Return To Prior Draft Status

Blank = Allow prior draft status operation

---

---

1 = Do not allow prior draft status operation

Use this processing option to specify whether to allow the status of drafts to be reset to the previous draft status. Valid values are:

Blank

Allow drafts to be reset to the previous draft status.

1

Do not allow drafts to be reset to the previous draft status.

6. Draft Number

Blank - No Edit

1 - Warning

2 - Error

Use this processing option to specify the severity of the message that the system issues when a draft number is not assigned. This processing option is valid only when the corresponding processing option for Draft Types (on the Process tab) is 1 (Customer generated drafts). Valid values are:

Blank

No Edit

1

Warning

2

Error

---

## Process Tab

These processing options specify how the system applies drafts to invoices when you use a default type input code, and whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of drafts that you enter or a detail record for each draft.

---

### 1. Drafts Type

Blank = Supplier generated drafts

1 = Customer generated drafts

Use this processing option to specify the type of drafts to process. Valid values are:

Blank

Process drafts that you generate.

1

Process customer generated drafts.

### 2. Open Amount

Blank = Create R1 with open amount

1 = Create R1 without open amount

Use this processing option to specify whether to create draft invoice records (document type R1) with an open amount in the Customer Ledger table (F03B11). This processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only and you cannot select it for payment or aging. Valid values are:

Blank

Create draft invoice records with an open amount.

---

---

1

Create draft invoice records without an open amount.

### 3. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of drafts entered, or one journal entry for each draft. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header table (F03B13). The post program uses this value to create the journal entry records. Valid values are:

Blank

Create summarized journal entries. The system creates one journal entry with the document type RK for each batch of drafts that you post. The system assigns the draft batch number as the document number of the journal entry. To use this method, you must also ensure the following:

- o The offset method in the A/R Constants is equal to B (batch mode)
- o The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

1

Create detailed journal entries. The system creates one journal entry with the document type RC for each draft in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- 
- o JE document type (RZDCTG)
  - o JE document number (RZDOCG)
  - o JE document company (RZKCOG)

#### 4. Display Invoices

Blank = Display all invoices

1 = Display only approved invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

Blank

Display all invoices.

1

Display only approved invoices.

---

#### **Currency Tab**

When you are using multicurrency, this processing option specifies whether the system validates that the effective date that it uses to retrieve the exchange rate matches the G/L date entered on the draft.

---

##### 1. Edit Effective Date

Blank = Do not edit effective date

1 = Edit effective date

---

Use this processing option to specify whether the system validates the effective date that it

---

uses to retrieve the exchange rate against the G/L date that you enter on the draft. Valid values are:

Blank

Do not validate the effective date.

1

Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date of the draft.

---

### **Chargeback Tab**

These processing options specify values that you want the system to assign to chargeback records that it creates.

---

#### **1. Pay Status**

Blank = Data dictionary default

Use this processing option to specify the default pay status that you want the system to assign to chargebacks. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

#### **2. Date Option**

Blank = Use the draft G/L date

1 = Use dates from the invoice

Use this processing option to specify the invoice date and net due date that you want the system to assign to chargebacks. Valid values are:

---

Blank

Use the draft G/L date.

1

Use the corresponding dates from the invoice.

### 3. Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are defined in UDC 03B/CB.

---

## **Auto Write-off Tab**

These processing options activate the automatic write-off feature and establish write-off limits for both under- and overpayments. When you activate the automatic write-off feature, you must specify the write-off reason code for the system to use.

---

### 1. Maximum Underpayment Amount

Use this processing option to specify the limit for the system to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the draft.

### 2. Underpayment Reason Code

Use this processing option to activate the automatic write-off process and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

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---

### 3. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the draft.

Enter the value as a negative amount.

### 4. Overpayment Reason Code

Use this processing option to activate the automatic write-off process and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

---

## **Mnl Write-off Tab**

These processing options specify write-off limits for both under- and overpayments, and specify a default value for the system to use for the write-off reason code.

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### 1. Maximum Underpayment Amount

Use this processing option to specify the maximum amount for which you can write off an underpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft.

### 2. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft. Enter the value as a negative amount.

---

---

### 3. Write-Off Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAXx, where xx is the reason code) for each write-off reason code that you specify.

---

### Discount Tab

These processing options define rules for processing discounts.

---

#### 1. Discount Available

Blank = Do not allow taken > available

1 = Allow taken > available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. Valid values are:

Blank

Do not allow discounts taken to be greater than the discount available.

1

Allow discounts taken to be greater than the available discount.

#### 2. Discount Applied

Blank = Do not allow taken > applied

1 = Allow taken > applied

---

---

Use this processing option to specify whether to allow the discount taken to be greater than the payment amount. Valid values are:

Blank

Do not allow the discount taken to be greater than the payment amount.

1

Allow the discount taken to be greater than the payment amount.

### 3. Grace Period Days

Use this processing option to specify the number of days to be added to the discount due date during which the discount can be taken. This processing option is used only when the system calculates the discount taken. You can also enter the discount amount manually.

### 4. Discount Reason Code

Use this processing option to specify the default discount reason code that you want the system to use when discounts are taken. You can override this code, if necessary, when you enter the draft. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKDxx where xx is the reason code) for each discount reason code that you specify.

---

## Match Priority Tab

These processing options specify the order that you want the system to use to locate invoices on the Remittance Entry form.

---

### 1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Valid search methods are:

o Invoice Number

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Sales Order Number

Customer Reference

Statement Number

Shipment Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Valid search methods are:

Invoice Number

Sales Order Number

Customer Reference

Statement Number

Shipment Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

---

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### Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Valid search methods are:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number
- Shipment Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

### Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Valid search methods are:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

---

o Shipment Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

Shipment Number Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Valid search methods are:

o Invoice Number

o Sales Order Number

o Customer Reference

o Statement Number

o Shipment Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method field blank, the system excludes that search method and uses only the other methods that you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

---

### **Void/NSF Tab**

These processing options specify the values for the system to use when drafts are voided or designated as insufficient funds.

---

1. Update Payment Instrument

Blank = Do not update

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---

1 = Update

Use this processing option to specify whether to update the payment instrument on the R1 draft invoice record in the Customer Ledger table (F03B11) if the draft is voided or designated as NSF. Valid values are:

Blank

Do not update the payment instrument.

1

Update the payment instrument.

Note: You must enter a value for the Payment Instrument for Draft processing option if you enter 1 for this processing option.

2. Payment Instrument for Draft

Use this processing option to specify the payment instrument to assign to R1 draft records in the Customer Ledger table (F03B11) when a draft is voided or designated as NSF. Valid values are set up in UDC 00/PY.

Note: If the Update Payment Instrument processing option is blank, the system ignores this processing option.

3. Payment Instrument for Renewal Draft

Use this processing option to specify the payment instrument to assign to the new draft invoice record that the system creates in the Customer Ledger table (F03B11) when you void or designate the draft as NSF with the option to renew the draft. Valid values are set up in UDC 00/PY.

---

#### 4. Draft Account

Blank = RD5 AAI

Use this processing option to specify the draft receivable account number to use when you post drafts that have been voided or designated as NSF using the renewal option. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD5.

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### Processing Preauthorized Drafts

*From the Draft Daily Operations menu (G03B161), choose Pre-Authorized Drafts.*

Automatic drafts are also called preauthorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running the Pre-Authorized Drafts program (R03B671). You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode:

<b>Proof mode</b>	You can choose to generate a detail or summary report of transactions: <ul style="list-style-type: none"><li>• Detail – lists each invoice to be paid by draft</li><li>• Summary – prints a summary of all invoices by customer or payor, due date, and payment instrument to be paid by draft</li></ul>
<b>Final mode</b>	You can make the same selections as in proof mode. In final mode, the system: <ul style="list-style-type: none"><li>• Creates drafts</li><li>• Updates the pay status of drafts to D (draft accepted)</li><li>• Generates a report</li></ul>

Whichever mode you choose, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Applies draft receipts to open customer invoices
- Creates an invoice record with a document type of R1 in the Customer Ledger table (F03B11) for the total draft amount
- Updates the payment status of the draft invoice to D (draft accepted)

After you generate drafts, you must approve and post them to the general ledger to create the appropriate journal entries.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

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**Note**

The report prints the abbreviated column heading PI, which indicates payment instrument.

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## Processing Options for Pre-Authorized Drafts (R03B671)

### Defaults Tab

These processing options specify the default values for the system to use when it generates drafts.

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#### 1. Draft Date

Blank = System date

Use this processing option to specify the draft date to assign to Receipts Header (F03B13) and Receipts Detail (F03B14) records. If you leave this processing option blank, the system uses the system date.

#### 2. Draft G/L Date

Blank = System date

Use this processing option to specify the draft G/L date to assign to Receipts Header (F03B13) and Receipts Detail (F03B14) records. If you leave this processing option blank, the system uses the system date.

#### 3. Draft Due Date

Blank = Invoice due date

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Use this processing option to specify the draft due date to assign to Customer Ledger

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(F03B11) invoice records (R1). If you leave this processing option blank, the system uses the invoice due date.

#### 4. Draft Receivable Account Number

Blank = RD1x AAI

Use this processing option to specify the drafts receivable account number to use when you post drafts to the general ledger. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1x, where x is the payment instrument on the customer record (F03012).

#### 5. Journal Entry

Blank = Create summary journal entry

1 = Create detail journal entry

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of drafts entered or one journal entry for each draft. The system assigns the value that you specify to the A/R Post field in the Receipts Header table (F03B13). The post program uses this value to create the journal entry records. Valid values are:

Blank

Summarized journal entries. The system creates one journal entry with the document type RK for each batch of drafts that you post. The system assigns the draft batch number as the document number of the journal entry. To use this method, you must also ensure that:

- o The offset method in the A/R Constants is equal to B (batch mode)
- o The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

1

Detail journal entries. The system creates one journal entry with the document type RC for each draft in the batch. The system uses Next Numbers for journal entry documents

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(system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- o JE document type (RZDCTG)
- o JE document number (RZDOCG)
- o JE document company (RZKCOG)

#### 6. Discount Reason Code

Use this processing option to specify the discount reason code that you want the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKDxxx, where xxx is the reason code) for each discount reason code that you specify.

---

### Select

These processing options provide information for selecting invoices to pay.

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#### 1. Pay Thru Date

Blank = System date

Use this processing option to select invoices from the Customer Ledger table (F03B11) that have a due date equal to or greater than the pay thru date that you specify.

#### 2. Minimum Draft Amount

Use this processing option to specify the minimum amount required for the system to generate a draft. If you leave this processing option blank, the system generates drafts for all invoice amounts.

---

## Process

These processing options specify guidelines for processing drafts, such as whether you want to process them in proof or final mode, whether you want the system to create journal entries in detail or in summary, how you want the system to assign the draft number, and so forth.

---

### 1. Process Mode

Blank = Proof mode

1 = Final mode

Use this processing option to specify whether to run the program in proof or final mode. In proof mode, the system generates a report of the drafts it will create when you run the program in final mode. In final mode, the system generates a report and updates the Receipts Header (F03B13), Receipts Detail (F03B14), and Customer Ledger (F03B11) tables with draft records. Valid values are:

Blank

Proof mode

1

Final mode

### 2. Summary/Detail

Blank = Detail draft

1 = Customer summary draft

2 = Payor summary draft

Use this processing option to specify whether the system generates one draft per invoice (detail) or one draft per customer or payor for each invoice due date (summary). Valid values are:

Blank

Detail drafts. The system creates one draft for each invoice.

---

---

1

Customer summary draft. The system creates one draft per customer for each group of invoices that have the same due date.

2

Payor summary draft. The system creates one draft per payor for each group of invoices that have the same due date.

### 3. Negative Draft

Blank = Regular draft

1 = Negative draft

Use this processing option to specify whether the system generates drafts for a negative (credit) amount. Valid values are:

Blank

Do not generate negative drafts.

1

Generate negative drafts.

### 4. Draft Number

Blank = Use the next number

1 = Use the statement number

Use this processing option to specify whether the system assigns the draft number from the Next Numbers system or uses the statement number as the draft number. Valid values are:

Blank

---

---

Use Next Numbers.

1

Use the statement number.

5. Open Amount

Blank = Create draft with open amount

1 = Create draft without open amount

Use this processing option to specify whether to create invoice draft documents (R1) with an open amount in the Customer Ledger table (F03B11). The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging. Valid values are:

Blank

Create draft invoices (R1) with an open amount.

1

Create draft invoices (R1) without an open amount.

---

### **Credit Card**

These processing options specify whether you want to update the draft records in the Receipts Header table (F03B13) with credit card information from the sales order.

1. Credit Card Processing

Blank = Regular draft processing

1 = Credit card processing

Use this processing option to specify whether to update the Receipts Header records (F03B13) with the credit card and authorization numbers from the Prepayment Transaction Table (F004201) when you process sales orders with drafts and set up prepayments in the

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sales order cycle. Valid values are:

Blank

Prepayment processing was not used on the sales order.

01

Prepayment processing was used on the sales order.

## 2. Prepayment Origination Flag

Use this processing option to specify the system from which the prepayment originated, such as 01 for Sales Order Entry. Valid values are in UDC 00/PO.

---

## Revising Drafts

After you enter drafts, you can review and revise them before you post them to the general ledger. You typically review drafts to:

- Verify information for a particular customer
- Revise draft information, such as the due date, payment instrument, or customer bank account

The following guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You can change the following fields when the draft has been accepted:
  - Draft Due Date  
You can also change this field after the draft has been remitted.
  - Draft Amount  
You cannot change this field if the draft is posted or if it is in a status other than Draft- Acceptance.
  - Payment Instrument
  - Bank Name
  - Customer Bank Account Number
  - Bank Transit
- You can never change the G/L date on a draft; however, you can assign a new G/L date to a posted draft when you perform additional tasks (such as applying the draft to invoices or voiding the draft). The system updates the Receipts Detail records

(F03B14) with the G/L date that you enter. The system does not change the G/L date on the Receipts Header record (F03B13).

► **To revise drafts**

---

*From the Draft Daily Operations menu (G03B161), choose Draft Inquiry.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through
2. Choose the draft that you want to review and click Select.
3. On Draft Entry, change any of the following fields and click OK.
  - Draft Due Date
  - Draft Amount
    - You cannot change the draft amount if the draft is posted or is a status other than Draft - Acceptance.
  - Payment Instrument
  - Customer Bank Acct No
  - Bank Transit

## **Approving and Posting Accounts Receivable Drafts**

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*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.*

*From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L.*

After you enter drafts, you must post them to the general ledger to update the appropriate account information. Depending on your organization's policy, your batches might require management approval before you can post them. The process to review and approve batches is the same regardless of the batch type. The batch type for draft batches is DB.

---

**Note**

The status of the draft batch header remains In Use until you completely exit the draft entry program.

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**See Also**

The following topics in the *Accounts Receivable Guide*:

- ❑ *Using the Batch Review Program* for information about reviewing and approving receipt batches
- ❑ *The Financial Post Process* for detailed information about procedures, processing options, and the post reports

The following topics in the *Multicurrency Guide*:

- ❑ *Posting Foreign and Alternate Currency Receipts*
- ❑ *Calculating Realized Gains and Losses* for information about how the system manages gains and losses

## Posting Accounts Receivable Drafts

*From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L.*

After you approve drafts, you can post them to the general ledger. Because the system creates all the entries to the Account Ledger table (F0911) when you post drafts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system does the following:

- Selects unposted receipt transactions from the following tables:
  - Receipts Header (F03B13)
  - Receipts Detail (F03B14)
- Edits and verifies each transaction

If no errors occur, the system does the following:

- Debits and credits the appropriate accounts in the Account Ledger table (F0911)  
The account that the system debits depends on the draft status.
- Creates automatic offsets to the A/R trade account in the Account Ledger table (F0911)
- Creates automatic entries to the discount, write-off, chargeback, or deduction account, if applicable
- Updates balances in the Account Balances table (F0902)
- Marks the transactions as posted (P) in the Account Ledger table (F0911)
- Updates the Receipt Detail table (F03B14) with a D in the Posted Code field

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### Note

The system does not update the Receipts Header record (F03B13) until the draft is collected and posted. If the draft is posted after acceptance and remittance, the system does not update the Posted Code field.

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- Updates the status of the Batch Control Records table (F0011) to D.

You can also post drafts using the Draft Journal Review program (P0011).

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**Note**

The system creates unapplied draft (RU), draft (R1), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the draft document from which they originated.

---

**Journal Entries Created by the Draft Post**

When you post drafts to the general ledger, the system creates the Account Ledger record (F0911) based on the journal entry creation method and the status of the draft when you post it.

The following tables list the journal entries that the system creates for standard drafts, drafts that are discounted, and drafts that are discounted with contingent liability. The system retrieves the account from the field listed in the table for the appropriate record. The field is updated based on an AAI at the time draft is entered, remitted, or collected.

Standard Drafts					
Draft Status	JE Doc Type	Field	Based on AAI	Account Debited	Account Credited
Acceptance (4)	R1	AID2	RD1x	Draft Receivable	
	AE	AID	N/A The system updates the field from the invoice paid		A/R Trade
Remittance (3)	R2	AID2	RD2x	Draft Remitted	
	R1	AID2 from Acceptance record	RD1x		Draft Receivable
Collection (1)	RC*	GLBA	RB or processing option for R03B672	G/L Bank	
	R2	AID2 from Remittance record	RD2x		Draft Remitted

<b>Discounted Drafts</b>					
<b>Draft Status</b>	<b>JE Doc Type</b>	<b>Field</b>	<b>Based on AAI</b>	<b>Account Debited</b>	<b>Account Credited</b>
Acceptance (4)	R1	AID2	RD1x	Draft Receivable	
	AE	AID	N/A The system updates the field from the invoice paid		A/R Trade
Remittance (3)	R2	AID2	RD3x	Draft Remitted for Discount	
	R1	AID2 from Acceptance record	RD1x		Draft Receivable
Collection (1)	RC*	GLBA	RB or processing option for R03B672	G/L Bank	
	R2	AID2 from Remittance record	RD3x		Draft Remitted for Discount

<b>Discounted Drafts with Contingent Liability</b>					
<b>Draft Status</b>	<b>JE Doc Type</b>	<b>Field</b>	<b>AAI Used</b>	<b>Account Debited</b>	<b>Account Credited</b>
Acceptance (4)	R1	AID2	RD1x	Drafts Receivable	
	AE	AID	N/A The system updates the field from the invoice paid		A/R Trade
Remittance (2)	R2	AID2	RD3x	Drafts Remitted for Discount	
	R1	AID2 from Acceptance record	RD1x		Drafts Receivable
	RC*	GLBA	RB or processing option for R03B672	G/L Bank	
	R2	AID2	RD4x		Drafts Contingent Liability

Discounted Drafts with Contingent Liability					
Draft Status	JE Doc Type	Field	AAI Used	Account Debited	Account Credited
Collection (1)	R2	AID2	RD4x	Drafts Contingent Liability	
	R2	AID2 from Remittance record	RD3x		Drafts Remitted for Discount

\* The document type might be RK depending on the journal entry creation method as explained below.

### Journal Entry Creation Method

The difference between creating journal entries in detail or creating summarized journal entries is the number of entries that the system creates, and the document type and document number that the system assigns.

Regardless of the method you use to create journal entries, the system updates the following fields in the draft detail record (F03B14) from the journal entry that the system creates:

- RZDCTG (Document Type - JE)
- RZDOCG (Document Number - JE)
- RZKCOG (Document Company - JE)

---

### Note

The system follows the same methodology for assigning document numbers for all stages in the draft process.

---

### Detail Method

If you set the processing option to create detailed journal entries, when you enter the draft, the system updates the A/R Post Status (ISTR) field in the Receipts Header table (F03B13) to 1. When you post drafts, the system:

- Creates one document in the Account Ledger table (F0911) for each draft in the batch
- Assigns the document type RC to the entry for the bank account (either at collection or at remittance, if you remit discounted drafts with contingent liability)
- Assigns the document number from Next Numbers for system 03B, line 6 (Draft Number)
- Updates the record in the Receipts Detail table (F03B14) with the document number that is assigned to the journal entry for audit purposes

### Summary Method

If you set the processing option to create summarized journal entries, when you enter the draft, the system does *not* update the A/R Post Status field (ISTR field in the Receipts Header table (F03B13). When you post drafts, the system:

- Creates one F0911 record for each batch of drafts posted.
- Assigns the document type of RK to the entry for the bank account (either at collection or at remittance, if you remit discounted drafts with contingent liability)
- Assigns the batch number as the document number

In order for the system to create summarized journal entries, you must also verify the following:

- The offset method in the Accounts Receivable Constants is set to a value of B (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than 2 or 3.

Otherwise, the system generates detailed journal entries.

### Key to Method Used

The following table shows the type of journal entry that the system creates according to the settings in the general accounting and accounts receivable constants.

Intercompany (G/A Constants)	Offset Method* (A/R Constants)	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
1 (Hub)	B	D	Detail
1	Y	D	Detail
1	S	D	Detail
2 (Detail)	B	D	Detail
2	Y	D	Detail
2	S	D	Detail
3 (Configured Hub)	B	D	Error (not allowed)
3	Y	D	Detail
3	S	D	Detail
1	B	S	Summary
1	Y	S	Detail
1	S	S	Detail
2	B	S	Summary

Intercompany (G/A Constants)	Offset Method* (A/R Constants)	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
2	Y	S	Detail
2	S	S	Detail
3	B	S	Error (not allowed)
3	Y	S	Detail
3	S	S	Detail
<p>* Offset Method</p> <ul style="list-style-type: none"> <li>• Y = One automatic entry offset per document, regardless of the number line item</li> <li>• S = One automatic entry per pay item</li> <li>• B = One automatic entry per batch</li> </ul>			

The system creates additional records depending on whether a discount was taken, or the draft was applied with a write-off, chargeback, or deduction.

### Posting Voided and NSF Drafts

The system also creates journal entries when you post a draft that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided draft, the system creates a journal entry with the document type RO.
- When you post a draft that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ and DCTQ fields on the F03B13 record with the document number and document type that the system assigns to the journal entry.

### Posting Zero Amount Drafts

When you apply unapplied drafts to invoices, the system does not generate any journal entries because the amount of the draft is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied draft was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the unapplied draft and the invoice, the system does not generate any AE entries, nor does it produce a posting edit report.

### See Also

- ❑ *Fields Updated During Receipt or Draft Entry* in the *Accounts Receivable Guide* for more information about how the system retrieves the A/R trade account

See the following topics in the *Multicurrency Guide*:

- ❑ *Multicurrency Journal Entries Created by the Receipt and Draft Post*

- ❑ *Multicurrency Automatic Entries Created by the Receipt and Draft Post*
- ❑ *Multicurrency Fields Updated During Receipt and Draft Entry*

## Automatic Entries Created by the Draft Post

When you post drafts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the draft. The following table shows the field that the post uses to locate the account for the AE entry based on the type of draft that you entered.

Account	Type of Draft	Field	Table
A/R Trade	Applied Draft (TI Code 10)	AID	F03B14
	Unapplied Drafts	AID	F03B13
	Chargebacks (TI Codes 11, 16, and 26)	AIDC	F03B14
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14
Deduction Suspende	Deduction (TI Codes 17 and 27)	DAID	F03B14

## Deleting and Voiding Drafts

If you enter a draft in error, you can delete or void it. When you delete or void a draft, the system reopens any invoices that the draft paid.

You can delete a draft only when:

- The draft is not posted
- The draft is at a draft-acceptance status (4)

---

### Note

If the draft is at a remittance or collection status, you cannot delete it; you must post the draft and then void it.

---

When you delete a draft, the system removes the draft records from the following tables:

- Receipt Header (F03B13)
- Receipt Detail (F03B14)
- Customer Ledger (F03B11)

If the draft is posted, you must void the draft. When you void a draft, the system updates the following fields on the draft's Receipt Header record (F03B13):

- Receipt NSF/Void Code field (NFVD)  
The system updates this field to V.

- Void Date (VDGJ)  
The system uses the G/L date that you enter when you void the draft.
- Void Reason Code (VRE)  
The system uses the reason code that you enter when you void the draft.

The system also creates a new batch, which you must post to create the reversing journal entries. You can void the draft at any stage of draft processing.

### Before You Begin

- ❑ Verify that the AAI item RD5x is set up. The system uses this AAI when you void or designate drafts as NSF.

### ► To delete or void a draft

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through
2. Choose the draft that you want to delete or void, and then choose Void/Delete from the Row menu.
3. On Confirm Delete, click OK.

The screenshot shows the 'Void/NSF Draft' dialog box in PeopleSoft. The dialog is titled 'Void/NSF Draft' and has a 'Select Workspace' dropdown set to 'Active Foundation'. The main content area is divided into several sections:

- Draft Information:** Payer Number (3002), Draft Number (19050), Draft Date (07/11/05), Draft Due Date (07/11/05), Draft Amount (550.00), Payment Instrument (4), Currency (EUR), Exchange Rate, Base (EUR), and Foreign (checkbox).
- Company Information:** Atlantic Corporation, Batch (DB), Company (00070), G/L Date (07/31/05), Bank Name (Banque Nationale de Paris), Customer Bank Acct # (150128482), and Bank Transit (302075018).
- Void Draft Section:** G/L Date (06/30/05), Reason Code (VOD), and Void Receipt (checkbox). There is also a Partial NSF checkbox.
- Renewal Section:** A checked 'Renewal' checkbox, Draft Number (61234), Draft Date, Draft Due Date, and Payment Instrument.
- Journal Entry Section:** Journal Entry (checkbox), Journal Entry With VAT (checkbox), and Invoice Entry (checkbox).

4. On Void/NSF Draft, complete the following fields and click OK:

- G/L Date
- Reason Code

You must complete both fields regardless of whether the draft is posted.

## **Working with Draft Remittance**

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You remit (deposit) the draft to your bank so that funds can be collected from your customer's bank. Draft remittance is an optional step in the draft process.

### **Creating and Revising Registers for Accounts Receivable Drafts**

You can manually create an online register to use when remitting drafts to your bank. This is an optional step in the draft remittance process. When you create a register, you choose the drafts that you want to remit to your bank for collection. You must remit those drafts to the bank by running the Draft Remittance program (R03B672) before you can create another register for the same bank account; however, you can add and remove drafts from an existing register before you remit them.

The advantages of creating a register before remitting drafts are:

- Drafts are organized for collection by payment instrument and due date
- An online record of the drafts to be remitted is provided for you to review
- An easy method of selecting drafts when you run the Draft Remittance program is provided (you can select by draft register number)
- The draft status is updated so that the same drafts will not be remitted accidentally to the wrong bank for collection.

You can include either regular drafts or discounted drafts on the register, but all drafts must be in the same transaction currency.

When you create a register, the system:

- Creates a batch header record in the Batches table (F0011) with a batch type &B
- Changes the pay status of the selected draft invoice records (F03B11) from D (draft accepted) to # (selected for payment)
- Updates the G/L bank account on the selected draft receipt records (F03B13)
- Assigns a register number (DREG field) to the selected draft receipt records (F03B13) by concatenating a 5-digit number (starting with 00001) to the batch number

#### **► To create a register for Accounts Receivable drafts**

---

*From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.*

1. On Work With Draft Registers for Payment, to determine whether a register exists, complete the following field and click Find:
  - G/L Bank Account  
You cannot create a new register if one exists for the bank account specified.
2. Click Add to create a new register.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

**Draft Register Details**

OK Find Delete Cancel Form Tools

Account Number

Register Number

Amount Requested  Currency Code

Amount Selected

Amount Difference

No records fetched. Customize Grid

Payor Number	Payor	Draft Number	Due Date	Pay Inst	Draft Amount	Base Curr	Cur Cod	Mode	Foreign Draft Amount

3. On Draft Register Details, complete the following fields:
  - Account Number  
This is the account number of your G/L bank.
  - Currency Code
4. Complete the following optional field:
  - Amount Requested  
If you want to choose multiple drafts for remittance, you can verify that the amount of the drafts you choose equals the amount that you expected by completing this field.
5. From the Form menu, choose Drafts.
6. On Select All Drafts, use the fields in the QBE row to locate and choose the individual drafts that you want the bank to collect, and click Select.
7. On Draft Register Details, click OK.

► **To review and revise registers Accounts Receivable drafts**

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*From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.*

1. On Work With Draft Registers for Payment, complete the following field and click Find:
  - G/L Bank Account
2. Review the information in the following fields:
  - Draft Amount
  - Due Date
3. Choose the draft register and click Select.
4. On Draft Register Details, review the information in the following fields:
  - Payor Number
  - Pay Inst
  - Co
  - Bank Transit
  - Cust Bank Acct #
5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.
6. To delete a draft from the register, on Draft Register Details, choose the draft that you want to delete and click Delete.
7. On Confirm Delete, click OK to delete the draft.

## **Printing the Stamp Fees Report**

Spanish law allows you to collect payment on multiple invoices by combining invoices on a draft. The government charges a fee for processing drafts. The amount of the fee depends upon the total amount of the draft. Spanish businesses can print drafts on special paper that is stamped with the correct fee amount. Alternatively, Spanish businesses can pay an additional fee to the bank to have the bank print the drafts.

The Stamp Fees Report (R74S540) lists the total amount and the fee amount for each draft. You can use this report to verify that the bank is charging the correct fee for each draft. The report includes only the fee that is charged by the government, not any additional fees that the bank might charge for the service.

You print the Stamp Fee report as part of draft remittance by entering the program and version numbers of the report on the Custom Report processing option of the Draft Remittance program (R03B672).

## Processing Options for Stamp Fees Report (R74S540)

### Total Tab

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1. Total by Register Number

Blank = Total by register number

1= Do not total by register number

Use this processing option to total draft amounts by register number. Valid values are:

Blank

Total by register number.

1

Do not total by register number.

---

## Working with Spanish Remittance Formats

J.D. Edwards provides the following remittance formats that you can use to remit drafts to your bank:

- R74S6729 - Draft Remittance File Format AEB 19 - Spain
- R74S6722 - Draft Remittance File Format AEB 32 - Spain
- R74S6728 - Draft Remittance File Format AEB 58 - Spain

To remit drafts using one of these formats, enter the program number and version of the format that you want to use in the Paper/Tape processing option of the Draft Remittance program (R03B672).

The Spanish remittance formats create Text File Processor batches that contain the remittance information.

### See Also

- *Copying Text in the Text File Processor* in the *Global Solutions Spain Guide* for information about converting each batch to a flat file

## AEB 19

Use the AEB 19 format to remit drafts for which the funds will be collected later.

The AEB 19 can be submitted in either of two formats. You specify the format in the processing options of the Draft Remittance File Format AEB 19 - Spain program (R74S6729). Format 1 contains the invoice number in the reference field. Format 2 contains the draft number in the reference field. The format that you choose depends on the requirements of the bank to which you remit the drafts.

### Processing Options for Draft Remittance File Format AEB 19 – Spain (R74S6729)

---

#### Process

1. Enter the format to be used. If you enter an invalid value, Default will be used.

Default = Format one

2 = Format two

2. Enter the address line that represents the address of the client. If you enter an invalid value, Default will be used.

Default = 1st address line

2 = 2nd address line

3 = 3rd address line

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3. Enter the address line that represents the city/town of the client. If you enter an invalid value, Default will be used.

Default = City 1 field

2 = 2nd address line

3 = 3rd address line

4 = 4th address line

Currency

1. Enter a "1" if the remittance is in the EURO currency. Leave blank to create the remittance in the currency of the company. **WARNING:** The company currency must be Pesetas.

Currency Designation

Defaults

1. Enter the file creation date. If left blank, the system date will be used.

File Creation Date

2. Enter the company number of the company presenting the remittance. This is a **REQUIRED** field.

Company Number

---

## **AEB 32**

Use the AEB 32 to remit discounted drafts for which you have a physical receipt.

### **Processing Options for Draft Remittance File Format AEB 32 – Spain (R74S6722)**

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Process

1. Enter the address line that represents the address of the client. If you enter an invalid

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value, Default will be used.

Default = 1st address line

2 = 2nd address line

3 = 3rd address line

2. Enter the address line that represents the city/town of the client. If you enter an invalid value, Default will be used.

Default = City 1 field

2 = 2nd address line

3 = 3rd address line

4 = 4th address line

Currency

1. Enter a "1" if the remittance is in the EURO currency. Leave blank to create the remittance in the currency of the company. **WARNING:** The company currency must be Pesetas.

Currency Designation

Defaults

1. Enter the file creation date. If left blank, the system date will be used.

File Creation Date

2. Enter the company number of the company presenting the remittance. This is a **REQUIRED** field.

Company Number

3. Enter the type of draft to be used to create the remittance. If you enter an invalid value, "2" will be used.

Default = Receipt

1 = Letra

2 = Receipt

---

3 = Pagare

4. Enter the customer acceptance status of the drafts. If you enter an invalid value, "2" will be used.

Default = Drafts are not accepted

1 = Drafts are accepted

2 = Drafts are not accepted

5. Enter the draft fees choice. If you enter an invalid value, "0" will be used.

0 = Without fees

1 = With fees

9 = Orden de protesto notarial

6. Enter the geographic area code to be entered on the remittance records. If left blank, the first two digits in the customer zip code will be used.

Geographic Area Code

7. Enter the remittance type identification. If you enter an invalid value, "1" will be used.

Default = Physical receipts do not exist

0 = Physical receipts exist

1 = Physical receipts do not exist

8. Enter the name of the town/city of the company

Village Emission Code

---

## **AEB 58**

Use the AEB 58 format to remit drafts for which the bank will advance you the funds before the due date of the draft. This process is called discounting a draft. When you discount a draft in Spain, you must recognize contingent liability.

## See Also

- ❑ *Discounted Drafts and Contingent Liability* in the *Accounts Receivable Guide* for more information about discounted drafts

## Processing Options for Draft Remittance File Format AEB 58 – Spain (R74S6728)

---

### Currency

1. Enter a '1' if the remittance is in the EURO currency. Leave blank to create the remittance in the currency of the company. WARNING: The company currency must be Pesetas.

### Currency Designation

### Date

1. Enter the file creation date. If left blank, the system date will be used.

### File Creation Date

### Company

1. Enter the company number of the company presenting the remittance. This is a REQUIRED field.

### Company Number

---

## Remitting Drafts

*From the Draft Remittance and Collection menu (G03B162), choose Draft Remittance.*

You remit a draft to your bank so that it can collect the funds from your customer's bank. You can remit drafts either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

You can run this batch process in one of the follow modes:

<b>Proof mode</b>	<p>In proof mode, the system performs the following actions:</p> <ul style="list-style-type: none"> <li>• Selects accepted drafts (Draft Status 4) from the Receipt Header table (F03B13)</li> <li>• Verifies that the G/L date is within the company's G/L fiscal period</li> <li>• Prints a report of the drafts to be remitted</li> </ul>
<b>Final mode - Paper (R03B672P)</b>	<p>In final mode for paper, the system performs the same actions that it does in proof mode, and it also performs the following actions:</p> <ul style="list-style-type: none"> <li>• Creates a new batch header record in the Batch Control Records table (F0011) for the remittance batch</li> <li>• Changes the payment status of the draft invoice records in the Customer Ledger table (F03B11) from D (or #, if the register was created previously) to G (draft deposited, not due)</li> <li>• Changes the draft status of the records in the Receipt Header table (F03B13) and draft invoice records in the F03B11 table from 4 (Accepted) to 3 (Remitted – Cash or Discount) or 2 (Remitted - Contingent)</li> <li>• Creates the following two records in the Receipts Detail table (F03B14), if the draft is remitted for cash or discount: <ul style="list-style-type: none"> <li>• A record that reverses the acceptance status of the draft</li> <li>• A record that enters a remittance status of 3 (Remitted – Cash or Discount) for the draft</li> </ul> </li> <li>• Creates the following three records in the F03B14 table, if the draft was remitted with contingent liability: <ul style="list-style-type: none"> <li>• A record that reverses the acceptance status (draft status 4) of the draft</li> <li>• A record that enters One a remittance status or 2 (Remitted – Contingent) for the draft</li> <li>• A record that accounts for the contingent liability</li> </ul> </li> <li>• Creates one record for each draft in the Draft Remittance table (F03B672)</li> </ul> <p>The system automatically removes records from the F03B672 table when it creates the .pdf file that you print.</p>
<b>Final mode - Tape (R03B672T)</b>	<p>In final mode for tape, the system performs the same actions that it does in final mode for paper, and it also performs the following actions:</p> <ul style="list-style-type: none"> <li>• Updates the Text Processor Header table (F007101)</li> <li>• Updates the Text Processor Detail table (F007111)</li> </ul> <p>The system assigns the batch number from Next Numbers 00/07.</p> <p><b>Note</b></p> <p>You must run the Text File Processor program (P007101) to purge batches from the text processor tables (F007101 and F007111). When you purge draft remittance batches, the system also removes the records from the F03B672 table. See <i>Purging a Text Batch in the Text File Processor</i> in the <i>Global Solutions Spain Guide</i>.</p>

J.D. Edwards recommends that you run this process in proof mode before you run it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when you run the report in final mode, it prints an error message on the report.

After you remit drafts, you approve and post the remittance batch to the general ledger. The system creates the appropriate journal entries.

## Data Selection and Processing Options for Draft Remittance

Multiple demonstration versions of this program are available to select drafts according to the following:

- Whether the draft has a bank account  
If you do not register the draft, the draft records will not have a G/L bank account. Choose a version that is without register (w/o Reg.).
- Whether you are submitting the version in proof or final mode
- Whether you are remitting drafts on paper or using a tape format

You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

### Error Processing

If you encounter errors when running the Draft Remittance program (R03B672) do the following:

- Verify that you selected the correct version.
- Verify that the G/L date that you entered in the processing option is correct.
- Verify that the "as of" date that you entered in the processing option is the same as or subsequent to the latest draft due date.
- Verify that you have entered a paper or tape remittance program and version in the processing options

### See Also

- The appropriate Global Solutions Guide for information about country-specific formats that handle draft remittance
- *Journal Entries Created by the Draft Post* in the *Accounts Receivable Guide* for specific information about the journal entries the system creates when you remit drafts

## Discounted Drafts and Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, you can collect part or all of the money in advance. Some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

When you remit a draft with contingent liability, you can collect 100 percent of the draft before the due date.

You must complete the appropriate processing options for the Draft Remittance program (R03B672) to remit drafts with discounts and contingent liability.

When you post the draft remittance, the system creates journal entries for both discounted drafts and drafts that are discounted with contingent liability, as follows:

<p><b>Drafts Remitted for Discount</b></p>	<p>If the draft is remitted for discount without contingent liability, the system debits the Draft Remitted for Discount account, based on the AAI item RD3x (where x is the payment instrument) and credits the drafts receivable account that you used.</p> <p>When you collect the draft, the system debits a bank account (RB) and credits the Draft Remitted for Discount account (RD3x).</p>
<p><b>Drafts Remitted for Discount with Contingent Liability</b></p>	<p>If the draft is remitted for discount with contingent liability, the system creates journal entries to do the following:</p> <ul style="list-style-type: none"> <li>• Debit the Draft Remitted For Discount account, based on the AAI item RD3x (where x is the payment instrument) and credit the drafts receivable account that you used</li> <li>• Debit the bank account and credit the Contingency Liability account, based on the AAI item RD4x (where x is the payment instrument)</li> </ul> <p>When you collect the draft, the system debits the Contingency Liability account and credits the Draft Remitted for Discount account.</p>

---

**Note**

Do not confuse discounted drafts, which enable you to receive a cash advance from your bank, with discounted invoices.

You apply drafts to invoices with discounts and without discounts.

You remit drafts for the invoice amount and wait until the bank collects it from your customer, or you remit a discounted draft, which allows you to receive part of the payment in advance of the draft due date, or you remit a discounted draft and account for the contingent liability in your general ledger.

---

## Processing Options for Draft Remittance (R03B672)

### Proof/Final Tab

This processing option specifies whether to process draft remittances in proof or final mode.

---

#### 1. Final Mode

Blank = Print report only

1 = Run in final mode

Use this processing option to specify whether to remit drafts in proof or final mode. In proof mode, the system generates a report only of the drafts that will be remitted when you run the program in final mode. In final mode, the system prints a report, changes the payment status of the draft to G (draft deposited not due), and creates journal entries in the Account Ledger table (F0911). Valid values are:

Blank

Proof mode

1

Final mode

---

### As of Date Tab

This processing option specifies the date to use to choose draft records for remittance.

---

#### 1. "As Of" Date

Blank = Use current system date

Use this processing option to specify the date on which to select draft records for remittance. The system selects all drafts with a due date on or before the date specified. If

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you leave this processing option blank, the system uses the system date.

---

### **Bank Tab**

These processing options specify which draft records to select, based on whether they were previously printed on a draft register.

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#### 1. Register

Blank = Process without register

1 = Process with register

Use this processing option to specify whether to select draft records (F03B13) that were processed with a draft register. Draft records processed with a register have a value in the G/L Bank Account field. Draft records that were not processed with a draft register do not have a value in the G/L Bank Account field. Valid values are:

Blank

Select records that were not processed with a draft register.

1

Select records that were processed with a draft register.

#### 2. Draft Remittance G/L Bank Account

Use this processing option to specify the G/L bank account to use for draft records processed without a register. Enter the account number in the standard format (bu.obj.sub).

Note: Leave this processing option blank if drafts have been processed with a register.

---

### **G/L Remittance Tab**

These processing options specify account information and the exchange rate.

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1. AAI for Draft G/L Account

Blank = Cashed (RD2x)

1 = Discounted (RD3x)

2 = Contingent (RD4x)

Use this processing option to specify the AAI to use when you post remitted drafts. Valid values are:

Blank

AAI item RD2x (cash), where x is the payment instrument.

1

AAI item RD3x (discount), where x is the payment instrument.

2

AAI item RD4x (contingent liability), where x is the payment instrument.

2. Override Account Number for RD2/RD3 AAI

Blank = Use RD2 or RD3 AAI's account number

Use this processing option to specify the G/L account to use when you post remitted drafts. The system uses this account instead of the account associated with the AAI item specified in the previous processing option. The system uses the G/L account that you specify only for cash and discounted drafts (AAI items RD2x and RD3x). Use the following processing option to override the G/L account for contingent liability drafts (AAI item RD4x). Enter the account number in the standard format (bu.obj.sub).

---

### 3. Override Account Number for RD4 AAI

Blank = Use RD4 AAI's account number

Use this processing option to specify the G/L account to use when you post remitted drafts. The system uses this account instead of the account associated with the AAI item specified in the previous processing option. The system uses the G/L account that you specify only for the contingent liability account (AAI items RD4x). Enter the account number in the standard format (bu.obj.sub).

### 4. Exchange Rate Override

(\*\*\*Effective only for remittance with  
Contingent Liability\*\*\*)

Blank = Derive rate from exchange rate information

Use this processing option to specify the exchange rate to use for drafts that pay foreign invoices. The system applies the exchange rate that you specify to all drafts regardless of the invoice currency. If you leave this processing option blank, the system locates the exchange rate from the Currency Exchange Rates table (F0015).

Note: This processing option is applicable only to drafts remitted with contingent liability.

---

### **G/L Date Tab**

This processing option specifies the G/L date to use for the journal entries that the system creates for draft remittance.

---

#### 1. Journal Entry G/L Date

Blank = Use system date

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Use this processing option to specify the G/L date to assign to the journal entry that the system generates for remitted drafts. If you leave this processing option blank, the system assigns the system date.

---

### **Maximum Tab**

This processing option specifies the maximum amount for the sum of drafts that you remit.

---

#### 1. Maximum Accumulated Drafts Amount

Use this processing option to specify the maximum amount allowed for the sum of the drafts that you remit. If the total amount of the drafts selected for processing exceeds the amount specified, the system does remit the draft records, and you must use data selection to limit the amount of drafts to be processed.

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### **Minimum Tab**

This processing option specifies the minimum amount for the sum of drafts that you remit.

---

#### 1. Minimum Remittance Process Amount

Use this processing option to specify the minimum amount required to process drafts for remittance. If the total amount of the drafts selected for processing is less than or equal to the amount specified, the system does not remit the draft records.

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### **Paper/Tape Tab**

These processing options specify the draft remittance programs to use for the bank format.

---

#### 1. Paper/Tape Remittance Program

Use this processing option to specify the remittance program for the system to use for the bank format. If you do not specify a program, the system does not process the remittance. The following remittance programs are available:

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- 
- o R03B672AR - Remittance Date PO Template AGR
  - o R03B672IP - AR Magnetic RIBA Draft Remittance Paper Format
  - o R03B672IR - AR Magnetic RID Draft Remittance Tape Format
  - o R03B672IT - AR Magnetic RIBA Draft Remittance Tape Format
  - o R03B672P - A/R Draft Remittance Paper Format
  - o R03B672T - A/R Draft Remittance Magnetic Tape Format

## 2. Paper/Tape Remittance Version

Use this processing option to specify the version of the remittance program for the system to use. If you leave this processing option blank, the system uses version ZJDE0001.

---

### **Custom Report**

These processing options specify a custom draft remittance report program.

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#### 1. Custom Remittance Report - Program ID

Use this processing option to specify the program to use to generate a custom report for the remittance. If you leave this processing option blank, the system does not generate a report.

#### 2. Custom Remittance Report - Version ID

Use this processing option to specify the version of the custom remittance report program for the system to use. If you leave this processing option blank, the system does not generate a report.

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## Returning a Draft to Prior Status

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If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

---

### Note

You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

---

In the processing options for the draft entry programs (P03B602), you can specify whether to prohibit users from using this feature.

When you return a draft to a previous status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the draft invoice record (R1) in the Customer Ledger table (F03B11) to the prior pay status.
- Updates the Receipts Header table (F03B13) with the prior draft status and batch.
- Removes unposted records from the Receipts Detail table (F03B14) for the current status.
- Reverses posted records from the Receipts Detail table (F03B14) for the current status.
- Deletes the draft record from the Draft Remittance Work File table (F03B672) if it exists (remitted using a tape format), and marks the Text Processor Header record (F007101) with a status of 3 (Suspended/Outbound).

---

### Note

The system retrieves the status for the Text Processor Header record from the user defined code 00/TL.

---

### ► To return a draft to prior status

---

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through

2. Choose the draft that you want to return to a prior status, and then choose Prior Status from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Return To Prior Draft Status

OK Cancel Tools

WARNING: You are returning either a collected draft or a remitted draft to its prior status. Drafts at remittance status may be included in a remittance batch that has already been sent to the bank.

Please enter a G/L date if you wish to continue.

G/L Date 063005 Company 00001

3. On Return To Prior Draft Status, complete the following field and click OK:
  - G/L Date

## Designating a Draft as Nonsufficient Funds (NSF)

If your customer does not have sufficient funds to pay the draft, you can designate the draft as NSF. You can designate the entire draft amount or a portion of the draft amount as NSF.

### Entering a Full NSF Draft

A full NSF draft is a draft for which you did not collect any money. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. When you designate a draft as NSF, the system:

- Removes the open amount from the draft record (R1) in the Customer Ledger table (F03B11)
- Assigns a pay status of P to the draft record (R1)
- Assigns the G/L date that you entered as the date closed on draft record (R1)
- Creates a new batch for the NSF record

You must post this batch to create the appropriate journal entries and update the Account Ledger (F0911) and Account Balances (F0902) tables.

You can also renew the draft using the draft renewal feature.

When you designate a draft as NSF, you can also create a new invoice or create a journal entry directly from the Void/NSF Draft form by turning on the appropriate option. This allows you to charge back your customer for any fees that the bank might have charged you, or to create a journal entry for the fees. If the fees are taxable, you can designate the tax on the invoice or turn on the Journal Entry with VAT option.

## Entering a Partial NSF Draft

Rather than designate the entire draft amount as NSF, you can specify the amount of the draft that cannot be collected by using the Partial NSF option. Because the system cannot determine which invoices to reopen, the system keeps the original invoices closed (paid) and creates a standalone chargeback invoice (document type NP) for the amount of the NSF when you designate a partial NSF.

You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF, the system:

- Creates a record in the Receipts Detail table (F03B14) with a type input code of 30 to designate a partial NSF. The system generates this record to adjust the amount to be collected from the customer's bank.
- Creates a record in the Receipts Detail table with a type input code of 36 to designate a standalone chargeback record that the system created as a result of the partial NSF.
- Creates an invoice chargeback record in the Customer Ledger table (F03B11) with a document type of NP for the amount of the NSF.

---

### Note

The system includes partial NSF drafts in the NSF calculation when you run the Statistics History Update program (R03B16). The system does not include standalone chargeback records for partial NSF drafts (document type NP) in the NSF calculation.

---

## Creating a Renewal Draft

When you designate a draft as having nonsufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF Draft form for the record.

If you renew the draft, the system:

- Creates a new draft in the Receipts Header (F03B13), Receipts Detail (F03B14), and Customer Ledger (F03B11) tables.
- Matches the newly created draft to the original invoices that were open, or to the chargeback invoice that the system created if the Partial NSF option was specified. You can revise, remove, or add invoice records as desired.
- Updates the G/L date of the original draft in the Receipts Header table (F03B13)

► **To designate a draft as NSF (full and partial)**

*From the Draft Daily Operations menu (G03B161), choose either Enter Our Drafts or Enter Customer Drafts.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through
2. Choose the draft, and then choose NSF from the Row menu.
3. On Confirm Delete, click OK.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Void/NSF Draft

OK Cancel Tools

Payer Number 3002 Atlantic Corporation

Draft Number 19050 Batch DB 5917 03/13/02

Draft Date 07/11/05 Company 00070 G/L Date 07/31/05

Draft Due Date 07/13/05 Bank Name Banque Nationale de Paris

Draft Amount 550.00 Customer Bank Acct # 150128482

Payment Instrument 4 Bank Transit 302075018

Currency EUR Exchange Rate Base EUR Foreign

Void Draft

G/L Date 06/30/05 Reason Code VOD Void Receipt

Partial NSF

Renewal Draft Number 61234 Draft Date Draft Due Date Payment Instrument

Journal Entry Journal Entry With VAT Invoice Entry

4. On Void/NSF Draft, complete the following fields:
  - G/L Date
  - Reason Code

5. To specify a partial NSF, complete the following option and field; otherwise, proceed to step 6.
  - Partial NSF  
The system creates a chargeback invoice for the amount specified in the NSF Amount field.
  - NSF Amount  
You can enter an amount up to (but not including) the total amount of the draft. When you use a foreign currency, this field is displayed as Foreign NSF Amount.
6. To specify renewal information, complete the following fields.
  - Renewal
  - Draft Number
  - Draft Date
  - Draft Due Date
  - Payment Instrument
  - Exchange Rate

The system creates a new draft and applies it to the open invoices or to the newly created chargeback record, depending on whether you specified a partial NSF.
7. To create a journal entry for bank fees, click the following option:
  - Journal Entry
8. To create a journal entry with VAT (value added tax), click the following option:
  - Journal Entry With VAT
9. To create an invoice to charge the customer for bank fees, click the following option:
  - Invoice Entry
10. Click OK.
11. If you specified a partial NSF, the system displays the Create Standalone Payment form. Complete the following fields and click OK:
  - Customer
  - Customer Reference
  - Chargeback Reason Code
  - Chargeback G/L Offset
12. If you specified draft renewal, the Draft Entry form displays the new draft that was created and the open invoice or chargeback. On Draft Entry, you can change invoice information as necessary.

### See Also

- ❑ *Entering Basic Journal Entries* in the *General Accounting Guide*
- ❑ *Tracking Taxes on Journal Entries* in the *Tax Reference Guide*
- ❑ *Entering Journal Entries with Tax* in the *Tax Reference Guide*
- ❑ *Standard Invoice Entry* in the *Accounts Receivable Guide*

## Printing the NSF Drafts Notification Report

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*From the Draft Remittance and Collection menu (G03B162), choose NSF Drafts Notification.*

To monitor the total amount of drafts that have been returned for insufficient funds, print the NSF Drafts Notification report. The system prints a separate report for each customer that has NSF drafts and allows you to set up and print a message on the report to provide them with additional information. You might want to set up different messages for different levels of severity. For example, "The following drafts have been returned by your bank for insufficient funds. Please remit the funds to your bank immediately."

The system prints records from the Receipts Detail table (F03B14), but uses the invoice date from the R1 draft record in the Customer Ledger table (F03B11).

## Processing Options for the NSF Drafts Notification Report (R03B574)

---

### Print Date

Enter the date to print on the report, if left blank, system date will be used.

### Address Format

Enter the address format code to determine the display format for the customer address. If left blank or value is invalid, then country default will be used.

### Enter Country Code

### Date Range

Enter the initial date. All drafts due on or after this date will be selected. If left blank, then the default is the system date.

### As of Date

---

Enter "As of Date". All drafts due on or before this date will be selected. If left blank,

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system date will default.

Summarized

Enter "1" to summarize all drafts detail lines by the document number. If left blank, then each line will be displayed.

System

Enter the user defined codes for the desired NSF letter text. these codes and text are contained in the Generic Message/text Review File.

System Code

User Defined Code

NSF Letter Code

---

### What You Should Know About Processing Options

<b>System tab</b>	To print a message on the report, you must first set up the product code, user code, letter code, and message using the Generic Message/Rates Records program (P00191). See <i>Setting Up Statement Messages</i> in the <i>Real Estate Management Guide</i> .  You can choose any combination of codes to use for P00191, but you must specify the same codes in the processing options on the System tab.
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## Draft Collection

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*From the Draft Remittance and Collection menu (G03B162), choose Draft Collection with Status Update.*

You can arrange to collect funds for a draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you

and your customer recognize the transfer of funds. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Processing options control the pay status code that the system assigns to paid draft records (R1), as well as whether to close the draft. The system removes the open amount from the draft record and creates records in the Receipts Detail table (F03B14) when you close the draft. If you choose to leave the draft records open, you must run the Draft Collection with Status Update program (R03B680) again to select and update the draft records and to create matching records in the F03B14 table. After you collect the draft and close it, you must post the draft batch to create the appropriate journal entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry using the Journal Entries with VAT program (P09106).

You can run the Draft Collection with Status Update program in either proof or final mode. The following table illustrates the differences between these two modes:

<b>Proof mode</b>	<p>In proof mode, the system performs the following actions:</p> <ul style="list-style-type: none"> <li>• Selects drafts that are either accepted or remitted.</li> <li>• Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited, not due) with a due date that you specify in a processing option.</li> </ul>
<b>Final mode</b>	<p>In final mode, the system performs the following actions:</p> <ul style="list-style-type: none"> <li>• Creates a batch header record in the Batch Control Records table (F0011) for collected drafts. You must post this batch to create the appropriate journal entries.</li> <li>• Changes the pay status of draft invoice records (R1) to P (paid) or to another value that you choose.</li> <li>• Changes the draft status on the records in the Receipts Header table (F03B13) from either 2 (Remitted – Cash or Discount) or 3 (Remitted – Contingent) to 0 (Collected).</li> <li>• Creates one or more records in the F03B14 table, depending on whether you remit drafts. If you remit drafts, the system creates a reversing draft remittance record in addition to the record the system creates for the collected draft.</li> </ul>

This process updates records in the Customer Ledger (F03B11), F03B13, and F03B14 tables.

**See Also**

- *Entering Journal Entries with VAT* in the *Tax Reference Guide* for information about entering journal entries with VAT tax

## Processing Options for Draft Collection with Status Update (R03B680)

### Proof/Final Tab

These processing options specify whether to process draft collections in proof or final mode.

---

#### 1. Final Mode

Blank = Print report only

1 = Run in final mode

Use this processing option to specify whether to process drafts for collection in proof or final mode. In proof mode, the system generates a report of the drafts that are eligible for collection. In final mode, the system generates a report, changes the payment status of the draft from G (draft deposited not due) to P (paid in full), and creates journal entries. Valid values are:

Blank

Proof mode

1

Final mode

---

### As Of Date Tab

This processing option specifies the date to use to select draft records for collection.

---

#### 1. "As Of" Date

Blank = Use current system date

Use this processing option to specify the date for the system to use to process drafts for collection. The system selects all drafts with a due date on or before the date specified that are eligible for collection. If you leave this processing option blank, the system uses the system date.

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### **G/L Date Tab**

These processing options specify the date to assign as the G/L date on the journal entries that the system creates.

---

#### 1. Journal Entry G/L Date

Blank = Use system date

Use this processing option to specify the G/L date for the system to assign to the journal entry it generates for collected drafts. If you leave this processing option blank, the system assigns the system date.

#### 2. G/L Date From Bank Account Float Day

Blank = Use option 1

1 = Add Float Days of G/L bank account to Draft Due Date

Use this processing option to specify whether to add the float days specified for the G/L bank account in the Bank Transit Master table (F0030) to the draft due date used as the G/L date on the journal entry that the system generates for draft collection. Valid values are:

Blank

Use the date from the previous processing option.

1

Add the number of float days specified for the G/L bank account to the due date.

Note: The system generates a separate journal entry for each G/L date that the system calculates.

#### 3. G/L Date from Float Day Entered

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---

Blank = Use option 1 or 2

1 = Add Float Day in option 4 below to Draft Due Date and select drafts by Pay Instruments. Number of Float Day must be entered. Ignore options 1 and 2

Use this processing option to specify whether to use a different number of float days to add to the due date used as the G/L date, instead of the days specified for the bank account in the Bank Transit Master table (F0030). Valid values are:

Blank

Do not specify float days. Use one of the previous processing options to determine the G/L date.

1

Use the float days specified in the next processing option to determine the G/L date and to select draft records. If you do not specify the float days in the next processing option, the system uses one of the previous processing options or the system date.

5. Payment Instrument

Use this processing option to specify the payment instrument for the system to use to select draft records. Use this processing option only if you specified 1 in processing option 3 (G/L Date from Float Day Entered). Otherwise, the system does not select draft records by payment instrument. You are not required to complete this processing option.

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### **Pay Status Tab**

These processing options specify the pay status for collected draft invoice records and whether to remove the open amount, if one exists.

---

1. Pay Status Code

Blank = Update Draft Pay Status to "P" (Paid)

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---

Use this processing option to specify the payment status code for the system to assign to collected drafts. The code that you specify must be set up in the Payment Status Codes UDC (00/PS). If you leave this processing option blank, the system assigns the payment status code P (Paid in Full).

Note: This processing option works in conjunction with the Close Draft processing option. If you choose to update the pay status to P, but do not close the draft, the system considers the draft open and:

- o Does not create Receipts Detail records (F03B14) for the R1 draft records.
- o Does not update the pay status of the R1 draft records to P; it updates the pay status to A.
- o Creates an empty batch header record for batch type RB. You can either post the empty batch header record or run the Batch to Detail integrity report (R007031) to delete it.

## 2. Close Draft

Blank = Close the draft

1 = Leave draft open

Use this processing option to specify whether to remove the open amount from the R1 draft invoice record (F03B11) if one exists. Valid values are:

Blank

Remove the open amount from the R1 invoice draft records.

1

Do not remove the open amount.

Note: This processing option works in conjunction with the Pay Status Code processing option. If you choose to update the pay status to P, but do not close the draft, the system considers the draft open and:

- 
- o Does not create Receipts Detail records (F03B14) for the R1 draft records.
  - o Does not update the pay status of the R1 draft records to P; it updates the pay status to A.
  - o Creates an empty batch header record for batch type RB. You can either post the empty batch header record or run the Batch to Detail integrity report (R007031) to delete it.
- 

### **Exchange Rate Tab**

This processing option specifies the exchange rate to use to calculate gain or loss records for the collected draft records.

---

#### 1. Exchange Rate Override

(\*\* Effective only if draft has been remitted  
without Contingent Liability\*\*)

Blank = Derive rate from exchange rate information

Use this processing option to specify the exchange rate to use for drafts that pay foreign invoices. The system applies the exchange rate that you specify to all drafts regardless of the invoice currency. If you leave this processing option blank, the system locates the exchange rate from the Currency Exchange Rates table (F0015).

Note: This processing option is applicable only to drafts remitted without contingent liability.

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## Printing Invoices With an Attached International Payment Instruction (IPI)

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

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

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

The IPI form contains the four sections described below:

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

### Data Selection

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

---

### Note

The Invoice Print with International Payment Instruction program does not write error messages to the Work Center; however, you can view error messages in the UBE log if you

use UBE logging. If the Invoice Print with International Payment Instruction program encounters errors, it prints a blank invoice.

---

### **Before You Begin**

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

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

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### **Defaults Tab**

---

#### 1. Invoice Print Date

Blank = Current date

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

#### 2. Customer Bank Account Type

Blank = D

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

#### 3. Customer Address Format

---

---

Blank = 00

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

#### 4. Beneficiary Bank Account

Blank = Use RBxxx AAI

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

#### 5. Beneficiary Bank Account Format

Blank = Use the International Bank Account Number (IBAN)

1 = Use the National Bank Account Number

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

Blank

Use the IBAN as the bank account format.

---

1

Use the CBNK as the bank account format.

## 6. Beneficiary Bank Name

Blank = Use SWIFT Bank Identification Code (BIC)

1 = Use Bank Name

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

Blank

Use the BIC code.

1

Use the bank name.

## 7. Details of Payment

Blank = 00

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

00

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

01

---

---

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

02

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

#### 8. Charges Paid By

Blank = 0

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

0

Ordering Customer

1

Beneficiary

2

Shared/Both

#### 9. IPI Form Type

Blank = 03

---

Use this processing option to specify the type of preformatted International Payment

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---

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

00

Blind Colour - Structured

01

Blind Colour - Unstructured

02

Black - Structured

03

Black - Unstructured

04

Drop Out - Structured

05

Drop Out - Unstructured

---

### **Print Tab**

---

#### 1. Tax Amounts

Blank = Do not print tax amounts.

1 = Print tax amounts.

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

---

---

Blank

Tax amounts do not appear on invoices.

1

Tax amounts appear on invoices.

## 2. Attachments

Blank = Do not print attachments on the invoice.

1 = Print attachments on the invoice.

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

Blank

Do not include generic text attachment.

1

Include generic text attachment.

## 3. Customer Bank Account Number

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

1 = Print the customer's bank account number.

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

Blank

Do not include the customer's bank account number.

---

---

1

Include the customer's bank account number.

#### 4. Customer Name and Address

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

1 = Print the customer's name and address.

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

Blank

Do not include the customer's name and address.

1

Include the customer's name and address.

#### 5. Details of Payment

Blank = Do not print the details of payment.

1 = Print the details of payment.

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

Blank

Do not complete the payment details section.

1

---

---

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

## 6. Charges To Be Paid By

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

1 = Print the charges to be paid by information.

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

Blank

Do not complete the charges to be paid section.

1

Complete the charges to be paid section.

## 7. IPI Currency and Currency Amounts

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

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

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

---

---

Blank

Do not print the currency and amount.

1

Print the currency and amount.

---

### **Process Tab**

---

1. Maximum IPI Amount

Blank = 999999,99

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

---

---

# Automatic Payment Processing

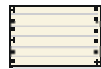
Use automatic payment processing to pay vouchers during your usual payment cycle.

The following graphic illustrates the automatic payment process:

## Automatic Payment Process



**Step 1.**  
Set up auto withholding.



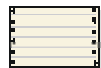
**Step 2.**  
Run Cash Requirements report.



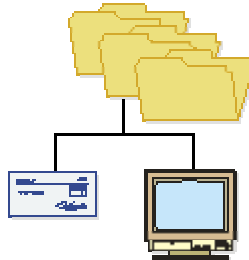
**Step 3.**  
Decide what to pay. Use Speed Status Change to put all other Payments on hold.



**Step 4.**  
Create payment groups.



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

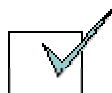


**Step 6.**  
Work with payment groups.

**Step 7.**  
Write payment / copy to tape.



**Step 8.**  
Update payment.



**Step 9.**  
Review payment register.



**Step 10.**  
Post payments.

## Setting Up Bank Account Information

---

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

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

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

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

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

<b>Record Type</b>	<b>Description</b>
<b>B</b>	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
<b>C</b>	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
<b>D</b>	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
<b>G</b>	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
<b>H</b>	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
<b>M</b>	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B).
<b>P</b>	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A).
<b>V</b>	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
<b>X, Y</b>	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

---

**Note**

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

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

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

---

## See Also

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

## ► To set up G/L bank account information

---

Use one of the following navigations:

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

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up G/L Bank Account

OK Cancel Form Tools

G/L Bank Account 1.1110.BEAR

Description Bear Creek National

Payment Information

Next Payment Number Next Autodebit Number

Default Print Options

Number of Alignment Forms

Detail Lines Per Stub 10

3. On *Set Up G/L Bank Account*, complete the following fields:
  - G/L Bank Account
  - Description
4. Complete the following optional field for *Accounts Payable* payment processing:
  - Next Payment Number
5. Complete the following optional field for the *Accounts Receivable* system:

- Next Autodebit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:
    - Number of Alignment Forms
    - Detail Lines Per Stub
  7. Click OK, and then click Cancel.
  8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Bank Information

OK Cancel Form Tools

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

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

Override Supplier Pre-Note Code

Float Days  
Receivables:   
Payables:

9. On Revise Bank Information, complete the following fields:
  - Bank Address Number  
This is the bank's address book number.
  - Bank Transit Number  
You can leave this field blank.
  - Bank Account Number
  - Control Digit
  - Checking or Savings Account

- SWIFT Code
10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:
- Override Supplier Pre-Note Code

---

**Note**

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

---

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

► **To delete or revise G/L bank account information**

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*Use one of the following navigations:*

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

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

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

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

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

---

*Use one of the following navigations:*

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

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

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

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

---

**Note**

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

---

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 3333 Continental Incorporated

**Record Type**

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

**Bank Information**

Bank Transit Number	96051785
Bank Account Number	2173579
Control Digit	
IBAN	
Description	First Interstate Bank
Checking or Savings Account	
SWIFT Code	
Reference/Roll Number	
Bank Address Number	
Bank Country Code	

3. On Set Up Bank Accounts By Address, complete the following field:
  - Address Number
4. To specify the record type, choose one of the following options:
  - Supplier
  - Customer
  - A/R Drafts, Auto Debit
  - Auto Receipts Payor
5. Complete the following fields:
  - Bank Transit Number  
You can leave this field blank.
  - Bank Account Number

- Control Digit
- IBAN
- Description
- Checking or Savings Account
- SWIFT Code

The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

The system displays this field only when you choose the option for Supplier.

---

**Note**

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

---

- Bank Address Number
- Bank Country Code

6. Click OK.

► **To delete or revise supplier or customer bank account information**

---

*Use one of the following navigations:*

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

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

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

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

---

**Note**

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

---

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

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

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

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

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

**Note**

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

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

The screenshot shows the PeopleSoft 'Set Up Bank Transit Address' form. The form is titled 'Set Up Bank Transit Address' and is part of the 'Active Foundation' workspace. It contains several input fields: 'Bank Transit' with the value '852200451', 'Address Number' with the value '3333', and an 'Address' section with three lines of text: 'CSC Corporation', '43 Biltmore Plaza', and 'Scottsdale, AZ 85257'. The form has a standard PeopleSoft interface with a top navigation bar, a workspace selector, and a toolbar with 'OK', 'Cancel', and 'Tools' buttons.

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

- Bank Transit
- Address Number

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

---

**Note**

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

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## **Working with Payment Instruments**

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

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

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

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

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

### **Payment Instrument Codes**

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

---

**Note**

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

---

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

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

## Creating a Payment Format Template

You use a payment format template to enter header text for the following payment formats:

- R74S572B for check with letter
- R74S572B for draft
- R74S572D for transfer order (domestic currency)
- R74S572E for transfer order (foreign currency)

You attach the header text to these payment formats by entering the name of the payment format template on the processing options of the payment formats.

► **To create a payment format template**

---

*From the Accounts Payable - Spain menu (G74S04), choose Payment Formats Templates.*

1. On Work With Media Object Templates, click Add.



2. On Media Object Template Revisions, complete the following fields:
  - Template Name
  - Description
3. Enter your template information into the workspace, and then click OK.

## Working with Spanish Payment Formats

Assign the following programs to payment instruments for Spain:

### Payment formats

Use the following programs to generate payment formats for Spain:

- P74S572A for checks
- P74S572B for checks with letters
- P74S572C for draft format
- P74S572D for transfer order (domestic currency)
- P74S572E for transfer order (foreign currency)
- P74S572F for electronic fund transfer

### Attachments

Use program P74S573 to generate attachments for Spain.

### Debit

Use program P04574 to generate the debit statements for electronic transfers and checks

statements for Spain.

## Technical Considerations for Spanish Payment Formats

### Specifying a different version

You can specify different versions of the print program and the register program that you set up for your payment instrument defaults. For these specifications, access the processing options for the Automatic Payment Groups program (P04571). Enter the versions that you want to use in processing option 1 on the Print tab and processing option 1 on the Update tab.

For example, if your company needs to create electronic and paper payment transfer orders, set up two versions of the format program (R74S572F):

- One for electronic tape checks
- One for electronic funds transfer.

In this situation, you also need to create two versions of Work with Payment Groups to call the appropriate version of the print program.

### Payment format templates

You can enter header text for the following payment formats by entering a payment format template on the processing options of these payment formats:

- R74S572B for check with letter
- R74S572C for draft
- R74S572D for transfer order (domestic currency)
- R74S572E for transfer order (foreign currency)

### See Also

- *Creating a Payment Format Template in the Global Solutions Spain Guide*

## Processing Options for Print Automatic Payments – Check – Spain (R74S572A)

---

### Translation

1. Enter the program name to translate payment amounts from numbers to words.

### Translation Program

### Conversion

1. Enter the size of the first line of the check format. If left blank, 85 will default. (Maximum value = 85).

### First Line Size

2. Enter the size of the second line of the check. If left blank, 85 will default. (Maximum value = 85).
-

---

Second Line Size

3. Enter a '1' to avoid converting decimal numbers (cents) to words.

Convert Decimals

Payment

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

Company Name

Print

1. Enter the form type for the payment spool file. If left blank, the default is 'APCHECKS'.

Form Type (Future)

2. Enter the name of the city that will appear on the check. If left blank, no city will be printed.

City Name

---

**Processing Options for Print Automatic Payments – Check with Letter – Spain (R74S572B)**

---

Translation

1. Enter the program name to translate payment amounts from numbers to words.

Translation Program

Conversion

1. Enter the size of the first line of the check format. If left blank, 85 will default. (Maximum value = 85).

First Line Size

2. Enter the size of the second line of the check format. If left blank, 85 will default. (Maximum value = 85).
-

---

Second Line Size

3. Enter a '1' to avoid converting decimal number (cents) to words.

Convert Decimals

Payment

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

Company Name

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

Purchase Order

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

Alternate Stub Information

Print

1. Enter the form type for the payment spool file. If left blank, the default is 'APCHECKS'

Form Type (Future)

2. Enter the name of the city that will appear on the check. If left blank, no city will be printed.

City Name

3. Enter the name of the template that will be used to retrieve the header text.

Template Name

---

## Processing Options for Print Automatic Payments – Draft – Spain (R74S572C)

---

### Translation

1. Enter the program name to translate payment amounts from numbers to words.

### Translation Program

### Print

1. Enter the form type for the payment spool file. If left blank, the default is 'APCHECKS'.

### Form Type (Future)

2. Enter the name of the city that will appear on the check. If left blank, no city will be printed.

### City Name

3. Enter the name of the template that will be used to retrieve the header text.

### Template Name

### Conversion

1. Enter the size of the first line of the check format. If left blank, 85 will default. (Maximum value = 85).

### First Line Size

2. Enter the size of the second line of the check format. If left blank, 85 will default. (Maximum value = 85).

### Second Line Size

3. Enter a 1 to avoid converting decimal numbers (cents).

### Convert Decimals

### Payment

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

---

Company Name

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

Purchase Order

3. Choose one of the following to print on the stub: ' ' Remark, '1' Supplier Name, '2' Supplier Invoice Number.

Alternate Stub Information

---

**Processing Options for Print Automatic Payments – Funds Transfer Order  
- Spain (R74S572D)**

---

Translation

1. Enter the program name to translate payment amounts from numbers to words.

Translation Program

Conversion

1. Enter the size of the first line of the check format. If left blank, 75 will default. (Maximum value=75).

First Line Size :

2. Enter the size of the second line of the check format. If left blank, 75 will default. (Maximum value=75).

Second Line Size :

3. Enter a '1' to avoid converting decimal numbers (cents) to words.

Convert Decimals :

Print

1. Enter the form type for the payments Spool File. If left blank, the default is 'SUBCHECKS'.

---

Form Type (Future):

2. Enter the name of the city that will appear on the check. If left blank, no city will be printed.

City Name :

3. Enter the name of the template that will be use to retrieve the header text.

Template Name

---

### **Processing Options for Print Automatic Payments –Transf. Order (Foreign) – Spain (R74S572E)**

---

Address

1. Enter an override address format to use for the payee and/or company addresses. If left blank, the address will not print.

Address Format

Translation

1. Enter the program name to translate payment amounts from numbers to words.

Translation Program

Conversion

1. Enter the size of the first line of the check format. If left blank, 80 will default. (Maximum value = 80).

First Line Size

2. Enter the size of the second line of the check. If left blank, 80 will default. (Maximum value = 80).

Second Line Size

3. Enter a '1' to avoid converting decimal numbers, (cents), to words.

Convert Decimals

---

---

Payment

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

Purchase Order

Print

1. Enter the form type for the payment spool file. If left blank, the default is 'APCHECKS'.

Form Type (Future)

2. Enter the name of the city that will appear on the check. If left blank, no city will be printed.

City Name

3. Select '1' if the detail requested has to be summarized by Statistic Code. If blank, the information will be detailed.

Summarize Statistic Codes

4. Enter the name of the Template that will be use to retrieve the header text.

Template Name

---

**Processing Options for Print Automatic Payments – Tape Format, (CSB 34) - Spain (R74S572F)**

---

Address

1. Enter the number of the line of the Address Book which contains the Address of the Payee and the Company. Otherwise the address will be obtained from the Address Line #2.

Address Line #

2. Enter the number of the line of the Address Book which contains the City of the Payee and the Company. Otherwise the address will be obtained from the Address Line #3.

City Line Number

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---

3. Enter '1' if the Zip Code has to be obtained from the five first positions of the field that contains the City. Otherwise the Zip Code will be obtained from the existing field.

#### Zip Code Field

4. Enter the Address Number of a second company if the order belongs to other company.

#### 2nd Company Address Number

#### Print

1. Enter the form type for the payment spool file. If left blank, the default is 'APCHECKS'.

#### Form Type (Future)

#### Tape Format

1. Enter '1' if the tape is going to contain checks. Otherwise the tape will contain a Funds Transfer Order.

#### Order Type

2. Enter '1' if the expenses have to be paid by the payee. Otherwise the expenses will be paid by the Company.

#### Expenses

3. Enter '1' if the order is for Pay-Roll. Enter '2' if is an order to pay Pensions. Otherwise will be consider as General Orders.

#### Order Class

4. Enter '1' if the information of the charge is going to be detailed. Otherwise the information won't be detailed.

#### Detail of the charge.

5. Enter the name of the City where the payment is going to be ordered.

#### Payment City Name

6. Enter '1' if the Payment is in EURO currency.

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## Setting Up Payment Instruments

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

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

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

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

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

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

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

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

### See Also

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

## Before You Begin

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

## ► To assign programs to a payment instrument

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Set Up Payment Instrument Defaults

OK Cancel Tools

Payment Instrument

G/L Bank Account 1.1110.BEAR

**Print Programs**

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

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

- Register Version
  - Attachment Version
  - Debit Version
5. Click OK.

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

---

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

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

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

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

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

---

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

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

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

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

## Processing Options for Payment Instruments

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

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

---

#### Translation

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

#### Translation Program

##### Address

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

#### Address Format (FUTURE)

##### Payment

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

#### Company Name

2. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.

#### Payee Name

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

#### Purchase Order

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

#### Alternate Stub Information

##### Print

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

---

---

Form Type (FUTURE)

---

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

---

Address

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

Address Format (FUTURE)

Payment

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

Print Information

Print

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

Form Type (FUTURE)

---

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

---

EFT

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

File ID Modifier

2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.

Tape Payment Detail Description

EFT(more)

---

---

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

#### Immediate Origin

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

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

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

'9' = User Assigned Number

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

#### Identification Code Designator

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

#### Discretionary Data

##### PRINT

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

#### Print Program

##### TAPE

1. Enter the following defaults values:

#### Device Name

#### Tape Density

#### Label Name

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---

Block Size

New Volume Name

TAPE (more)

New Owner ID

File Name

---

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

---

Translation

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

Translation Program

Address

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

Address

Payment

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

Company Name

Print

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

---

**See Also**

- Localization guides for country-specific payment formats

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## Creating Payment Control Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
  - Vouchers summarized or unsummarized
  - Bank account
  - Payment instrument
  - Business unit (optional)

- Company (optional)

---

**Note**

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

---

After the system creates payment groups, each group also has the following information in common:

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

The following graphic shows the process for creating payment groups:

### Creating Payment Groups



Accounts Payable  
Ledger (F0411)



Before you create  
Payment groups

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

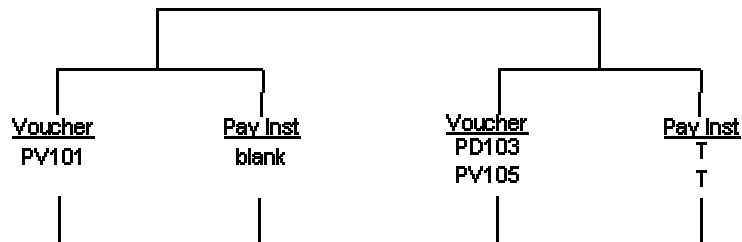


Create payment groups

Pay Status = Approved  
Due on or before  
June 15



Create two  
payment groups



#### See Also

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

## Before You Begin

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

## Next Numbers for Create Payment Control Groups

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

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

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

---

### Note

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

---

## Processing Options for Create Payment Groups (R04570)

### Dates Tab

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

---

#### 1. Pay Through Date

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

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by Displacement Days.

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

## 2. Displacement Days

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

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

## 3. Discount Cutoff Date

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

---

### Amounts Tab

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

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

---

#### 1. Payment Amount Range

Maximum

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

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

---

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

#### Minimum

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

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

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

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

## 2. Currency Code for Range Amounts

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

## 3. Payment Instruments for Range Exceptions

### Minimum Payment Instrument

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

o Minimum Payment Instrument - A payment instrument that you want to assign to

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vouchers that have an amount less than the minimum amount range you specify in the Payment Amount Range processing option.

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

#### Maximum Payment Instrument

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

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

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

---

### Printing Tab

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

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#### 1. Sequence ID

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

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

NOTE: You cannot leave this processing option blank.

#### 2. Print Attachments

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

Valid values are:

Blank

Do not print attachments.

1

Print attachments.

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

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

### 3. G/L Bank Account

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

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

---

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

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

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

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

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

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

#### 4. Payment Currency

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

Valid values are:

Blank

You pay in the currency of the G/L bank account. For monetary accounts, this is the currency assigned to the G/L bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the G/L bank account resides. For example, the currency associated with the G/L bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1

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belongs to company 00001 whose currency is USD. If you enter vouchers in the euro (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company whose base currency is USD.

1

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

2

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

3

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

4

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

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

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

5. Alternate Currency Code

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

#### 6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

---

### **Process By Tab**

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

---

#### 1. Company

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

Valid values are:

Blank No

1 Yes

#### 2. Due Date

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

Valid values are:

Blank No

1 Yes

### 3. Payee

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

Valid values are:

Blank No

1 Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

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

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

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

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

#### 4. Business Unit

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

Valid values are:

Blank No

1 Yes

---

#### **Summarize Tab**

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

---

### 1. Summarized Pay Item

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

Blank

Do not summarize pay items.

1

Summarize pay items.

### 2. Summary Description

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

Valid values are:

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

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

---

### Report Tab

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

---

1. Print Mailing Address

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

Valid values are:

Blank No

1 Yes

2. Print Contract Number

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

Valid values are:

Blank No

1 Yes

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

3. Print Job Number

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

Valid values are:

---

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Blank No

1 Yes

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

---

### **Bank Tape Tab**

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

---

#### 1. Print Bank Tape Information

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

Valid values are:

Blank No

1 Yes

#### 2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

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---

1 Issue an error.

---

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

---

### 3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

---

### **Withholding Tab**

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

---

#### 1. Calculate Withholding

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

Blank No

1 Yes

#### 2. Program Version

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

---

## Data Sequence for Create Payment Control Groups

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

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

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

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

## Working with Payment Groups

---

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

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

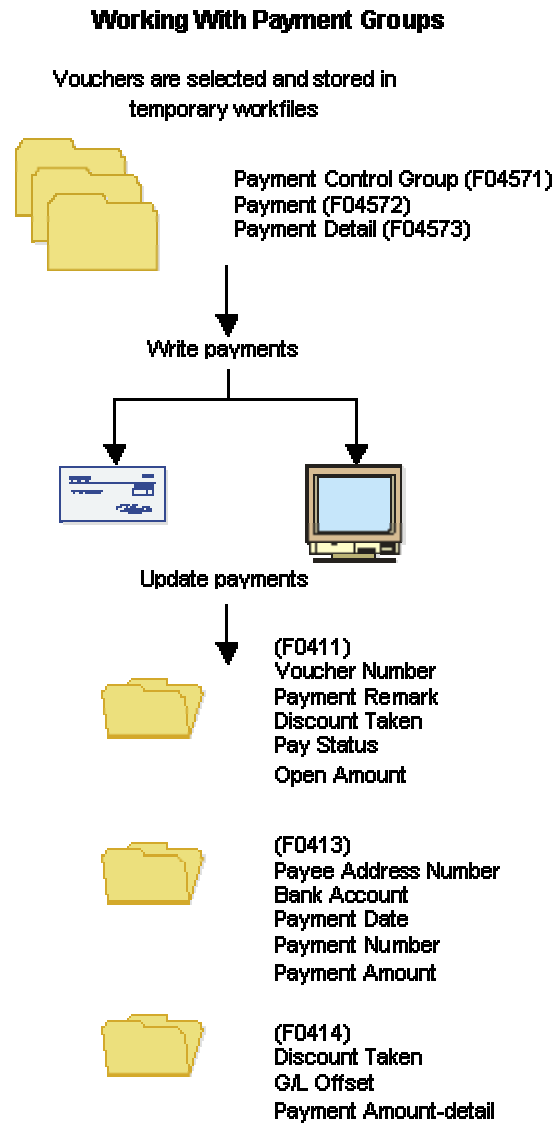
When you work with payment groups, you work with pay items that are at one of the following statuses:

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

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

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

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



After you process payment groups

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

## Printing the Payment Analysis Report

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

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

### Processing Options for Payment Analysis Report (R04578)

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#### Print

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

#### Detail Voucher Information

2. Enter a '1' if processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

#### Business Unit

---

## Reviewing Payment Groups

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

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

### ► To review a payment group

---

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

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

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

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

The screenshot shows the PeopleSoft interface for the 'Payment Group Detail' form. At the top, the 'PeopleSoft' logo is visible on the left, and navigation icons for 'Home', 'Work', 'Internet', and 'Training' are on the right. Below the logo, the 'Select Workspace' dropdown is set to 'Active Foundation'. The main title bar reads 'Active Foundation' and includes 'Personalize', 'Change Role', and 'Sign Out' options. The form itself is titled 'Payment Group Detail' and has a 'Cancel' button and a 'Tools' menu. The form is divided into several sections:

- Bank Account:** Bank Account (1,1110.BEAR), Version (TR0002), Originator (DEMO), and Payment Instrument (Default (A/R & A/P)).
- Write Status:** Payment Amount (13,123.00), Discount Taken (77.00), and Number of Payments (2).
- Update Status:** Payment Amount, Discount Taken, and Number of Payments (all empty).

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

## Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

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

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

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

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

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

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company	Bank Transit
<input type="checkbox"/>	1001 Edwards, J.D. & Company	5,500.00				1 00001	111255000
<input type="checkbox"/>	4344 Universal Incorporated	7,623.00		77.00		1 00001	107004381

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Payment Detail

Select Find Close Regional Info Row Tools

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

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Payment Detail

Cancel Tools

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

Payment Amount 2,673.00 Currency USD  
 Discount Taken 27.00

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

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

---

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

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

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

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

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

## Reviewing Payments with an Update Status

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

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

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

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

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

---

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

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

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

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

---

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

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

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

#### **See Also**

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

## **Revising Unprocessed Payments**

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

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

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

### See Also

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

### ► To exclude a debit memo (credit voucher)

---

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

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

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

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

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

### Related Tasks

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

### ► To split a payment

---

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Split Payment

OK Cancel Tools

Document No/Tyr/Co 1580 PV 00001

Pay Item 001

Invoice Number 17984

Payment Amount 5,500.00

Enter Amounts to be Paid

Gross Amount 2500

Discount Taken 50

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

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

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

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Payment Value Date

OK Cancel Form Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002 Total Amount: 13,123.00

Number of Payments: 2

Currency: USD

Global Value Date: [ ]

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

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

► **To remove a voucher pay item**

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

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

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

### ► To remove an unprocessed payment

---

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

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

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

### ► To remove an entire payment group

---

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

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

### See Also

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

## Working with Automatic Payments

---

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

### Writing Payments

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

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

When you write payments, the system:

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

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

---

**Note**

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

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

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

---

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

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

---

**Note**

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

---

## Record Reservation for Payments

Record reservation for payments is a process in which the system determines, prior to writing payments, how many payment numbers to reserve for a payment cycle. The system adds that number to the next payment number in the Bank Transit Master table (F0030). The

F0030 table has a record for each bank account in the system. Payment numbers are reserved by bank account.

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

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

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

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

## Payment ID Using Next Numbers

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

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

### Before You Begin

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

### ► To write all payments in a payment group

---

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

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

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

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

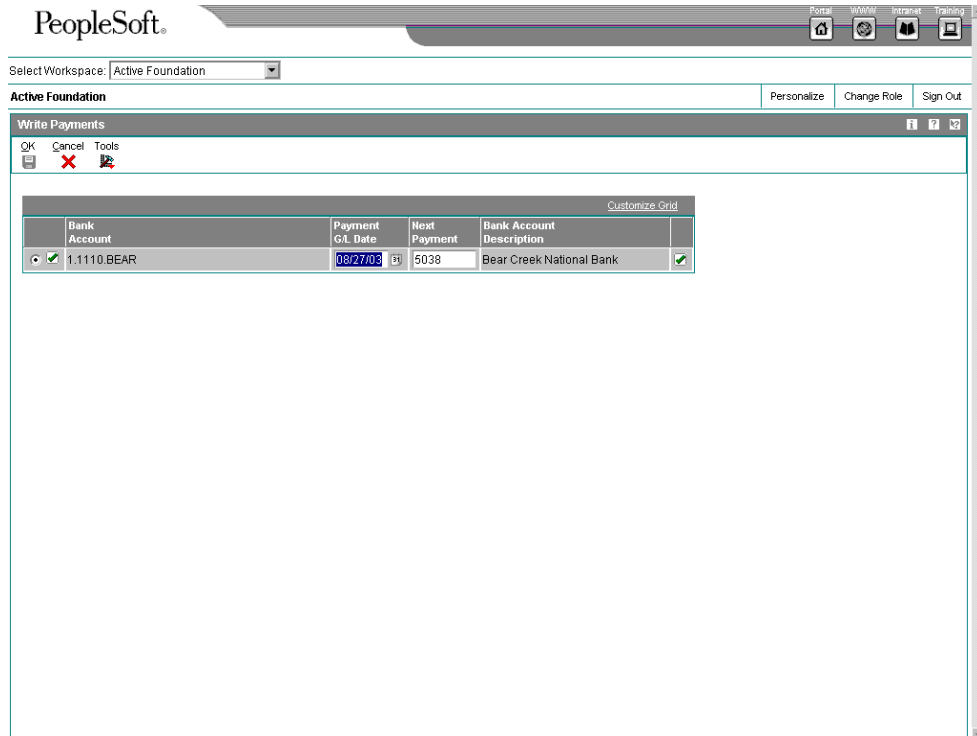
3. From the Row menu, choose Controls.

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

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

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

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



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

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

### ► To revise control information for a payment group

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

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

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

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

- Payment
  - Print Version
  - Register
  - Register Version
  - Attachment
  - Attachment Version
  - Debit Statement
  - Debit Version
6. Click OK.

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

---

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

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

**See Also**

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

## **Resetting Payment Processing**

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

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

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

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

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

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

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

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

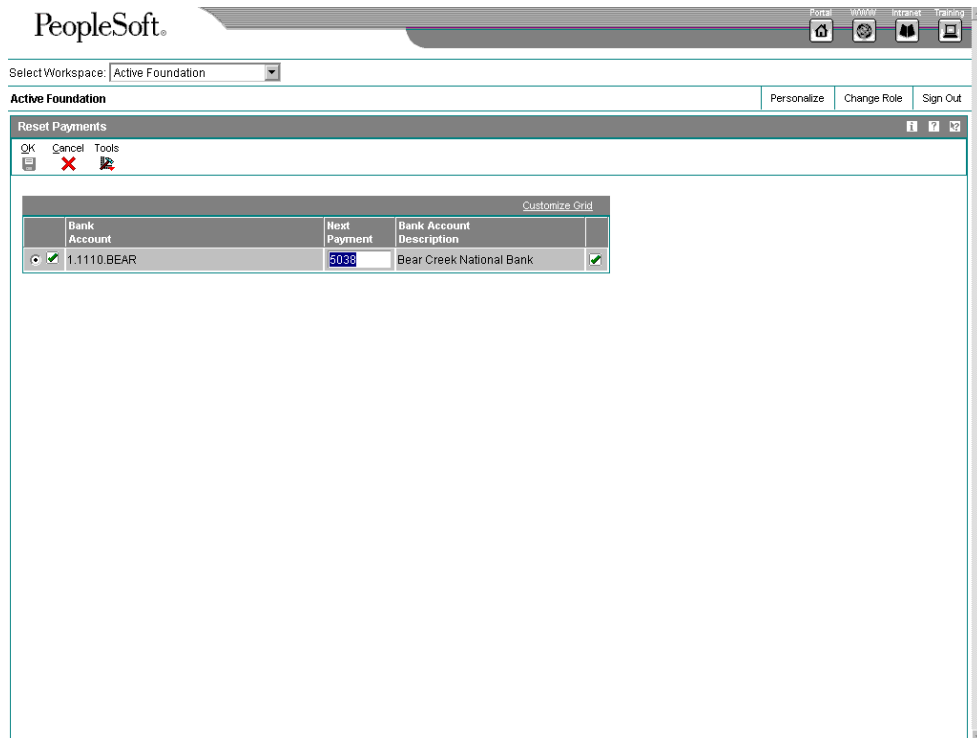
#### ► **To reset payment processing**

---

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

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

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



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

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

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

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

**See Also**

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

**Removing Processed Payments**

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

- Voids the payment

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

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

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

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

### ► **To remove processed payments**

---

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. Perform one of the following actions:
  - Choose a payment group with a next status of UPD
  - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
  - Next Payment

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

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

6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

### **See Also**

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

## **Copying Payments to Tape**

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printed payments. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of the following tasks:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

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

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

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape table (F04572OW) is a multimember table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record using the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

► **To review and change the status and detail for a tape table**

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

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with and click Select.

The screenshot shows the 'Update Tape Information' form in the PeopleSoft application. The form has a title bar with the PeopleSoft logo and window controls. Below the title bar, there are buttons for 'OK', 'Cancel', and 'Tools'. The form contains several input fields:

- File ID: F04572T
- Member ID: OW00000000
- File Name: TAP01
- Device Name: TAP01
- Record Length: 94
- Tape Density: 1600
- New Volume: 000001
- New Owner ID: (empty)
- Block Size: 940
- Label Name: (empty)

3. On Update Tape Information, change any of the information in the following fields as needed:
  - File Name
  - Record Length

- New Volume
  - Block Size
  - Device Name
  - Tape Density
  - New Owner ID
  - Label Name
4. Click OK.

## Processing Options for Copy Bank Tape File to Tape (P0457)

---

### BACS

1. Enter a '1' to display the BACS format

### Display BACS Format

### PROGRAM

1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE: This processing option is ignored if BACS processing is turned on.

### Alternate Processing Program (FUTURE)

### Version

1. Copy Bank File to Diskette Version (P0457D)

Blank = ZJDE0001

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## ► To copy a tape table to tape or diskette

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

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with, and then choose Diskette from the Row menu.
3. On Write Bank Diskette, enter the path and/or file name you want to generate.

4. Depending on how you want to use the tape table, select one of the following options:
  - Generate New File
  - Append Records
5. Click OK, and then click OK again when the “File created Successfully” message appears.

## Processing Options for Copy Bank File to Diskette (P0457D)

### Defaults Tab

These processing options specify default information for the system to use when it generates the text file.

---

#### 1. Record Length

Use this processing option to specify the record length of the output file. The maximum length is 1000 characters. If you leave this processing option blank, the system creates the output table with the original record length.

#### 2. Insert Carriage Return

Use this processing option to specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

#### 3. Default File Path/Name

Use this processing option to specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

For example:

If you store the output file on your local machine C drive, you would specify the directory path: C:\FolderName\FileName.txt. If you store the output file to a folder on a networked machine, you might specify the network path: \\MachineName\FolderName\FileName.

---

If you leave this processing option blank, the system uses the following for the path and name: A:\DTALSV.

Note: You should store the files only on a Windows client.

---

### Data Tab

These processing options specify whether to use replacement characters and whether to capitalize all alpha characters.

---

#### 1. Replace pre-defined characters (UDC 04/RC) in One-To-One mode

Use this processing option to specify whether the system replaces special characters. If you specify to replace special characters, the system reads the Replaced Character UDC (04/RC) and replaces single characters according to the values in the UDC. The system then reads the Special Characters UDC (04/SC) and replaces special characters according to the values in that UDC. Valid values are:

Blank

Do not replace special characters

1

Replace special characters

Note: For programs P0457 and P03B571, the system replaces only the first character in the Description 01 field of UDC 04/RC with the first character in the Description 02 field. It does not replace more than one character, even if the UDC is mapped in a one-to-many mode. Other programs that use UDC 04/RC replace more than one character if the UDC is mapped in a one-to-many mode.

#### 2. Capitalize all alpha characters

Use this processing option to specify whether the system capitalizes all alphabetic characters in the record. If you leave this processing option blank, the system does not capitalize characters.

---

---

### 3. Replacement Character (UDC 04/SC)

Use this processing option to specify whether the system replaces characters in fields and tables that match characters defined in UDC 04/SC with a specified character or with a blank. To replace the characters with a specified character, enter the character in the processing option. To replace the special characters with a blank, leave the processing option blank

Note: The system always replaces the character defined in UDC 04/SC with either the character that you specify or a blank. If you do not want to replace any characters, UDC 04/SC must be blank.

---

### Additional Tape Copy Options

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. On the Copy Bank Tape to Tape form, choose Approve from the row menu. This menu selection is controlled by a BACS processing option for the Copy Bank Tape File to Tape program (P0457).

### Updating the Accounts Payable Ledger

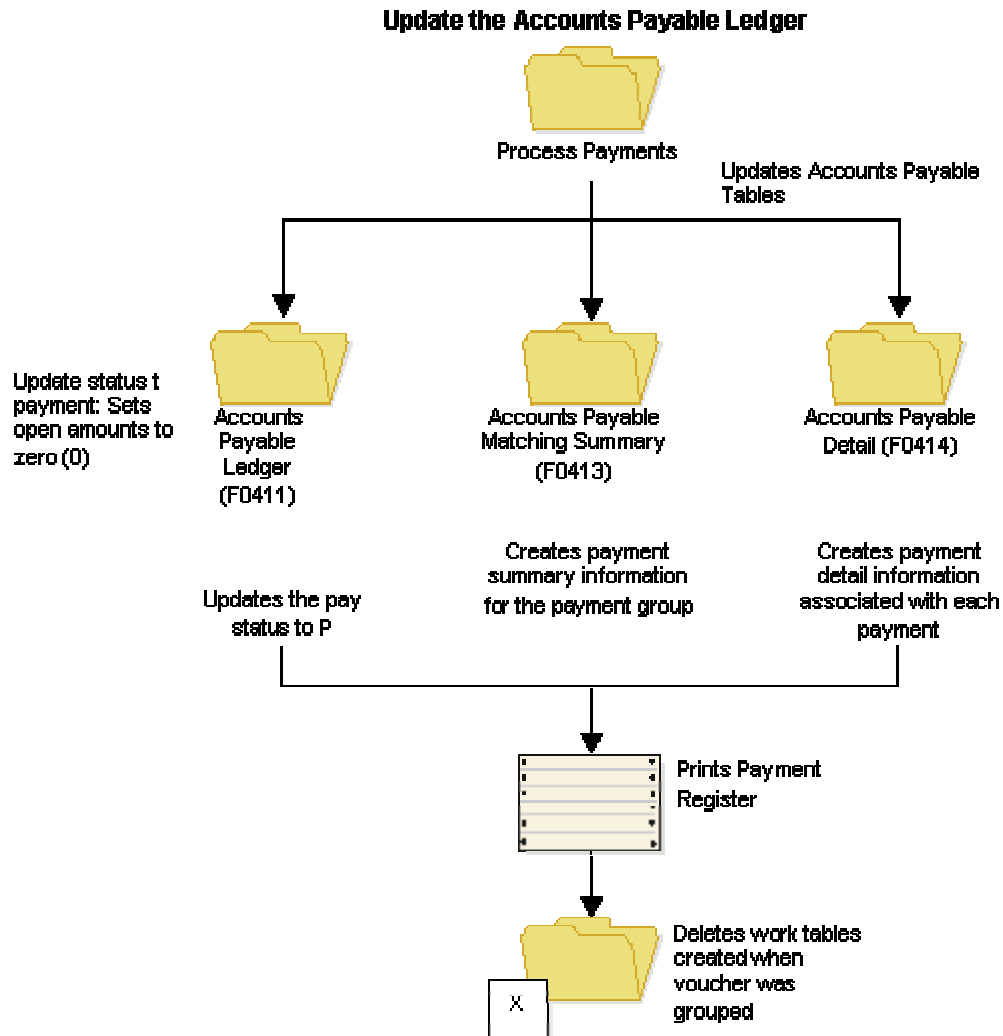
After you write payments, you must update the Accounts Payable ledger. Updating the accounts payable ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the Accounts payable ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
  - A/P Payment Processing - Header table (F04571)
  - A/P Payment Processing - Summary table (F04572)

- A/P Payment Processing - Detail table (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the accounts payable ledger:



After you update the accounts payable ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the accounts payable ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

#### Before You Begin

- Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.

- ❑ Review processed payments. See *Reviewing Payment Groups* in the *Global Solutions Japan Guide*.

► **To update the Accounts Payable ledger**

---

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

## **Processing Options for Work with Payment Groups (P04571)**

### **Print Tab**

These processing options specify how the system prints payment groups.

---

#### 1. Default Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

#### 2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank Separate files by PCG.

- 1 Separate files by bank account.
- 2 Send multiple PCGs in one spool file.

---

### Save Spool File (FUTURE)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not save spool file.

1 Save spool file.

### Hold Spool File (FUTURE)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

---

## Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

### 1. Default Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

---

---

## 2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

## 3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

---

## Display Tab

These processing options specify the way the system displays payment groups.

---

### 1. Display Business Units

Display Business Units

---

Use this processing option to specify whether you want to display the Business Unit

---

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assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

---

---

1 Display payment control groups at Update Status.

### 3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

#### Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

#### Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form.

You can enter a specific version number, or leave this processing option blank to search on all versions (default).

#### Payment Instrument

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

---

**NOTE:** This field is valid if the Create Payment Control Groups program (R04570) was set

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to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

#### Currency Code

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

#### Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

#### Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

#### Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this

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processing option blank to use the system date (default).

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### **Currency Tab**

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

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#### Effective Date

Use this processing option to specify the date to use to retrieve the exchange rate when you write foreign or alternate currency payments. If you leave this processing option blank, the system uses the payment G/L date.

If you create a payment group using the domestic amount of a voucher instead of the foreign amount, the system calculates a currency gain or loss based on the pay date exchange rate. The payment is not a foreign currency payment because it is made in the domestic currency.

Note: If you enter an effective date for which there is no corresponding exchange rate in the Currency Exchange Rates table (F0015), the system uses the exchange rate on the voucher and, therefore, does not create a gain or loss.

#### Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

---

### **Process Tab**

This processing option specifies how the system processes payment control groups.

---

## 1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

- 1 Process payments interactively.

---

## **BACS Tab**

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

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## 1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

- 1 Allow the entry of BACS processing dates.
-

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## General Ledger Accounting

You can review your chart of accounts by object and subsidiary. You can also review your alternate chart of accounts by category code.

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### Reviewing Account Information

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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).

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► **To review account ledgers by object account**

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*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	Do Ty	Doc Number	Doc Co	GL Date	Explanation	LT 4 Amount	LT 4 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)**

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#### 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.

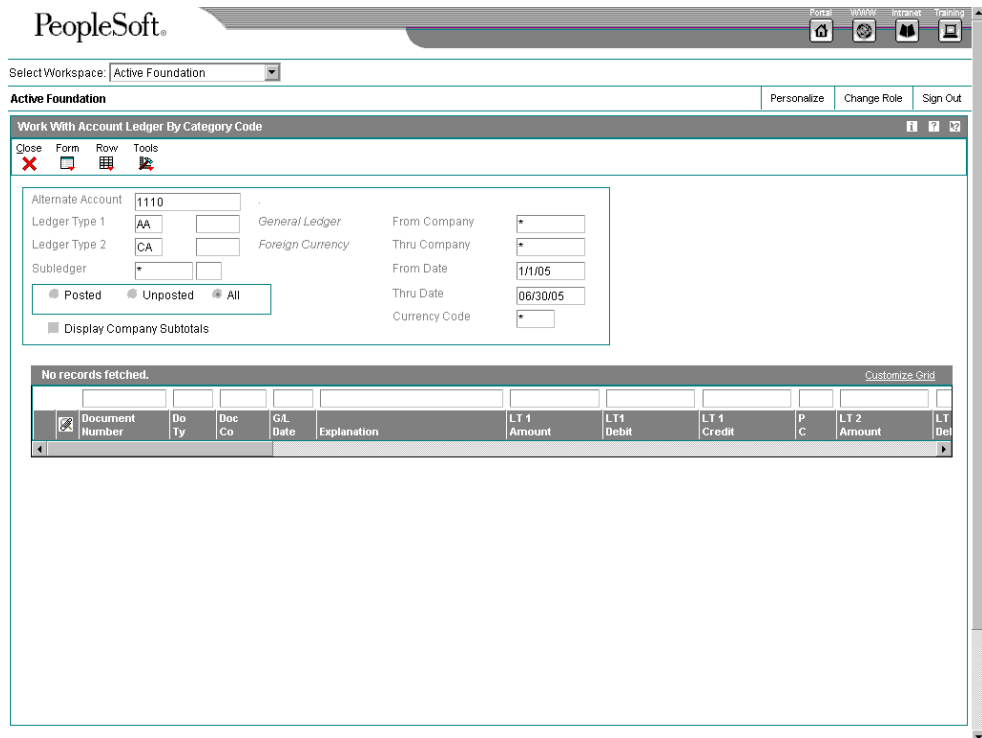
The system displays both posted and unposted transactions from the Account Ledger table (F0911).

---

► **To review account ledgers by category code**

---

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



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)**

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### 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

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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.

### ► 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

PeopleSoft

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.

- To specify how many leading digits in the alternate account number to use for subtotaling, complete the following field:
  - Digit To Use For Subtotal
- To specify the digit of the category code to use for rollup, complete the following field:
  - Level Of Rollup
- To toggle between year-to-date and period totals, click the following option:
  - Period/Cumulative
- 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.

The screenshot displays the 'Work With Account Ledger By Category Code' window in PeopleSoft. The search criteria are as follows:

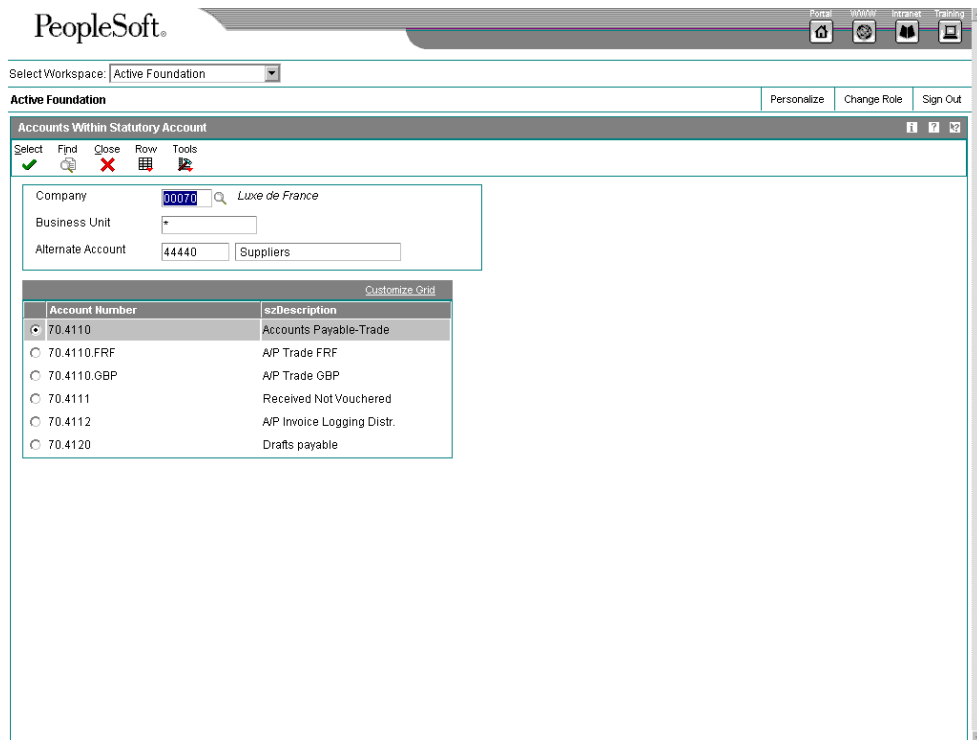
- Alternate Account: 4444
- Ledger Type 1: AA (General Ledger)
- Ledger Type 2: CA (Foreign Currency)
- Subledger: AA
- From Date: 06/01/05
- Thru Date: 06/30/05
- Radio buttons: Posted, Unposted, All (All is selected)
- Display Company Subtotals: unchecked

The table below shows the ledger entries:

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 Det
3152	AE	00070	06/20/05	Offset By Document PV 3152	950.00-		950.00-	P		
3154	AE	00070	06/20/05	Offset By Document PV 3154	1,600.00-		1,600.00-	P		
3159	AE	00070	06/12/05	Offset By Document PV 3159	3,065.60-		3,065.60-	P	3,990.00-	
3165	AE	00070	06/30/05	Offset By Document PV 3165	1,536.65-		1,536.65-	P	2,000.00-	
3800	JE	00070	06/30/05	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.

10. 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

### 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

## Printing the Sequential Number Report

Use one of the following navigations:

From the Italian Reports menu (G093152), choose a Sequential Number Report option.

From the French Reports menu (G093151), choose a Sequential Number Report option.

Businesses in France and Italy are required by law to number each original fiscal document both sequentially and chronologically. Fiscal documents include VAT taxes, such as accounts payable vouchers and accounts receivable invoices. Because each revenue and expense event must be documented in chronological order, businesses must include the numeric sequencing of each document number in the VAT registers.

Use the Sequential Number report to identify any document numbers that are out of sequence. When you print the report, the system checks the number for each document that includes a VAT amount in the following tables:

- Taxes (F0018)
- Accounts Payable Ledger (F0411)
- Accounts Receivable Ledger (F0311)

The report prints the appropriate error message for each document that meets the following conditions:

- The document number is not sequential.
- The general ledger date is lower than that of the previous document.

J.D. Edwards recommends that you print the Sequential Number Report daily; if not daily, at least before you change the G/L date.

You must manually correct any errors in the sequential numbering or justify the gap in the numbering of your documents. You can run one of the following sequential number reports to indicate which table you want to perform the sequential document number validation:

**Taxes (F0018)** When you run the Sequential Number Report - Tax File (R74099A) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Taxes table (F0018).

**Accounts Payable Ledger (F0411)** When you run the Sequential Number Report - A/P Ledger (R74099B) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Payable Ledger (F0411).

**Accounts Receivable Ledger (F0311)** When you run the Sequential Number Report - A/R (R74099C) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Receivable Ledger (F0311).

## Processing Options for Sequential Number Reports (R74099A, R74099B, and R74099C)

### Select Tab

Use these processing options to enter the range of dates for which you want to examine transactions for sequential numbering. The system will examine all transactions with a G/L date that is within the range that you specify.

---

#### 1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

#### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

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## Printing the General Ledger Report

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From the G/L Reports - Spain menu (G74S09), choose G/L by Obj. Account - Spain.

The General Ledger report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts.
- Research accounts that are out of balance.
- Verify account accuracy.

You also use the General Ledger report to open and audit accounts with the same control totals as the journal report. The accounts and the totals are the basis of the trial balance.

In Spain, businesses use the General Ledger report as a basis for:

- Internal auditing, as a control of account accuracy
- External auditing by a third party, such as a fiscal authority or auditing firm

The General Ledger report includes the following information and features:

- Beginning and ending balances for each account
- Transactions that are based on a period selection or a date range selection
- Prior year-end balance or previous-period balance, depending on the transaction types that you select

- Balance forward amount printed at the bottom of the page when a page break occurs within an account
- Previous balance amount printed after a page break within an account
- Option to omit account with zero balances
- Option to print posted and unposted transactions
- Detail information by subsidiary or by object account only
- Totals by period and by account

Accounts with the same object account but different business units are recognized as the same account in the report.

Businesses print the General Ledger report at least once a year for all accounts—typically, at the end of the fiscal year. The total debits and credits that print on the report should equal the total debits and credits of the following:

- Trial Balance report
- G/L Registration report

**See Also**

- *Setting Up User Defined Codes in the Global Solutions Spain Guide*

**Processing Options for G/L by Obj. Account - Spain (R74S560)**

---

Report Detail

1. Select a from period to show account balances in detail. Enter: Blank = year-to-date, '1'=current period and '2'=inception to date.

-OR-

Enter a from date to show account balances in detail. If left blank then the previous selection will be used.

From date:

2. Enter a through fiscal year and period for which account balances are to be shown in detail.

Fiscal Year:

Period Number:

-OR-

Enter a through date for which the account balances are to be shown in detail. If left blank then the previous selection will be used.

---

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Through date:

Print

3. Enter '1' to print units. Leave blank to print amounts only.

4. Enter '1' to omit accounts that have no balances.

5. Enter '1' to detail the information by subsidiary. Leave blank to detail information only by object account.

6. Enter '1' to create totals by company. Leave blank if not create totals by company.

7. Enter the Model Business Unit to obtain the descriptions of the Accounts. Blank will obtain the descriptions of the first account found.

Document

8. Enter a ledger type code to use, or leave blank for Actual Amounts (AA).

9.. Enter document type to use if a selective ledger is used. Leave blank to use all document types.

10. Enter '1' to print posted and unposted transactions. Leave blank to print only posted transactions.

Subledger

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11. Enter subledger to use, or '\*' to include all.

12. If a specific subledger is used in the option above, enter the Subledger type.

Currency

13. Enter a specific currency code or an '\*' for all currency codes.

-OR-

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. Domestic amounts will be translated and displayed in this as-if currency. If left blank, stored currency will be used.

Enter the "As Of" date for processing the current exchange rate for the as-if currency. If left blank, the current date will be used.

NOTE: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As Of date.

---

## Printing the General Journal

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*From the Spanish Reports menu (G74S09), choose G/J by Obj. Account or Cat. Code - Spain.*

Businesses in Spain must submit a general journal of all transactions to the Mercantile Registration at the close of each fiscal year. The transactions must be marked with a register number and must be reported chronologically. Businesses can report individual transactions or transactions summarized by account for each month. The summarized report includes credit and debit totals for each object and subledger account and period. The detail report includes credit and debit amounts for each transaction

You can run the general journal by object and subsidiary, or by category code, depending on whether your accounts are defined in the object and subsidiary or in category code 21, 22, or 23.

The following information is included on the general journal report:

- Register number
- G/L date
- Object account and subsidiary
- Account description
- Transaction description
- Credit and debit totals for each period
- At the end of each page, debit and credit totals for the page
- At the beginning of each page except the first page, debit and credit totals from the preceding pages

The general journal report has the following features:

- You can use processing options to specify which G/L date the system uses. If the processing option is set to print summarized transactions, the G/L date is the end date of the period. If the processing option is set to print detail transactions, the G/L date is the G/L date of the transaction.
- Accounts with the same object account and subsidiary, but with different business units, appear as the same account.
- You can display information for multiple accounting periods.
- Every record on the general journal is numbered sequentially. You use the processing options to enter a specific starting number.

The sequence of information on the general journal report depends on whether the report is run in detail or summary mode, and whether the report is run by object account or by category code. To meet statutory requirements, information on the general journal is sequenced as follows:

<b>Detail mode, by object account</b>	Report sequence: <ul style="list-style-type: none"> <li>• Company</li> <li>• Period</li> <li>• G/L date</li> <li>• Object and subsidiary</li> </ul>
<b>Detail mode, by category code</b>	Report sequence: <ul style="list-style-type: none"> <li>• Company</li> <li>• Period</li> <li>• G/L date</li> <li>• Category code value</li> </ul>
<b>Summary mode, by object account</b>	Report sequence: <ul style="list-style-type: none"> <li>• Company</li> <li>• Period</li> <li>• Object and subsidiary</li> </ul>
<b>Summary mode, by category code</b>	Report sequence: <ul style="list-style-type: none"> <li>• Company</li> <li>• Period</li> <li>• Category code value</li> </ul>

### **Processing Options for G/J by Obj. Account or Cat. Code - Spain (R74S490)**

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Print Detail

1. Select the from number where the lines of the report will begin to be numbered. If none is selected the numbering will begin in "1".

2. Select the From Period/Fiscal Year and the To Period/Fiscal Year to select.

From - Period:

Fiscal Year:

To - Period

Fiscal Year

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3. Enter '1' to print summarized transactions journal report. Leave blank to print detail transactions journal report.

#### Category Code

1. Use this processing option if you want the system to include account numbers from alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts. The valid category code is 21-23. If blank is selected, the report will be based on the Object/Account and Subsidiary fields.

#### Currency

1. 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. Domestic amounts will be translated and displayed in this as-if currency. If left blank, stored currency will be used.

2. Enter the "As Of" date for processing the current exchange rate for the as-if currency. If left blank, the current date will be used.

NOTE: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As Of date.

---

#### What You Should Know About "As If" Currency Processing Options

- If you leave the "As If" currency processing option blank, use data selection to select only ledger types that use the same currency.
- If you complete the "As If" currency processing option, the decimal point for the journal entry transaction currency must be the same as the decimal point for the "As If" currency.

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## Printing the Transaction Journal

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*From the Accounting Reports & Inquiries menu (G0912), choose Transaction Journal.*

To review all transactions or transactions within a G/L date range, print the Transaction Journal report (R09321). This report prints the debit and credit amounts that make up balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the Accounts Receivable and Accounts Payable systems, and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal report as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

## Processing Options for Transaction Journal (R09321)

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Date Range

1. Enter the G/L date range to be processed:

Date From

Date Thru

Alt Account

1. To print the account number from the alternate chart of accounts, enter the Category Code (21, 22, or 23). Leave blank to print the account in Business Unit.Object.Subsidiary format.

Category Code (21, 22, or 23)

Print

1. Enter '1' to print the GLR3 Reference Number on the report. Default of blank will not print this item.

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## Printing the Trial Balance Report

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*From the Spanish Reports menu (G74S09), choose T/B by Obj. Account.*

Businesses in Spain are required to submit a trial balance to the Spanish tax authority. The statutory trial balance must be organized and summarized by object account. Businesses often print the Trial Balance report to facilitate:

- Internal audits, to verify one or more accounts
- External audits, as required by a fiscal authority or auditing firm

You can print the Trial Balance report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the General Ledger to be out-of balance. Possible errors might include incorrect entries or missing transactions.

The Trial Balance report for Spain includes the following features:

- Recognition of accounts with the same object account but different business units as the same account in the report
- Information selection by a specific period and fiscal year, and for a specific level of detail
- Ledger type selection
- Selection of a specific business unit to retrieve the account descriptions
- Optional totals by company
- Option to include accounts with zero balances

**See Also**

- *Setting Up User Defined Codes in the Global Solutions Spain Guide*

**Processing Options for T/B by Obj. Account (R74S570)**

---

Report Period

1. Enter the accounting period and the fiscal year. Leave blank to use the period and fiscal year of the Financial Reporting Date.

Period Number

Fiscal Year

Ledger Type

1. Enter the requested ledger type(s). You may specify up to three ledger types. If all are left blank the default is 'AA'.

Ledger Type 1

Ledger Type 2

Ledger Type 3

Business Unit

1. Enter the model Business Unit to be used for retrieving the account descriptions. By default, the transaction descriptions will be used.

Model Business Unit

Zero Balance

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1. Enter '1' to print the accounts with a zero balance in the requested period. By default, these accounts will not be printed.

#### Totaling Level

1. Enter the totaling level for the account (1 to 4 characters). The default is level 2.

Example: Totaling level 2 =

Class Total (1)

Sub-class Total (10)

---

#### Mode

1. Enter a '1' to run the report in final mode. The default will run the report in proof mode.

CAUTION: The report can be run in final mode ONLY ONCE for the selected period and fiscal year. The transactions printed will not appear again on subsequent executions.

#### Summarization

Enter a '1' to summarize all subsidiary accounts into one object account. The default of blank will not summarize subsidiary accounts.

#### Currency

1. 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. Domestic amounts will be translated and displayed in this as-if currency. If left blank, company or transaction currency will be used.

2. Enter the "As Of" date for processing the current exchange rate for the as-if currency. If left blank, the current date will be used.

NOTE: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As If date

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## Working with European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intraunion trade must submit the following reports to the customs authorities:

- Intrastat Report
- EC Sales List

Detailed statistical information regarding merchandise trade between members of the EU is used for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intraunion trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to extract all of the necessary information to meet EU Intrastat reporting requirements.

### Before You Begin

Before you can collect information in the J.D. Edwards system for European Union reporting, you must perform the following tasks:

- ❑ Set up tax information for the Accounts Payable and Accounts Receivable systems. See *Setting Up Tax Rates Area* in the *Tax Reference Guide*.
- ❑ Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.

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## Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the EU disappeared in 1993 with the creation of the single European market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

Detailed statistical information regarding merchandise trade between members of the EU is important for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intraunion trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intraunion trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all of the information that is necessary to meet Intrastat reporting requirements.

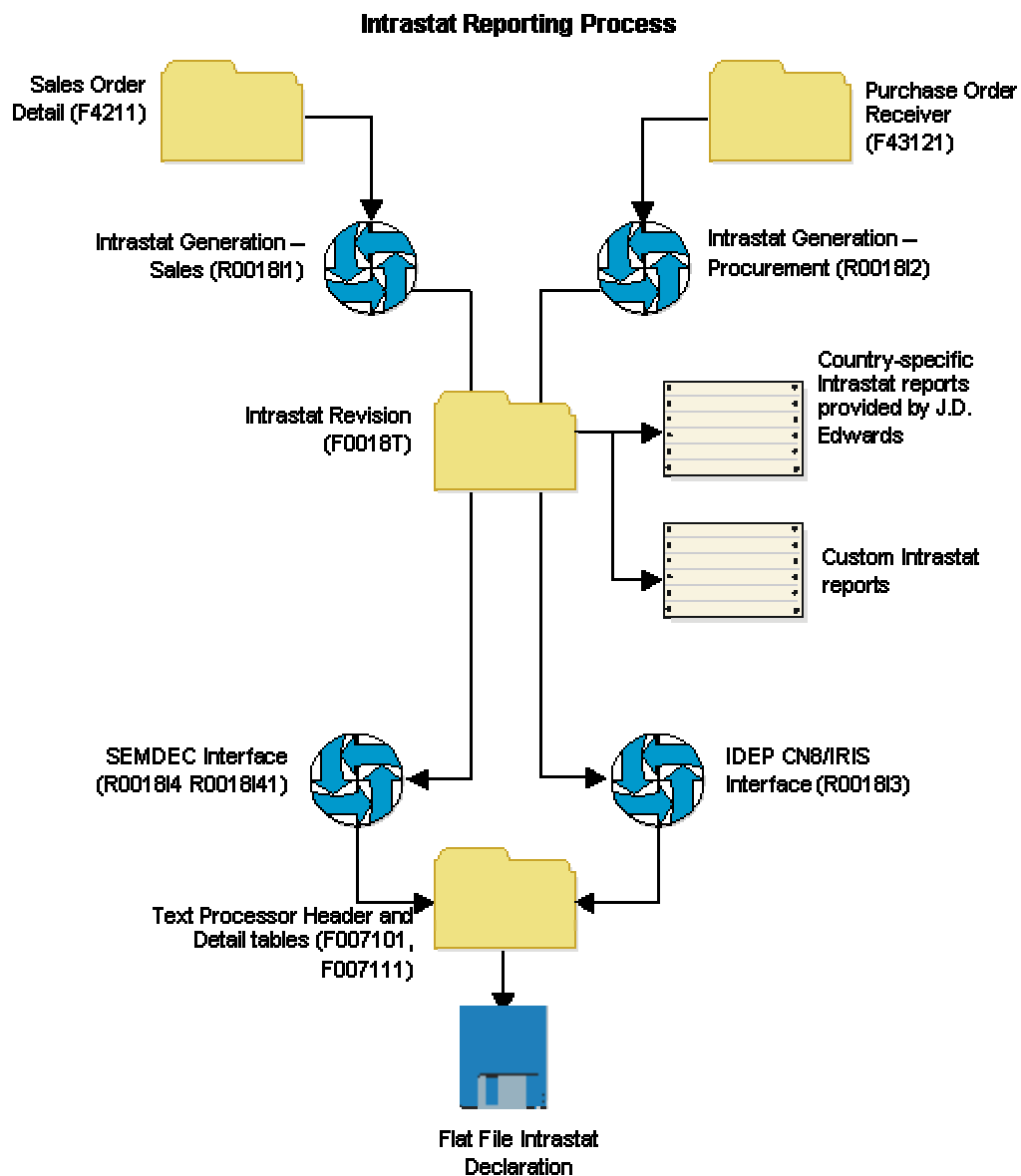
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**Note**

The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not apply to the movement of monetary amounts or the placement of orders between member countries.

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The following graphic illustrates the J.D. Edwards Intrastat reporting process:



## Intrastat Reporting and the Euro

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With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member nation, however, continues to determine its own Intrastat requirements.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which you do business. The following examples describe situations that might apply to your company:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit reports in an alternate currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat generation programs (R001811 and R001812) provide a simplified approach to reviewing and printing amounts in a currency that is different from your base currency.

### Considerations for Creating Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, you should approach your Intrastat reporting carefully. You should always be aware of each company's base currency, and whether Intrastat reports must be in the euro or an alternate. This information helps to ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which you do business, you can use the processing options and data selection to create different versions of Intrastats - Tax Update – Sales (R001811) and Intrastats – Tax Update – Purchasing (R001812).

#### See Also

- *Updating Intrastat Information* in the *Global Solutions Spain Guide* for information about euro considerations when updating the Intrastat Revision table (F0018T)

## Updating Intrastat Information

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Use one or both of the following navigations:

From the *Periodic Processing* menu (G74STAT2), choose *Intrastat Workfile Generation – Sales*.

From the *Periodic Processing* menu (G74STAT2), choose *Intrastat Workfile Generation – Purchase*.

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. When you do this action, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the F0018T table.

Use the following programs to update the F0018T table:

**Intrastat Workfile Generation - Sales** Updates the F0018T table with sales information based on the following tables:

- Sales Order Header File (F4201)
- Sales Order Detail File (F4211)

**Intrastat Workfile Generation - Purchase** Updates the F0018T table with purchase information based on the following tables:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)
- Purchase Order Receiver File (F43121)

In addition, the update programs collect information from the following tables:

- Intrastat Supplier/Item Cross Reference Table (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates File (F1113)
- Item Master (F4101)
- Item Branch File (F4102)
- Address Book Master (F0101)
- Address by Date (F0116)
- Order Address Information (F4006)
- Item Units of Measure Conversion Factors (F41002)
- Unit of Measure standard conversion (F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options and data selections to select transactions that are based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables that are based on the order activity rule which corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

To ensure that table F0018T contains the most current information, you should periodically update the information in table F0018T. The update program for sales accesses the detail for your sales transactions in table F4211. If you automatically purge the sales details to the Sales Order History File table (F42119) when you run the Sales Update program (R42800), run the Intrastat generation program for sales after you confirm shipments and before you update sales information. You should update table F0018T at least once per reporting period, after all sales order and purchase order transactions are entered and finalized.

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**Note**

If you change sales order or purchase order information after you generate table F0018T, your changes are not reflected in the F0018T table unless you regenerate the table or manually edit the table using the Intrastat Revision program (P0018T). See *Revising Intrastat Information* in the *Global Solutions Spain Guide* for information about manually editing the Intrastat Revision table.

---

**Transaction Eligibility**

Sales Order transactions are *not* eligible for Intrastat reporting if either the Sold To country or the Ship To country is the same as the Declarant country, or if any of these countries (Sold To, Ship To, or Declarant) is not in the European Union.

Procurement transactions are *not* eligible for Intrastat reporting if either the Supplier country or the Ship From country is the same as the Declarant country, or if any of these countries (Supplier, Ship From, or Declarant) is not in the European Union.

The system retrieves the Ship To country from the Order Address Information table (F4006), if a record exists. Otherwise, the system retrieves the Ship To country from the Sales Order Detail File table (F4211).

The system retrieves the Ship From country by searching the following tables in sequence:

7. Country (CTR) in the Address by Date table (F0116), using the supplier's address book record
8. Country (CTR) in the Order Address Information table (F4006)
9. Country of Origin (ORIG) in the Intrastat Supplier/Item Cross Reference table (F744101)

In table F744101, the Country of Origin (ORIG) is used to determine transaction eligibility for Intrastat reporting. The Original Country of Origin (ORGO) is for information only. The Original Country of Origin field is populated by the Country of Origin (ORIG) field in the Item Branch File table (F4102) when you generate table F0018T.

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**Note**

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

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**Caution**

Changes to transaction eligibility that occur *after* you generate table F0018T are *not* recognized when you regenerate table F0018T using the processing option to refresh it. J.D. Edwards recommends that you generate table F0018T only after you have completed all relevant changes to shipping and receiving information for the reporting period. If you must override addresses and change the transaction eligibility after generating table F0018T, you should clear and completely regenerate table F0018T.

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**Triangulation**

The Intrastats – Tax Update - Sales program (R001811) includes processing options for triangulation. However, the program has no logic to identify triangulation. Rather, the processing options allow you to indicate how to process interbranch records. If you use the processing options, the header branch/plant from table F4211 is written to table F0018T as the declaring company. Using the processing options also affects the document type and the taxable amount. Three separate taxable amounts can be written to the TAXA field in the Intrastat Revision table:

- The amount extended price (AEXP)
- The amount original cost (ECST)
- The amount total extended cost (TCST)

The amounts are retrieved for the header or detail branch/plant, depending on the processing option fields that you choose.

If you do not use the triangulation processing options, the detail branch/plant from table F4211 is always written to table F0018T as the declaring company; and the document type is always the type that is entered on the sales order.

For the Intrastats - Tax Update - Purchase program, you can specify the actual Ship From in table F4006. For example, suppose that the purchase order specifies the branch/plant (declarant) as Italy, and the supplier as Switzerland. However, when the goods are received, the customs note indicates that the goods were shipped from France. You should specify the actual Ship From in the Order Address table as France to ensure that the transaction is included in the Intrastat Revision table correctly.

**Multicurrency Environments**

In multicurrency environments, the system creates records in table F0018T based on the base currency of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this restatement, use the processing options on the Currency tab to indicate the exchange rate type and the date for

the exchange rate. The system recalculates the domestic amount based on the rate and date that are indicated in the processing options. The exchange rate is taken from table F1113.

### **“As If” Currency Processing**

To use "as if" currency processing for the Intrastats – Tax Update - Sales and Intrastats – Tax Update - Purchasing programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between table F0018T and the original tables in the Sales Order Management and Procurement systems.

### **Performance Considerations**

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time that is required to run the Intrastat Generation programs varies. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to table F0018T.
- Update table F0018T as part of your nightly operations.

### **Before You Begin**

- ❑ Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.
- ❑ Set up commodity codes. See *Setting Up Commodity Code Information* in the *Global Solutions Spain Guide*.
- ❑ For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit), and customer in the Address Book. See *Creating and Revising Address Book Records* in the *Address Book Guide*.
- ❑ For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers* in the *Global Solutions Spain Guide*.

## **Processing Options for Intrastat Workfile Generation – Sales (R001811)**

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Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

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---

## System Code

### User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

### Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

## System Code

### User Defined Codes

2. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

3. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant \* Net Mass in KG + Taxable Amount.

3. To use the percentage method, enter the percentage to be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

### Currency

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1. Enter the currency code for as-if currency reporting. This option allows for amounts to

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print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Rate Type

Date - Effective

Process

TRIANGULATION RECORDS:

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created

'1' = Price

'2' = Cost

'3' = Transfer Cost

Leave the document blank to use the original document type.

Examples:

"3SI" = Transfer Cost, Document Type SI

"2 " = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import from Header to Detail

2. Header Branch and Detail Branch in the same country, Customer in a different country:

---

Export from Header to Customer

Export from Detail to Customer

3. Header Branch, Detail Branch and Customer in different countries:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import to Header from Detail

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## **Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)**

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Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;

- Or -

Enter the User Defined Code table which contains the Nature of the Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

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3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.

4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Original Country of Origin.

Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant \* Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.

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2. Enter the As-Of date for processing the exchange rate for the As-If currency. If left blank, the system date will be used.

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Exchange Rate Type

Date Exchange Rate Effective

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## **Revising Intrastat Information**

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You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this revision to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to enter information in fields that are required by the authorities but are not populated by the J.D. Edwards system. You can also use the Intrastat Revision program (P0018T) to update sales order or purchase order information that has changed since you generated table F0018T.

### **Before You Begin**

- Run the Intrastats – Tax Update - Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information* in the *Global Solutions Spain Guide*.

### **► To revise Intrastat information**

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*From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Revision.*

1. On Work with Intrastat Tax File - 1993 EEC, locate and choose a record, and then click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Intrastat Tax File Revision

OK Cancel Tools

OrderType/Co 12346 AF 1 Order Suffix 000  
 Line Number 5  
 Purchase Receiver 20

Detail Amounts Codes User Reserved

Company 1  
 Branch/Plant 1  
 Ship To/From 3002  
 Sold To  
 Document Company 1 J.D. Edwards & Company  
 Document Number 500  
 Document Type AF  
 Line Type S Stock Inventory Item  
 G/L Date 5/1/05  
 Invoice Date 05/01/05  
 Actual Ship 05/01/05  
 Receipt Date 05/05/05

2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:
  - Company
  - Branch/Plant
  - Ship To/From
  - Document Company
  - Document Number
  - Document Type
  - Line Type
  - G/L Date
  - Invoice Date
  - Actual Ship
  - Receipt Date
  
3. Click the Amounts tab and revise the information in any of the following fields:
  - Net Mass in KG

- Base Currency
  - Taxable Amount
  - Statistical Value Amount
  - Transaction Currency
  - Foreign Taxable Amount
  - Foreign Statistical Value
  - Supplementary Units
4. Click the Codes tab, revise the information in any of the following fields, and then click OK:
- Country of Origin
  - Original Country of Origin
  - Region of Origin or Destination
  - Mode of Transport
  - Conditions of Transport
  - Nature of Transaction
  - Port of Entry or Exit
  - Nature of VAT Regime
  - Nature Code
  - Process Indicator
  - Commodity Code

## **Purging Records from the Intrastat Table**

---

*From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.*

The Intrastat Revision table (F0018T) is a temporary workfile that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted by the tax authority, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from table F0018T. You can use data selection to purge all of the records in the file or purge only selected records. You can specify selection criteria based on the invoice date, general ledger date, procurement date, or shipment date. For example, you might purge records with shipment dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode or final mode. Run the program in proof mode to review which records will be deleted. No records are deleted until you run the report in final mode.

## Processing Options for Intrastat Workfile Purge (R0018TP)

### Defaults Tab

Use these processing options to specify whether to run the program in proof or final mode, and to specify the dates to use to select transactions.

---

#### 1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat Revision table (F0018T).

Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode.

#### 2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

#### 3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

---

---

#### 4. Compare Date (Required)

Blank = Invoice date

1 = G/L date

2 = Receipt date

3 = Ship date

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank

Invoice date

1

G/L date

2

Receipt date

3

Ship date

---

## **Using the IDEP/IRIS Interface for Intrastat Reporting**

---

*From the Statistical Reports menu (G74STAT3), choose IDEP CN8 / IRIS Interface.*

IDEP/IRIS is an abbreviation for Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics. Use IDEP CN8/IRIS Interface (R001813) to generate an electronic Intrastat declaration in any of the following formats, which are used in the specified countries:

**IDEP/CN8** France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

**CBS-IRIS** Holland

**CBS-IRIS** Germany

Intrastat declarations are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, reporting requirements vary by country.

---

**Note**

Neither the IDEP/CN8 format nor the CBS-IRIS format requires a specific file layout.

---

## **IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg**

IDEP/CN8 includes an option to import the data that is necessary for the statistical declaration from an external administrative and financial system. IDEP/CN8 does not require a fixed record layout for the import file. You need to define the format of the data to be imported in IDEP/CN8. IDEP/CN8 can automatically perform the required conversions and validations of the data, and produce the declaration.

In IDEP/CN8, you can import the following information:

- Detail lines
- Good codes for the provider of statistical information
- VAT registration numbers of trading partners
- Exchange rates

Although you can import all of the information above, the J.D. Edwards Interface with IDEP/CN8 provides the ability to import only the detail lines and the VAT registration numbers or the trading partners. For sales transactions, the VAT registration number of the customer is based on the declaration type. For statistical declarations, the system uses the value in the Ship To - Address Number field. For fiscal or complete declarations, the system uses the Sold To - Address Number. Because the default declaration type is complete, the VAT registration number uses the Sold To - Address Number by default. For procurement transactions, the system uses the VAT registration number of the supplier.

---

**Note**

For B73.3.2 and OneWorld Xe, the Sold To address number is stored in user-reserved field URAB of the Intrastat Revision table (F0018T).

---

Before importing this information from an external system, such as from J.D. Edwards to IDEP/CN8, you need to specify the format of the file to be imported. After you specify the

format, you need to indicate the structure of the file to be imported (field sequence, field number, field size, and so forth) into IDEP/CN8.

The following table illustrates the structure that you must set up for an IDEP/CN8 file:

<b>Field</b>	<b>Position[Length]</b>
Declarant Reference Number	1-14[14]
Partner VAT number	16-35[20]
Original Country of Origin	37-39[3]
Country of Origin	41-43[3]
Nature of Transaction A	45-45[1]
Nature of Transaction B	47-47[1]
Statistical Procedure	49-53[5]
Mode of Transport	55-55[1]
Port of Entry	57-60[4]
Region of Origin	62-63[2]
Terms of Delivery	65-67[3]
Related Location 1 Identity	69-69[1]
Commodity Code	71-78[8]
Goods Description	80-219[140]
Supplementary Unit	221-233[13]
Net Mass	235-248[12,2]
Invoice Value	250-262[13]
Foreign Invoice Value	264-276[13]
Statistical Value	278-289[10,2]
Foreign Statistical Value	291-302[10,2]
Currency Code	304-306[3]
Declaration Type	307-307[1]

---

**Note**

The comma in the Net Mass, Statistical Value, and Foreign Statistical Value field lengths listed above denotes that a decimal point can be used before the last two characters in those field lengths.

---

## **CBS-IRIS - Holland**

The Dutch version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file in CBS-IRIS.

---

**Note**

The data to be imported must be in flat file format. Also, you must indicate the first position and the number of positions of each field to be imported from the flat file. The number of

positions to import should not exceed the number of positions that is defined in CBS-IRIS for the field. The fields cannot overlap. You should end each field with a carriage return and a line feed.

---

In CBS-IRIS, the file containing the data to be imported should be a “blank-separated txt-file” (this type of file can be compared with a Microsoft Excel file that is saved as a text file with blanks as separation characters).

In CBS-IRIS, you can leave the fields blank, as long as the positions defined are correct (in other words, each blank stands for one position in the record).

The following table illustrates the structure that you must set up for an CBS-IRIS - Holland file:

<b>Field</b>	<b>Position[Length]</b>
Declarant Reference Number	1-10[10]
Del VAT Number	12-23[12]
Partner VAT Number	25-42[18]
Original Country of Origin	44-46[3]
Country of Origin	48-50[3]
Nature of Transaction A	52-52[1]
Statistical Procedure/Nature of VAT Regime	554-55[2]
Mode of Transport	57-57[1]
Port of Entry	59-60[2]
Commodity Code	62-69[8]
Tariff Code	71-72[2]
Currency Code	74-74[1]
Supplementary Unit	76-85[10]
Net Mass	87-96[10]
Invoice Value	98-107[10]
Statistical Value	109-118[10]
Commodity Flow	120-120[1]
Reporting Period	122-127[6]

## **CBS-IRIS - Germany**

The German version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file. For each field imported in the flat file format, you need to set up the beginning position and the length of the field. The following table illustrates the structure that you must set up for a CBS-IRIS - Germany file:

<b>Field</b>	<b>Position[Length]</b>
Declarant VAT Number	1-16[16]
Original Country of Origin	18-20[3]
Country of Origin	22-24[3]
Nature of Transaction	26-27[2]
Statistical Procedure/Nature of VAT Regime	29-33[5]

Mode of Transport	35-35[1]
Port of Entry	37-40[4]
Region of Origin	42-44[3]
Commodity Code	46-53[8]
Currency Code	55-55[1]
Supplementary Unit	57-65[9]
Net Mass	67-75[9]
Invoice Value	77-85[9]
Statistical Value	87-95[9]
Commodity Flow	97-97[1]
Reporting Period	99-104[6]

## Grouping Transactions

To group transactions for sales, purchases, and adjustment declarations, set up versions of the IDEP/IRIS Interface program (R0018I3) that have data selection for sales orders, purchase orders, adjustments for sales orders, and adjustments for purchase orders based on document type.

## Electronic Format

Use the IDEP/IRIS Interface program (R0018I3) to create a flat file in the IDEP/IRIS message format, which you can then submit to the proper tax authorities in an electronic format.

The IDEP/IRIS Interface program generates one record for each declaring company.

When you run the IDEP/IRIS Interface program, the system creates a batch for review by the Text File Processor program (P007101). The batch is stored in the following tables:

- F007101 - Text Processor Header
- F007111 - Text Processor Detail Table

You must run the Text File Processor program to convert the batch to a flat file that you can submit to the different countries' customs authorities, statistical offices, or both.

The Text File Processor program assigns the batch number and interchange from the seventh field of next numbers for system 00. The Text File Processor assigns the message number from the fifth field of next numbers for system 74.

### See Also

- *Setting Up System Next Numbers in the General Accounting Guide*

### Before You Begin

- Run the Intrastats – Tax Update - Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information in the Global Solutions Spain Guide*.

## Processing Options for IDEP CN8/IRIS Interface (R0018I3)

### Defaults Tab

---

#### 1. Tax ID

Blank = Tax ID

1 = Additional Tax ID

Use this processing option to specify which tax ID to use for the company and the customer. You can retrieve the tax ID from either the Additional Tax ID field (ABTX2) or the Tax ID field (ABTAX) in the Address Book Master table (F0101).

Valid values are:

Blank

Tax ID (ABTAX)

1

Additional Tax ID (ABTX2)

#### 2. Country Code

Blank = ISO Code

1 = GEONOM Code

Use this processing option to specify which format to use for the country code.

Valid values are:

Blank

---

---

Two-character ISO code. You must enter a two-character ISO code that is defined in UDC 00/CN.

1

Three-digit GEONOM code. You must enter a three-digit GEONOM code that is defined in the special handling code field of UDC 00/CN.

### 3. Declaration Type (UDC 74/IT)

1 = Fiscal

2 = Statistical

3 = Complete

Use this processing option to specify the Intrastat declaration type (required for IDEP).

Valid values are:

1

Fiscal

2

Statistical

3

Complete

The codes that correspond to these declaration types are maintained in the Intrastat Declaration Type UDC (74/IT).

For IDEP, the code specified in the special handling code for the UDC is written to the text field in the Text Processor Detail table (F007111). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical

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declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

---

## **Process Tab**

---

### 1. Interface Type

Blank = IDEP

1 = IRIS Holland

2 = IRIS Germany

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank

IDEP

1

Dutch version of IRIS

2

German version of IRIS

### 2. Commodity Flow

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

---

---

6

Arrivals

7

Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface.

### 3. Level of Detail

Blank = No summary

1 = Summary

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank

Detail mode

1

Summary mode

Note: The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs and a summarized record is written to the text file.

### 4. Proof or Final Mode

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---

Blank = run IDEP/IRIS Interface in Proof mode

1 = run IDEP/IRIS Interface in Final mode

Use this processing option to specify the mode in which you want to process the IDEP/IRIS Interface. Final mode updates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111).

Valid values are:

Blank

Run the IDEP/IRIS Interface in proof mode.

1

Run the IDEP/IRIS Interface in final mode.

---

### **Currency Tab**

---

1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount and statistical amount are reported to IRIS in the domestic currency or in the as-if currency.

Valid values are:

Blank

Domestic currency

1

---

## As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table.

### 2. Number of digits to truncate from monetary amounts

Use this processing option to determine how many digits are truncated from monetary amounts. For example, if the value entered is 3, the monetary amount 123456 is truncated to 123.

Valid values are 0 - 9.

---

## Rounding Tab

---

### 1. Round Rules

Blank = No rounding

1 = Round to nearest whole amount

2 = Round down to whole amount

3 = Round up to whole amount

4 = Round to the nearest half

5 = Round to the nearest tenth

6 = Round to the nearest hundred

7 = Round to the nearest thousand

### Taxable Amount

Use this processing option to specify the method to round both domestic and foreign taxable amounts.

Valid values are:

---

Blank

No rounding:  $14.66=14.66$

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=2$

Statistical Amount

Use this processing option to specify the method to round both domestic and foreign statistical amounts.

Valid values are:

Blank

---

---

No rounding:  $14.66=14.66$

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=2$

Supplementary UOM

Use this processing option to specify the method to round the supplementary unit of measure.

Valid values are:

Blank

No rounding:  $14.66=14.66$

---

---

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=2$

Net Mass UOM

Use this processing option to specify the method to round the net mass unit of measure.

Valid values are:

Blank

No rounding:  $14.66=14.66$

---

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=2$

---

**Print Tab**

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1. Reporting Period

Year (Required)

Use this processing option to specify the reporting year.

Period (Required)

---

---

Use this processing option to specify the reporting period.

---

## **Working with the EC Sales List**

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If they perform the following functions, businesses in the EU that exceed the local limit of intra-union trade must submit the EC Sales List to their customs authorities on a quarterly basis:

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods for processing to an entity that is registered for VAT in another EU-member country
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

---

### **Note**

If a sales or purchase transaction is arranged between EU members, but the goods are not shipped, the transaction must still be reported to the government.

---

You can use either of two EC Sales List programs (R0018L or R0018S) to generate the EC Sales List. Refer to the following table to determine which EC Sales List program you should use:

**R0018L****R0018S**

Retrieves trade information from the Supply Chain system.

Retrieves trade information from the Financials system.

Bases results on information in the Intrastat Revision table (F0018T).

Bases results on information in the Taxes table (F0018).

Reports trade triangulation in summary and detail mode. You can report triangulation for interbranch transactions, direct ship transactions, or both.

Uses tax rates from the Triangulation Tax Rates UDC (00/VT) to identify trade triangulation.

Can exclude nonstock items. Use data selection on the Intrastat generation programs (R0018I1 and R0018I2) to exclude nonstock items.

Cannot distinguish between stock and nonstock items; use this report only if your business does not provide services.

Does not net trade amounts based on credit memos, discounts, and write-offs.

Nets trade amounts based on credit memos, discounts, and write-offs.

**Trade Triangulation**

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods represented by the transaction are physically shipped from a third EU member. Statistical reports that are submitted to EU authorities must identify trade triangulation transactions. Both the R0018L and R0018S programs identify trade triangulation transactions.

**Printing the EC Sales List (R0018L)**

*From the Statistical Reports menu (G74STAT3), choose EC Sales List.*

You can print the EC Sales List (R0018L) in summary or detail mode. Detail mode provides information for auditing.

If you print in summary mode, the EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Total amount in reporting currency
- Triangulation

If you print in detail mode, the EC Sales List provides the following information about customers in addition to the information above:

- Company order number
- Order type
- Country of sale
- Country of shipment

## Triangulation

Triangulation can be reported in summary and detail mode in two ways:

- Interbranch
- Direct ship

**Interbranch** Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped from a branch/plant of the supplier who is located in a third EU member country

**Direct Ship** Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped directly from a third company that is located in a third EU member country

## Data Selection

You must run the EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the EC Sales List for each country within which you operate.

For example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the EC Sales List three times:

- For the three branch/plants in Germany
- For the branch/plant in France
- For the branch/plant in Denmark

To run the EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies that are associated with each branch/plant.

---

### Note

The companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

---

In the example above, you would run the EC Sales list with the following data selection:

For branch/plants in Germany:

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France:

- Document Company (KCO) = German company

- Company (CO) = company for French branch/plant

For the branch/plant in Denmark:

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

### **Before You Begin**

- ❑ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers* in the *Global Solutions Spain Guide*.
- ❑ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.
- ❑ Run the Intrastats – Tax Update – Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revisions table (F0018T). See *Updating Intrastat Information* in the *Global Solutions Spain Guide*.

## **Processing Options for VAT EC Sales List (R0018L)**

### **Process Tab**

Use these processing options to specify whether to print the report in summary or detail mode, and to specify the triangulation method to use.

---

#### 1. Reporting Level

Blank = Summary

1 = Detail

Use this processing option to specify whether to run the program in summary or detail mode. If you run the program in detail mode, the report displays information that can be used for auditing.

Valid values are:

Blank

Summary

1

Detail

---

---

## 2. Triangulation

Blank = No Triangulation

1 = Direct Ship and Interbranch

2 = Direct Ship

3 = Interbranch

Use this processing option to specify which triangulation method to use. Trade triangulation occurs when one EU member makes a sale or purchase with another EU member but the goods are physically shipped from a third EU member. If the goods are not shipped from an EU member then the transaction is not required to be reported to the government. This terminology is used specifically in the EU for Intrastat.

Valid values are:

Blank

No triangulation

1

Direct Ship and Interbranch

2

Direct Ship

3

Interbranch

---

### **Print Tab**

Use these processing options to specify the reporting period for the report.

---

1. Reporting Period

From month

---

---

Use this processing option to specify the beginning month of the period for which you are submitting the VAT EC Sales List.

From year

Use this processing option to specify the beginning year of the period for which you are submitting the VAT EC Sales List.

To month

Use this processing option to specify the ending month of the period for which you are submitting the VAT EC Sales List.

To year

Use this processing option to specify the ending year of the period for which you are submitting the VAT EC Sales List.

---

### **Currency Tab**

Use this processing option to specify the currency code for "as -if" currency processing.

---

#### 1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount is reported in the domestic currency or in the as-if currency.

Valid values are:

Blank

---

---

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table.

---

## Printing the EC Sales List - A/R (R0018S)

*From the Statistical Reports menu (G74STAT3), choose EC Sales List – A/R.*

You can print the EC Sales List - A/R (R0018S) in summary or detail mode. If you print in summary mode, the EC Sales List - A/R provides the following information about customers:

- Country of destination
- Customer VAT registration number
- Total value of supplies
- Triangulation (yes or no)
- Customer name and address (optional)

If you print in detail mode, the EC Sales List - A/R also includes the document number.

The EC Sales List - A/R includes the following information in the report header:

- Reporting company VAT registration number
- Reporting company currency code
- Company name and address

The report header can also include the approval code of the EC authority to whom the report will be submitted.

Information on the report is sequenced by company, address book number, tax ID, and document number. Line numbering and page numbering restart for each reporting company.

### Before You Begin

- Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers* in the *Global Solutions Spain Guide*.
- Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.
- Set up tax rules for both Accounts Receivable and Accounts Payable with the following options selected:
  - Tax on Gross Including Discount
  - Discount on Gross Including Tax

See *Setting Up Tax Rules* in the *Tax Reference Guide*.

- ❑ Set the processing options in the General Ledger Post Report program (R09801) to automatically update the Taxes table (F0018).
- ❑ Set up the user defined code for Triangulation Tax Rates (00/VT). See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.

## **Processing Options for EC Sales List – A/R (R0018S)**

### **Select Tab**

Use these processing options to specify the branch ID and the date range for the report.

---

#### 1. Branch ID

Use this processing option to specify the branch ID for the reporting company. The branch ID is displayed in the report heading; it is not used for data selection.

#### 2. To and From Dates

From month (1-12):

Use this processing option to specify the first calendar month of the reporting period. This information is used for data selection.

From year (4 digits):

Use this processing option to specify the first four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection.

To month (1-12):

Use this processing option to specify the last calendar month of the reporting period. This information is used for data selection.

To year (4 digits):

Use this processing option to specify the last four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection.

---

---

---

**Process Tab**

Use this processing option to specify whether to print the report in detail or summary mode.

---

1. Report Mode

Blank = Print in detail mode

1 = Print in summary mode

Use this processing option to specify whether to run the report in summary mode or detail mode. If you choose detail mode, the document number of each transaction is displayed on the report. Valid values are:

Blank

Detail mode

1

Summary mode

---

**Display Tab**

Use this processing option to specify whether to display the name and address on the report.

---

1. Name and Address

Blank = Do not print name and address

1 = Print name and address

Use this processing option to include the name and address of each customer on the report.

Valid values are:

Blank

---

---

Do not print name and address.

1

Print name and address.

---

### **As-If-Currency Tab**

Use these processing options to specify the “as – if” currency and the date to use to select the exchange rate.

---

#### 1. As-If-Currency Code

Use this processing option to specify the currency code for as-if-currency reporting. This option lets you print amounts in a currency other than the currency in which they are stored. Amounts are converted and are displayed in the currency you specify. If you leave this processing option blank, amounts are displayed in the reporting company's base currency.

#### 2. Exchange Rate Date

Use this processing option to enter the as-of date for determining the exchange rate for the as-if-currency conversion. If you leave this processing option blank, the system uses the current date.

---

### **Approval Code Tab**

Use this processing option to specify the approval code for the reporting authority.

---

#### Reporting Authority Approval Code

Use this processing option to enter the Reporting Authority Approval Code. This code is displayed in the report heading. This code is required in Germany.

---

---

## 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

Work With Text Batches

User ID:

Batch Number:

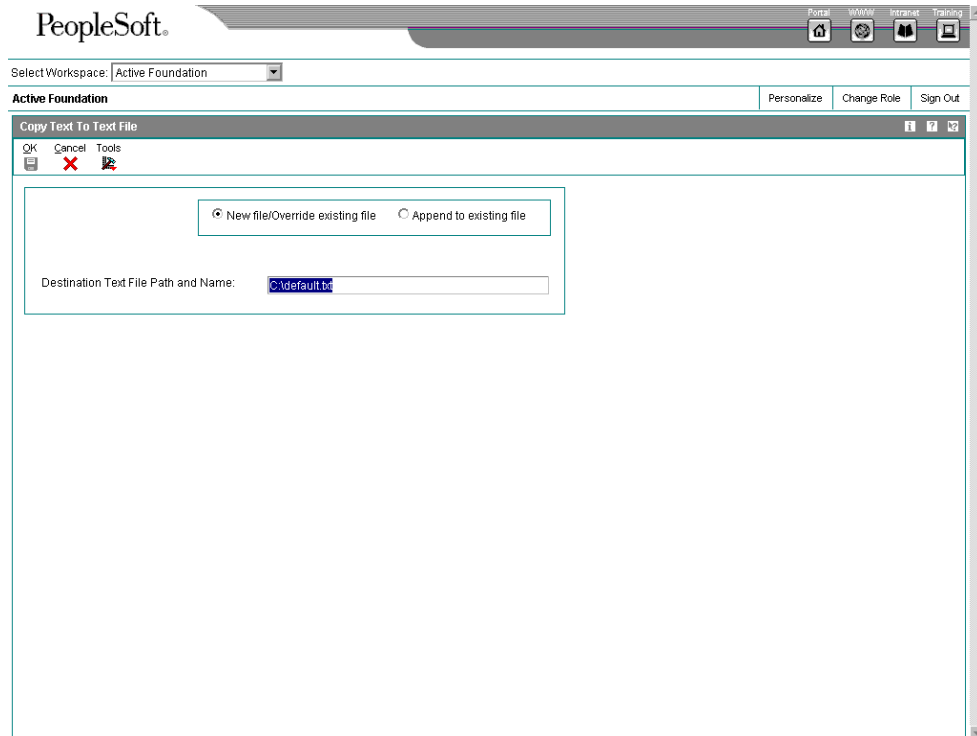
Transaction Number:

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name
BR857194	6	Intrastats	IDEP Interface	Unprocessed	Unprocessed	R001813

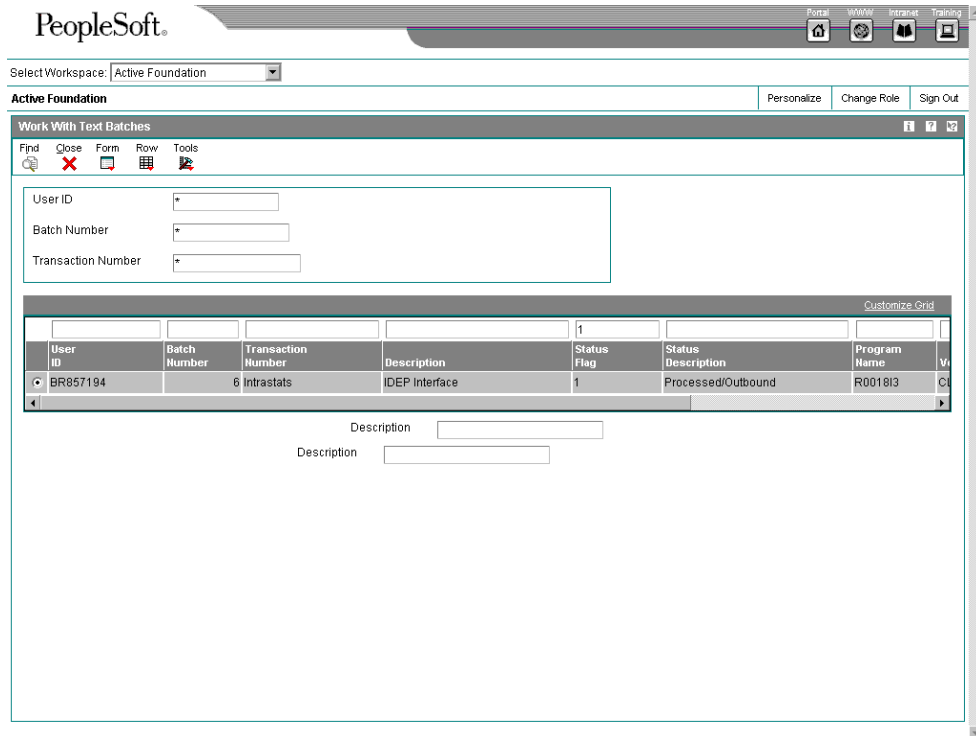
Description:

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 a PeopleSoft web browser. The dialog box has a title bar with 'Import Text To Text File Processor' and standard window controls. Below the title bar is a toolbar with 'OK', 'Cancel', and 'Tools' buttons. The main area of the dialog box is titled 'Batch Details' and contains three input fields: 'Transaction Number' with the value 'jFL09:11', 'Batch Description' with the value 'Interface File', and 'Source Text File Path and Name' with the value 'c:\importfilename.doc'. The dialog box is overlaid on a PeopleSoft web interface. The background shows the 'Active Foundation' workspace and navigation links like 'Personalize', 'Change Role', and 'Sign Out'.

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

---

---

## Reviewing Customer and Supplier Reports

J.D. Edwards localized solutions include additional reports to meet the information needs of businesses in Spain. For example, you can print ledger reports to review the detail of the transactions between your company, and your customers and suppliers. Businesses are required by law to report customer and supplier open amounts at year end.

---

## Building the Customer/Supplier Balance Worktable

*Use one or both of the following navigations:*

*From the Accounts Payable Reports menu (G0414), choose Generate Supplier Balance.*

*From the Accounts Receivable Reports menu (G03B14), choose Generate Customer Balance.*

---

### Note

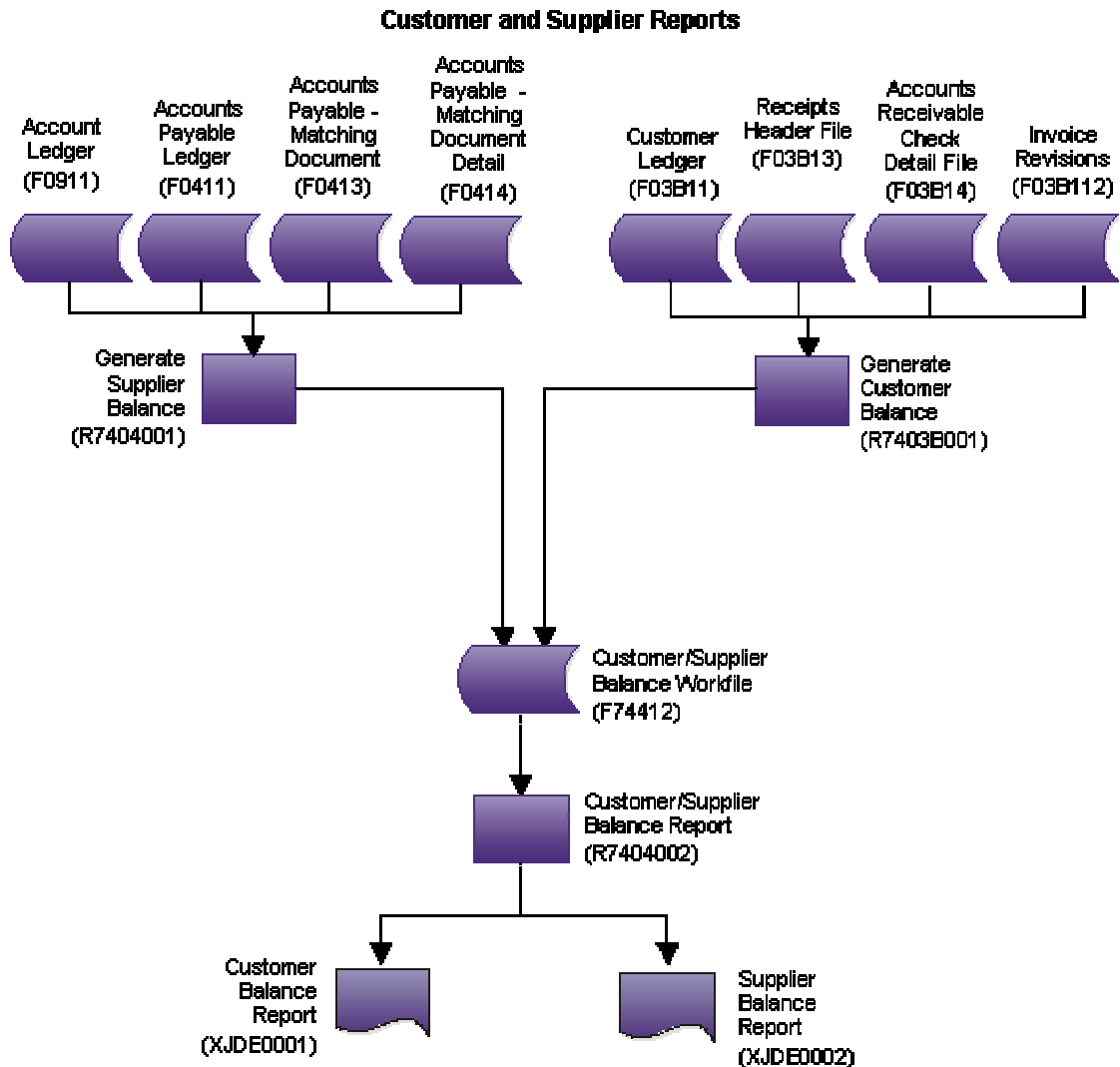
Generate Supplier Balance (R7404001) and Generate Customer Balance (R7403B001) are also available from the following menus:

- Spanish Reports (G74S09)
- French Reports (G093151)
- Italian Reports (G093152)

---

The Customer/Supplier Balance Worktable (A/P and A/R) (F74412) contains information about customer and supplier transactions. You build the F74412 table by running the Generate Supplier Balance program and the Generate Customer Balance program. The F74412 table supplies information for the Customer/Supplier Balance Report (R7404002).

The following illustration shows the process for building the F74412 table as it applies to the Customer and Supplier Balance reports:



The way you group information in the F74412 table determines how information is displayed on the Customer Balance Report and the Supplier Balance Report. You can group information in the F74412 table as follows:

- By G/L offset and customer or supplier number
- By G/L offset and customer parent or supplier parent number
- By trade account and customer or supplier number
- By trade account and customer parent or supplier parent number
- By customer or supplier number only
- By customer parent or supplier parent number only

To specify how information is grouped in the F74412 table, you set the processing options for the Generate Supplier Balance and Generate Customer Balance programs.

If you group information in the F74412 table by G/L offset, drafts and deductions are excluded from the customer and supplier balance reports. For other groupings, drafts are included.

The Generate Supplier Balance program retrieves information from the following tables:

- F0411 - Accounts Payable Ledger
- F0413 - Accounts Payable - Matching Document
- F0414 - Accounts Payable Matching Document Detail
- F0911 - Account Ledger

The Generate Customer Balance program retrieves information from the following tables:

- F03B11 - Customer Ledger
- F03B112 - Invoice Revisions
- F03B13 - Receipts Header
- F03B14 - Receipts Detail

The F74412 table is rebuilt each time you run the Generate Supplier Balance and Generate Customer Balance programs. The Generate Supplier Balance program rebuilds only Accounts Payable records, while the Generate Customer Balance program rebuilds only Accounts Receivable records.

## **Processing Options for Generate Customer Balance (R7403B001)**

### **Select Tab**

These processing options are used to specify the dates to use to select transactions.

---

#### 1. Date From

Use this processing option to enter the beginning of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

Note: The initial balance is calculated based on one day prior to the date you enter.

#### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

---

## Process Tab

These processing options are used to specify how to group transactions.

---

### 1. Group Mode

Blank - No G/L Grouping

1 - Group by G/L Offset

2 - Group by Trade Account

Use this processing option to specify whether the process should group information by G/L offset, by trade account, or leave the information ungrouped.

Valid values are:

Blank

No G/L grouping.

1

Group by G/L Offset.

2

Group by Trade Account.

Note: Grouping by G/L Offset excludes drafts and deductions.

### 2. Process Mode

Blank - Group by Customer Number

1 - Group by Customer Parent Number

---

---

Use this processing option to specify whether the process should group information by parent Supplier Number or Supplier Number. Valid values are:

Blank

Group by Supplier Number.

1

Group by Parent Supplier Number.

---

## **Processing Options for Generate Supplier Balance (R7404001)**

### **Select Tab**

Use these processing options to specify the dates to use to select transactions.

---

#### 1. Date From

Use this processing option to enter the beginning of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

Note: The initial balance is calculated based on one day prior to the date you enter.

#### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

---

### **Process Tab**

Use these processing options to specify how to group transactions and to specify whether withholding should be displayed on a separate line.

---

1. Group Mode

Blank - No G/L Grouping

1 - Group by G/L Offset

2 - Group by Trade Account

Use this processing option to specify whether the process should group information by G/L offset, by trade account, or leave the information ungrouped.

Valid values are:

Blank

No G/L grouping.

1

Group by G/L Offset.

2

Group by Trade Account.

Note: Grouping by G/L Offset excludes drafts and deductions.

2. Process Mode

Blank - Group by Supplier Number

1 - Group by Supplier Parent Number

Use this processing option to indicate whether the process should group information by Parent Supplier Number or Supplier Number.

Valid values are:

Blank

Group by Supplier Number.

1

Group by Parent Supplier Number.

3. Withholding Tax

Blank - Single line per document

---

---

## 1- Separate line for Withholding Tax

Use this processing option to specify whether the process should create a separate line for withholding tax for each payment document.

Valid values are:

Blank

Single line per document.

1

Separate line for Withholding Tax.

---

## **Printing Customer and Supplier Balance Reports**

---

*Use one of the following navigations:*

*From the Accounts Payable Reports menu (G0414), choose Supplier Balance Report.*

*From the Accounts Receivable Reports menu (G03B14), choose Customer Balance Report.*

*From the Spanish Reports menu (G74S09), choose Customer / Supplier Balance Report.*

*From the French Reports menu (G093151), choose Customer / Supplier Balance Report.*

The Supplier Balance Report and Customer Balance Report are different versions of the same program (R7404002). Whether a specific version of the program produces a Supplier Balance Report or Customer Balance Report depends on the processing options.

You print the supplier and customer balance reports to review the detail of the transactions between your company and your customers or suppliers. The reports also show the following information for each customer or supplier for a given date range and selected companies:

- Initial balance
- Debit and credit balance
- Closing balance

The supplier and customer balance reports have the following additional features:

- Transactions are printed with debit and credit amounts in separate columns.
- You can print the report with transaction amounts, including draft amounts, displayed in euro or another currency.
- You can print the report in summary or detail mode.
- You can use the G/L Class (GLC) for data selection, sequencing, and subtotaling if you group by G/L Offset when you build the Customer/Supplier Balance Worktable (A/P and A/R) (F74412).

- You can determine your customer or supplier as of a certain date, based on the “from” and “thru” dates specified in the processing options of the Generate Supplier Balance program (R7404001) and Generate Customer Balance program (R7403B001).
- Transactions are printed within the period specified in the processing options of the Generate Supplier Balance and Generate Customer Balance programs.
- You can compare your customer and supplier balances by G/L offset or trade account with the account balances.

The supplier and customer balance reports are based on information in the Customer/Supplier Balance Worktable (A/P and A/R) table (F74412). You must build the table using the Generate Supplier Balance program (R7404001) and the Generate Customer Balance program (R7403B001) before you run the customer and supplier balance reports.

The initial balance is calculated as of one day prior to the date specified in the Date From processing options for the Generate Supplier Balance and Generate Customer Balance programs.

---

**Note**

When a voucher is paid for a supplier who is subject to withholding tax, the amount of withholding tax held can be printed on the line immediately after the payment on the supplier version of the report, depending on how the processing options are set for the Generate Supplier Balance program.

---

## Processing Options for Customer / Supplier Balance Report (R7404002)

### Select Tab

---

1. Balance from:

Blank = Account Payable

1 = Account Receivable

Use this processing option to indicate whether you want to print an Accounts Payable (supplier) balance report or an Accounts Receivable (customer) balance report. Valid values are:

Blank

Print an Accounts Payable report.

1

Print an Accounts Receivable report.

---

## Print Tab

---

### 1. Print Mode:

Blank - Detail Mode.

1 - Summary Mode.

Use this processing option to specify the print mode. Valid values are:

Blank

Print detail including initial balance, closing balance, and all of the documents for the selected period.

1

Print only the closing balance.

---

## Currency Tab

---

### 1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored in the system. The system converts and shows domestic amounts in this As If currency. For example, an amount in FRF can appear as if it is in EUR. If you leave this processing option blank, the system prints the amounts in the domestic currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-If Currency Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

---

## Printing Open Amount Reports for Customers

---

Use one of the following navigations:

From the French Reports menu (G093151), choose A/R Inventory Book.

From the Italian Reports menu (G093152), choose A/R Inventory Book.

The A/R Inventory Book report lists the total open amount for each customer by company. If a customer has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the report lists customers with positive open amounts or customers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A customer with a positive open amount has unpaid invoices. A customer with a negative open amount has overpaid.

---

### Note

In Italy, businesses are required to report customer and supplier open amounts at year end. To report this information, print open amount reports for your customers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

---

## Processing Options for A/R Inventory Book (R7403B026)

### Print Tab

Use this processing option to include customers with a negative balance on the A/R Open Amounts report.

---

#### 1. Balances

Blank = Include only customers with a positive balance.

1 = Include only customers with a negative balance.

Use this processing option to include customers with a negative balance on the A/R Open Amounts Report. If a customer has a negative balance, that customer has overpaid you. Valid values are:

Blank      Include only customers with a positive balance.

1            Include only customers with a negative balance.

---

---

---

## Currency Tab

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

---

### 1. As-If Currency

Blank = The As-if currency grid column does not appear.

Or, enter the code for As-if currency.

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As-If currency or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-Of Date

Blank = The system uses the system date.

Or, enter the As-of date.

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

---

---

## Printing Open Amount Reports for Suppliers

---

Use one of the following navigations:

*From the French Reports menu (G093151), choose French Reports.*

*From the Italian Reports menu (G093152), choose Italian Reports.*

The Supplier Inventory Book report lists the total open amount for each supplier by company. If a supplier has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the report lists suppliers with positive open amounts or suppliers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A supplier with a positive open amount has unpaid invoices. A supplier with a negative open amount has been overpaid.

You can use the processing options to display amounts in the euro.

---

### Note

In Italy, businesses are required to report supplier open amounts at year end. To report this information, print the open amounts reports for your suppliers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

---

## Processing Options for A/P Inventory Book (R7404026)

### Print Tab

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts report.

---

#### 1. Balances

Blank = Include only customers with a positive balance.

1 = Include only customers with a negative balance.

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts Report. If you have a supplier has a negative balance, you have overpaid that supplier. Valid values are:

Blank      Include only suppliers with a positive balance.

1            Include only suppliers with a negative balance.

---

## Currency Tab

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

---

### 1. As-If Currency

Blank = The As-if currency grid column does not appear.

Or, enter the code for As-if currency.

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As If currency, or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-Of Date

Blank = The system uses the system date.

Or, enter the As-of date.

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

---

---

## Printing the General Ledger Report

*Use one of the following navigations:*

*From the French Reports menu (G093151), choose G/L by Category Code, or G/L by Object and Subsidiary.*

*From the Italian Reports menu (G093152), choose G/L by Category Code, or G/L by Object and Subsidiary.*

*From the Spanish Reports menu (G74S09), choose G/L by Category Code, or G/L by Object and Subsidiary.*

You can use the General Ledger report as a basis for internal auditing to validate information in legal reports. You can also use the General Ledger report as a basis for external auditing by a third party, such as a fiscal authority or auditing firm.

The General Ledger report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts.
- Research accounts that are out-of-balance.
- Verify account accuracy.
- Open and audit accounts with the same control totals as the journal report.

The General Ledger report includes the following information:

- All of the transactions that are printed on the General Journal report (R7409C5)
- A period debit and credit total for each account
- A total balance in debit and credit format
- Beginning and ending balances for each account
- A balance forward for each account
- Accumulation of amounts from different ledger types for the same account
- Transactions that are based on a period selection or a date range selection
- G/L registration numbers for each transaction
- Currency codes for each transaction
- Company codes and names on the header of the report
- Business units (optional)
- Accounts with zero balances (optional)

You can print the General Ledger report by object and subsidiary, or by category code, depending on whether your accounts are defined in the Account Master table by object and subsidiary, or in category codes 21, 22, or 23.

---

### Note

If you print General Ledger reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. You specify which ledger types to include

on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

---

## **Processing Options for General Ledger by Object and Subsidiary (R7409C1)**

---

### **Select Tab**

Use these processing options to specify the time period for which the general ledger report will be printed. The Fiscal Dates processing options are required.

You also use these processing options to specify the ledger types to include on the report. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system lists transactions for all of these ledgers on the report. However, totals on a report that includes more than one ledger type are probably meaningless because they contain multiple currencies.

If you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals are also meaningless.

If you leave all three ledger types blank, the system reports only on ledger type AA.

---

### **1. Fiscal Dates**

Beginning Period Number

Use this processing option to specify the first period for which the general ledger report will be printed.

Beginning Fiscal Year

Use this processing option to specify the fiscal year of the first period for which the general journal report will be printed.

Ending Period Number

Use this processing option to specify the last period for which the general journal report

---

---

will be printed.

#### Ending Fiscal Year

Use this processing option to specify the fiscal year of the last period for which the general journal report will be printed.

#### 2. Ledger Type 1

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT.

#### 3. Ledger Type 2

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT.

#### 4. Ledger Type 3

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT.

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### **Print Tab**

Use these processing options to specify whether various elements print on the G/L by Object and Subsidiary report.

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#### 1. Subledger/Type

Blank = Do not include the subledger and subledger type columns.

1 = Include the subledger and subledger type columns.

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

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Blank Do not print the subledger and subledger type columns.

1 Print the subledger and subledger type columns.

## 2. Business Unit

Blank = Do not include the business unit column.

1 = Include the business unit column.

Use this processing option to specify whether the report should include a column that lists the business unit for each account. Valid values are:

Blank Do not include the business unit column.

1 Include the business unit column.

## 3. Level Break on Business Unit

Blank = Level break on Business Unit

1 = Do not level break on Business Unit

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

## 4. Model Business Unit

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period.

Valid values are:

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Blank

Include accounts with zero balances.

1

Omit accounts with zero balances.

#### 5. Accounts with Zero Balances

Blank = Omit accounts with zero balances.

1 = Include accounts with zero balances.

Use this processing option to soecuft whether the system should print unposted transactions on the report. Valid values are:

Blank     Print posted transactions only.

1            Print posted and unposted transactions.

#### 6. Unposted Transactions

Blank = Include posted transactions only.

1 = Include posted and unposted transactions.

Use this processing option to specify whether the system should print separate totals for posted and unposted transactions on the report. Valid values are:

Blank     Do not print totals for posted and unposted transactions.

1            Print totals for posted and unposted transactions.

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Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions.

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### **Versions Tab**

Use this processing option to specify which version of the report you want to run.

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#### 1. Version

Blank = Print French report

1 = Print Italian report

Use this processing option to specify either the French or Italian version of the G/L by Object and Subsidiary report. The French version of the report lists the batch number and batch type for each transaction. The Italian version of the report omits the batch number and batch type columns and lists instead the G/L registration number and currency code for each transaction.

Valid values are:

Blank      French version

1            Italian version

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### **Process Tab**

This processing option specifies whether you run this report in proof or final mode.

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#### 1. Mode

Blank = Proof

1 = Final

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank      Run the report in proof mode.

1            Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Note: When you run this report in final mode, only those records that have been printed in

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final mode on a trial balance report (R7409C3 or R70472) will be printed.

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### **Currency Tab**

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

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#### **1. As-If Currency**

Blank = The As-if currency grid column does not appear.

Or, enter the code for As-if currency.

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

#### **2. As-Of Date**

Blank = The system uses the system date.

Or, enter the As-of date.

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date.

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## **Processing Options for G/L by Category Code (R70470)**

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### **Select Tab**

Use these processing options to specify the beginning and ending dates, and ledger types for the report.

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### **1. Fiscal Dates**

Beginning Period Number

Use this processing option to specify the first period for which the general ledger report prints.

Beginning Fiscal Year

Use this processing option to specify the fiscal year of the first period for which the general journal report prints.

Ending Period Number

Use this processing option to specify the last period for which the general journal report prints.

Ending Fiscal Year

Use this processing option to specify the fiscal year of the last period for which the general journal report prints.

### **2. Ledger Types**

Ledger Type 1

Use this processing option to specify the first ledger type on which you want to report. Valid values are found in UDC 09/LT.

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### Ledger Type 2

Use this processing option to specify the second ledger type on which you want to report. Valid values are found in UDC 09/LT.

### Ledger Type 3

Use this processing option to specify the third ledger type on which you want to report. Valid values are found in UDC 09/LT.

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### **Print Tab**

Use these processing options to specify the information to appear on the report.

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#### 1. Account Category Code

R021 = Category code 21

R022 = Category code 22

R023 = Category code 23

Use this processing option if you want the system to include account numbers from an alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts.

#### 2. Subledger/Type

Blank = Do not include the subledger and subledger type columns.

1 = Include the subledger and subledger type columns.

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report.

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### 3. Business Unit

Blank = Do not include the business unit column.

1 = Include the business unit column.

Use this processing option to specify whether you want the report to include a column that lists the business unit for each account.

### 4. Accounts with Zero Balances

Blank = Do not include accounts with zero balances.

1 = Include accounts with zero balances.

Use this processing option to specify whether you want the system to omit accounts with zero balances in the selected period.

Valid values are:

Blank = Do not include accounts with zero balances

1 = Include accounts with zero balances

### 5. Unposted Transactions

Blank = Include posted transactions only.

1 = Include posted and unposted transactions

Use this processing option to specify whether you want the system to print unposted transactions on the report.

### 6. Total for Posted and Unposted Transactions

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Blank = Do not include totals for posted and unposted transactions.

1 = Include totals for posted and unposted transactions.

Use this processing option to specify whether separate totals for posted and unposted transactions should print on the report.

#### Note

You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions.

#### 7. First Profit and Loss Account

Use this processing option to specify where the balance sheet accounts end and the profit and loss accounts begin in the alternate chart of accounts.

If you complete this processing option, the report includes subtotals for balance sheet and profit and loss accounts.

#### 8. Column Format

Blank = Include batch number and batch type columns.

1 = Include G/L registration number and currency code columns.

Use this processing option to specify which optional columns should be included on the report.

#### 9. Report Sequence

Blank = Sequence by Next Number

1 = Sequence by Period

Use this processing option to specify the data sequencing for the system to use when

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processing this report. All options include category code as the first item of sequencing. Valid values are:

Blank

Sequence by next number. If you sequence by next number, records are sorted in order of G/L date and assigned a next number for each Account ID. Records are printed on the report in the order of these next numbers. Period totals do not print on the report.

1

Sequence by period. If you sequence by period, records are printed on the report in ascending order by G/L date. Period totals and period end balances print on the report.

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### **Process Tab**

Use this processing option to specify whether to run the report in proof or final mode.

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1. Mode

Blank = Proof

1 = Final

Use this processing option to specify the mode in which you want to run this report.

Note

When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) print.

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