PeopleSoft®

EnterpriseOne
Global Solutions France 8.9
PeopleBook

1 of 2

September 2003

EnterpriseOne
Global Solutions France 8.9 PeopleBook
SKU REL9EFE0309V1

Table of Contents

System Setup

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

Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the additional tasks for France.

Setting Up User Display Preferences

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

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

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

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

See Also

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

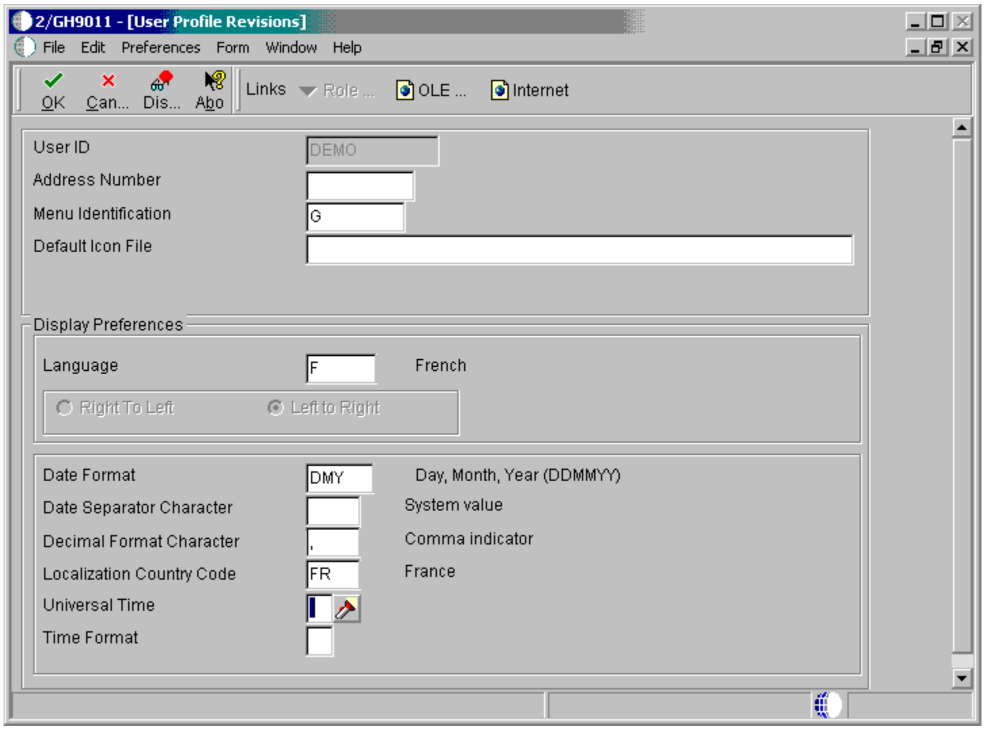
► To set up user display preferences

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

1. On Work With User / Role Profiles, click Find to locate a user profile.

   You can complete fields on the QBE line to limit your search.

2. Choose a record and click Select.



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

See Also

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

Processing Options for User Profiles (P0092)

A/B Validation

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

Setting Up an Alternate Chart of Accounts

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

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

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

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

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

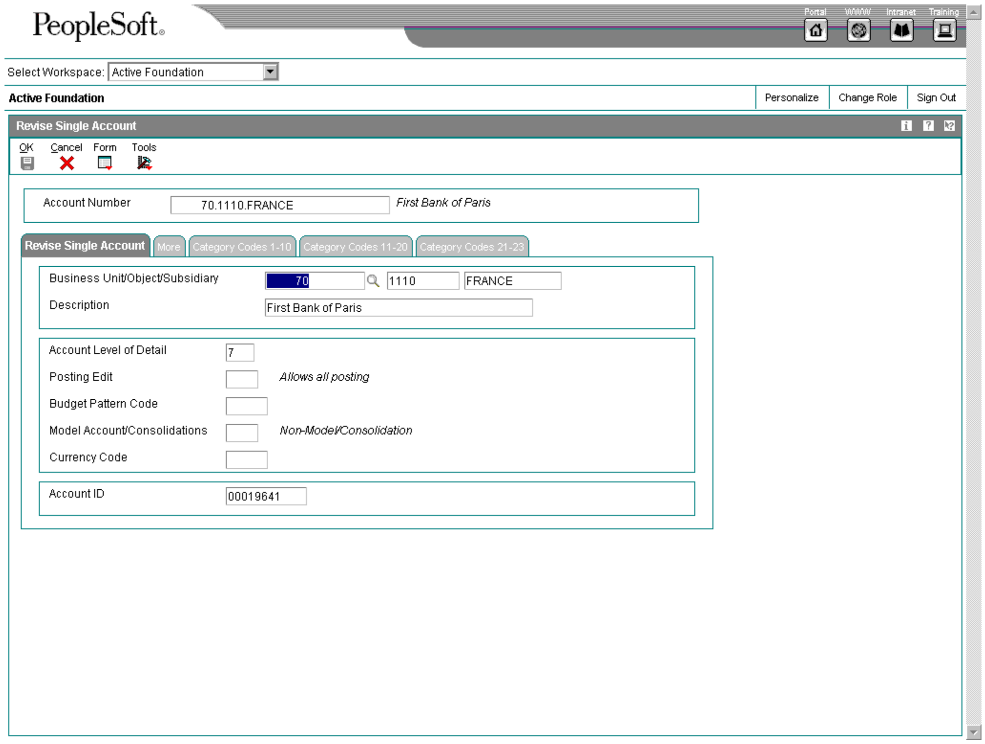
► To set up an alternate chart of accounts

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

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

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

2. Click Add to access Revise Single Account.



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

Note
In China, use only Category Code 21.

See Also

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

Example: Alternate Chart of Accounts

In France, local businesses are required to use a legal, also known as a statutory, chart of accounts (PCG82 - Plan Comptable Général). The French 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 8: Special Accounts - Extra account commitments that are not recorded on the Balance Sheet.
- Class 9: Analytical Accounts - Contribute to the calculation of a certain number of assets that determine the result.
- Class 0: Currently not used.

Accounts are organized in 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

Setting Up the Offset Method for Posting

Businesses in France are required to maintain a record of all accounting entries in the General Journal (*Livre Journal* or *Journal Général*). All entries must be recorded in the General Journal chronologically by the date when the entries are posted to the General Ledger. The offset methods that you select on the Accounts Receivable Constants form and the Accounts Payable Constants form determine how the system prints the General Journal report.

You designate the type of offsetting entries that the system creates for accounts receivable (A/R) and accounts payable (A/P) offset and discount accounts when you post invoices and vouchers to the General Ledger.

J.D. Edwards provides three automatic offset methods:

- Y
- S
- B

Each method is described in the following sections, and an example is provided for each method.

Automatic Offset Method Y (detailed)

If you use offset method Y, the posting process creates one offset for each document, even if the invoice document contains both positive and negative pay items.

Note

J.D. Edwards recommends that users in France use offset method Y because it maintains the correct separate debit and credit balances, even if positive documents (invoices) and negative documents (credit memos) are included in the same batch.

In the following example, the batch includes an invoice with two items: one for 10,000, and one for 5,000. The batch also includes a credit memo with two items: one for 3,000, and one for 1,000. The posting process created two automatic entries: a debit of 15,000 to offset both items on the invoice, and a credit of 4,000 to offset both items on the credit memo.

Description	Document	Debit	Credit
Invoice	RI 3042 - Item 001		10,000-
Invoice	RI 3042 - Item 002		5,000-
Offset	AE 3042	15,000	
Credit Memo	RM 504 - Item 001	3,000	
Credit Memo	RM 504 - Item 002	1,000	
Offset	AE 504		4,000-
Totals		19,000	19,000-

Automatic Offset Method S

If you use offset method S, the posting process creates one offset for each pay item, including discounts and tax. Method S creates multiple records in the General Ledger table, but maintains the correct debit and credit balances within the French legal system. This offset method creates a large number of automatic entries, which considerably increases the size of the General Ledger table.

In the following example, the batch includes an invoice with two items: one for 10,000, and one for 5,000. The batch also includes a credit memo with two items: one for 3,000, and one for 1,000. The posting process created four automatic entries: debits of 10,000 and 5,000 to offset both items on the invoice, and credits of 3,000 and 1,000 to offset both items on the credit memo.

Description	Document	Debit	Credit
Invoice	RI 3042 - Item 001		10,000-
Invoice	RI 3042 - Item 002		5,000-
Offset	AE 3042	10,000	
Offset	AE 3042	5,000	
Credit Memo	RM 504 - Item 001	3,000	
Credit Memo	RM 504 - Item 002	1,000	
Offset	AE 504		3,000-
Offset	AE 504		1,000-
Totals		19,000	19,000-

Automatic Offset Method B

When you use offset method B, the system creates a cumulative automatic entry that does not include separate debit and credit totals. J.D. Edwards recommends that if offset method B is used to post transactions in France, procedures are established to control the entry of different types of transactions, such as invoices and debit notes, in the same batch for posting.

Although it is a common business practice, businesses in France are not legally required to provide a detailed journal to justify the offset to the bank account for each payment or receipt. If multiple payments and receipts are made on the same bank account, printing one cumulative entry for the bank account is acceptable.

If you use offset method B, you can use the Transaction Journal to justify the centralized automatic entries that the system creates when you run the General Journal Report.

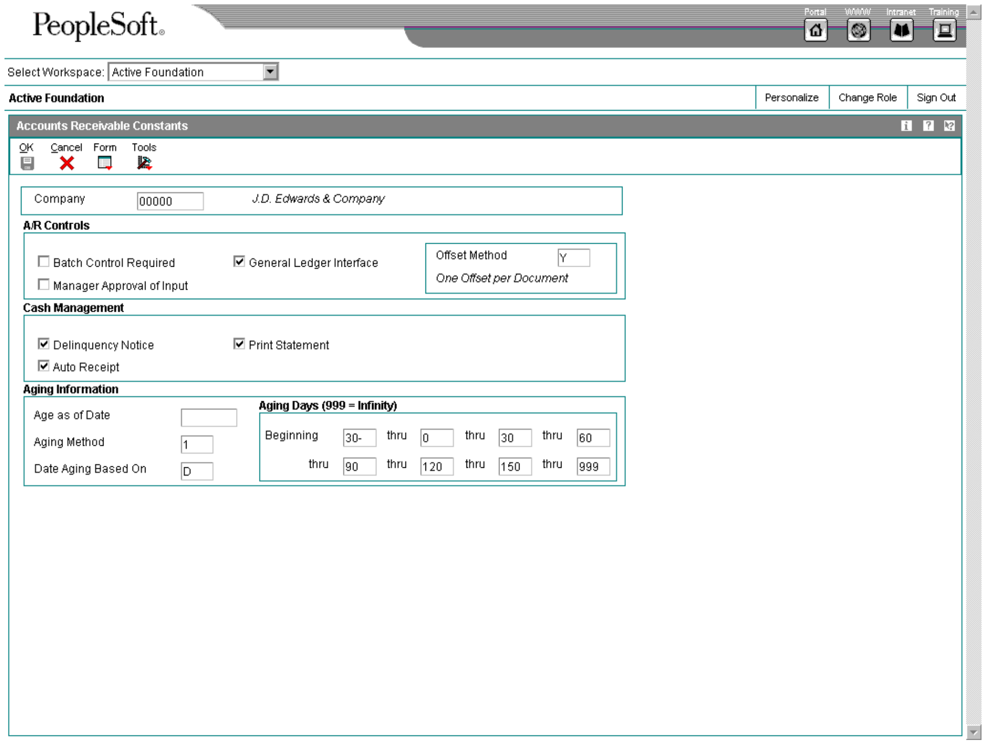
In the following example, the batch includes an invoice with two items: one for 10,000, and one for 5,000. The batch also includes a credit memo with two items: one for 3,000, and one for 1,000. The posting process created one automatic entry: a debit of 11,000 to offset all items. The system uses the batch number as the document number of the automatic offset.

Description	Document	Debit	Credit
Invoice	RI 3042 - Item 001		10,000-
Invoice	RI 3042 - Item 002		5,000-
Credit Memo	RM 504 - Item 001	3,000	
Credit Memo	RM 504 - Item 002	1,000	
Offset	AE 4360	11,000	
Totals		15,000	15,000-

► To set up the automatic offset method for A/R

From the Accounts Receivable Setup menu (G03B41), choose Accounts Receivable Constants.

1. On System Setup, click Accounts Receivable Constants.
2. On Work with A/R Constants, complete the following field and click Find to locate a specific company:
   - Company
3. Choose a record and click Select.

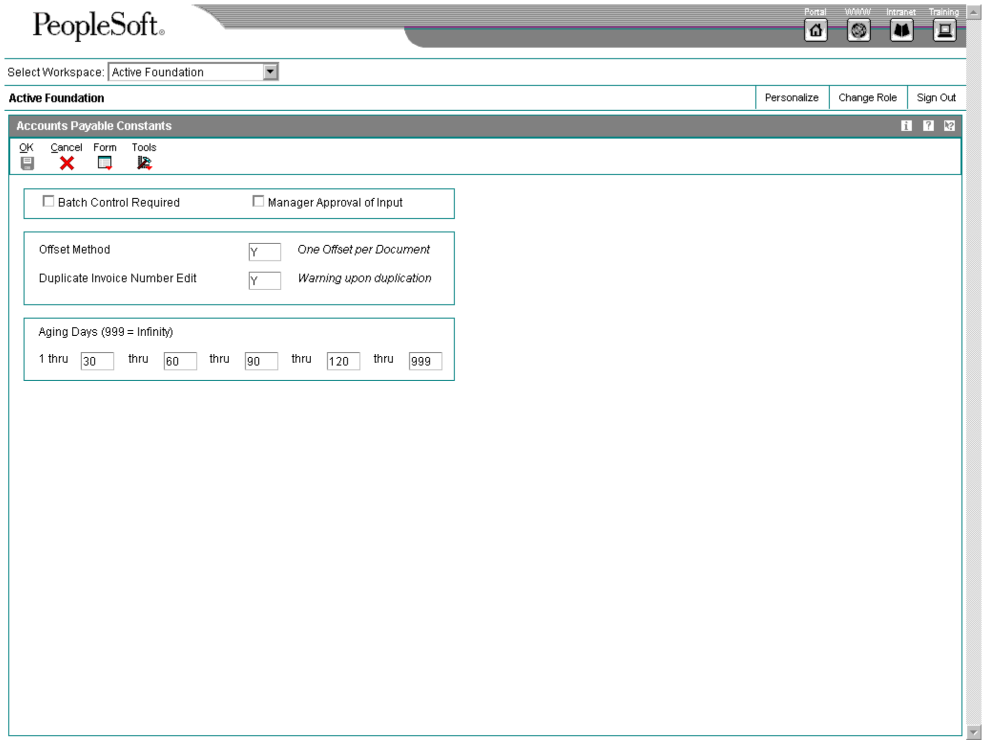


4. On Accounts Receivable Constants, complete the following field and click OK:
    - Offset Method

▶ To set up the automatic offset method for A/P

From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.

1. On System Setup, click Accounts Payable Constants.



2. On Accounts Payable Constants, complete the following field and click OK:
   - Offset Method

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 (UDC) as valid values. You can customize your system by setting up and using UDCs that meet the specific needs of your business environment.

Caution

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

Note

UDCs are either soft-coded or hard-coded. You can customize (add or change) any UDC that is soft-coded to accommodate your specific business needs. However, you should not customize a hard-coded UDC because certain applications depend on these specific values.

See Also

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

Payment Instrument (00/PY)

Set up UDCs 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 with a print program to generate a check or a bank file.

See Also

- *Working with French Payment Formats* in the *Global Solutions France Guide*

Produce Bank File (04/PP)

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

- Create A/P Bank Tape - France (R04572F1)
- Print Automatic Payments - Check - France (R04572F2)
- Print Automatic Payments - Draft Format - France (R04572N)

European Union Members (00/EU) – France

Companies in France that use domestic electronic formats in A/R must assign a currency value to the corresponding currency code on the UDC 00/EU to state amounts in the euro.

Assign a one-character currency value in the Description 02 field as follows:

- E (for the euro currency code, EUR)
- Blank or F (for the French franc currency code, FRF)

Note

Leave the Description 02 field blank if the currency code is your domestic currency.

VAT on Receipts/Payments (74/TX)

Set up UDCs to identify the tax rates codes that are applicable to VAT on receipts and VAT on payments. You can use these codes to associate different VAT rates with transactions that are subject to the VAT Deductible on Payment and VAT Collectable on Receipt regimes.

Under the VAT Deductible on Payment regime, when you buy something, you pay VAT to the supplier. You then deduct that amount from the VAT which you have collected from client sales and pay the difference to the fiscal authority.

Under the VAT Collectable on Receipt regime, when you sell something, you collect VAT, which you then owe to the fiscal authority.

Caution

You should define only the tax codes used for VAT on Receipts and Payments in the VAT on Receipts/Payments UDC table (74/TX), not the tax codes for the VAT on Debits regime. Defining codes for VAT on Debits in this UDC table results in unpredictable errors.

Before You Begin

- See *VAT Processing* in the *Global Solutions France Guide* for more information regarding VAT terminology
- See *Printing VAT Reports for Payments and Receipts* in the *Global Solutions France Guide*

Category Code 7 (01/07)

Set up UDCs in this table to identify fee categories for D.A.S. 2 reporting. Set up the following codes:

- AUT - Miscellaneous fees
- COM - Commissions
- COU - Courtage
- DAU - Author fee
- DIN - Copyright fee
- HON - Fees
- IRE - Expense reimbursements
- JDP - Jeton de présence
- RIS - Discount
- ZZZ - Not applicable

You can choose any value for the fees, but the descriptions are the official descriptions of the fees to be used for D.A.S. 2 reporting.

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:

Codes	Description 01	Special Handling
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:

Codes	Description
*	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:

Codes	Description 01
AT	Austria
BE	Belgium
BL	Belgium and Luxembourg
DE	Germany
DK	Denmark
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:

Codes	Description 01	Description 02
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
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 (R0018I1). 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:

Codes	Description 01
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 (R0018I2). 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:

Codes	Description 01
	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:

Codes	Description 01
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:

Codes	Description 01
	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:

Codes	Description 01
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:

Codes	Description 01
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
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:

Codes	Description 01	Special Handling
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 (R0018I3). 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.

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:

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

IPI – Address Line Sequencing (00/IA)

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

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

IPI – Charges Paid By (00/IC)

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

IPI – Form Types (00/IF)

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

IPI – Details of Payment (00/IP)

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

Setting Up Accounts Receivable Electronic Formats for the Euro

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

French and Italian companies that use domestic electronic formats in accounts receivable have a special setup requirement. This setup allows domestic formats, which state bank file amounts in the domestic currency, to also state BANK FILE amounts in an alternate currency. French and Italian companies can then state amounts in either the euro or an alternate currency, regardless of the company's domestic currency.

To state A/R domestic format amounts in A/R in the euro or an alternate currency, French and Italian companies must assign a currency value to the corresponding currency code on the European Union Members UDC table (00/EU), as follows:

Codes	Description 01	Description 02	Special Handling	Hard Coded
EUR	Euro	E – Electronic Format Euro	01/01/1999	N
FRF	French Franc	F – Electronic Format French	01/01/1999	N
ITL	Italian Lire	I – Electronic Format Italian	01/01/1999	N

To set up A/R electronic formats for the euro, assign a one-character currency value in the Description 02 field as follows:

- E (for the euro currency code, EUR)
- Blank or F (for the French franc currency code, FRF)
- Blank or I (for the Italian lira currency code, ITL)

Note

Leave the Description 02 field blank if the currency code is your domestic currency.

Bank Account Information Validation

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

J.D. Edwards software automatically validates the Rélevé d'Identité Bancaire (R.I.B.), including the bank account and transit numbers, according to the standards set by the French banking authority. You must enter the R.I.B. key in the Control Digit field for the account information to be validated. The Modulus97 algorithm checks the R.I.B. key.

Note

In addition to online validation, you can run the Bank Account Exception Report (R00310) to verify that your account information is correct. When you run this report, the system verifies the account numbers based on a control digit (R.I.B. key) and the bank transit number.

Before You Begin

- Verify that your suppliers and customers have a country code that is equal to FR (France) or a blank with FR in the second description of the UDC table. The validation of the online bank account information validation is activated, based on the R.I.B. key.

See Also

- *Setting Up Bank Account Information* in the *Accounts Payable Guide* for information about entering bank account information for your company
- *Setting Up Bank Account Information* in the *Accounts Receivable Guide* for information about entering bank account information for your customers

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.

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 (R0018I2) 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 (R0018I2) 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)

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.

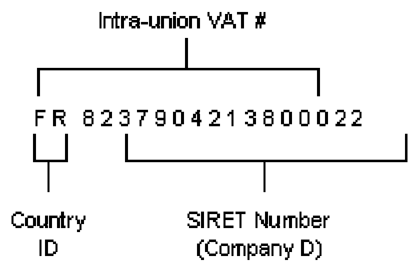
Overriding Tax ID Validation

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).

Example: Tax ID or VAT Registration Number for France



See Also

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

Additional Information

Additional information about setup issues, technical considerations, and using the system is available and explained in the following sections.

Data Integrity and the Chart of Accounts

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

Account Defined Only in the Account Master Table

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

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

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

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

Caution

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

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

Account Deleted from the Category Code Tables

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

Caution

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

See Also

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

Generally Accepted Accounting Practices in the U.S. and France

Based on generally accepted accounting principles (GAAP) in the United States (U.S.), the expense due to the purchase of an inventory item is recognized only at the time of sale (the balance of the cost of sales account). The U.S. GAAP and the J.D. Edwards standard solution imply an accounting principle of permanent inventory. That is, each inventory transaction generates an accounting entry.

In France, the purchase must be recognized in a purchase account. Periodically identifying the difference between the initial inventory and the final inventory is customary, as is posting an offset entry to a stock variation account.

Accounting Schemes

The following tables show which accounts to debit and credit for each transaction, using the final stock mode and permanent inventory accounting schemes:

Final Stock Mode

Event	U.S. GAAP		French GAAP	
	Debit	**Credit**	**Debit**	**Credit**
Reception of goods	Stock	Received; not vouchered	Purchase	Received; not vouchered
Supplier invoice	Received; not vouchered	A/P trade	Received; not vouchered	A/P trade
Sale	A/R trade	Sales	A/R trade	Sales
	Cost of sales	Stock	Stock variation	Stock
Final stock	Not available	Not available	Stock*	Stock variation*

**The entry can be inverted if the final stock is lower than the initial stock.*

Permanent Inventory

Event	U.S. GAAP		French GAAP	
	Debit	**Credit**	**Debit**	**Credit**
Reception of goods	Stock	Received; not vouchered	Purchase	Received; not vouchered
Supplier invoice	Received; not vouchered	A/P trade	Received; not vouchered	A/P trade
Sale	A/R trade	Sales	A/R trade	Sales
	Cost of sales	Stock	Stock variation	Stock

Note the following about the final stock mode and permanent inventory schemes:

- The entry for final stock in the Final Stock Mode scheme does not exist in the Permanent Inventory scheme.
- The offsetting entry for the stock account is *always* the stock variation account.
- The cost of sales (U.S. GAAP) is equal to purchase, plus or minus the stock variation (French GAAP).

J.D. Edwards Solution

When goods are received, the system uses automatic accounting instructions (AAIs) to generate a single entry in the appropriate account. The French GAAP requires an additional entry. You can use allocations within the J.D. Edwards standard solution to generate the second entry.

The purchase of stock for a given period corresponds to the inventory entries of the same period. For clients working with a standard price, J.D. Edwards recommends using the Chart of Accounts to distinguish between the purchase at standard price and the variation. You can use the business unit or the object to show this distinction.

Example: Chart of Accounts

The following table compares a French chart of accounts that is structured to report on the difference between initial inventory and final inventory with a U.S. chart of accounts:

Description	U.S. Account	French Account	Level of Detail
Stock	1400		5
Raw materials	1410	3110	7
Finished goods	1420	3550	7
Accounts Payable	4100		5
A/P trade	4110	4011	7
Received; not vouchered	4115	4081	7
Gross Margin	5000		4
Total sales	5001		5
Gross sales	5010	7011	7
Discount	5020	7091	7
Cost of Sales	6000		5
Purchases at standard price	6010	6011	7
Variation of standard price	6011	6011	7
Variation of stock (raw materials)	6012	6031	7
	6013	7135	7

Automatic Accounting Instructions

The following tables show how to set up the AAIs to post transaction amounts to the correct account by using the stock entries, purchase entries, and sales entries accounting schemes.

Stock Entries

These entries are reserved for stock transactions-- such as inventory issues, transfers, and adjustments-- that are not related to a purchase or a sale.

AAI	Description	Object	Description
TRI/4122	Adjustments	1410	Stock
TRO/4124	Adjustments	6031	Stock variation
PINV/4152	Inventory	1410	Stock
PEXP/4154	Inventory	6031	Stock variation

Purchase Entries

AAI	Description	Object	Description
OPI/4310	Reception of stocked raw materials	6010	Purchase
OPN/4315	Reception of non-stocked items	xxxx	Purchase of non-stocked Items
OPR/4320	Reception	4115	Received; not vouchered*
OPV/4330	Variation of standard price	6011	Variation of standard price
OPP/4335	Variation of standard price	6011	Variation of standard price
OPX/4340	Variation of currency	xxxx	Variation of currency

**The offsetting entry for this account is generated through the AAI PCxxxx.*

Sales Entries

AAI	Description	Object	Description
SOC/4220	Sales	6013	Stock variation finished goods
SOS/4230	Sales	5010	Sales*
SOI/4240	Sales	1420	Stock
SOT/4250	Sales	xxxx	Taxes*

**The offsetting entry for the A/R Trade account is generated by the AAI RCxxxx.*

Indexed Allocation Computations

Use indexed allocation computations to generate accounting entries for the entry of stock that is based on the purchase account at standard price.

Set up your allocations as follows:

Recur Frequency	MO (Monthly)
Method	Update
Computations Based On	Month to Date
Contra/Clearing Account	6031 Stock valuation

From OBJ	6010 Purchase
From LT	AA
Rate Factor	1

TO OBJ	1410 Stock
TO LT	AA

You can minimize the setup that is required for allocations by using a transit account. For example, if you have several accounting branches, you can use the following alternative:

Contra/Clearing Account	Transit Account
From OBJ	6010 Purchase
From LT	AA
Rate Factor	1
TO OBJ	1410 Stock
TO LT	AA

From OBJ	6010 Purchase
From LT	AA

Rate Factor	-1
TO OBJ	6031 Stock variation
TO LT	AA

See Also

- *Setting Up Indexed Allocation Computations* in the *General Accounting Guide* for information on indexed allocation computations

Managing Bad Debts

When an Accounts Receivable (A/R) trade account becomes a solvency risk (for example, legal rectification), the A/R trade account is recognized as a Doubtful A/R trade account, regardless of the invoice due date. You create an entry in a Doubtful A/R trade account every time that a posted invoice, or several invoices, represents a risk.

In the French chart of accounts, a special account exists in class 4 as a subset of account 411000 - Trade Accounts Receivable, and is used for doubtful clients and client accounts in litigation.

When you recognize a client account as a bad debt, you transfer the receivable amount, including any value added tax (VAT), to account 416000 - Bad Debts. You also create the necessary accounting entries between account 416000 - Bad Debts and account 411000 - Trade Accounts Receivable. In addition, you must create the necessary accounting entry in account 491000 - Provision for Doubtful Trade Account.

G/L Offset Transfer Method

Use the G/L Offset Transfer method to transfer invoices from the Trade Accounts Receivable account to the Bad Debts account. To do this transfer, use the chargeback procedure in the receipts entry program. When you use the chargeback procedure, you close the invoice by opening a new document (document type RB). You can manually change the G/L offset for the new document to the Bad Debts account (416000).

You can use this method to create one new document per invoice or one new document for all the invoices that you want to transfer to the Bad Debts account.

If you create one document for multiple invoices, you can associate bad debts with document type RB. Otherwise, remembering that document type RB might identify other types of chargebacks, in addition to bad debts, is important.

To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the customer master record for the client.

Note

The disadvantage of the G/L Offset Transfer method is that the system does not include the original data relative to that client's invoices on any A/R reports that you print. However, this situation might not be a disadvantage if you are accustomed to tracking this information by using online inquiries.

Payment Status Modification Method

You can modify the payment status for invoices that are considered bad debts. For this action, you must create a specific payment status code, such as X, for bad debts. To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the client's Customer Master record.

If you use the payment status modification method and indicate the credit message D on the Customer Master record, you must:

- Modify the data selection for your A/R Open Detail and Summary reports so that invoices identified as bad debts (with payment status X) are excluded.
- Create report versions to report on clients identified as bad debts.
- Manually enter a reversing journal entry at the end of the month to offset the difference between the A/R Trade Accounts accounts and the Doubtful A/R Trade Account. You can print this information on the Trial Balance report by G/L Offset. Use data selections to include only records with the payment status for bad debts (X).

Note

The advantage of the Payment Status Modification method is that you can maintain the information in the system relative to the original invoice, and you can easily access and update bad debt information. The disadvantages are that the setup phase is more complex and you are required to make a monthly manual entry. J.D. Edwards recommends this solution if you need to keep the original invoice information to process delinquency notices.

After you have made your entries to the A/R trade account as a doubtful account, you must enter an A/R Doubtful Provision.

Entering an A/R Doubtful Provision

Use the Customer Ledger Inquiry program (P03B2002) to enter the negative provision. You must set the G/L Offset code to the following account:

491000 - Provisions pour créances douteuses

Note

The advantage of the A/R Doubtful Provision method is that you can maintain the information in the A/R Trade accounts as required by French law.

If the invoice is paid after you enter the doubtful provision, you must void the invoice for that doubtful provision using the Customer Ledger Inquiry program.

If the invoice will never be paid, you must enter an unrecoverable A/R loss.

► To enter an unrecoverable loss

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, cancel the original revenue by entering a loss (and corresponding VAT) in account 654000 - Pertes sur créances irrécouvrables.
2. Close the A/R Doubtful Trade account (416000) by entering the correct G/L Offset code.

Caution
Do not forget to void the A/R Doubtful Trade account (416000) and then calculate the net.

Note
The advantage of the unrecoverable A/R loss method is that you can maintain the information in the A/R Trade accounts, as required by French law.

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

Business Unit Descriptions	You can translate the descriptions of the business units that you set up for your system. The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D). 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.

Account Descriptions	You can translate the descriptions of your accounts into languages other than the base language. 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.
Automatic Accounting Instruction (AAI) Descriptions	You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system.
UDC Descriptions	You can translate the descriptions of the UDCs that you set up for your system.
Delinquency Notice Text	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.) 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.

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
- Revaluate currencies due to changes in exchange rates

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

Default exchange rates	When you enter a transaction, the system supplies the exchange rate from table F0015.
Exchange rates for individual contracts	You can specify exchange rates for individual customers and suppliers.
Spot rates	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from tableF0015.

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

International Bank Account Numbers

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

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

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

Country code

A two-letter country code as specified in ISO 3166. The country code used in the IBAN is the code of the county in which the bank or branch that is servicing the IBAN resides.

Check digits

Two digits that are assigned according to an algorithm.

Basic Bank Account Number (BBAN)

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.

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.

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

The following table shows examples of IBANs:

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

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

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

Annual Close Procedure

A fiscal year is considered active for a company when its beginning date is defined in the company setup.

For example, if the beginning date of a fiscal year for a company is 01/01/99, fiscal year 99 is *active* on January 01, 1999.

To change the active fiscal year, you must change the beginning date of the year. For example, to activate fiscal year 2000, the beginning date of the fiscal year must start on 01/01/00 if the first month of the fiscal year is January.

Caution

Recording entries from the previous fiscal year for the active fiscal year is impossible.

Phase 1: Activating the New Accounting Period

To complete the first phase, fiscal year N must be active if you want to record entries on the previous fiscal year (N) and the new fiscal year (N+1). J.D. Edwards recommends that you activate fiscal year N+1 in conjunction with the closing of the last period of fiscal year N.

Running a fiscal year closing procedure, called "period pre-closing," is also recommended for setting up the balance forward amounts to carry over to the first period of fiscal year N+1. Balance forward amounts are carried over to the first period of fiscal year N+1 if the final fiscal year closing has not been run before reporting the first period of the new fiscal year.

Phase 2: Creating Adjusting Entries for the Period Close

During the second phase, you must record the last adjusting entries of the fiscal year N to proceed with the final closing of fiscal year N.

Re-opening Fiscal Year N

If you use this solution, you must re-activate fiscal year N by using the start date for fiscal year N and setting up the last period as the active year and period (General Accounting system only).

J.D. Edwards recommends using a specific document type (for example, J9 = year closing entries). After you post the last adjusting entries for fiscal year N, you must reactivate fiscal year N+1 and the current period.

J.D. Edwards also recommends that the last adjusting entries for fiscal year N be made by the same person and that they be protected from other General Accounting system users. However, this procedure is not mandatory.

Entering records on the previous fiscal year (N) is easily protected using this solution.

Without Re-opening Fiscal Year N

This solution allows records to be entered on the last day of the fiscal year N with the specific document type of ##-- without reopening fiscal year N. If you choose this solution, you must post these entries in the usual way.

Caution

Setting up security on the record entry for the previous fiscal year using this solution is difficult.

Phase 3: Running the Final Period Close

Before running the final period closing, verify that the following steps are completed:

1. Print the necessary reports.
2. Print the Trial Balance, the General Ledger, and the General Journal in final mode.

   This process identifies the transactions as already printed in final mode for the fiscal year that you are closing and prevents the reports from being run again in final mode for the same fiscal year.

   Caution
   This process can be run only once in final mode. However, the reports can be run as many times as required in proof mode, even after final mode has been run.

3. Back up your entire environment.

   At this point in the annual close procedure, J.D. Edwards recommends that you back up your entire environment for fiscal auditing purposes. The backup is very important because you can be asked to provide reproductions of your reports (General Ledger or other), as well as your accounting system's electronic data files, during a tax audit of your information system.

4. After you verify that the preliminary steps have been completed, run the final period close.

   When you run the final period close, the program computes the year's income and updates the balance forward amounts for fiscal year N+1.

   Note
   The new (N+1) fiscal year beginning balance date must be active.

Country-Server Exits

The J.D. Edwards solution for France includes country-server exits that facilitate country-specific functions without modifying or disrupting standard software functions or processes. Country-server exits cause forms or business functions to be available to appropriate users, yet hidden from users for whom the forms or business functions are not pertinent.

Tax ID Validation

The country-specific logic for tax ID validation for France is invoked if the localization country code in User Profile Revisions is FR (France) or if the user's address book record contains the country code FR.

The following programs invoke the country-server exit for tax ID validation:

- P03013 - Customer Master
- P04012 - Supplier Master
- P01012 - Address Book
- N0100041 - Address Book MBF

The following business functions are called to run the country-server exit for tax ID validation within address book records for customers, suppliers, and others. The business functions follow this order:

- N7000030 - Validation Plug & Play - Tax ID
- B7000030 - C/S – Process Localization Requirements
- N7400450 - Tax ID Validation - France

Bank ID Validation

The country-specific logic for bank ID validation for France is invoked if the localization country code in User Profile Revisions is FR (France).

The following programs invoke the country-server exit for bank ID validation:

- P0030G - G/L Bank Accounts
- P0030A - Bank Accounts By Address
- R00314 - Bank Account Validation
- P03B602 - Draft Entry

The following business functions are called to run the country-server exit for bank ID validation. The business functions follow this order:

- N7000040 - Validation Plug & Play - Bank ID
- B7000040 – CS – Process Localization Requirements
- N7400020 - Bank ID Validation – France
- D7400040 – EC – Intrastat Batch Update - Purchasing

Interoperability

The J.D. Edwards/XRT-CERG joint development project provides enhanced integration between J.D. Edwards financial applications and XRT-CERG cash and treasury management applications.

This enhancement includes an integration of Accounts Payable, Accounts Receivable, and General Accounting information to the XRT-CERG interface.

See Also

- *Interoperability* in the *Accounts Payable Guide* for more information regarding Accounts Payable interoperability
- *Interoperability* in the *Accounts Receivable Guide* for more information regarding Accounts Receivable interoperability
- *Interoperability* in the *General Accounting Guide* for more information regarding General Accounting interoperability

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

French VAT

In France, the taxpayer is liable for collected VAT and deductible VAT. Collected VAT is included on sales. Deductible VAT is included in the purchase of goods, equipment, and services. Collected VAT can be offset against any deductible VAT. Businesses can also postpone the declaration of VAT in certain circumstances.

Certain services are subject to a special fiscal regime that allows you to declare the VAT when payment is made, as opposed to when the voucher is recorded. Postponing the declaration of VAT payable as long as possible can be advantageous for a business. This regime is also valid for accounts receivable transactions when VAT is recognized at the time of receipt, instead of at the time of invoicing.

VAT Returns

Each month of VAT returns must be completed on a special form (CA3) and filed with the local tax office between the 15th and 24th day of the following month.

You must pay any collected VAT that exceeds the over-deductible VAT of your business 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.

Entering Journal Entries with VAT

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

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

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

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

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

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

- Automatically updates the Taxes table (F0018)

  The system ignores the tax processing options when you post the journal entry.

- Creates Account Ledger records (F0911) for the tax account specified in the AAI item GT*xxxx* (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 GT*xxxx* AAIs 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 GT*xxxx*.

- O

  This code identifies the entry as the offset account entered in the Journal Entries with VAT program (P09106).

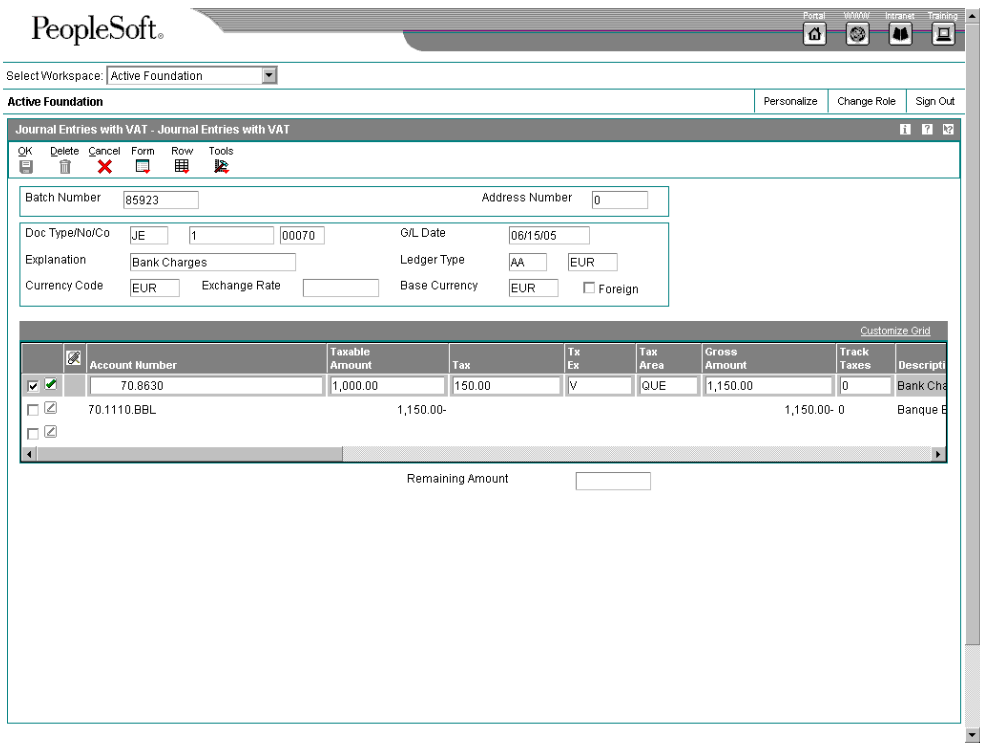
You can revise journal entries with VAT in the same way that you revise journal entries without VAT.

- 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.

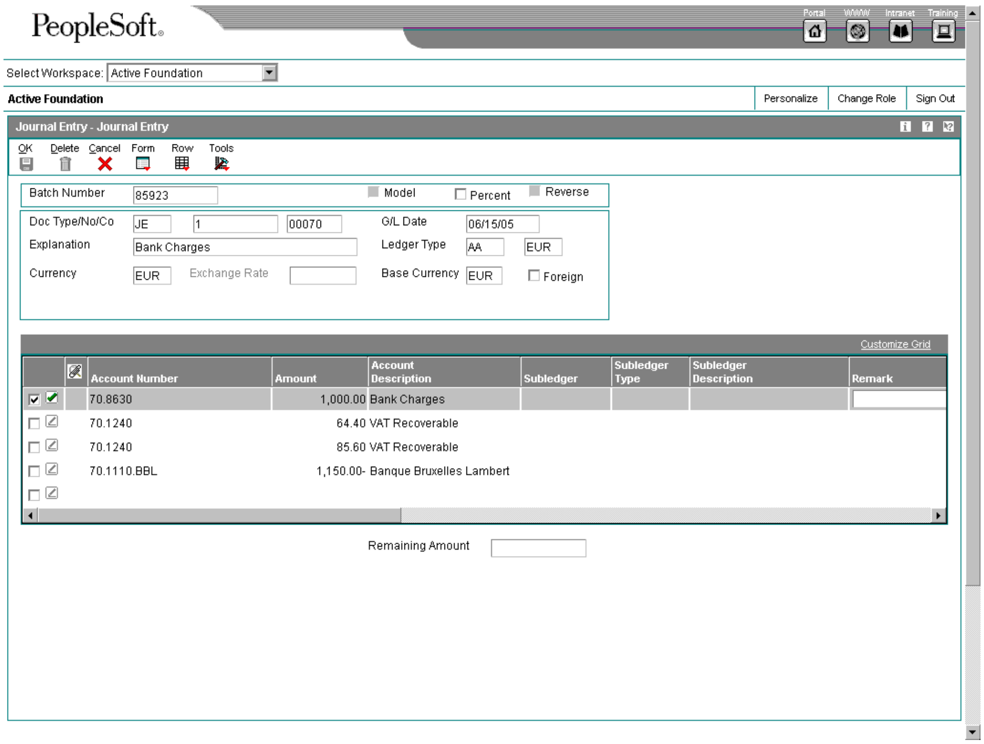
Example: Journal Entry with VAT

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):



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 GT*xxxx* (where *xxxx* is the G/L offset entered for the tax rate area QUE) to locate the VAT tax account when you enter the journal entry, not when you post it. You cannot review these entries using the Journal Entries with VAT program; you must use program P0911.



Before You Begin

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

▶ To enter journal entries with VAT

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

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

     The system copies the value that you enter to the corresponding field in each detail line that you enter.

4. Complete the following fields for each G/L distribution with tax:
    - Account Number
    - Tx Ex

      You must use a tax explanation code that begins with V (V, VT, or V+). No other tax explanation codes are valid.
    - Tax Area
5. Complete one of the following fields:
    - Taxable Amount

      If you enter the taxable amount, the system calculates the gross amount.
    - Gross Amount

      If you enter the gross amount, the system calculates the taxable amount.
6. To track taxes by G/L account, enter 1 in the following field:
    - Track Taxes

      The account must be set up as taxable in the Account Master table (F0901) to accept a value of 1.
7. If necessary, complete the following field in the detail area:
    - Address Number
8. Review the calculated tax amount in the following field:
    - Tax

      If you change the tax amount, the system validates your change against the Tax Rules.
9. Repeat steps 4–8 for each G/L distribution line.

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

10. Click OK.

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

► To enter a tax-only journal entry

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

1. On Work with Journal Entries with VAT, click Add.

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

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

Processing Options for Journal Entries with VAT (P09106)

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

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

Version

Printing the Tax Detail Report

From the Tax Processing and Reporting menu (G0021), choose Tax Detail/Summary.

In France, you can print the Tax Detail report to help you complete your VAT return forms. The report lists actual tax information by company and order type for each tax rate and area that you have set up for your system.

The Tax Detail report prints the detail tax information in the Taxes table (F0018).

Processing Options for Tax Detail Report (R0018P)

Tax Report
1. Enter a '1' to flag the detail records as having been read:

As-If 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 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 exchange rate for the as-if currency. If left blank, the system date will be used.

Dates

1. From Date

2. Thru Date

Printing VAT Reports for Payments and Receipts

From the French VAT Processing menu (G00214), choose VAT Report.

Certain services are subject to a special fiscal regime that allows you to declare VAT when payment is made. If the services and goods on the vouchers that you receive are subject to this fiscal regime, you can declare VAT when the payment is made, rather than when the voucher is recorded. This regime is also valid for accounts receivable transactions — you can declare VAT when you receive payment, rather than when you record the invoice.

VAT reports for payments and receipts provide the information that you need to complete official tax declaration forms and reconcile VAT accounts. You can use the information from VAT reports to differentiate between transactions that are subject to the ordinary VAT on Debits regime, and transactions that are subject to the VAT Payable on Receipts and VAT Collected on Payments regimes.

The program that generates VAT on payments and receipts selects only the transactions that are entered with a tax code that you set up in UDC 74/TX. The program produces a report that highlights the transaction detail of those invoices for which VAT has been declared at receipt and payment time.

If you postpone declaring VAT for specific transactions, you should note the following:

- The VAT Payable on Receipts and VAT Collected on Payments regimes are applicable only to identifiable services and construction works.
- For the VAT Payable on Receipt regime, the VAT amount should be accounted for when a receipt is recorded for the invoice. For a partial receipt, only the VAT for the received amount should be recognized. For accounts receivable drafts, the actual receipt should be considered as received at the draft due date and not at the receipt date (the date when the draft is recorded).
- For the VAT Collected on Payment regime, the VAT amount should be accounted for when the vouchers are paid. For partial payment, only the VAT for the paid amount should be recognized. For accounts payable drafts, the actual payment should be considered paid at the draft due date and not at the payment date.

When you run the VAT Detail Report (R7400CSM), the system also runs the VAT on Payments report (R7400CAP) and the VAT on Receipts report (R7400CAR). The process generates three reports using the data selection that you specify for the VAT report.

You should run VAT reports for each reporting period. The VAT report shows the following detail for each tax rate:

- VAT Collected on Debit (ordinary VAT processing)
- VAT Collected on Payment (special regime)
- VAT Payable on Debit (ordinary VAT processing)
- VAT Payable on Receipt (special regime)

If your company accounts for VAT on Payments and Receipts, you can use the VAT on Payments and Receipts process for VAT on Debit transactions.

The VAT report program includes the following functions:

Partial Receipts and Payments	You can process partial receipts and payments. The system identifies the pay item records for which VAT has already been received or paid. The VAT report shows these records in two columns: • Tax Already Declared • Tax To Declare
Summary of Taxes	At the bottom of each report (Accounts Payable and Accounts Receivable), the VAT report shows a summary of taxes to declare by tax rate.
Transaction Listing	The VAT report lists all of the transactions by tax rate and also a Tax to Declare column.
Draft Processing	The VAT report shows the VAT due, based on the draft due date.
Proof and Final Modes	You run the program in proof mode and print a report that you can review before running the program in final mode. Final mode prints a report and updates applicable tables. Only transactions that have tax to declare for the period that is selected appear on the report. After the tax is paid in full and you run the report in final mode, the transaction does not appear on subsequent reports.
Euro Display	You can use the Currency processing options to display amounts in the euro.

Setup Considerations

Before you can run the VAT on Payments and Receipts reports, you must complete the setup that is detailed below.

Complete the following processing options on the General Ledger Post Report (R09801) program:

Update Tax File	J.D. Edwards recommends that you enter a 3.
Adjust VAT Account for Discount Taken	2 = Update VAT, Ext. Price, and Taxable.
Adjust VAT Account for Receipt Adjustments and Write Offs	2 = Update VAT, Ext. Price, and Taxable.

Define separate VAT accounts for the normal VAT on Debits, and the VAT on Receipts and Payments in your chart of accounts. At the end of the reporting period, you need to create manual entries to compensate the VAT on Receipts and Payments accounts. For example:

- 44571.DEBIT, VAT Collected on Debits
- 44571.ENC, VAT Collected on Receipts
- 44551.DEBIT, VAT Deductible on Debits
- 44551.DEC, VAT Deductible on Payments

Define separate tax rates for the VAT on Receipts and Payments regime, and the VAT on Debits regime with distinct G/L Offsets. For example:

- C206, A/R VAT on Debits, G/L Offset = COL
- C206E, A/R VAT on Receipts, G/L Offset = ENC
- D206, A/P VAT on Debits, G/L Offset = DED
- D206E, A/P VAT on Payments, G/L Offset = DEC

Caution

Set up the tax rates used only for VAT on Receipts and Payments, not for VAT on Debits, in user defined code table 74/TX.

For example, in the previous list of tax rates, only the following rates should be defined in user defined code table 74/TX:

- C206E, A/R VAT on Receipts
- D206E, A/P VAT on Payments

Define the following AAIs for the receivables and payables tax account using the G/L offsets that are defined for the tax rates:

- RT**COL,** 44571.DEBIT
- RT**ENC**, 44571.ENC
- PT**DED**, 44551.DEBIT
- PT**DEC**, 44551.DEC

Processing Options for VAT Report (R7400CSM)

Process Tab

Use these processing options to specify values, such as the value that specifies the running mode that the VAT Report (R7400CSM) uses when other values are not entered for the transaction.

1. Running Mode

Blank = Proof

1 = Final

Use this processing option to specify the mode in which to run the VAT reports. Running in proof mode only creates the VAT on Payments (R7400CAP), VAT on Receipts (R7400CAR), and VAT Report (R7400CSM). Running in final mode creates the reports and also updates the Taxes table (F0018). Valid values are:

Blank

Run in proof mode (default).

1

Run in final mode.

2. Selection Date

Blank = G/L Date

1 = Service Date

Use this processing option to specify whether you use the G\L date or the service date as an invoice date. Valid values are:

Blank

The system uses the G/L date as the invoice date.

1

The system uses the service date as the invoice date.

3. Print Summary

Blank = The system prints "On Document" summary on the report

1 = The does not print "On Document" summary on the report

Use this processing option to specify whether the system prints the "on document" summary on the report. Valid values are:

Blank

The system prints the "on document" summary on the report.

1

The system does not print the "on document" summary on the report.

Select Tab

Use these processing options to specify data selection for the VAT Report (R7400CSM).

---

1. Beginning Process Date (Required)

Use this processing option to specify the beginning G/L date. The system processes transactions with a G/L date between the beginning G/L date and the ending G/L date.

2. Ending Process Date (Required)

Use this processing option to specify the ending G/L date. The system processes transactions with a G/L date between the beginning G/L date and the ending G/L date.

3. Company Number (Required)

Use this processing option to specify the company for which you are running VAT reports. The system processes transactions for this company only.

Receipts Tab

Use these processing options to run the VAT Report (R7400CSM) from receipts.

---

1. Bypass Accounts Receivables process.

Blank = Process A/R
1 = Bypass

Use this processing to specify whether to process VAT from receipts. Valid values are:

Blank
The system processes VAT from receipts.

1
The system does not process VAT from receipts.

2. System Code

Blank = 74

Use this processing option to specify the user defined system code for VAT on Receipts. If you leave this processing option blank, the system uses system code 74. Complete this processing option in conjunction with the Record Type processing option.

3. Record Type

Blank = TX

Use this processing option to specify the user defined record type for VAT on Receipts. If you leave this processing option blank, the system uses record type TX. Complete this processing option in conjunction with the System Code processing option.

4. R7400CAR Version

Blank = ZJDE0001

Use this processing option to specify the version of VAT on Receipts (R7400CAR) to run. If you leave this processing option blank, the system runs version ZJDE0001.

Payments Tab

Use these processing options to run the VAT Report (R7400CSM) from payments.

1. Bypass Accounts Payables process.

Blank = Process A/P
1 = Bypass

Use this processing to specify whether to process VAT from payments. Valid values are:

Blank
The system processes VAT from Payments.

1
The system does not process VAT from Payments.

2. System Code

Blank = 74

Use this processing option to specify the user defined system code for VAT on Payments. If you leave this processing option blank, the system uses system code 74. Complete this processing option in conjunction with the Record Type processing option.

3. Record Type

Blank = TX

Use this processing option to specify the user defined record type for VAT on Payments. If you leave this processing option blank, the system uses record type TX. Complete this processing option in conjunction with the System Code processing option.

4. R7400CAP Version

Blank = ZJDE0001

Use this processing option to specify the version of VAT on Payments (R7400CAP) to run. If you leave this processing option blank, the system runs version ZJDE0001.

Currency Tab

Use these processing options to specify the currency code and the "as of" date that the system prints when you run the VAT Report (R7400CSM).

1. As-If Currency Code. (Optional)

Use this processing option to enter the currency code for as-if currency reporting. This processing option allows for amounts to print in a currency other than the currency they are stored in. The system translates and prints them in the as-if currency. If you leave this processing option blank, the system prints the amounts in the database currency.

2. As-Of Date. (Optional)

Use this processing option to specify the as-of date for processing the current rate for the as-if currency. If you leave this processing option blank, the system date is used.

Creating Tax Reports in the Euro

Many European companies use the Use and VAT Tax and VAT Exception reports to help them complete their VAT return forms.

The following tax reports use "as if" currency processing, which allows you to create tax reports in a currency other than the base currency of your company:

- Tax Detail Report (R0018P)
- VAT Exception Report by Tax Area (R0018P7)

"As if" currency processing for these tax reports follows the no inverse method of exchange rate calculation, which is a legal requirement for EMU member currencies. The tax reports print amounts as if they were entered in another currency. They do not write or update amounts in a tax table.

Processing Options for Tax Detail Report (R0018P)

Tax Report
1. Enter a '1' to flag the detail records as having been read:

As-If 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 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 exchange rate for the as-if currency. If left blank, the system date will be used.

Dates

1. From Date

2. Thru Date

Processing Options for VAT Exception Report by Tax Area (R0018P7)

As-If 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 they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print as normal.

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

Completing the VAT Return Form

In France, the taxpayer is liable for collected VAT and deductible VAT. You must report VAT to the tax authorities. VAT returns must be completed monthly on a special form, and filed with the local tax office between the 15th and 24th day of the following month.

You can use J.D. Edwards localized software to run French VAT reports. The reports provide the information that you need to complete official tax declaration forms and reconcile the VAT accounts. You can use information from VAT reports to differentiate between transactions that are subject to the ordinary VAT regime, and transactions that are subject to the VAT Collected on Receipts and VAT Payable on Payments regimes.

An example of the French VAT Return form follows:

cerfa
N° 30-2947
MODÈLE OBLIGATOIRE
(Article 287 du C.G.I.)

DIRECTION GÉNÉRALE DES IMPÔTS

N° 3310 CA 3

TAXE SUR LA VALEUR AJOUTÉE (ET TAXES ASSIMILÉES)

DÉCLARATION MENSUELLE OU TRIMESTRIELLE – RÉGIME RÉEL NORMAL
MINI RÉEL

PÉRIODE DE DÉCLARATION **Ne pas omettre de préciser la période**

Mois de .... 19........

ou .... trimestre 19........

Numéro d'identification intracommunautaire

0001

N° d'identification de l'établissement (SIRET)

Code activité

PAIEMENT, DATE, SIGNATURE

Dater et signer

À ....

Le ....

Signature :

Téléphone (facultatif) : ....

Établir impérativement les chèques à l'ordre du TRÉSOR PUBLIC

Paiement par mandat, virement postal, virement bancaire, obligation cautionnée : cocher la case correspondante.

4 ☐ Virement bancaire 5 ☐ Mandat, vir. postal 6 ☐ Obligation cautionnée

RÉSERVÉ À L'ADMINISTRATION

Somme :	Date :	Pénalités	
....	N° R.	Taux 5 %	9005
dont OC :	N° R. 30	Taux %	9006
....	N° d'opération	Taux %	9007

CADRE RÉSERVÉ À LA CORRESPONDANCE

Rayer les indications imprimées par ordinateur qui ne correspondent plus à la situation exacte de l'entreprise (dénomination, activité, adresse, régime d'imposition...) et signaler ci-contre le changement intervenu.

NOM, PRÉNOMS : ....
(ou dénomination)

ACTIVITÉ : ....
(profession)

ADRESSE : ....

Date de réception

Recette	Numéro de dossier	Clé	Période	C.D.I.	Insp.	Régime

N° 3310 CA 3 – IMPRIMERIE NATIONALE 5 403312 GFF 60 I | – Juillet 1995 ♦ G2

A MONTANT DES OPÉRATIONS RÉALISÉES

OPÉRATIONS IMPOSABLES (H.T.)			OPÉRATIONS NON IMPOSABLES		
01	Ventes, prestations de services		04	Exportations hors CEE	0032
02	Autres opérations imposables		05	Autres opérations non imposables	0033
03	Acquisitions intracommunautaires (dont ventes à distance et/ou opérations de montage :)	0031	06	Livraisons intracommunautaires	0034

B DÉCOMPTE DE LA TVA À PAYER

	OPÉRATIONS IMPOSABLES (lignes 1 à 3 ventilées par taux)		Base hors taxe	Taxe due
07	Taux 18,6 %	0200		
08	Taux 5,5 %	0100		
09	Anciens taux	0900		
10	Opérations imposables à un taux particulier (décompte effectué sur annexe 3310 A)	0950		
11	Opérations réalisées dans les DOM	0920		
12				
13	TVA antérieurement déduite à reverser (pour les redevables RSI crédit au 31-12 dont le remboursement a été demandé)	0600		
14	**Total (lignes 07 à 13)**			
15	**Dont TVA sur acquisitions intracommunautaires**	0035		

DÉDUCTIONS

16	Biens constituant des immobilisations	0703	
17	Autres biens et services	0702	
18	Autre TVA à déduire		F
19	Report du crédit apparaissant ligne 24 de la précédente déclaration	8001	F
20	**Total des lignes 18 + 19**	0701	
21	**Total des lignes 16 + 17 + 20**		

Indiquer ici le pourcentage de déduction applicable pour la période %

CRÉDIT			TAXE À PAYER		
22	Crédit de TVA (ligne 21 – ligne 14)	0705	25	TVA nette due (ligne 14 – ligne 21)	
23	Remboursement demandé sur formulaire n° 3519 joint	8002	26	Taxes assimilées calculées sur annexe n° 3310 A	9979
24	Crédit à reporter ligne 19 de la prochaine déclaration	8003	27	Sommes à imputer y compris acompte congés	9989
			28	Sommes à ajouter y compris acompte congés	9999
				Total à payer	

La loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés, garantit aux déclarants un droit d'accès et de rectification pour les données les concernant auprès du centre des Impôts dont ils relèvent.

See Also

- *Printing VAT Reports for Payments and Receipts* in the *Global Solutions France Guide*

Automatic Debits

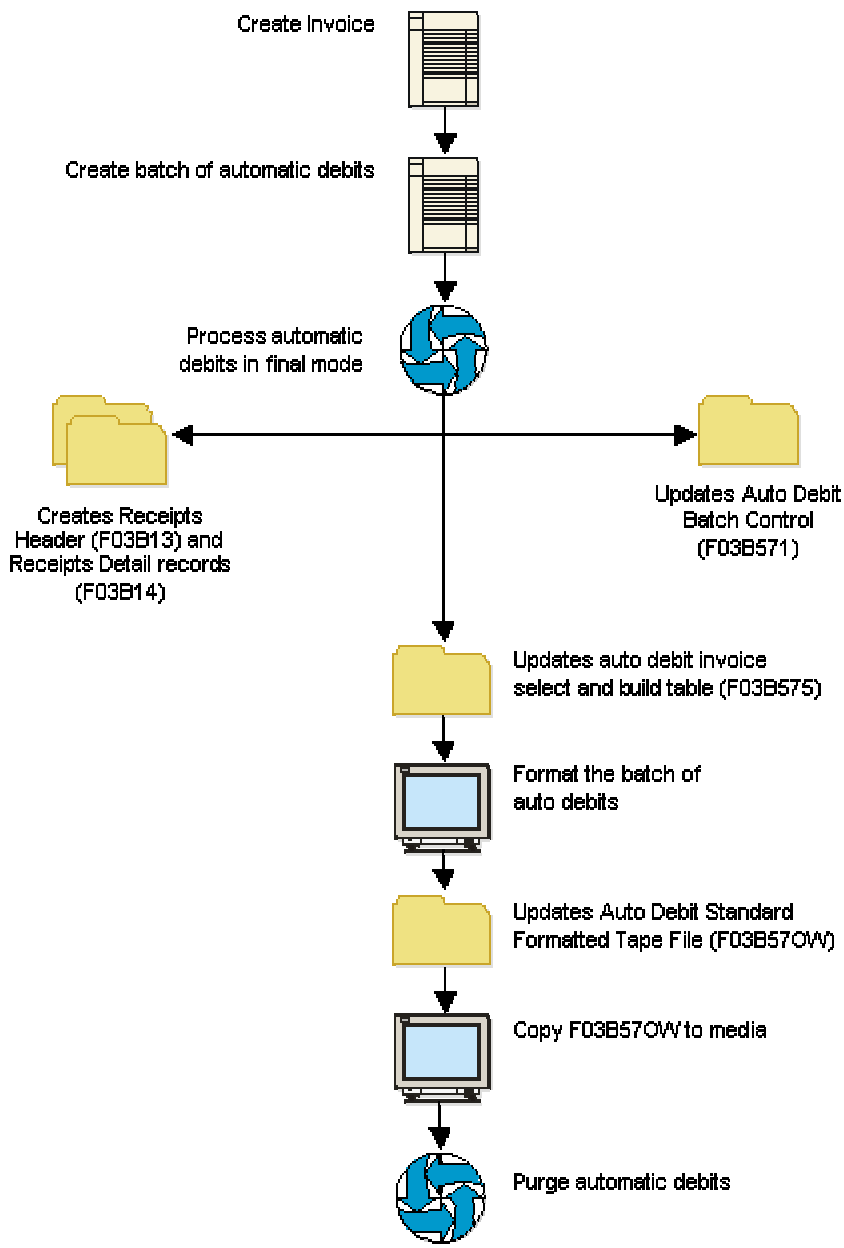
You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to your bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. Your bank collects payment from your customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

The following graphic illustrates the information flow when you are using automatic debits:

Automatic Debits Information Flow



When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customer invoices to be paid
- Build and update worktables that are sent to the bank
- Update customer invoices as paid
- Format automatic debit information to meet country-specific bank requirements
- Copy automatic debit information to a medium to send to your bank, or transfer automatic debit information electronically
- Purge automatic debit batches

The automatic debit process updates the following tables:

- Auto Debit Batch Control (F03B571)
- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

See Also

- *Processing Automatic Debits in a Foreign Currency* in the *Multicurrency Guide* for currency considerations when processing automatic debits

Entering Bank Automated Clearing System (BACS) Information

Enter the sender's bank ID in the Bank User Number field on the Revise BACS Information form to process your electronic funds transfers.

► To enter BACS information

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

1. On Work With G/L Bank Accounts, click Find.
2. Choose the bank account you want to use, and then click Select.
3. On Set Up G/L Bank Account, choose BACS Info from the Form menu.
4. On Revise BACS Information, complete the following fields:
   - Bank User Number
   - Reference/Roll Number
   - Bank Reference Name

Working with Automatic Debits for France

When you run the Automatic Debiting program to process automatic debits for France, specify the following program number for the debit format:

R03B575FD	Automatic Debits French Format

You can specify this program number in the Bank File processing option when you create and process automatic debits. Alternatively, you can specify the program number in the Automatic Debit Batches program (P03B571) on the Revise Auto Debits Control form.

This program generates a bank file that corresponds to the French banking standards for automatic debits.

See Also

- *Formatting a Batch of Automatic Debits* in the *Accounts Receivable Guide* for detailed instructions on formatting automatic debits

Processing Options for Automatic Debits French Format (R03B575FD)

Statement Print
1. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, Customer Statements will only be printed where the number of invoice details exceeds the maximum number that can be included onto the format.

Statement Print

Creating and Processing a Batch of Automatic Debits

To create a batch of automatic debits, you use processing options and data selection to specify which invoices you want to include in the batch. You can create the batch in either proof or final mode.

Proof Mode

When you run the Create Automatic Debit Batch program (R03B571) in proof mode, the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the Auto Debit Batch Control table (F03B571) to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the Auto Debit Invoice Select and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- Creates two reports:
  - R03B571 (Create Automatic Debit Batch) creates an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, it prints the message *Records Processed - No Exceptions*.
  - R03B575 (Process Automatic Debits) creates the invoices that constitute the automatic debit batch.
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 1 (Proof Mode).

You can create an unlimited number of automatic debit batches. The system stores the automatic debit information in the appropriate tables until you delete or purge them.

Final Mode

When you run the Create Automatic Debit Batch program (R03B571) in final mode, the system does everything it does for proof mode. In addition, it:

- Runs version ZJDE0001 of Process Automatic Debits program (R03B575).
- Creates a record in the Batch Control Records table (F0011) with a batch type RB.
- Creates records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables that you must post to the Account Ledger table (F0911). The system creates one receipt for each customer regardless of the number of invoices it pays.
- Assigns a payment number using the Next Numbers feature for automatic debits.
- Changes the invoice pay status to P (paid).
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 2 (Final Mode).

When you create the automatic debit batch in final mode, you can also set processing options to automatically format the batch to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program number on the Revise Auto Debit Controls form.

See Also

- *Formatting a Batch of Automatic Debits* in the *Accounts Receivable Guide* for information about running this process manually as opposed to running the program automatically (based on a processing option) when you process automatic debits in final mode

Related Information for Processing Automatic Debit Batches

Deleting an automatic debit batch	If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes do not automatically update existing batches of automatic debit information in the worktable. When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.
Data selection	You must specify data selection values to ensure that the Automatic Debiting program selects the invoices that you want for the automatic debit batch. At a minimum, you must specify a payment instrument to identify the invoices that are eligible for payment by the automatic debit process.

► To create a batch of automatic debits in proof mode

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, click Add.
2. On Work With Batch Versions - Available Versions, click Add or Copy to create a new version of the Create Automatic Debit Batch program.
3. Verify that the data selection is set up correctly.
4. Verify that the processing options are set for proof mode.
5. Run the version.

► To process a batch of automatic debits in final mode

Complete the following steps if the automatic debit batch was created previously in proof mode; otherwise, follow the steps to create the automatic batch in proof mode, but change the processing option to Final Mode.

Note

The system runs the version of the Create Automatic Debit Batch program (R03B571) that was used to create the batch in proof mode.

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
   - Bank Account
   - User
2. To display batches by mode, click one of the following options:
   - All Batches
   - Proof Mode
   - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch that you want to process.
5. From the Row menu, choose Final Mode.

After you process automatic debits, you can review the resulting receipt batches on Auto Debits Journal Review. Then, post the entries to the general ledger.

Processing Options for Process Auto Debits (P03B571)

Version Tab

This processing option specifies the version of the Copy Bank File to Diskette program (P0457D) to use.

---

1. Copy Bank File to Diskette Version (P0457D)

Blank = ZJDE0001

Use this processing option to specify the version of the Copy Bank File to Diskette program (P0457D) that the system uses to copy a bank file. If you leave this option blank, the system uses version ZJDE0001.

Processing Options for Create Automatic Debit Batch (R03B571)

Processing Tab

These processing options specify information to select invoices for automatic debit processing.

1. Process Mode

Blank = Proof mode

1 = Final mode

Use this processing option to specify whether the system runs the program in proof or final mode. In proof mode, the system generates a report, but does not update any tables. In final mode, the system generates a report and updates the Receipts Header and Receipts Detail tables (F03B13 and F03B14) based on the information that you provide. Valid values are:

Blank

Proof mode

1

Final mode

2. Process Through Date

Blank = System date

Use this processing option to specify the date through which the system selects invoices to pay. The system uses this processing option in conjunction with the Date Type for Comparison processing option to determine the invoices to select and pay. For example, if you specify a Process Through Date of 6/30/02 and a Date Type of I (invoice date), the system selects all open invoices with an invoice date on or before 6/30/02.

If you leave this processing option blank, the system uses today's date as the process through date.

3. Date Type for Comparison

Blank = Net due date

D = Discount due date

I = Invoice date

G = G/L date

S = Statement date

Use this processing option to specify the type of date for the system to use to select invoices. The system uses this processing option in conjunction with the Process Through Date processing option to determine the invoices to select and pay. For example, if you specify a Process Through Date of 6/30/02 and a Date Type of I (invoice date), the system selects all open invoices with an invoice date on or before 6/30/02. Valid values are:

Blank

Net due date

D

Discount due date

I

Invoice date

G

G/L date

S

Statement date

4. Currency Mode

Blank = Use the domestic currency of the invoice

1 = Use the transaction currency of the invoice

Use this processing option to specify whether the system processes auto debits using the foreign (transaction) currency of the invoice or the domestic (base) currency of the invoice. Valid values are:

Blank

Domestic currency of the invoice

1

Foreign currency of the invoice

Bank Account Tab

This processing option specifies the bank account to which you want receipts deposited.

1. G/L Bank Account

Blank = Retrieve the bank account from the AAI

Use this processing option to specify the G/L bank account for the system to use to credit the receipt deposits. Enter the bank account in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the bank account that corresponds to the AAI item RB for the company entered on the invoice.

Discounts Tab

These processing options specify whether and how to process discounts.

1. Process Discounts

Blank = Use the discount cutoff date

1 = Process all discounts

Use this processing option to specify whether to take all available discounts or to use the value in the Discount Cutoff Date processing option to determine which discounts to take. Valid values are:

Blank

Use the date in the Discount Cutoff Date processing option to determine which discounts to take. The system takes only those discounts on invoices that have a discount due date on or before the cut-off date specified.

1

Take all available discounts. If you choose this option, the system might take discounts that are not earned.

2. Discount Cutoff Date

Use this processing option to specify the date that the system uses to determine which discounts to take. The system takes all discounts on invoices with a discount due date on or before the date specified. The Process Discounts processing option must be blank for the system to use a cutoff date.

3. Discount Reason Code

Use this processing option to specify the default discount reason code for 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.

G/L Defaults Tab

These processing options specify information for the journal entry that the system generates.

1. G/L Date

Blank = System date

Use this processing option to specify the G/L date for the system to use to post receipt records. If you leave this processing option blank, the system uses today's date.

2. 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 receipts entered, or one journal entry for each receipt. 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
Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt 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 receipt 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)

Amount Limits Tab

These processing options provide amount limits for processing automatic debit batches.

1. Minimum Payment Amount

Use this processing option to specify the minimum amount for the system to use to process the batch of automatic debits. The system processes only batches of invoices with a total open amount that is greater than the amount specified. For example, if you specify a minimum amount of 100, and the batch has three invoices that total more than 100, the system processes the batch.

2. Maximum Payment Amount

Use this processing option to specify the maximum amount for the system to use to process the batch of automatic debits. The system processes only batches of invoices with a total open amount that is less than the amount specified. For example, if you specify a maximum amount of 10,000, and the batch has thirty invoices that total less than 10,000, the system processes the batch.

Bank File Tab

These processing options specify the information necessary to format the automatic debit batches.

---

1. Bank Format Program

Use this processing option to specify the program to use to format the bank file. Valid program numbers are:

- o R03B575AD - Austrian format
- o R03B575BD - Belgian format
- o R03B575DD - German format
- o R03B575DH - Dutch format
- o R03B575FD - French format
- o R03B575GB - United Kingdom format
- o R03B575SD - Swiss format

2. Bank Format Version

Use this processing option to specify the version of the bank format program to use. If you leave this processing option blank, the system uses version ZJDE0001.

BACS Tab

These processing options specify BACs processing information.

---

1. BACS Processing

Blank = Do not perform BACS processing
1 = Perform BACS processing

Use this processing option to specify whether to process the auto debits using BACS processing. Valid values are:

Blank
Do not process auto debits using BACS processing.

1
Process auto debits using BACS processing.

---

2. BACS Processing Date

Use this processing option to specify the BACS processing date. The system updates the bank file with the date specified. If you leave this processing option blank, the system uses today's date.

3. Number of BACS Days

Use this processing option to specify the number of days to add to the date entered in the BACS Processing Date processing option to determine the expiration date that the system writes to the bank file.

4. Workday Calendar Name

Use this processing option to specify the name of the calendar to use to adjust the BACS expiration date to a working day. The system calculates the BACS expiration date by adding the value in the Number Of BACS Days processing option to the date specified in the BACS Processing Date processing option.

Approving and Posting Automatic Debit Batches

Choose one of the following navigations:

From the Automatic Debiting menu (G03B131), choose Auto Debits Journal Review

From the Automatic Debiting menu (G03B131), choose Post Auto Debits to G/L.

After you process automatic debits in final mode, you must post them to the general ledger. You can review the processed automatic debit batches using the Auto Debits Journal Review program (P0011) before you post the batches. Depending on the setting of your accounts receivable constants, you might have to approve batches before you post them.

Because automatic debit batches are receipt batches (batch type RB), you follow the same steps to post them that you use to post receipts. When you post automatic debit batches, the system creates the appropriate entries to your bank, A/R trade and, if applicable, discount taken account.

See Also

- *Approving and Posting Receipts* in the *Accounts Receivable Guide* for information about the accounts and tables that the system updates

Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape File worktable (F03B57OW) to meet country-specific requirements of the bank. To do this, specify the bank-file format program on the Revise Auto Debit Controls form. The following bank file format programs are currently available:

- R03B575AD - Austrian format
- R03B575BD - Belgian format
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

Note

The Austrian, German, and Swiss format programs each call an additional bank cover sheet program (R03B575AD1, R03B575DD1, and R03B575SD1, respectively) automatically.

If a program is not available for your country-specific requirements, you must create a custom program for your bank's specifications.

You can format automatic debit information for the bank in one of the following ways:

- Enter the format program number (such as R03B575DD) into the processing option of the Process Auto Debits program (R03B571) prior to running it in final mode
- Enter the program number on the Revise Auto Debit Controls form, and then run that program manually by choosing Format Bank File from the Row menu of the Work with Auto Debit Batches form.

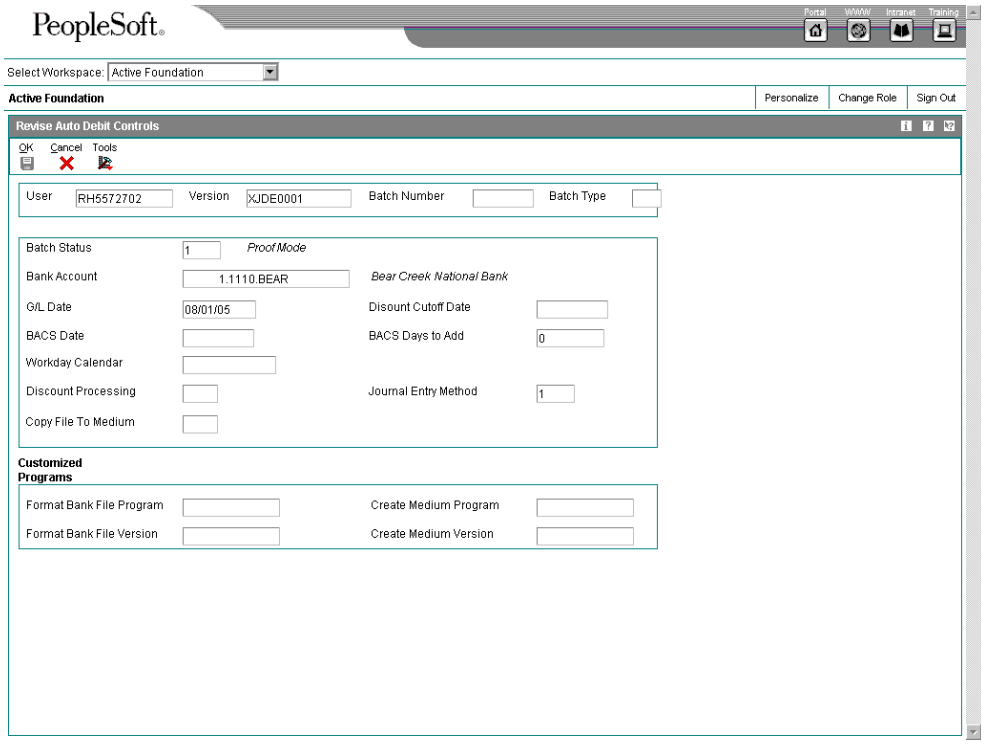
When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 3 (Bank File Formatted).

If you are using a custom program, ensure that it updates the Status field in the Auto Debit Batch Control table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

► To format a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, locate a batch of automatic debits.
2. Choose the batch that you want to work with and click Select.



3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:

   - Format Bank File Program
   - Format Bank File Version
   - Create Medium Program
   - Create Medium Version

   You can change the values in these fields, if necessary.

4. Click OK.
5. On Work With Auto Debit Batches, choose Format Bank File from the Row menu.

Transferring Automatic Debit Batches to the Bank

After you format the automatic debit batch and have records in the Auto Debit Standard Formatted Tape File table (F03B57OW), you must copy the records to a medium to send to your bank, or transfer them to the bank electronically.

The Copy Bank File to Diskette program (P0457D) generates a text file from the records in the F03B57OW table so that they are in a format that your bank can readily use. The system creates the text file in the UCS2 (Unicode) format by default. You can specify a different format by setting up and using a different encoding code page in the Unicode Flat File Encoding Configuration program (P93081).

In addition to the ability to generate the text file in different formats, you can also specify replacement characters to use for letters that are not recognized by the bank. For example, you can specify to use 0 (zero) in place of Z. You can also specify to replace special characters that might not be used, such as !, @, %, $, with a special character that is used, for example /. You use UDC tables (04/RC and 04/SC) in conjunction with processing options to facilitate the character replacement feature.

When you run the Copy Bank File to Diskette program, you must specify a path to which the text file is copied. You can specify a path to your hard drive, to a different PC, to a diskette, or to a CD. It is your responsibility to deliver the file according to your bank's requirements; therefore, you might need to create a custom program. After the records are copied, the program changes the Status field in the Auto Debit Batch Control table (F03B571) to 4 (Copy to Medium) to indicate that the batches are ready for purging.

Note

The Copy Bank File to Diskette program is not available on the J.D. Edwards web client.

See Also

- *Flat File Encoding* in the *System Administration Guide*
- *User Defined Codes* in the *Foundation Guide* for information about adding, changing, and deleting user defined codes.

User Defined Codes for Transferring Automatic Debit Batches

The system references two UDC tables when you run the Copy Bank File to Diskette program (P0457D). The purpose of the UDC tables is to enable you to use replacement characters for the text file that the system creates when you use the copy feature. If the bank's program does not recognize a specific character or set of characters, you have two methods available for specifying replacement characters:

- Replacement Character (04/RC)

  This UDC table allows you to set up a one-to-one replacement map. You define the value and specify the replacement character for the system to use. You can specify an unlimited number of codes, one for each character that you want to replace.

- Special Character (04/SC)

This UDC table allows you to set up a string of values that the system replaces with the value specified in the corresponding processing option of program P0457.

Depending on the requirements of your bank, you can use one or both methods of replacing characters.

Replaced Character (04/RC)

If the text file that you transfer contains letters or special characters that are not recognized by your bank, you can set up replacement characters in UDC 04/RC.

Unlike most UDC codes, the system does not use the code that you specify in this UDC; it uses the first character from the Description 1 field and replaces it with the first character in the Description 2 field. For example, you could replace the letter Z with the number 0. If you leave the Description 2 field blank, or accidentally enter the value in the second space of the field, the system replaces the character specified in the Description 1 field with blank.

The system uses this table only if the appropriate processing option is turned on in program P0457D.

Special Character (04/SC)

If the text file that you transfer contains letters or special characters that are not recognized by your bank, you can add them to UDC 04/SC, and replace them with the value specified in the processing option for program P0457D (Copy Bank File to Diskette).

Unlike most UDC codes, the system does not use the code that you specify in this UDC; it uses the characters that you define in the Description 1 field. You can specify up to 30 characters in the Description 1 field, and if you need more, you can add another code and specify additional characters in the Description 1 field for that code. The system replaces all values in the Description 1 field for all codes with the value specified in the processing option.

For example, if you specify !@#$% in the Description 1 field and specify / in the value of the corresponding processing option, the system replaces every instance of !, @, #, $, and % in the text file with /.

Note

To replace characters with blank, leave the processing option for Replacement Character (UDC 04/SC) blank. If you do not want to use replacement characters, do not set up any codes in UDC 04/SC.

► To review formatted automatic debit records

Before you copy the records to transfer to your bank, you might want to review them.

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, enter 3 in the Status field of the QBE row to limit your search to batches that have been formatted, and then click Find.
2. Choose the formatted batch that you want to review and choose Browse Bank File from the Row menu.

The On Browse Auto Debit Bank File form appears with the records that are in the formatted batch displayed.

Note
You cannot add or remove records from the batch using this form.

If you need to add records, you can either delete the automatic debit batch and rerun the process to include the records, or else process the additional records in a separate batch.

If you need to remove records, you must delete the automatic debit batch and rerun the process using data selection to exclude the records.

► **To copy formatted automatic debit batches**

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, enter 3 in the Status field of the QBE row to limit your search to batches that have been formatted, and then click Find.
2. Choose the batch that you want to copy, and then choose Copy to Diskette from the Row menu.
3. On Write Bank Diskette, verify that the path is correct and click one of the following options:
   - Append Records

     If you click this option, the system adds the records in the batch to the existing file for the path specified.
   - Generate New File

     If you click this option, the system deletes the records in the existing file and replaces them with the records in the batch.

When the records are successfully copied, the system changes the batch status to 4 (Copy to Medium).

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.

Purging a Batch of Automatic Debits

After you successfully process a batch of automatic debits, you can purge the processed records. When you choose to purge auto debit batches, the system purges records from the following tables:

- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

The system also prompts you to additionally purge the record in the Auto Debit Batch Control table (F03B571). If you do not choose to purge the Auto Debit Batch Control table (F03B571), the system updates the status of the batch records to 5 (Purged) but does not remove them from the table. You can still purge these records at a later date by choosing the option.

You should purge automatic debit batches only when the status of the auto debit batch is 4 (Copy to Medium). If you purge batches at any other status, the system displays a Purge Confirmation window.

Caution

After you purge automatic debit information, you cannot recover the information, and no audit trail exists.

► To purge a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
   - Bank Account
   - User
2. To display batches by mode, click one of the following options:
   - All Batches
   - Proof Mode
   - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch.
5. From the Row menu, choose Purge.
6. If the system displays the Purge Confirmation window, click Yes.

   The system displays the Purge Confirmation window if the status of the batch is not 4.

7. On Purge Historical Information, click OK to purge only the Auto Debit Invoice Select and Build (F03B575) and Auto Debit Standard Formatted Tape File (F03B57OW) tables, or enter 1 in the field provided to additionally purge the Auto Debit Batch Control table (F03B571).
8. Click OK.

Accounts Receivable Draft Processing

The Accounts Receivable draft process for France includes processes that are specific to France as well as processes that are available in the J.D. Edwards base software.

Types of Accounts Receivable Drafts

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

<table>
<tr><td>Manual drafts</td><td>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:
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.
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.</td></tr>
<tr><td>Automatic drafts</td><td>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.</td></tr>
</table>

Steps for Processing Accounts Receivable Drafts

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.

Note

Draft remittance is optional in certain countries.

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.

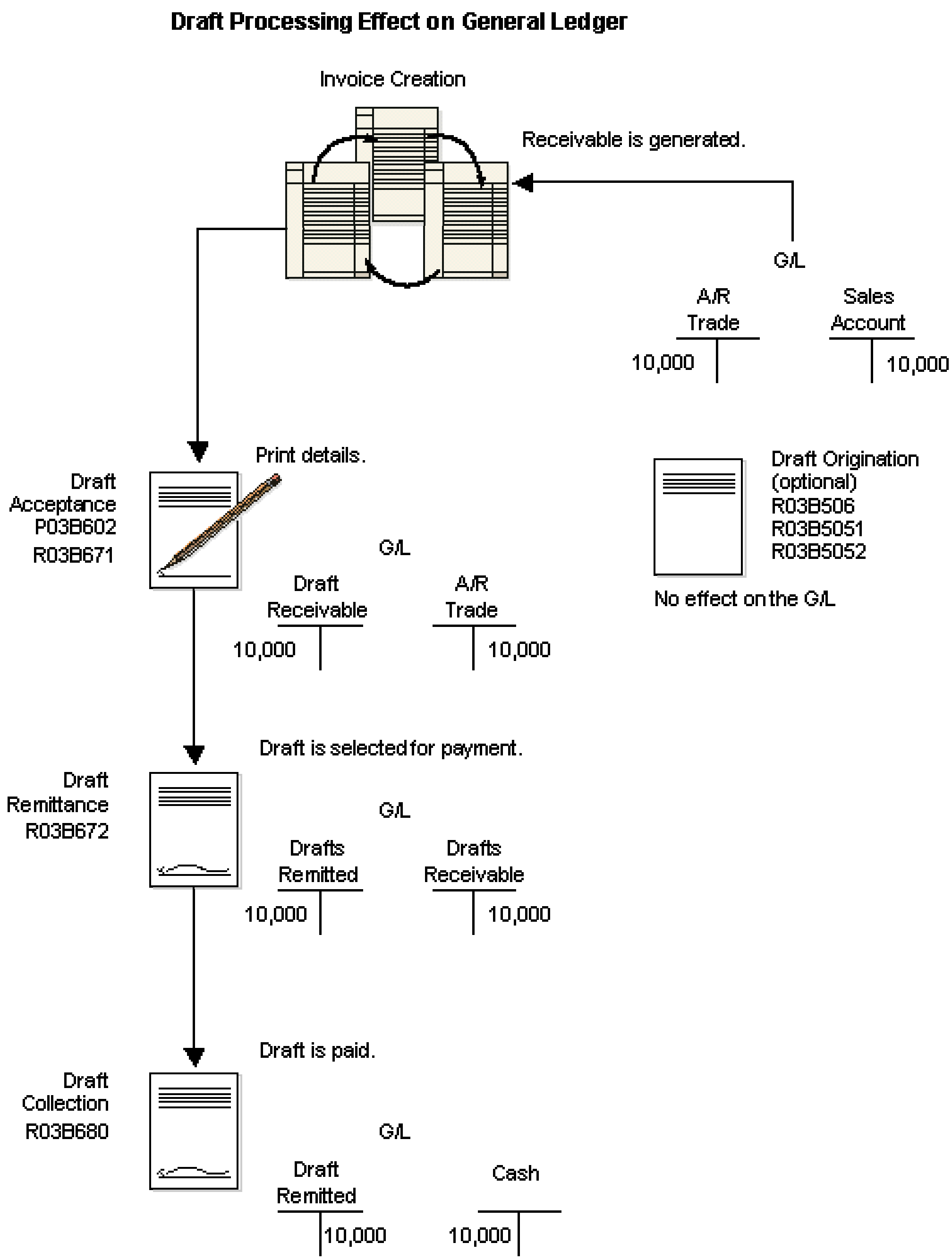
   The following table shows the result of the collection process on the draft invoice record in the F03B11 table.

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:



Processing A/R Drafts in France

In France, drafts can be remitted to the bank on paper or electronically. When a draft is remitted to the bank, the bank charges a commission fee for processing the draft. The commission fee is subject to VAT. If the draft is discounted, the bank calculates an additional fee that is based on the actual due date. The fee for discounting is also subject to VAT. You must create manual journal entries for these VAT entries.

The Accounts Receivable system provides an effective way to process drafts receivable.

Types of Drafts

The following drafts must be accepted by the customer before they can be remitted to the bank:

- LCR - The supplier prints the draft with bank account information.
- LCC - The supplier prints the draft with bank name only.
- BOR - The customer prints the draft with bank account information.
- BOC - The customer prints the draft with the bank name only.

Automatic drafts, called Lettre de Change Magnétique (LCR Magnétique), do not require customer acceptance.

Référence Tiré

The référence tiré is a customer draft reference number that the company accepting the draft needs to enter on its draft record. This number must be included when the draft is remitted electronically because the bank uses the number to match the draft with the customer reference.

When you use electronic drafts, you should indicate a 10-character référence tiré on the draft file that is remitted to the bank. According to French banking standards, this reference must always be right-justified. If it is fewer than 10 characters, the remaining character spaces must be filled with zeroes. The system updates the référence tiré in the detail record of the bank file (record 06) in positions 21 to 30.

Use the J.D. Edwards Reference field to input the référence tiré. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks. Although the Reference field is a generic field that can contain as many as 25 characters, only ten characters can be used for the French référence tiré. When the field is not used, it should remain blank.

The Reference field is included in the following programs:

- Enter Our Drafts (P03B602, version ZJDE0001)
- Enter Customer Drafts (P03B602, version ZJDE0002)
- Drafts Inquiry (P03B602, version ZJDE0001)
- A/R Draft Remittance Magnetic Tape Format program (R03B672T)

To access the Reference field, choose Additional Information from the Form menu on the Drafts Entry form.

Draft Remittance

You can use the Draft Remittance program (R03B672) to remit drafts in print or tape formats, depending on the program that you choose in the appropriate processing option.

When you use the tape remittance program for France—A/R Draft Remittance Magnetic Tape Format (R03B672T), the program generates the Drafts Standard Formatted Tape File table (F03B67OW). This table comforms to the French banking standards (AFB) for magnetic drafts (LCR Magnétiques). These standards are compatible with ETEBAC communication protocols.

The French LCR Magnétiques AFB standard bank file is 160 characters long and structured as follows:

- Header records - 03
- Detail records - 06
- Total records - 08

Table F03B67OW contains a 1500-character field that is labeled REAPTA; this field contains information that should be sent to the bank, formatted according to AFB standards.

You need to create a utility program to copy the appropriate information from table F03B67OW to a medium (diskette, email, or other) that can be sent to the bank.

Bank Input Code

Processing option 4 of the A/R Draft Remittance Magnetic Tape Format (R03B672T) lets you indicate the Bank Input Code (Code Entrée) for the header record of the bank file (record 03) in position 79.

Sender's Bank ID

You enter the sender's bank ID in the Bank User Number field on the Revise BACS Information form. This number is updated in the header record (record 03) in positions 13 to 18.

You can access the Revise BACS Information form by choosing G/L Bank Accounts from the Automatic Debiting menu (G03B131), and then selecting a bank account and choosing BACS Info from the Row menu.

See Also

- *Entering Bank Automated Clearing System (BACS) Information* in the *Global Solutions France Guide*

Bank Account Validation Report

Run the Bank Account Validation report (R00314) to validate the Clé R.I.B. This report lists any drafts with an invalid bank transit number, customer bank account number, or control digit.

See Also

- *Bank Account Information Validation* in the *Global Solutions France Guide*

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 RD1*x*, RD2*x*, RD3*x*, and RD4*x* (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.

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.

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.
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

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 RD1*x* AAI item defines the drafts receivable account to debit when you accept a draft. The system automatically debits the drafts receivable account (RD1*x*) 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 (RD2*x*, RD3*x*, or RD4*x*) and credits drafts receivable (RD1*x*).

Drafts Remitted (RD2x)

The RD2*x* AAI item defines the drafts remitted account to debit when you remit drafts for cash. The system automatically debits the drafts remitted account (RD2*x*) unless you override it in the processing options, and credits the drafts receivable account (RD1*x*).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted account (RD2*x*).

Drafts Remitted for Discount (RD3x)

The RD3*x* 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 (RD3*x*) and credits the drafts receivable account (RD1*x*).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted for discount account (RD3*x*).

Contingent Liability (RD4x)

The RD4*x* 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 (RD3*x*), and credits the drafts receivable account (RD1*x*). 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 (RD4*x*) unless you override it in the processing options.

When you collect drafts, the system debits the draft contingent liability account (RD4*x*) and credits the drafts remitted for discount account (RD3*x*).

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 (RD1*x*) or the draft remittance account (RD2*x* or RD3*x*).

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	RD1*x*	Accounts Receivable	RC
Remittance	Drafts Remitted	RD2*x*	Drafts Receivable	RD1*x*
Collection	G/L Bank Account	RB	Drafts Remitted	RD2*x*

Discounted Drafts

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1*x*	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3*x*	Drafts Receivable	RD1*x*
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	RD1*x*	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3*x*	Drafts Receivable	RD1*x*
Remittance	G/L Bank Account	RB	Drafts Contingent Liability	RD4*x*
Collection	Drafts Contingent Liability	RD4*x*	Drafts Remitted for Discount	RD3*x*

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 RD1*x*.

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 RD3*x*.

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

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

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

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

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

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

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B).

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

Note

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

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

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

► To set up G/L bank account information

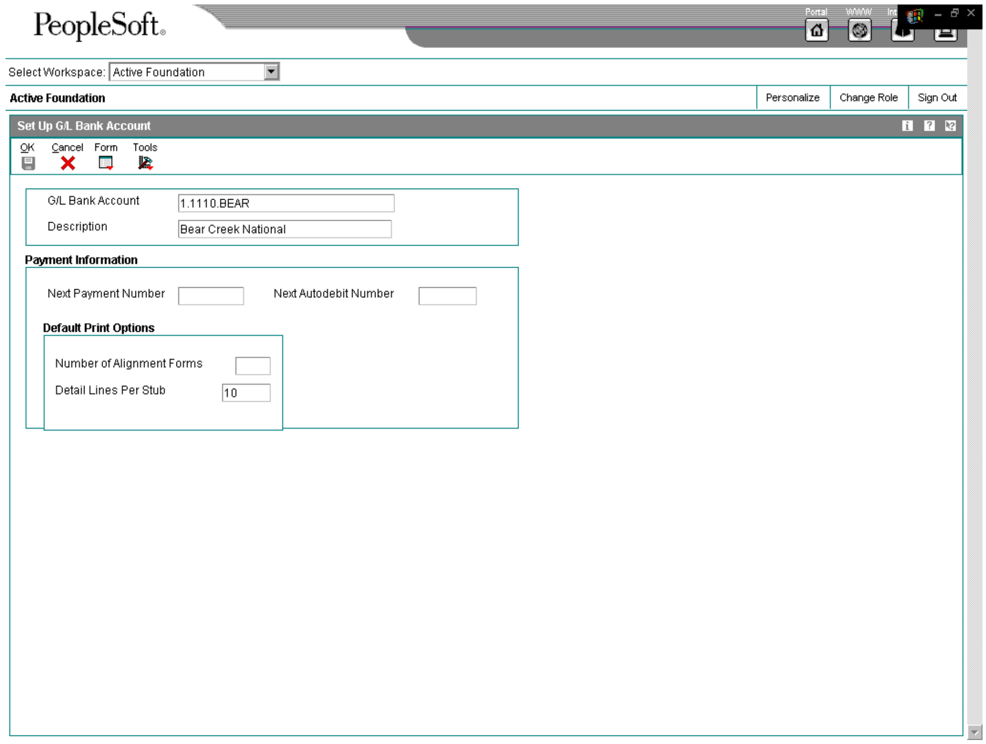
Use one of the following navigations:

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

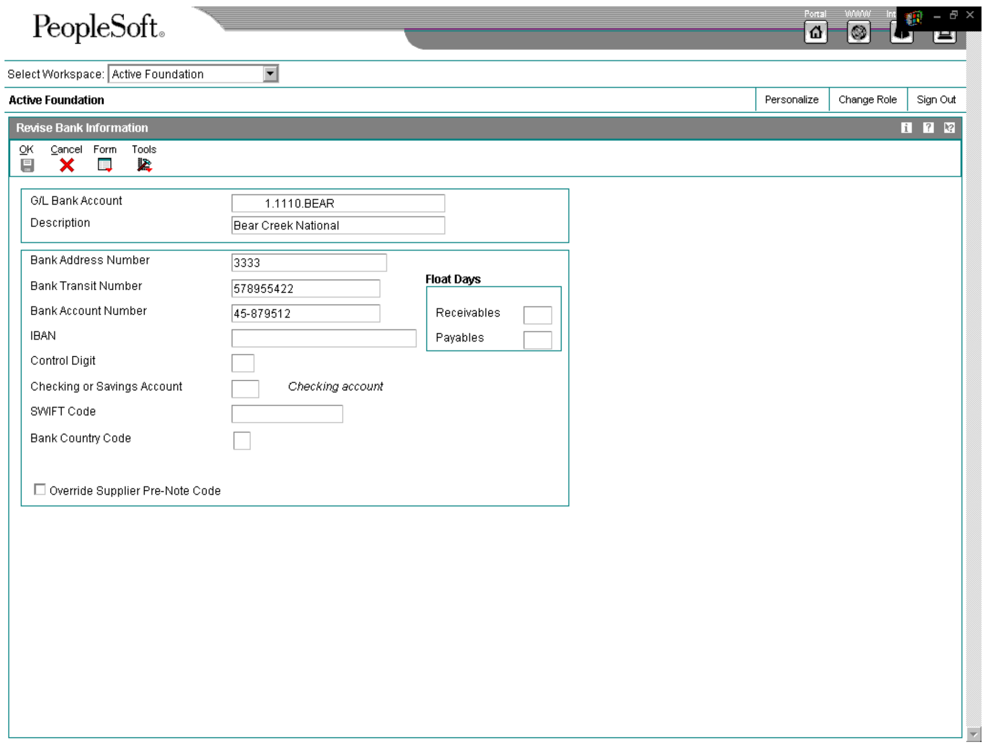
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

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.



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.



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

     This is the bank's address book number.
   - Bank Transit Number

     You can leave this field blank.
   - Bank Account Number
   - Control Digit
   - Checking or Savings Account
   - SWIFT Code
10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:
    - Override Supplier Pre-Note Code

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

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

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

► To delete or revise G/L bank account information

Use one of the following navigations:

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

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

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

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

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

► To set up supplier and customer bank account information

Use one of the following navigations:

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

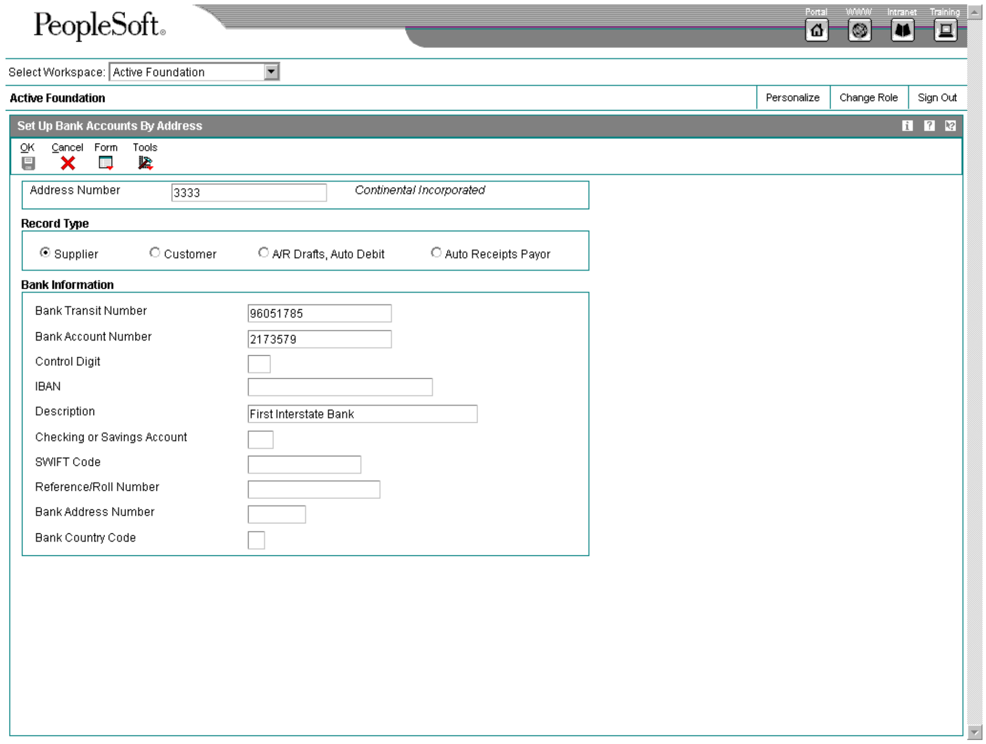
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

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

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

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

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



3. On Set Up Bank Accounts By Address, complete the following field:
   - Address Number
4. To specify the record type, choose one of the following options:
   - Supplier
   - Customer
   - A/R Drafts, Auto Debit
   - Auto Receipts Payor
5. Complete the following fields:
   - Bank Transit Number

     You can leave this field blank.
   - Bank Account Number
   - Control Digit
   - IBAN
   - Description
   - Checking or Savings Account

- SWIFT Code

  The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

  The system displays this field only when you choose the option for Supplier.

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

- Bank Address Number
- Bank Country Code

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

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

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

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

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

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

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

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

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

▶ To set up bank transit numbers by bank address

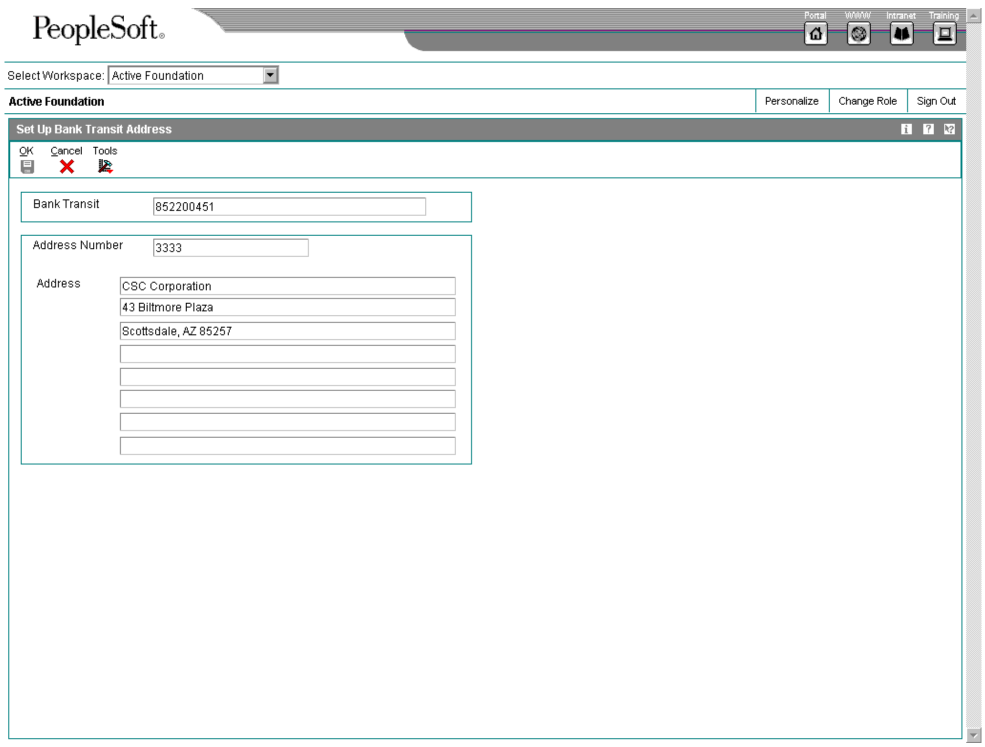
You can associate a bank transit number with a bank's address book number.

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

Note

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

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



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

   - Bank Transit
   - Address Number

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

Note

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

Printing the Bank Account Exception Report for A/R Drafts

From the Draft Remittance and Collection menu (G03B162), choose Bank Account Exception Report.

You use the Bank Account Exception Report (R00314) to verify that you have valid bank transit numbers for each customer. The report prints information from the Bank Transit Master table (F0030).

Two versions of this report exist:

- Bank Validation – Country Specific – This version prints customer bank account records with a bank transit number that does not conform to country-specific rules
- Bank Validation – ‘B’ Type Bank – This version prints customer bank account records with a bank transit number that does not have an associated type B record.

This report bypasses bank account numbers that do not have address numbers.

This report does not update any information. If any records appear on this exception report, you must perform either of the following actions:

- To correct customer bank transit numbers, use the Bank Account Cross-Reference program (P0030A). See the task To delete or revise supplier or customer bank account information.
- To add missing B records, use the Bank Account by Addresses program (P0030A) to set up bank transit records. See the task To set up bank transit numbers by bank address.

Processing Options for the Bank Account Exception Report (R00314)

Validation

1. Enter a '1' to validate the bank transit number based on the 'B' bank type method. Default of blank will validate the transit number based on the available country specific validation rules (currently Italy, Japan and France).

Country or 'B' type

Setting Up the Default Payment Instrument for A/R Drafts

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

Draft Origination

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

When you originate a draft, you can print either a statement or an invoice to send to your customer. 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.

Note

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications.

Before You Begin

- ❑ To print invoices with draft attachments, review the Invoices tab on the Customer Master Revision form and verify that the Send Invoice to field (SITO) has the correct value for printing the billing name and address on invoices with draft attachments

To print statements with draft attachments, complete the following tasks:

- ❑ On the Collection tab on the Customer Master Revision form, turn on the Print Statement option for each customer for whom you print statements with draft attachments
- ❑ In the processing options for the Statement Notification Refresh program (R03B500X), turn on the Draft Flag processing option and specify the Statement Print with a Draft program (R03B506) in the Print Program processing option.

Printing Invoices with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Invoice Print with Draft.

To print an invoice or credit memo with an attached draft, use the Invoice Print with Draft program. You can select different versions of this report to print delinquency fees or chargebacks only.

When you print invoices with draft attachments, the system assigns a draft number to the invoice and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Data Selection and Data Sequencing

If you assign payment instruments to your customer records, you can use data selection to choose only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

1. Company
2. Address Number
3. Document (Voucher, Invoice, and so on)
4. Document Type
5. Document Company
6. Document Pay Item

If you change this sequence, the totals will be inaccurate.

Processing Options for Invoice Print with Draft (R03B5051)

Print Tab

Use these processing options to specify which dates to use and whether to include tax amounts on the printed invoice.

---

1. Invoice Print Date
   Blank = Current date

Use this processing option to specify the date to print on the invoice. If you leave this processing option blank, the system date will be used.

2. Print Tax Amounts
   1 = Print tax amounts

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

Blank
Do not print tax amounts.

1
Print tax amounts.

Currency Tab

Use this processing option to specify whether to print currency information on the invoice.

---

1. Print Currency
   1 = Print invoices with currency

Use this processing option to specify whether to print the domestic or foreign currency amount on the invoice. Valid values are:

Blank
Print the domestic amount without the currency code.

1
Print the foreign amount with the currency code.

Attachments Tab

Use this processing option to specify whether to print associated generic text on the invoice.

---

1. Print Attachments
   1 = Print associated attachments

Use this processing option to specify whether to print generic text (attachments) from the invoice record on the invoice. Valid values are:

Blank
Do not print generic text.

1
Print associated generic text.

Draft - City Tab

Use this processing option to specify the city of origin of the invoice.

---

1. Enter city of origin to print on draft

Use this processing option to specify the city of origin to print on the draft. If you leave this processing option blank, the system does not print a city of origin on the draft.

Processing Options for Invoice Group by Draft (R03B5052)

Defaults Tab

This processing option specifies a default value for the pay status code on R1 draft records.

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

These processing options specify how the system selects invoices for payment.

1. Process Mode

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, regardless of the currency code.

Versions Tab

These processing options specify the program number and version to use to print drafts.

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 Statements with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.

To print a statement with one or more invoices combined into one draft, use the Statement Print with Draft program.

When you print invoices with draft attachments, the system assigns a draft number to the statement and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Data Selection and Data Sequencing

If you assign payment instruments to your customer records, you can use data selection to choose only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

1. Address Number - Alternate Payee
2. Company
3. Currency Code – From
4. Address Number
5. Document (Voucher, Invoice, and so on)
6. Document Type
7. Document Company
8. Pay Item

If you change this sequence, the totals on the statement will not be accurate.

Processing Options for Statement Notification Refresh (R03B500X)

Consolidation Tab

This processing option specifies whether one statement is generated for the customer that includes records for all companies or a separate statement for the customer is generated for each company.

---

1. Company

Use this processing option to enter the company that you want to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you choose to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

If you leave this field blank, the system generates one statement for each customer for each company that

---

Aging Tab

These processing options are used to specify the aging criteria for statements.

1. Company Constants
   Blank = Use options 2 thru 10
   1 = Use company constants

Use this processing option to specify whether to retrieve the aging specifications and statement date from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Statement Date, Date Types, and Aging Categories). Valid values are:

Blank
Use processing options 2 through 5.

1
Use the Accounts Receivable constants.

2. Statement Date

Use this processing option to specify the date that you want to the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Date Types processing option, to determine the number of days the invoice is past due. The system uses this date as the Statement Date that prints on the statement.

If you leave this processing option blank, the system uses today's date to age open invoices.

3. Date Types
   D = Due date
   I = Invoice date
   G = G/L date
   S = Statement date

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

Blank
Use the invoice due date.

1
Use the invoice date.

2

Use the G/L date.

3

Use the statement date.

4. Aging Categories

   1 = Aging days

   2 = Fiscal period

   3 = Calendar

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

If you leave this processing option blank, the system uses the default value 1 (aging days).

5. Aging Category 1

Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories.

Note: The system does not print the future aging category on delinquency notices.

6. Aging Category 2

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories.

7. Aging Category 3

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories.

8. Aging Category 4

Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories.

9. Aging Category 5

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories.

10. Aging Category 6

Use this processing option in conjunction with the value specified in the Aging Category 5 and Aging Category 7 processing options to determine the interval that the system uses for the fourth and fifth aging categories.

11. Credits

Blank = Age credits

1 = Apply to current balance

Use this processing option to specify whether to age credit memos according to the aging specifications, or to apply credits to the Current aging column that prints on the statement.

12. Exclude Future Amounts

Blank = Do not exclude

1 = Exclude

Use this processing option to specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifiecations from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is 6/30/05, the system prevents all invoices with a due date after 6/30/05 from printing the statement.

13. Multi-Currency

Blank = Domestic

1 = Foreign

Use this processing option to specify whethe to print amounts in the foreign currency of the invoice. Valid values are:

Blank

Print domestic amounts only on the statement.

1

Print domestic and foreign amounts on the statement.

14. Draft Flag

Blank = Do not print with draft

1 = Print with draft

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

Print Tab

These processing options are used to specify the Remit To address, print program and version, and letter to print.

1. Remit To Address

   Blank = Company

   A = 1st address number

   B = 2nd address number

   C = 3rd address number

   D = 4th address number

   E = Factor/special payee

   F = 5th address number

   Address = address number

Use this processing option to specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Valid values are:

Blank

Use the address of the company designated in the Customer Ledger (F03B11), unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

A

Use the value in the 1st Address Number field (AN81) of the company record.

B

Use the value in the 2nd Address Number field (AN82) of the company record.

C

Use the value in the 3rd Address Number field (AN83) of the company record.

D

Use the value in the 4th Address Number field (AN84) of the company record.

E

Use the value in the Factor/Special Payee field (AN85) of the company record.

F

Use the value in the 5th Address Number field (AN86) of the company record.

Address

Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use.

3. Summarize Invoices

   Blank = Pay items only

   1 = Summarized and pay items

Use this processing option to specify whether to include a summarized invoice record in addition to each invoice pay item record in the A/R Notification History Detail (F03B21) table. You use the Review Statement program (P03B202) to review the information in this table. Valid values are:

Blank

Include invoice pay item records only.

1

Include a summarized invoice record in addition to the invoice pay item records.

Note: If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

2. Print Program

Use this processing option to specify the statement print program to use to produce statements. Use the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

3. Version of Print Program

Use this processing option to specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001.

4. Letter Name

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

Update Tab

These processing options are used to specify whether the system uses an “as of” date to calculate invoice open amounts, whether it updates the statement number on invoice records, and whether the system creates one A/R Notification History Detail (F03B21) record for each invoice or for each invoice pay item.

1. Date - As Of

Use this processing option to specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

Caution: The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit your data selection to the specific customer for whom you are generating the statement.

2. Statement Number Update

   Blank = Always update

   1 = Update blank fields only

Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Valid values are:

Blank

Update the statement number on all invoice records.

1

Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

Processing Options for Statement Print with Draft (R03B506)

City
1. Enter the city name where the draft is being originated to be printed on the draft.

City

Draft Acceptance

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:

Enter Our Drafts (P03B602)	Use this program when your company originates a draft for the customer to sign and return.
Enter Customer Drafts (P03B602)	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)	The system uses the bank account number entered on the receipt. If the Bank Account field is blank, the system locates the account based on the following hierarchy: • RB for the company entered on the payment • RB for company 00000
A/R Trade	Applied payment	10	AID	Receipts Detail (F03B14)	The system does not use an AAI. The system uses the account entered in the AID field of the invoice record in the F03B11 table.
A/R Trade	Unapplied payment	N/A	AID	Receipts Header (F03B13)	The system locates the account using the following hierarchy, where *xxxx* is the value of the Unapplied G/L Offset field: • RC*xxxx* for the company entered on the receipt or draft • RC*xxxx* for company 00000 • RCUC for the company entered on the receipt or draft • RCUC for

					company 00000
A/R Trade	Payment that generates a chargeback	11 and 16	AIDC and AID	Receipts Detail (F03B14) and Customer Ledger (F03B11)	The system locates the account using the following hierarchy, where *xxxx* is the value of the Chargeback G/L Offset field: • RC*xxxx* for the company entered on the invoice • RC*xxxx* for company 00000 • RC for the company entered on the invoice • RC for company 00000
A/R Trade	Stand-alone chargeback	26	AIDC	Receipts Detail (F03B14)	The system locates the account using the following hierarchy, where *xxxx* is the value of the Chargeback G/L Offset field: • RC*xxxx* for the company entered on the receipt • RC*xxxx* for company 00000 • RC for the company entered on the receipt • RC for company 00000
Discount Taken	Payment with a discount	10	AIDD	Receipts Detail (F03B14)	The system uses the following hierarchy, where *xx* is the discount reason code: • RKD*xx* for the company entered on the receipt or draft • RKD*xx* for company 00000 • RKD for the company entered on the receipt or draft • RKD for company 00000

Write-off	Payment with a write-off	10 and 15	AIDW	Receipts Detail (F03B14)	The system uses the following hierarchy, where *xx* is the write-off reason code: • RA *xx* for the company entered on the invoice • RA *xx* for company 00000
Write-off	Stand-alone write-off	25	AIDW	Receipts Detail (F03B14)	The system uses the following hierarchy, where *xx* is the write-off reason code: • RA *xx* for the company entered on the payment • RA *xx* for company 00000
Deduction Suspense	Payment with a deduction	17	DAID	Receipts Detail (F03B14)	The system uses the following hierarchy: • RN that is set up for the company entered on the invoice • RN for company 00000
Deduction Suspense	Stand-alone deduction	27	DAID	Receipts Detail (F03B14)	The system uses the following hierarchy: • RN that is set up for the company entered on the payment • RN for company 00000

*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	RD1*x*
Remittance	RD2*x*
Remittance for Discount	RD3*x*

Remittance with Contingent Liability	RD4*x*

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:

Customer Ledger (F03B11)	The system creates the following two records: • 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. • A record for the draft invoice (document type R1). The draft invoice records (RU and R1) have the following characteristics: • They establish an audit trail for the draft payment ID. • They have a batch type of DB. • 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.
Receipts Header (F03B13)	The system creates a draft payment record.
Receipts Detail (F03B14)	The system creates the following two records: • A record for the unapplied draft invoice • A record for the draft invoice The following invoice records generated by the draft application also have a corresponding detail record (F03B14) that is used for posting purposes: • Drafts (R1) • Unapplied drafts (RU) • Deductions (R5) 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.

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

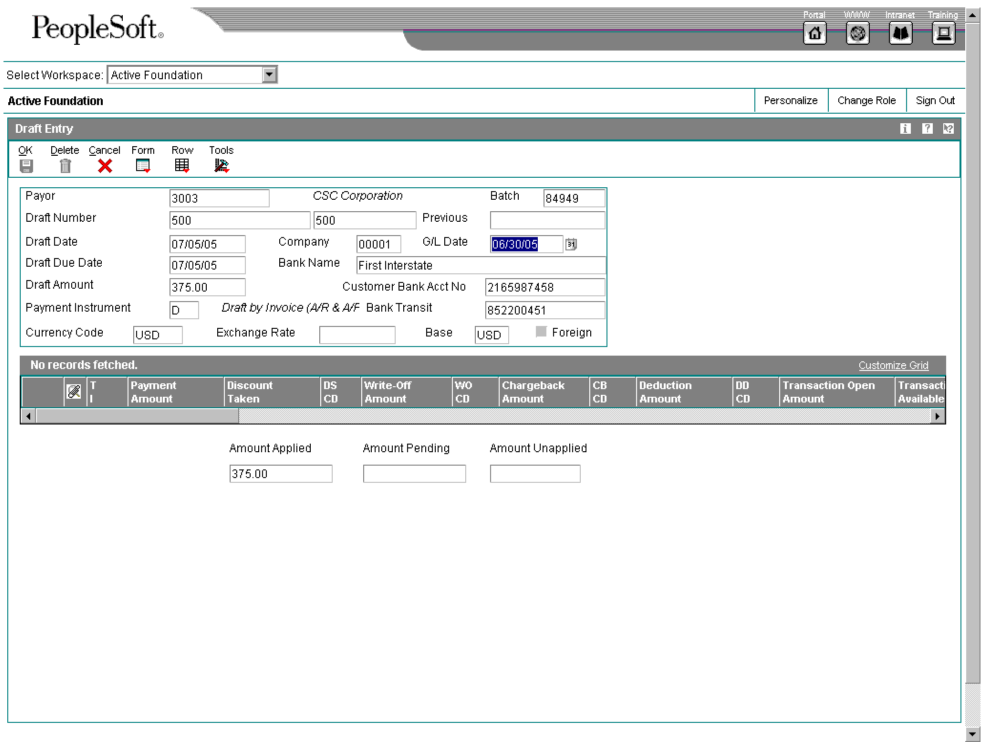
Before You Begin

- Set up the draft AAIs.
- Verify that the appropriate offset account is set up for the AAI RC*xxxx*, 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.



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

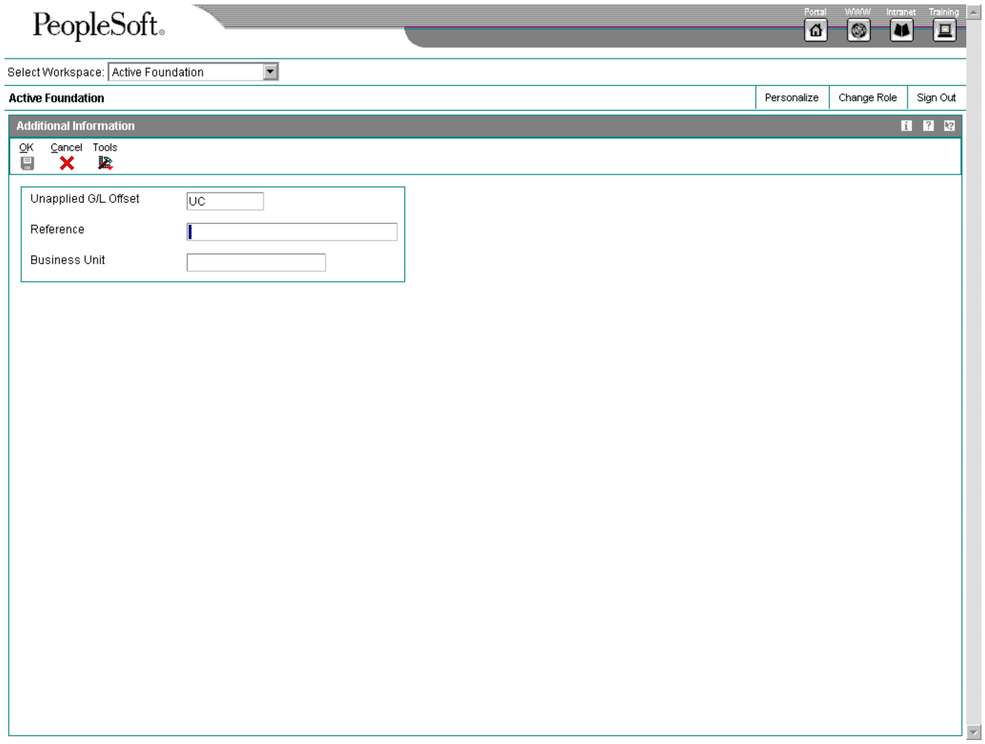
   The system updates the following fields if bank account information for A/R drafts (record type D) is set up for the customer:
   - Bank Name
   - Customer Bank Acct No
   - Bank Transit

   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

   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.

   ---
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:

Load Invoices	The system displays all the open invoices for the specified payor that meet the additional search criteria specified: • Company You can specify one company or enter * for all companies. • Currency Code You can specify one currency code or * for all currency codes. The system displays the invoices in order by due date.
Select Invoices	The system displays all the open invoices that meet the following search criteria that you enter: • Payor or Customer • Company You can specify one company or enter * for all companies. • Currency Code You can specify one currency code or * for all currency codes. Additionally, you can use the QBE row to specify additional search criteria, such as the document type or statement number. 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.
Select Invoices by Remittance	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. 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: • Invoice number (DOC) • Sales order number (DOCO) • Customer reference number (VR01) • Statement number (CTL) • Shipment number (SHPN) 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).

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

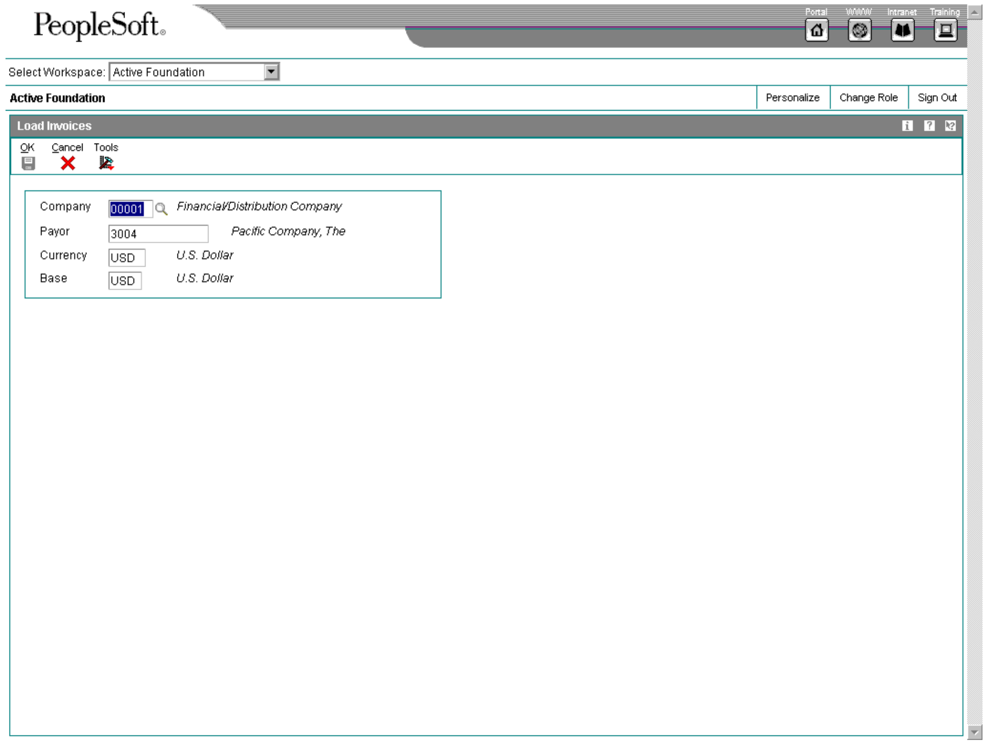
The task to select open invoices is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

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.



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.

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.

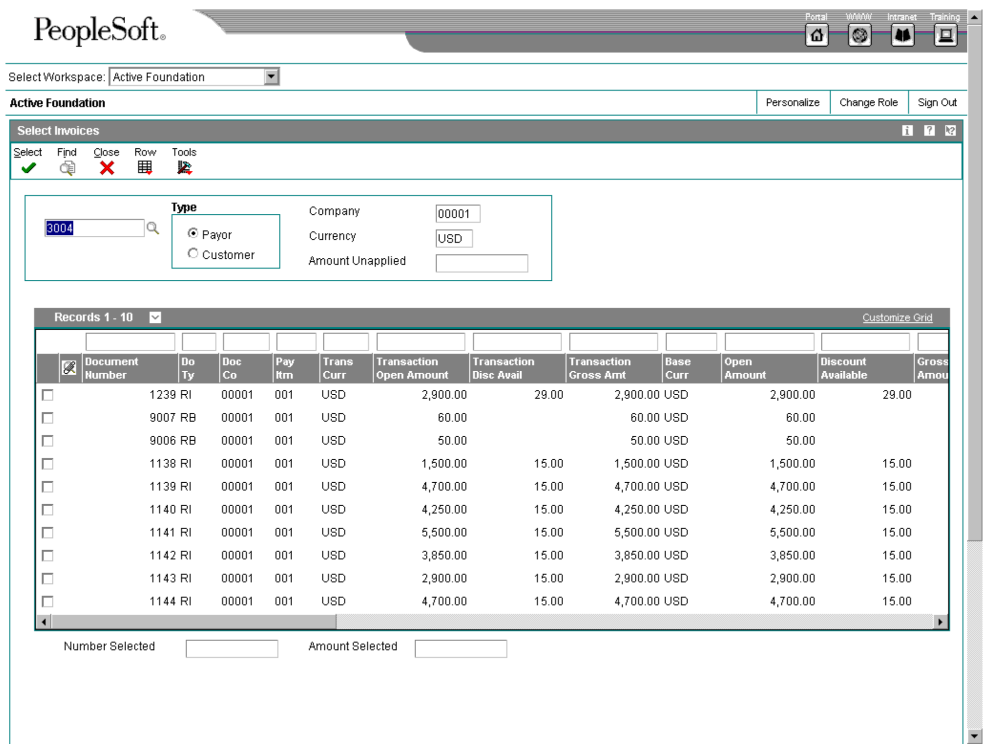
The system does not load RU (unapplied receipt), R5 (deduction), and R1 (draft) invoice records.

▶ To select specific 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 Select from the Form menu.



Document Number	Do Ty	Doc Co	Pay Itm	Trans Curr	Transaction Open Amount	Transaction Disc Avail	Transaction Gross Amt	Base Curr	Open Amount	Discount Available	Gross Amou
1239	RI	00001	001	USD	2,900.00	29.00	2,900.00	USD	2,900.00	29.00	
9007	RB	00001	001	USD	60.00		60.00	USD	60.00		
9006	RB	00001	001	USD	50.00		50.00	USD	50.00		
1138	RI	00001	001	USD	1,500.00	15.00	1,500.00	USD	1,500.00	15.00	
1139	RI	00001	001	USD	4,700.00	15.00	4,700.00	USD	4,700.00	15.00	
1140	RI	00001	001	USD	4,250.00	15.00	4,250.00	USD	4,250.00	15.00	
1141	RI	00001	001	USD	5,500.00	15.00	5,500.00	USD	5,500.00	15.00	
1142	RI	00001	001	USD	3,850.00	15.00	3,850.00	USD	3,850.00	15.00	
1143	RI	00001	001	USD	2,900.00	15.00	2,900.00	USD	2,900.00	15.00	
1144	RI	00001	001	USD	4,700.00	15.00	4,700.00	USD	4,700.00	15.00	

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.

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

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.

   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.

► To select open invoices by remittance

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.

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.

     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.

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.

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)

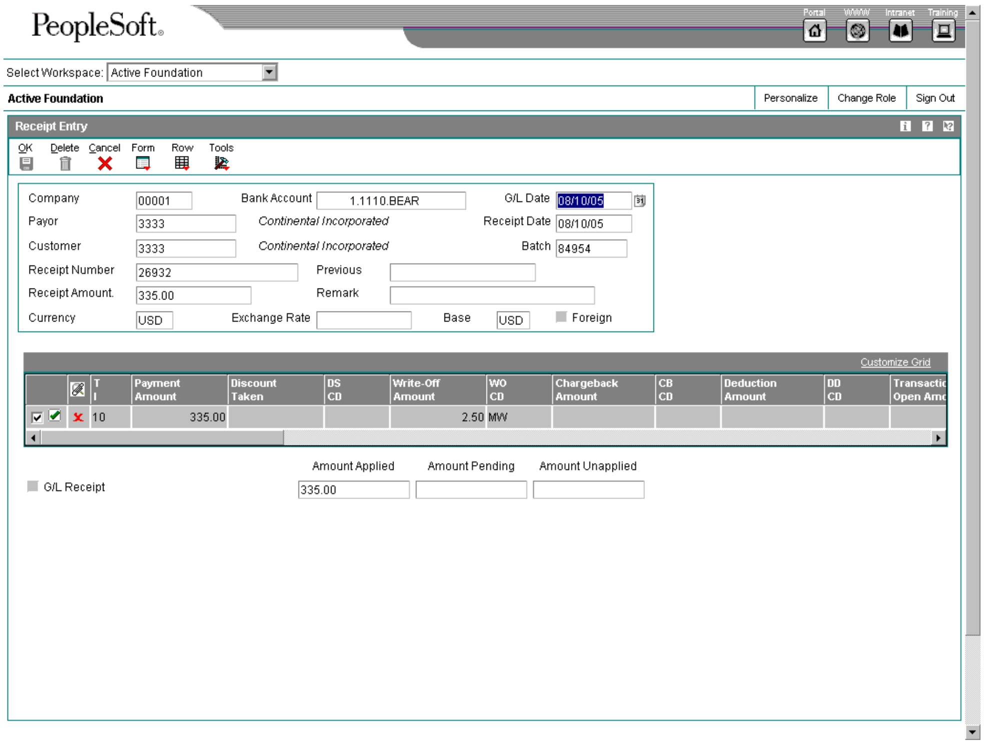
The task to apply a payment to an invoice using type input code 10 is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

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.



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:

1. The system searches for AAI item RKD*xxx*, where *xxx* is the discount reason code that you entered for the company that you entered on the receipt.
2. If the system does not locate this AAI, it uses RKD*xxx* for company 00000.
3. 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 RKD*xxx*.
- ❑ 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 I

     When 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 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.
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:

TI Code 11	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.
TI Code 16	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:

Customer Ledger (F03B11)	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. The chargeback invoice record has the following characteristics: • It establishes an audit trail to the receipt payment ID. • It establishes an audit trail to the original invoice, if the chargeback was generated for a specific invoice. • It is expressed as a debit amount. • It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application). • It contains a posting status of D (posted). 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.
Receipts Header (F03B13)	The payment record.
Receipts Detail (F03B14)	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:

Automatic write-off **(TI Code 10)**	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. 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. 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. 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 time.
Manual write-off **(TI Code 15)**	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. 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.

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:

Customer Ledger (F03B11)	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. The deduction invoice record has the following characteristics: • It establishes an audit trail to the receipt payment ID. • It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice). • It is expressed as a debit amount. • It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application). • It contains a posting status of D (posted). 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.
Receipts Header (F03B13)	The payment record.
Receipts Detail (F03B14)	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)

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:

25 (Stand-alone write-off)	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.
26 (Stand-alone chargeback)	Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice.
27 (Stand-alone deduction)	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

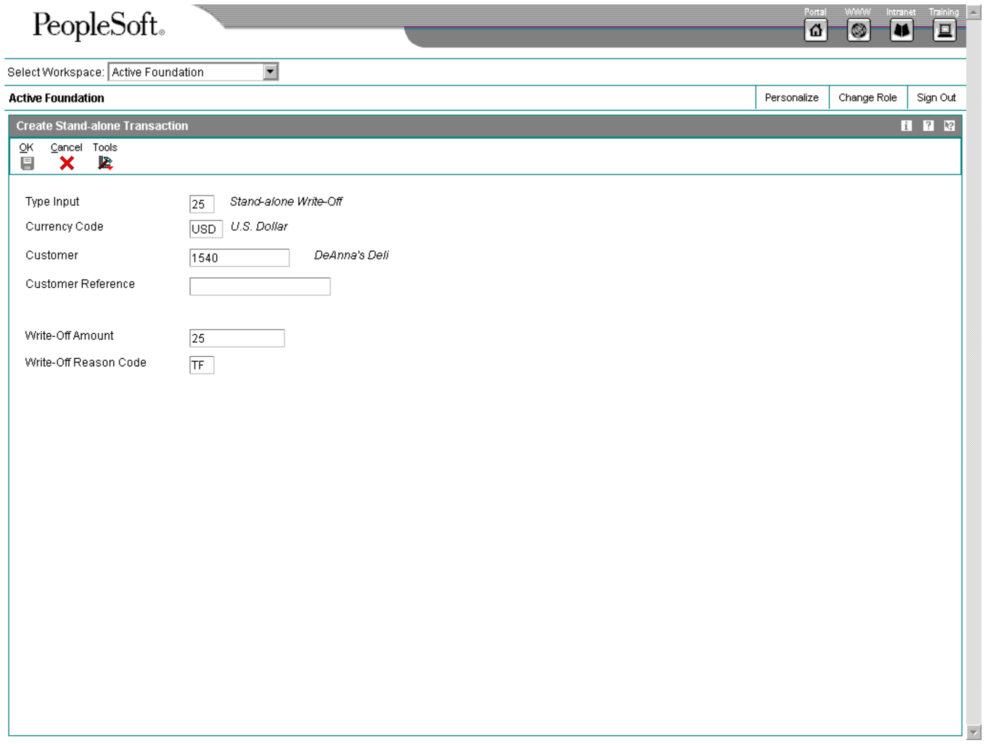
The task to create stand-alone write-offs with invoice match is the same regardless of whether you choose the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

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.



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.

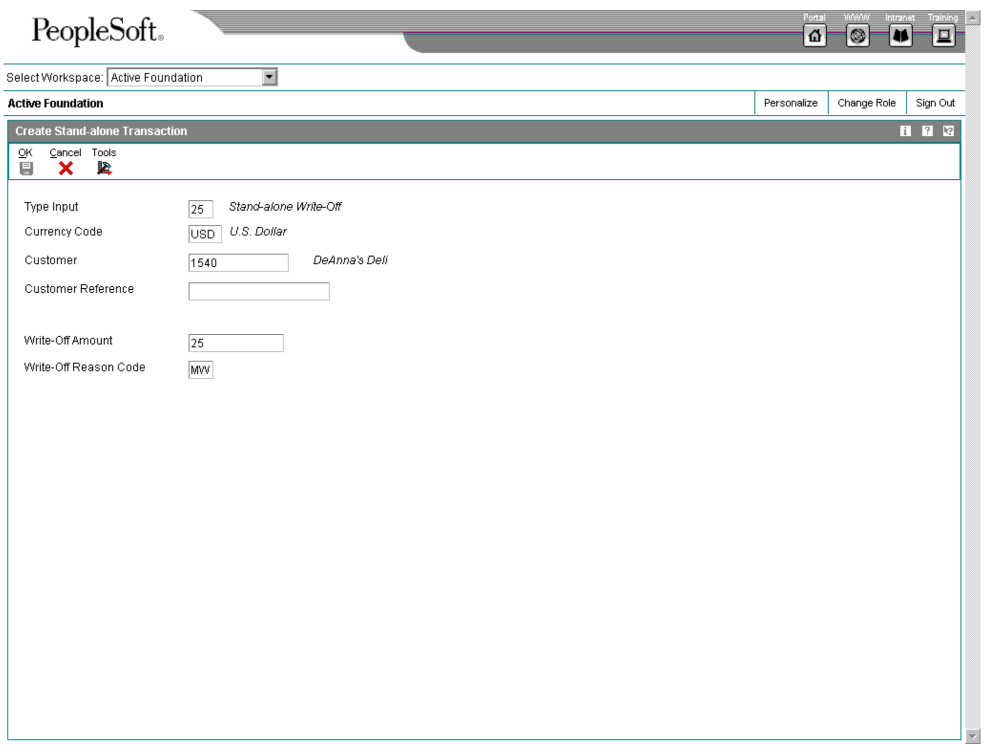
8. Click OK.

▶ 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.



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

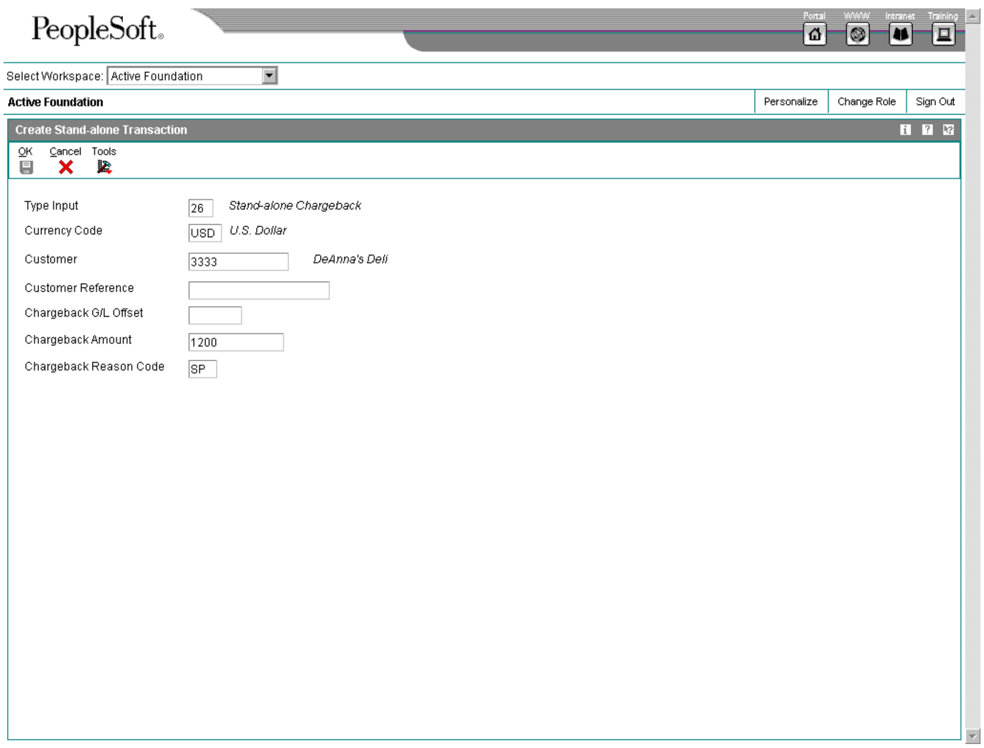
The task to create stand-alone chargebacks with invoice match is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

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.



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

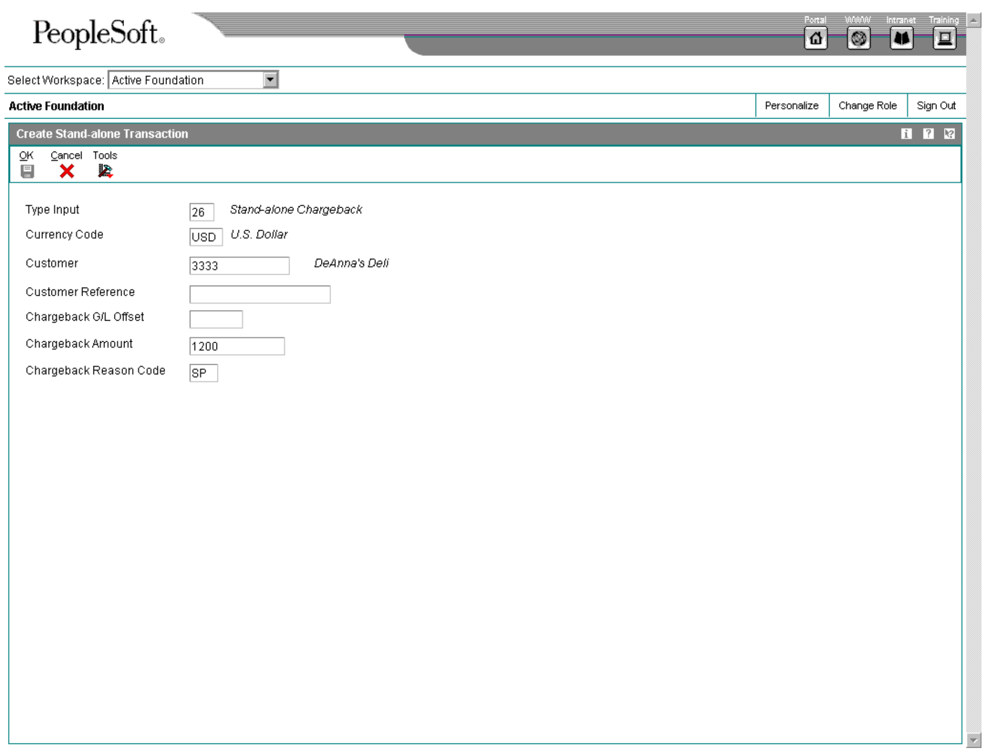
You use stand-alone chargeback without invoice match when you want to enter and distribute an unapplied payment among multiple customer accounts. The task to create stand-alone chargebacks without invoice match is the same regardless of whether you choose Standard Receipts Entry or one of the draft entry 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.



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

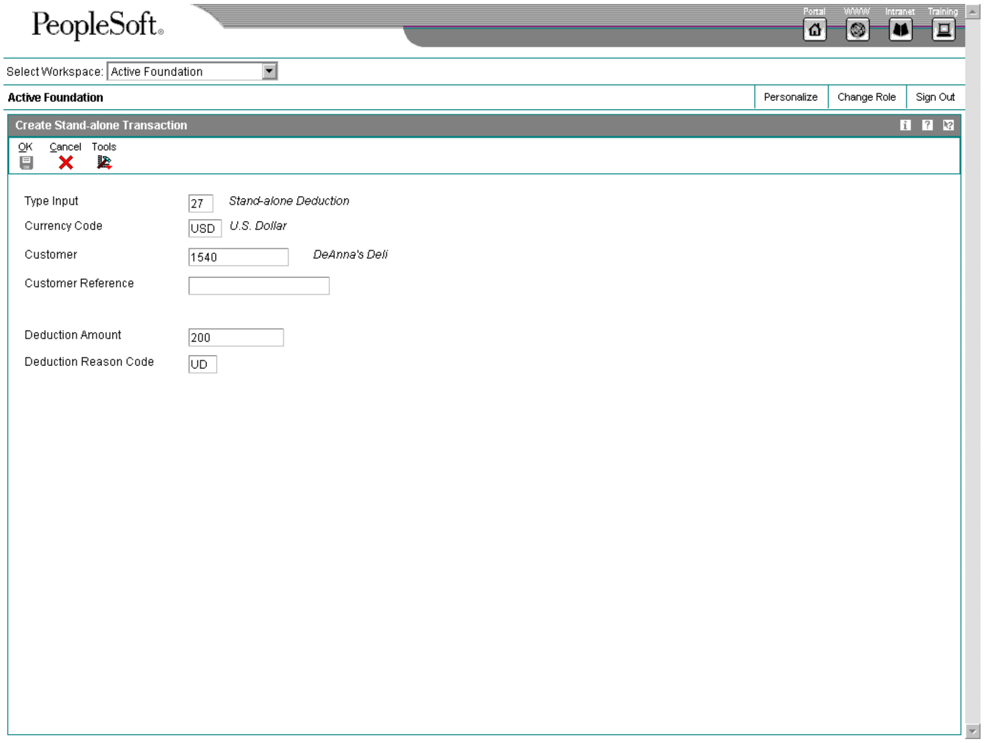
The task to create stand-alone deductions with invoice match is the same regardless of whether you choose the Standard Receipts Entry program (P03B102) or one of the draft entry programs. This task is illustrated using the Receipt Entry form only.

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.



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.

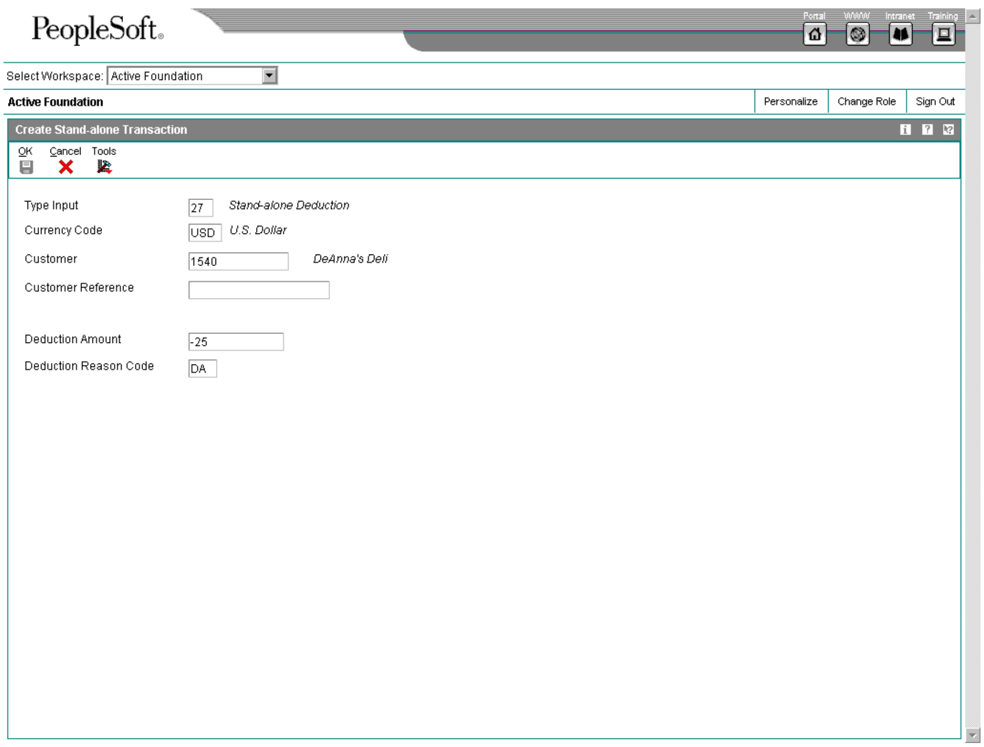
8. Click OK.

▶ 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.



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.

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.

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

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.

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:

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.

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:

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.

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:

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.

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

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.

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:

Proof mode	You can choose to generate a detail or summary report of transactions: • Detail – lists each invoice to be paid by draft • Summary – prints a summary of all invoices by customer or payor, due date, and payment instrument to be paid by draft
Final mode	You can make the same selections as in proof mode. In final mode, the system: • Creates drafts • Updates the pay status of drafts to D (draft accepted) • Generates a report

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.

Note

The report prints the abbreviated column heading PI, which indicates payment instrument.

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.

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

Use this processing option to specify the draft due date to assign to Customer Ledger (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 (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.

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 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

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.

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

  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.

- Updates the status of the Batch Control Records table (F0011) to D.

You can also post drafts using the Draft Journal Review program (P0011).

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

Discounted 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	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

Discounted Drafts with Contingent Liability					
Draft Status	**JE Doc Type**	**Field**	**AAI Used**	**Account Debited**	**Account Credited**

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
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
2	Y	S	Detail
2	S	S	Detail
3	B	S	Error (not allowed)
3	Y	S	Detail
3	S	S	Detail

* Offset Method

- Y = One automatic entry offset per document, regardless of the number line item
- S = One automatic entry per pay item
- B = One automatic entry per batch

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 Suspense	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.

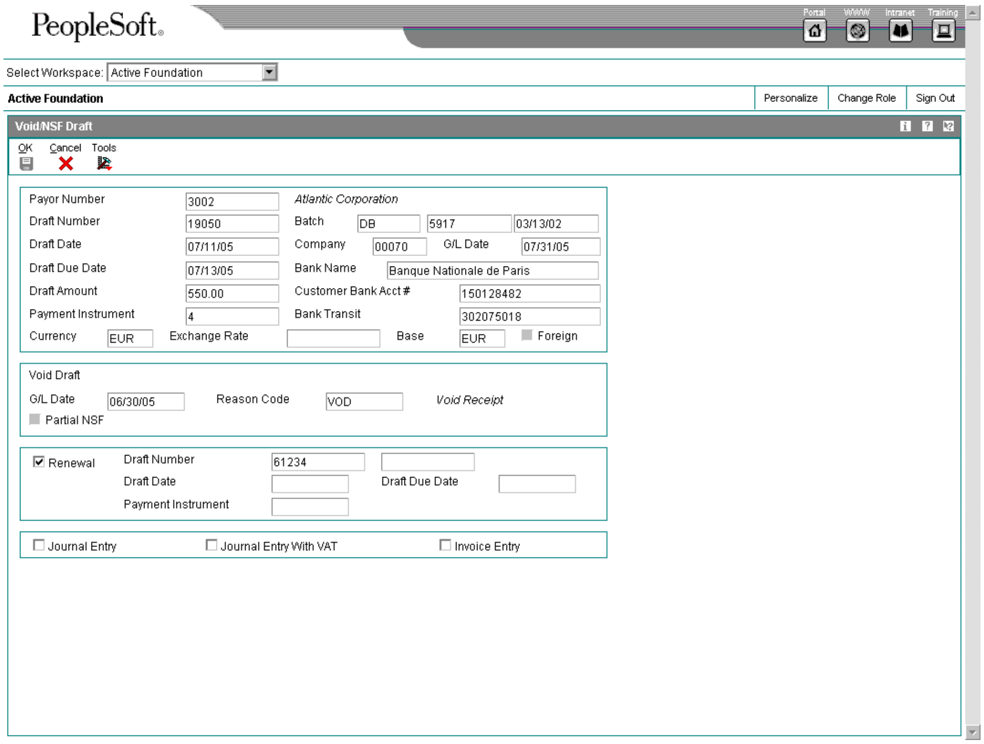
► To delete or void a draft

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.



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.

PeopleSoft®

EnterpriseOne Global Solutions France 8.9 PeopleBook

2 of 2

September 2003

EnterpriseOne
Global Solutions France 8.9 PeopleBook
SKU REL9EFE0309V2

Table of Contents

Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process. You can remit drafts to your bank for collection on either a tape or by printing a paper register. Generally, you must have complete bank account information for your customer in order to use an electronic format.

Before you remit the drafts to your bank, you can create a register to group drafts by bank account. The system updates the draft records with bank account information and assigns them a register number, which you can use as data selection when you run the Draft Remittance program (R03B672).

If you do not create a register, the system updates the draft records with the bank account information when you run the Draft Remittance program.

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

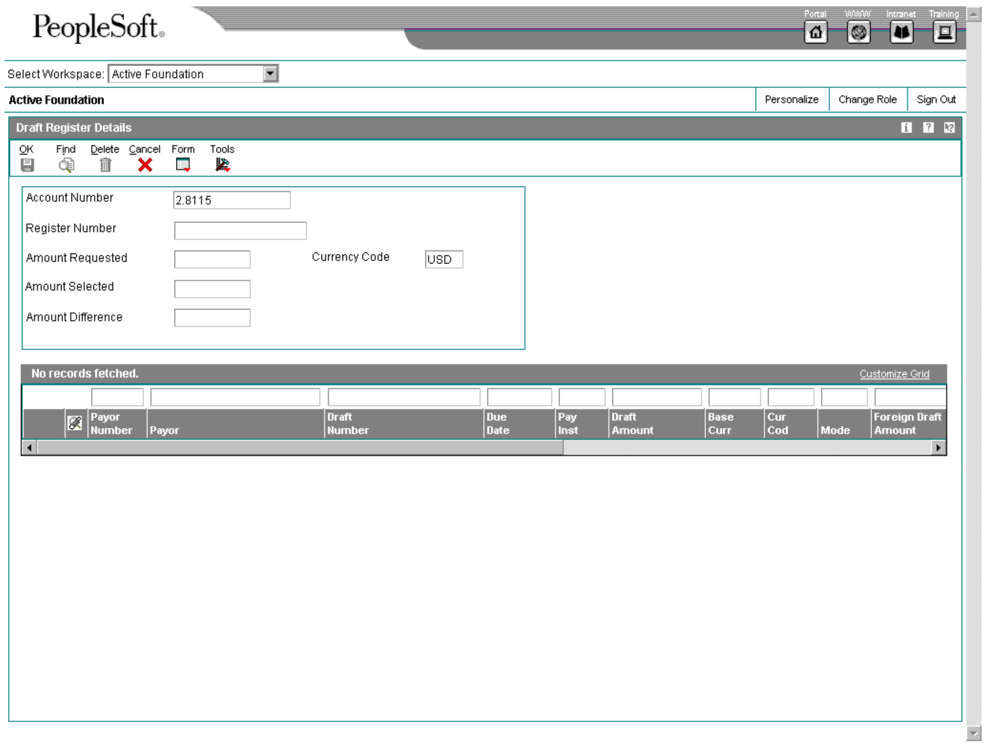
From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.

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.



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

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.

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:

Proof mode	In proof mode, the system performs the following actions: • Selects accepted drafts (Draft Status 4) from the Receipt Header table (F03B13) • Verifies that the G/L date is within the company's G/L fiscal period • Prints a report of the drafts to be remitted

Final mode - Paper (R03B672P)	In final mode for paper, the system performs the same actions that it does in proof mode, and it also performs the following actions:
	• Creates a new batch header record in the Batch Control Records table (F0011) for the remittance batch
	• 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)
	• 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)
	• Creates the following two records in the Receipts Detail table (F03B14), if the draft is remitted for cash or discount:
	  • A record that reverses the acceptance status of the draft
	  • A record that enters a remittance status of 3 (Remitted – Cash or Discount) for the draft
	• Creates the following three records in the F03B14 table, if the draft was remitted with contingent liability:
	  • A record that reverses the acceptance status (draft status 4) of the draft
	  • A record that enters One a remittance status or 2 (Remitted – Contingent) for the draft
	  • A record that accounts for the contingent liability
	• Creates one record for each draft in the Draft Remittance table (F03B672)
	The system automatically removes records from the F03B672 table when it creates the .pdf file that you print.

Final mode - Tape (R03B672T)	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: • Updates the Text Processor Header table (F007101) • Updates the Text Processor Detail table (F007111) The system assigns the batch number from Next Numbers 00/07. **Note** 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 *Purging a Text Batch in the Text File Processor* in the *Global Solutions Spain Guide*.

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:

Drafts Remitted for Discount	If the draft is remitted for discount without contingent liability, the system debits the Draft Remitted for Discount account, based on the AAI item RD3*x* (where *x* is the payment instrument) and credits the drafts receivable account that you used. When you collect the draft, the system debits a bank account (RB) and credits the Draft Remitted for Discount account (RD3*x*).
Drafts Remitted for Discount with Contingent Liability	If the draft is remitted for discount with contingent liability, the system creates journal entries to do the following: • Debit the Draft Remitted For Discount account, based on the AAI item RD3*x* (where *x* is the payment instrument) and credit the drafts receivable account that you used • Debit the bank account and credit the Contingency Liability account, based on the AAI item RD4*x* (where *x* is the payment instrument) When you collect the draft, the system debits the Contingency Liability account and credits the Draft Remitted for Discount account.

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 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.

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.

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

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.

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.

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:

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.

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.

Returning a Draft to Prior Status

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).

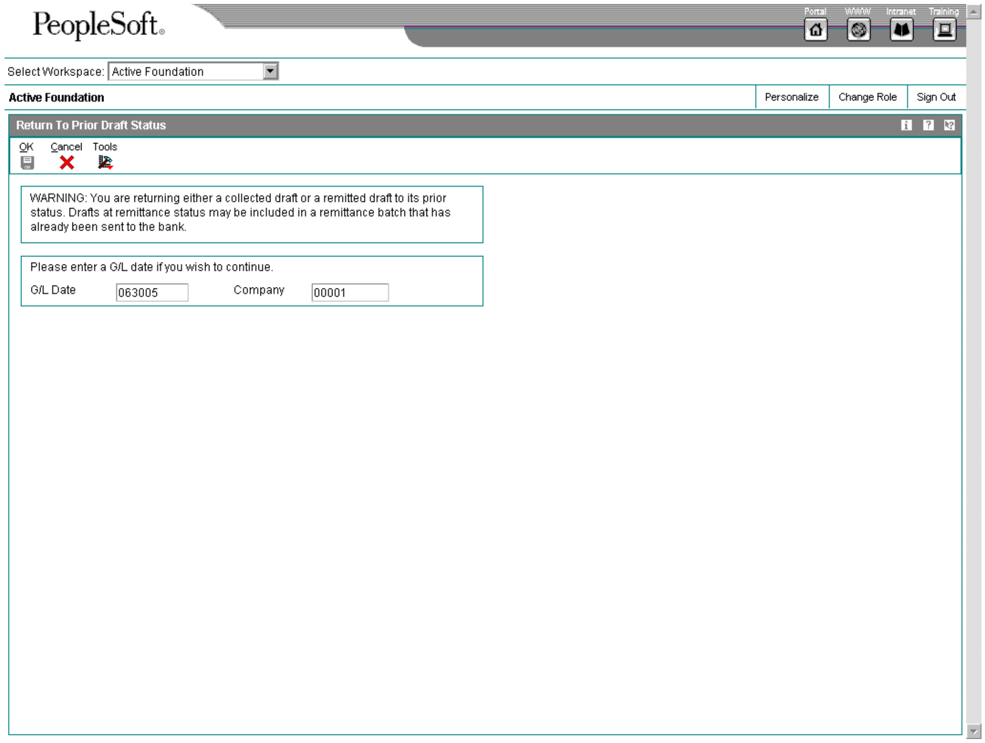
  Note
  The system retrieves the status for the Text Processor Header record from the user defined code 00/TL.

► 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.



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.

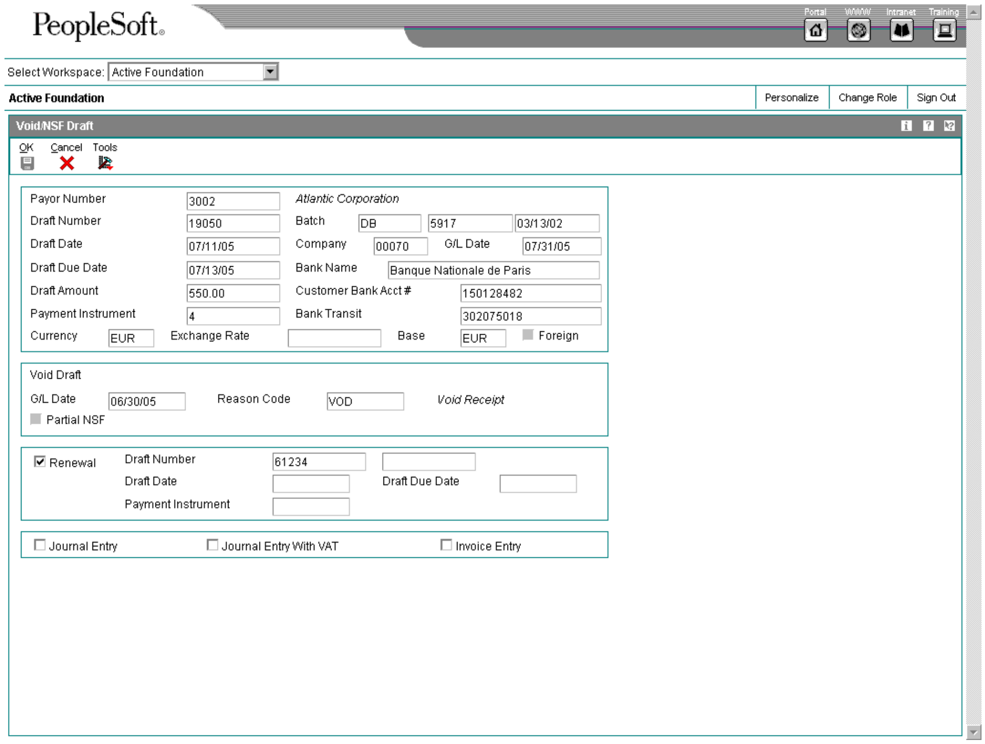
If you renew the draft, the system:

- 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.



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

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 balnk or value is invalid, then country default will be use.

Enter Country Code
Date Range

Enter the initial date. All drafts due on or after this date will be selected. If left balnk, 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, 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

System tab	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 *Setting Up Statement Messages* in the *Real Estate Management Guide*. 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.

Draft Collection

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:

Proof mode	In proof mode, the system performs the following actions: • Selects drafts that are either accepted or remitted. • 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.
Final mode	In final mode, the system performs the following actions: • 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. • Changes the pay status of draft invoice records (R1) to P (paid) or to another value that you choose. • 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). • 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.

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.

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

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.

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)

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 exchage 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.

Printing Invoices With an Attached International Payment Instruction (IPI)

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

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

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

The IPI form contains the four sections described below:

- Ordering Customer

  The Ordering Customer section contains the name, address, and account number of your customer. The system uses the name, address, and account number (CBNK) that are associated with the invoice to which the IPI is attached. Your customer sends the IPI to the bank for processing, and the bank credits your account with the specified amount.

- Beneficiary

  The Beneficiary section contains your company name, and the bank name and account number that you specify in processing options.

- Amount to be paid

  The Amount to be paid section contains the amount and currency of the transaction, as well as a code to indicate who is responsible for paying the bank fees that are associated with the transaction. You specify the code for the bank fees in a processing option; the system uses the amount and currency from the transaction.

- Signature

  The J.D. Edwards system does not print the signature.

Data Selection

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

Note

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

Before You Begin

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

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

Defaults Tab

1. Invoice Print Date

Blank = Current date

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

2. Customer Bank Account Type

Blank = D

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

3. Customer Address Format

Blank = 00

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

4. Beneficiary Bank Account

Blank = Use RBxxx AAI

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

5. Beneficiary Bank Account Format

Blank = Use the International Bank Account Number (IBAN)
1 = Use the National Bank Account Number

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

Blank
Use the IBAN as the bank account format.

1
Use the CBNK as the bank account format.

6. Beneficiary Bank Name

Blank = Use SWIFT Bank Identification Code (BIC)
1 = Use Bank Name

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

Blank
Use the BIC code.

1
Use the bank name.

7. Details of Payment

Blank = 00

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

00

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

01

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

02

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

8. Charges Paid By

Blank = 0

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

00

Blind Colour - Structured

01
Blind Colour - Unstructured

02
Black - Structured

03
Black - Unstructured

04
Drop Out - Structured

05
Drop Out - Unstructured

Print Tab

1. Tax Amounts

Blank = Do not print tax amounts.
1 = Print tax amounts.

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

Blank
Tax amounts do not appear on invoices.

1
Tax amounts appear on invoices.

2. Attachments

Blank = Do not print attachments on the invoice.
1 = Print attachments on the invoice.

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

Blank
Do not include generic text attachment.

1
Include generic text attachment.

3. Customer Bank Account Number

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

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

Blank
Do not include the customer's bank account number.

1
Include the customer's bank account number.

4. Customer Name and Address

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

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

Blank
Do not include the customer's name and address.

1
Include the customer's name and address.

5. Details of Payment

Blank = Do not print the details of payment.
1 = Print the details of payment.

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

Blank
Do not complete the payment details section.

1

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

6. Charges To Be Paid By

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

1 = Print the charges to be paid by information.

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

Blank

Do not complete the charges to be paid section.

1

Complete the charges to be paid section.

7. IPI Currency and Currency Amounts

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

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

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

Blank

Do not print the currency and amount.

1

Print the currency and amount.

Process Tab

1. Maximum IPI Amount

Blank = 999999,99

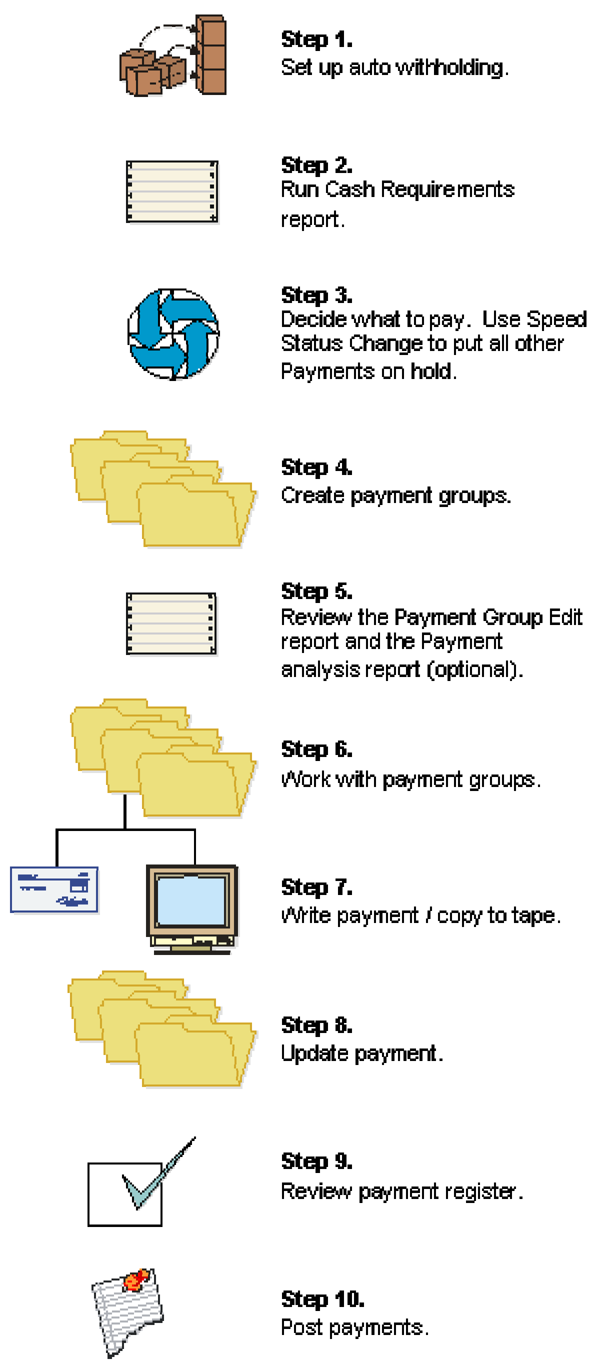
Use this processing option to specify the maximum amount allowed for an International Payment Instrument (IPI). If the IPI is greater than this amount, the system will not generate an IPI. If you leave this field blank, the system uses 999,999.99 as the maximum IPI amount.

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Setting Up Bank Account Information

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

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

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

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

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

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B).

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

Note

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

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

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

See Also

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

► To set up G/L bank account information

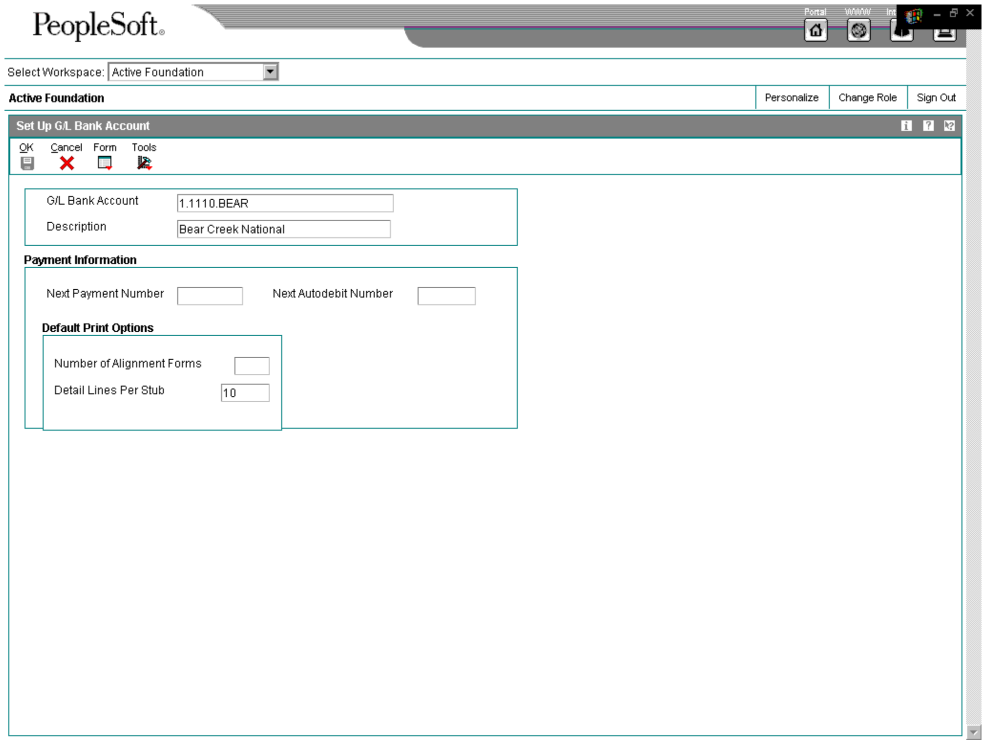
Use one of the following navigations:

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

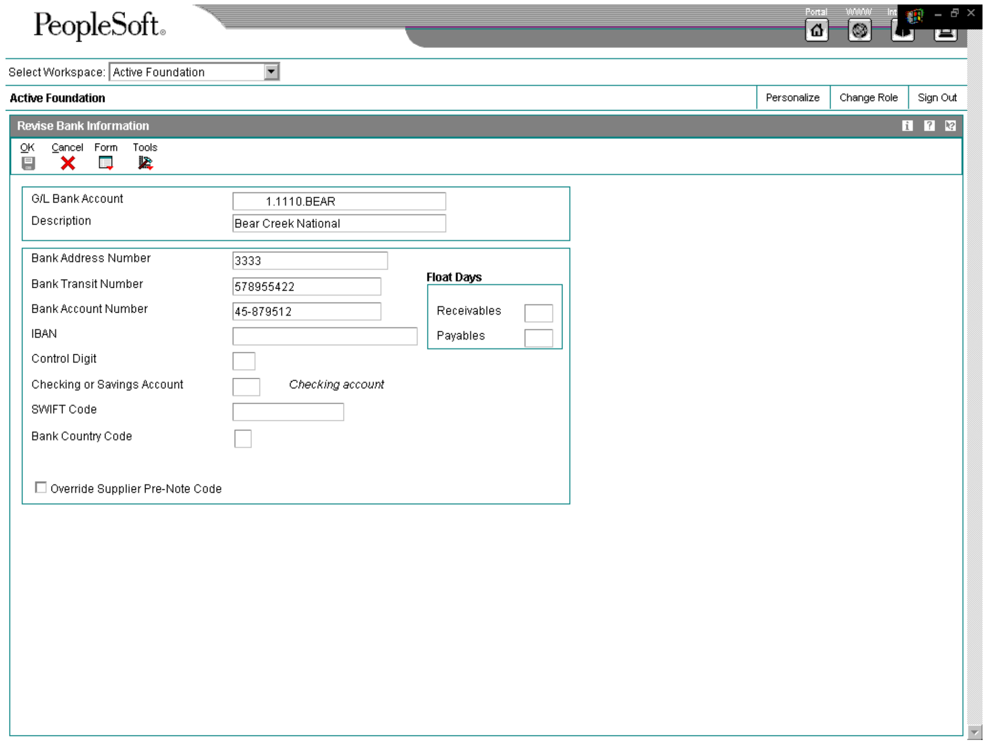
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

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

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



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.



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

   - Bank Address Number

     This is the bank's address book number.

   - Bank Transit Number

     You can leave this field blank.

   - Bank Account Number
   - Control Digit
   - Checking or Savings Account
   - SWIFT Code

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

    - Override Supplier Pre-Note Code

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

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

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

► To delete or revise G/L bank account information

Use one of the following navigations:

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

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

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

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

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

► To set up supplier and customer bank account information

Use one of the following navigations:

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

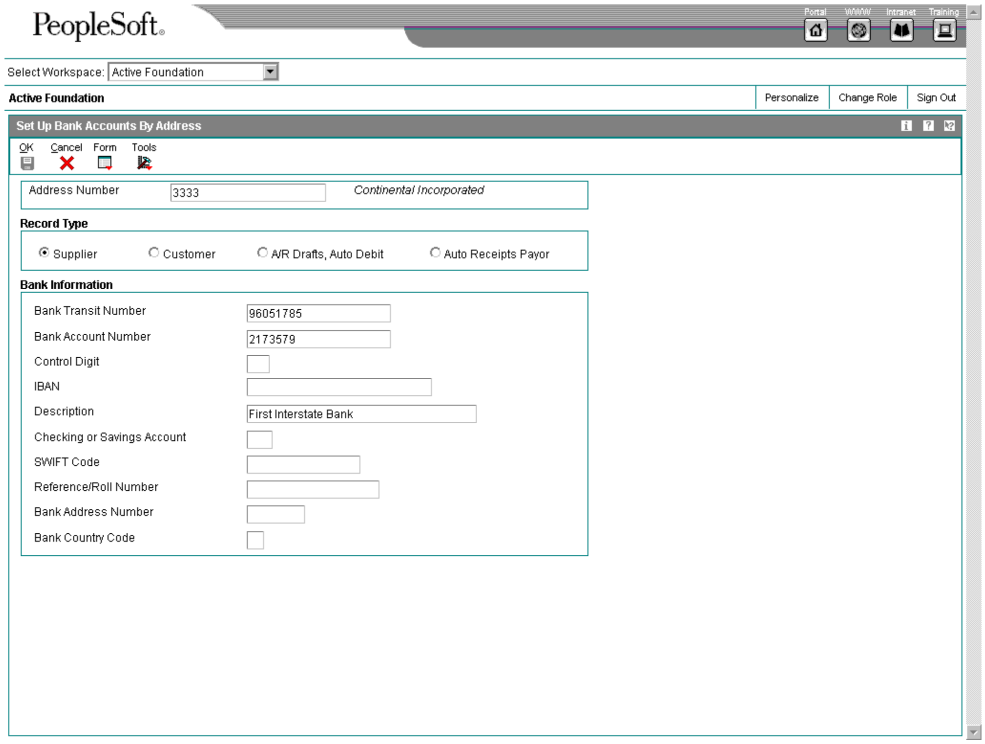
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

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

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

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

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



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

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

5. Complete the following fields:
   - Bank Transit Number

     You can leave this field blank.
   - Bank Account Number
   - Control Digit
   - IBAN
   - Description
   - Checking or Savings Account

- SWIFT Code

  The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

  The system displays this field only when you choose the option for Supplier.

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

- Bank Address Number

- Bank Country Code

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

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

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

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

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

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

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

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

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

► To set up bank transit numbers by bank address

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

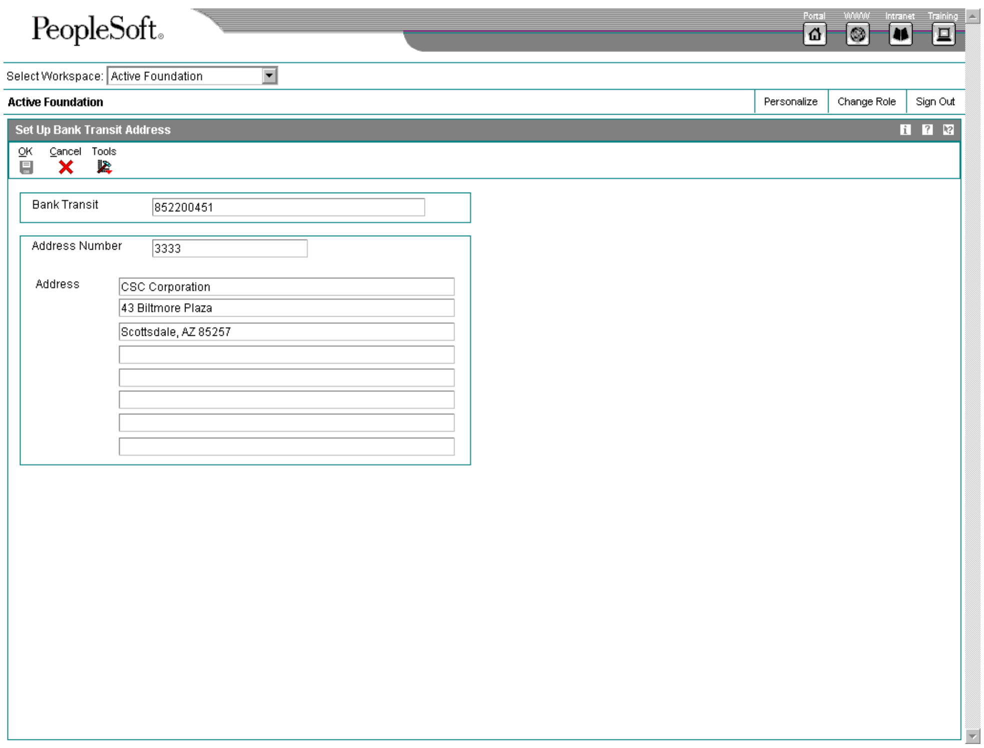
> *From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses.*

Note

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

---

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



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

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

Note

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

Working with Payment Instruments

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

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

- Payment registers

  A printed list of payments.

- Attachments

  A printed report that contains the detail information which does not fit on a payment stub.

- Debit statements

  A printed list of debit balances. This printed list is debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out on a voucher.

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

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

Payment Instrument Codes

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

Note

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

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

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

Working with French Payment Formats

Assign the following programs to payment instruments for France:

Payment Formats	Use the following programs to generate payment formats for France: • P04572F1 for domestic electronic funds transfer (EFT) or paper transfers (for paper transfers, the program P04572F1B is called by P04572F1) • P04572F3 for foreign electronic funds transfers (EFT) • P04572F2 for check letters • P04572N for drafts

Notes

You assign programs to payment instruments using the naming convention Pxxxxxx. However, the programs used to generate the payment formats are batch programs and follow the naming convention Rxxxxxx. For example, when you specify P04572F1, the system runs the R04572F1 program—Create A/P Bank Tape - France.

You can use the Bank Accounts by Address program (P0030A) to add IBAN information to the Bank Transit Master table (F0030). However, IBAN information is not used in the French payment formats.

Considerations for Create A/P Bank Tape - France (R04572F1)

The French EFT format for domestic payment transfers (generation program R04572F1) consists of a fixed length record that includes 160 characters. The information included in the EFT table includes:

- Header record (03) - Information about the company that is ordering the payment.
- Detail record (06)- Information about the suppliers who are to receive the payment and about the payment amount. The EFT table can include as many detail records as there are payments in the payment group.
- Total record (08) - Total amount of the transfer.

The generation program also includes the sender's bank identification number on the header, detail, and total records, as required by the Bank of France. You can specify this identification number in the processing options for the generation program or enter the number in the Bank User Number field (BACS) on the Revise BACS Information form of the G/L Bank Accounts program (P0030G).

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. To do this, 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, you should set up the following versions of Create A/P Bank Tape - France:

- Electronic payment transfer orders
- Paper payment transfer orders

You would also need to create two versions of Automatic Payment Groups to call the appropriate version of the print program.

G/L Payment Date

The system writes the G/L payment date to the electronic funds transfer table in the DDMMY format, where Y is the last digit of the year. For example, July 07, 1997 is written to the table as 07077.

Bank Transit Codes

The system writes the bank transit number of your company to the header record and the bank transit number of the suppliers to the detail records of the EFT table. In both records, the bank transit number is split into the Bank Identification Number (5 digits) and the Branch Identification Number (5 digits).

Processing Options for Create A/P Bank Tape – France (R04572F1)

Processing
1.Enter '1' to print a paper Funds Transfer Order. If left blank a Electronic Funds Transfer (EFT) file will be created.

Mode
Tape
1. Enter one of the following to load information to the reference field of the detail record. ' ' = payment document number, '1' = vendor number, 'literal comment'.

Tape Information
2. Enter the City to be loaded into the payment records.

City
Tape (more)
1. Enter the Sender's Bank ID number (6 pos.). If left blank, the Bank Account Bank System User Number (BACS) will be used. Please note that if this field is blank on the tape, the tape will be rejected by the bank clearing house.

Sender Bank
2. Enter the Sender's Fiscal Identification (15 positions). This can be either the SIRET code (1 + 14 digits) or another code (2 + code).

Sender's Fiscal
Bank
1. Enter the following default values:

Device Name

Tape Density

Label Name
Bank (more)

Block Size

New Volume Name

New Owner ID

File Name
Currency

1. Enter the currency code that is used in your system to identify the EURO.

Considerations for Print Automatic Payments – Check – France (R04572F2)

You can specify that Print Automatic Payments – Check – France (R04572F2) prints the check amount in words when you set the Translation processing option. The Translation processing option lets you specify whether the system uses a translation routine that you have attached to the Currency Codes table (F0013).

You associate translation routines with currency codes in the Currency Codes program (P0013). For example, to create an association between the euro and a routine that prints the amount in French text, you specify that the system uses translation routine X005005EF when you set up a currency code for the euro.

The processing options on the Translation tab follow a hierarchy to determine which translation routine the system uses for printing the check amount in words on the check.

1. If the processing option is completed with a valid translation routine, the system uses that routine.
2. If the processing option is blank or contains an invalid routine, the system reads the Currency Codes table (F0013) to determine if a translation routine is associated with the currency. If a translation routine exists, the system prints the check amount in words, according to the routine that is specified.
3. If the F0013 does not contain a translation routine for the currency, the system does not print the check amount in words on the check.

Processing Options for Print Automatic Payments – Check – France (R04572F2)

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

Address Format ID (FUTURE USE)
Payment Info
1. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

Purchase Order Number
2. Enter a '1' if you would like the payment remark to print on the stub.

Payment Remark
3. Enter the City to print on the Payment.

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

Forms Type (FUTURE USE)
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

Considerations for Create A/P Bank Tape - France EFT International (R04572F3)

The following information is included in the EFT flat file that is created by the French EFT International payment format:

- Header record (03) - Information about the company that is ordering the payment and the company's bank.
- Operation detail record (04) - Information about the suppliers who are to receive the payment and the payment amount. The EFT table can include as many detail records as payments in the payment groups.
- Beneficiary's bank record (05) - Information about the beneficiary's bank. This information is ignored if the payer asks for a check payment.
- Intermediary bank record (06) - Information about the bank that is being used as an intermediary. This section allows the payer to indicate a bank through which the funds must transit. J.D. Edwards does not directly support this functionality; a customization is required to implement this functionality.
- Supplemental information record (07) - Supplemental information about the payment. J.D. Edwards supports only the following fields for record 07:
  - Record Code
  - Operation Code
  - Sequential Counter
  - Reason

  You must customize the Create A/P Bank Tape - France EFT International program to implement the following fields:

  - Currency Bought
  - Exchange Contract Reference
  - Date Bought
  - Exchange Rate
  - Instruction
- Total record (08) - The total amount of the transfer.

Setup Considerations

To use the French EFT International payment format, set up your company and suppliers as follows:

- Company Address Book Information - For French companies, use the Additional Individual Tax ID field for the company's SIRET number. You can override the SIRET number from the Address Book record on the processing options for the French EFT International payment format (R04572F3).
- Company Bank Account Information - Use the SWIFT Code field for the BIC Code for the issuing bank.
- Supplier Address Book Information - Use one of the thirty available Address Book Category Codes for each of the following fields:
    - Economic Reason Code
    - Country Code for BDF Declaration
    - Fees Distribution Code

  You indicate which category codes that you are using on the processing options for the French EFT International payment format (R04572F3).
- Supplier Bank Account Information - Use the SWIFT Code field for the BIC Code for the beneficiary's bank.

Processing Options for Create A/P Bank Tape - France EFT International (R04572F3)

Tape Header Tab

Use these processing options to specify information for the header record in the flat file.

---

1. Sender's SIRET

Use this processing option to populate the issuing SIRET Number in the Header record. In France, the SIRET Number is the unique registration number of a company in the chamber of commerce. If you leave this processing option blank, the Additional Individual Tax ID field (TX2) from the Address Book Master table (F0101) is used.

2. Payment Reference (Required)

Use this processing option to populate the Payment Reference field in the Header record. This field is manually populated and is mandatory.

3. Debit Account ID Type (Future)

0 - Other (Default)
1 - IBAN
2 - BBAN

Use this processing option to complete the ID Type segment of the Debit Account field in the Header record. Valid values are:

0
Other (Default)

1
IBAN

2
BBAN

4. Customer ID

Use this processing option to complete the Customer ID segment in the Header record. You determine the code in accordance with the bank. This is an optional field in the Header record.

5. Debit for Bank Fees Account ID Type (Future)

0 - Other (Default)
1 - IBAN
2 - BBAN

Use this processing option to complete the ID Type segment of the Header record for the account to be debited for bank fees. Valid values are:

0
Other (Default)

1
IBAN

2
BBAN

6. Debit for Bank Fees Account

Use this processing option to populate the ID segment of the Header record for the account to be debited for bank fees. In most cases, you will use the IBAN number. If you leave this processing option blank, the system uses the G/L Bank account.

7. Currency Code of Bank Fee Account

Use this processing option to complete the Currency Code segment of the Header records for the account to be debited for bank fees. If you leave this processing option blank, the system uses the currency code of the G/L Bank Account.

8. ID Payment Debit Type (Required)

1 - Global debit of the payment
2 - Unit debit by operation
3 - Global debit by transfer currency

Use this processing option to populate the ID Payment Debit Type field in the Header record. Valid values are:

1
One debit for the entire payment group

2
One debit for each payment

3
One debit for each currency code

9. Payment Type ID

1 - Single execution date and single currency

2 - Single execution date and multi-currency

3 - Multi execution date and single currency

4 - Multi execution date and multi-currency (Default)

Use this processing option to complete the ID Payment Type segment in the Header record. Valid values are:

1

Process payments using a single execution date and single currency.

2

Process payments using a single execution date and multicurrency.

3

Process payments using multiple execution dates and single currency.

4

Process payments using multiple execution dates and multicurrency. (default)

If you enter 1, 2, or 3, the system stores the execution date or currency in the Header record. If you enter 4, the system stores the execution date or currency in each Detail record.

10. Preferred Processing Date

Use this processing option to complete the Preferred Processing Date segment in the Header record. The system uses the value you enter when the Payment Type ID segment of the Header record has a value of 1 or 2. If the Payment Type ID segment has a value other than 1 or 2, the system date is used.

Tape Detail Tab

Use these processing options to specify information for the detail records in the flat file.

1. Category Code Number for Economic Reason Code (Required)

Use this processing option to indicate the Address Book category code that you use to store the Economic Reason Code for the Operation Detail record for the supplier. For example, if you set up category code 30 for the Economic Reason Code, enter 30 in this processing option. Valid values are 01 - 30.

2. Category Code Number for Country Code for BDF Declaration

Use this processing option to specify the Address Book category code that you set up to store the Country Code for BDF Declaration for the Operation Detail record in the flat file. For example, if you set up Category Code 30 for the Country Code for BDF Declaration, enter 30 in this processing option.

3. Payment Mode (Required)

0 - Other

1 - By check of the payer's bank

2 - By check of the beneficiary's bank

Use this processing option to populate the Payment Mode segment of the Operation Detail record. The system inserts the value you choose (0, 1, or 2) into the Operation Detail record of the flat file. Valid values are:

0

Other

1

By check of the payer's bank

2

By check of the beneficiary's bank

4. Category Code Number for Fees Distribution Code (Required)

Use this processing option to specify the Address Book category code that you set up to store the Fees Distribution Code for the Operation Detail record in the flat file. For example, if you set up category code 30 for the Fees Distribution Code, enter 30 in the processing option. Valid values are 01 - 30.

Bank Tab

Use these processing options to specify information about the flat file you send to your bank.

1. Device Name

Use this processing option to specify the type of a device to be used for copying data to tape.

2. Tape Density

Use this processing option to specify the density of the tape, for example, 1600 or 6250.

3. Label Name

Use this processing option to specify the label for the copied tape.

4. Block Size

Use this processing option to specify the block length to be used when copying data to tape.

5. New Volume Name

Use this processing option to specify the new volume name to be used when copying data to tape.

6. New Owner ID

Use this processing option to specify the new owner ID to be used when copying data to tape.

7. File Name

Use this processing option to specify the name of the flat file as it is identified by the program that reads the file.

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

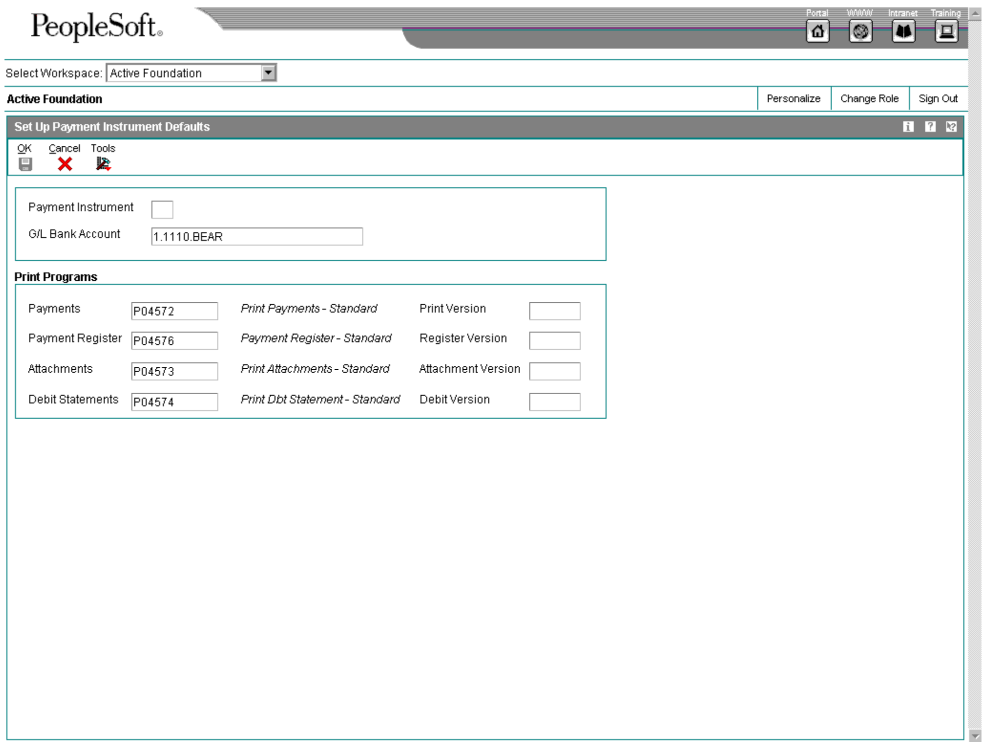
Before You Begin

- ❑ 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.



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

- Debit Version

5. Click OK.

► To revise processing options for payment instrument formats

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

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

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

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

► To assign a payment instrument to a supplier

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

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

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

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

Processing Options for Payment Instruments

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

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

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

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

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

Company Name
2. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.

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

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

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

Form Type (FUTURE)

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

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

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

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

Form Type (FUTURE)

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

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

File ID Modifier
2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by th 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 preceeded by one of the following ID Code Designators (ICDs) or a value of your own.
'1' = IRS Employer ID No. (EIN)
'3' = Data Universal No. System(DUNS)
'9' = User Assigned Number
If this option is blank, the Tax ID for the bank account's company will be used. NOTE: If this field is blank and no Tax ID is available OR less than 10 characters, the tape will be rejected by the Clearing House

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

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

Print Program
TAPE
1. Enter the following defaults values:

Device Name

Tape Density

Label Name

Block Size

New Volume Name
TAPE (more)

New Owner ID

File Name

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

Translation
1. Enter the program name to translate payment amount from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the traslation 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 lelf blank, no company information will print.

Company Name
Print
4. Enter the Forms Type for the Payments Spool File. If left blank, the defaul is ' SUBCHECKS'

Form Type

See Also

- Localization guides for country-specific payment formats

Creating Payment Control Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
    - Vouchers summarized or unsummarized
    - Bank account
    - Payment instrument
    - Business unit (optional)
    - Company (optional)

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

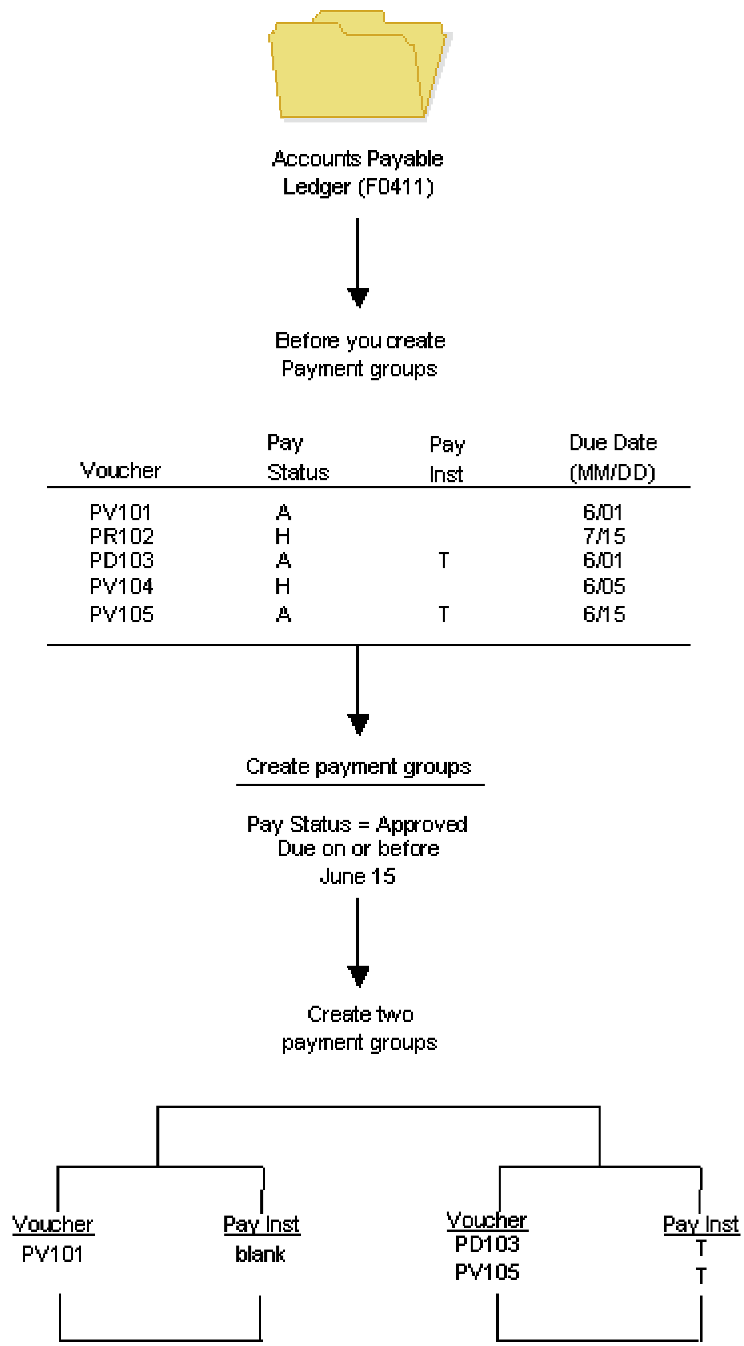
After the system creates payment groups, each group also has the following information in common:

- Version ID
- User
- Creation date
- Output queue

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

The following graphic shows the process for creating payment groups:

Creating Payment Groups



See Also

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

Before You Begin

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

Next Numbers for Create Payment Control Groups

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

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

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

Note

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

Processing Options for Create Payment Groups (R04570)

Dates Tab

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

1. Pay Through Date

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

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

2. Displacement Days

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

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

3. Discount Cutoff Date

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

Amounts Tab

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

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

1. Payment Amount Range

Maximum

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

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

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

Minimum

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

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

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

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

2. Currency Code for Range Amounts

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

Payment Amount Range processing option.

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

Maximum Payment Instrument

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

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

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

Printing Tab

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

1. Sequence ID

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

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

NOTE: You cannot leave this processing option blank.

2. Print Attachments

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

Valid values are:

Blank

Do not print attachments.

1

Print attachments.

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

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

3. G/L Bank Account

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

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

Blank

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

1

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

2

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

3

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

4

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

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

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

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No

1 Yes

2. Due Date

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

Valid values are:

Blank No

1 Yes

3. Payee

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

Valid values are:

Blank No

1 Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

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

o Payee 1001: Supplier 1001, Voucher 1

o Payee 1001: Supplier 1003, Voucher 5

o Payee 1002: Supplier 1001, Vouchers 2 and 3

o Payee 1002: Supplier 1002, Voucher 4

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

o Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5

o Payee 1002: Supplier 1001, Vouchers 2 and 3, and Supplier 1002, Voucher 4

4. Business Unit

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

Valid values are:

Blank No

1 Yes

Summarize Tab

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

1. Summarized Pay Item

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

Blank

Do not summarize pay items.

1

Summarize pay items.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No

1 Yes

2. Print Contract Number

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

Valid values are:

Blank No

1 Yes

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

3. Print Job Number

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

Valid values are:

Blank No

1 Yes

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

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

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:

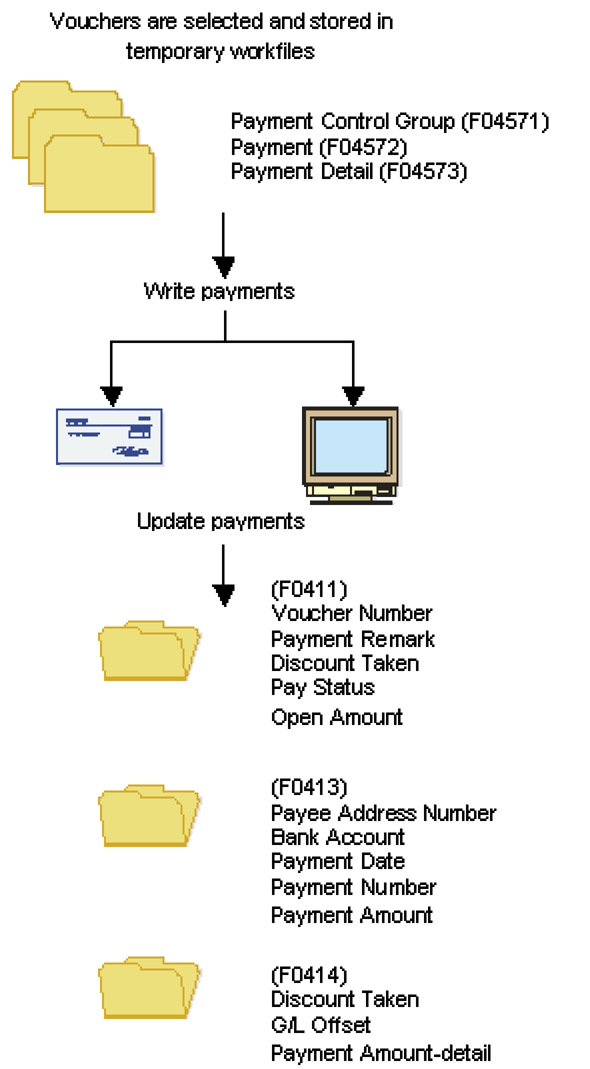
Write	The pay item is ready to be written.
Update	The payment has been written and is ready to be updated in the Accounts Payable Ledger table (F0411).

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

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

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

Working With Payment Groups



After you process payment groups

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

Printing the Payment Analysis Report

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

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

Processing Options for Payment Analysis Report (R04578)

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

Detail Voucher Information
2. Enter a '1' if processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

Business Unit

Reviewing Payment Groups

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

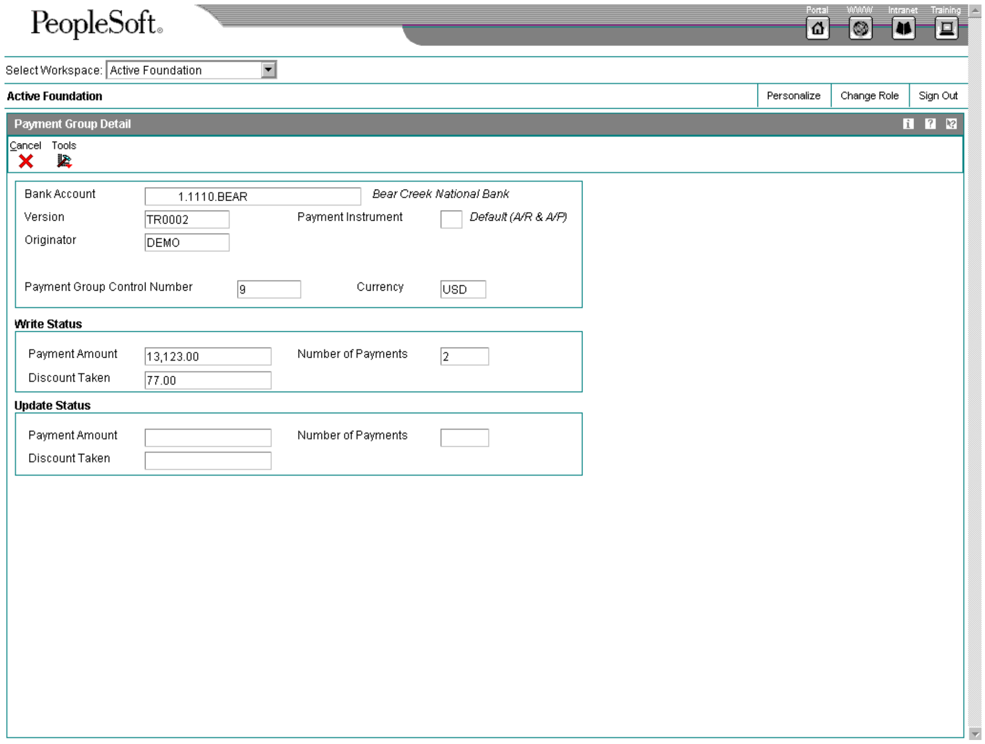
This program displays information from the A/P Payment Processing - Header table (F04571).

► **To review a payment group**

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

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

   For additional search criteria, you can preset a value in a processing option. For example, if you want to review only those vouchers for business unit 100, you can preset that value in a processing option. This is particularly useful if you routinely review vouchers that meet certain search criteria.
4. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.
5. Choose Detail from the Row menu.



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)

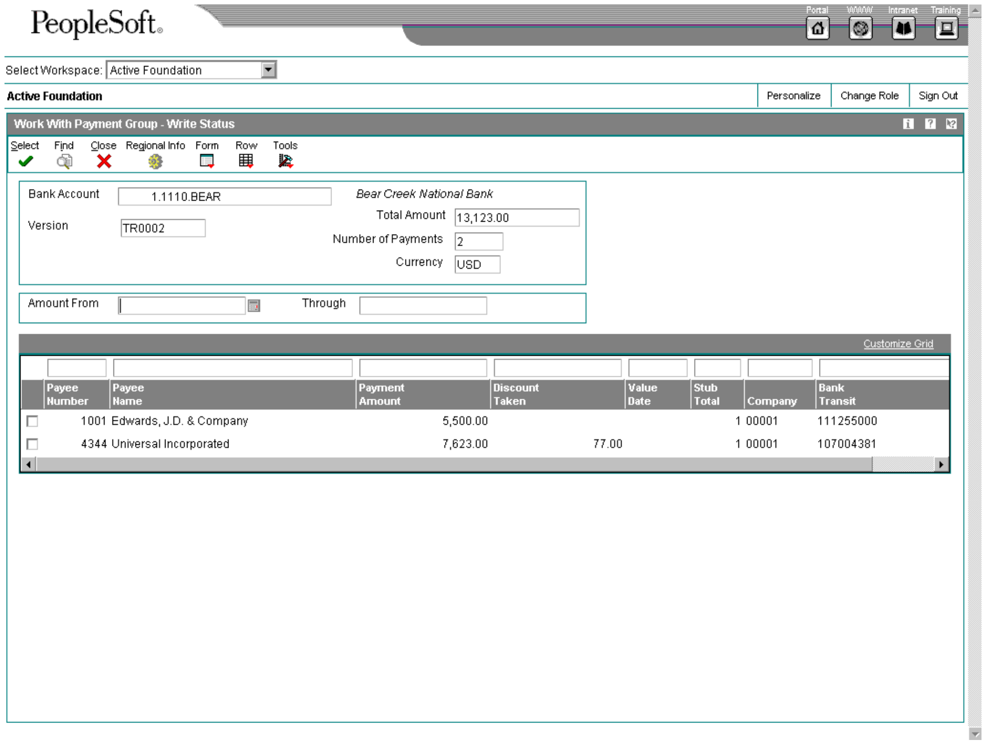
► To review payment and voucher information (write status)

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.

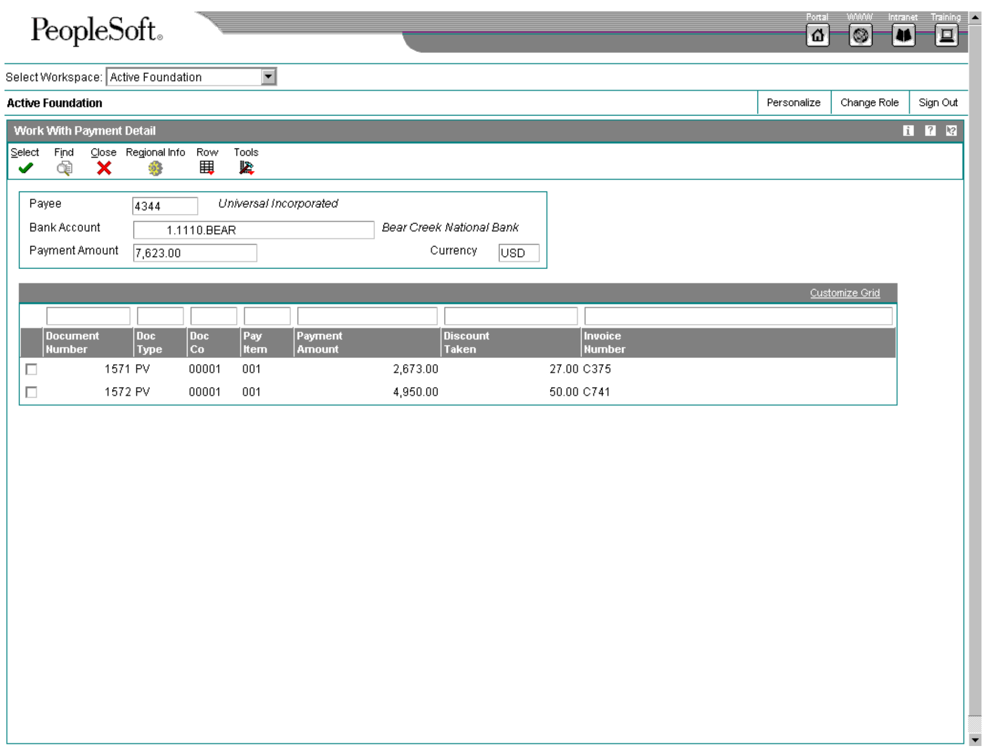
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, click the following option and click Find:
   - Write Status

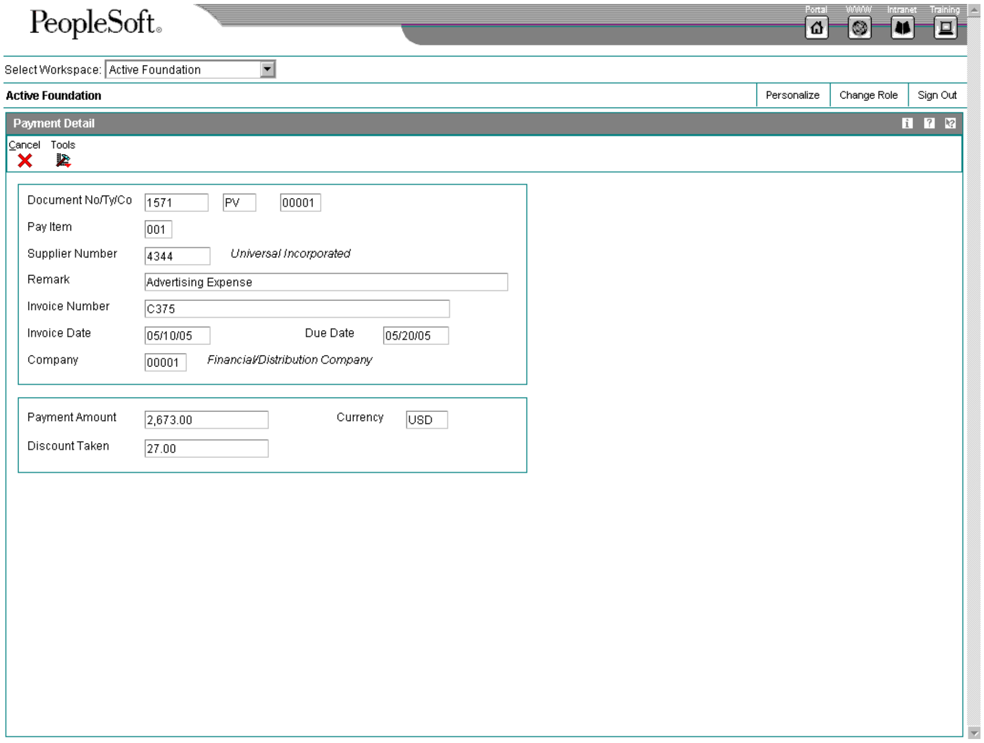
2. Choose a payment group and click Select.



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



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



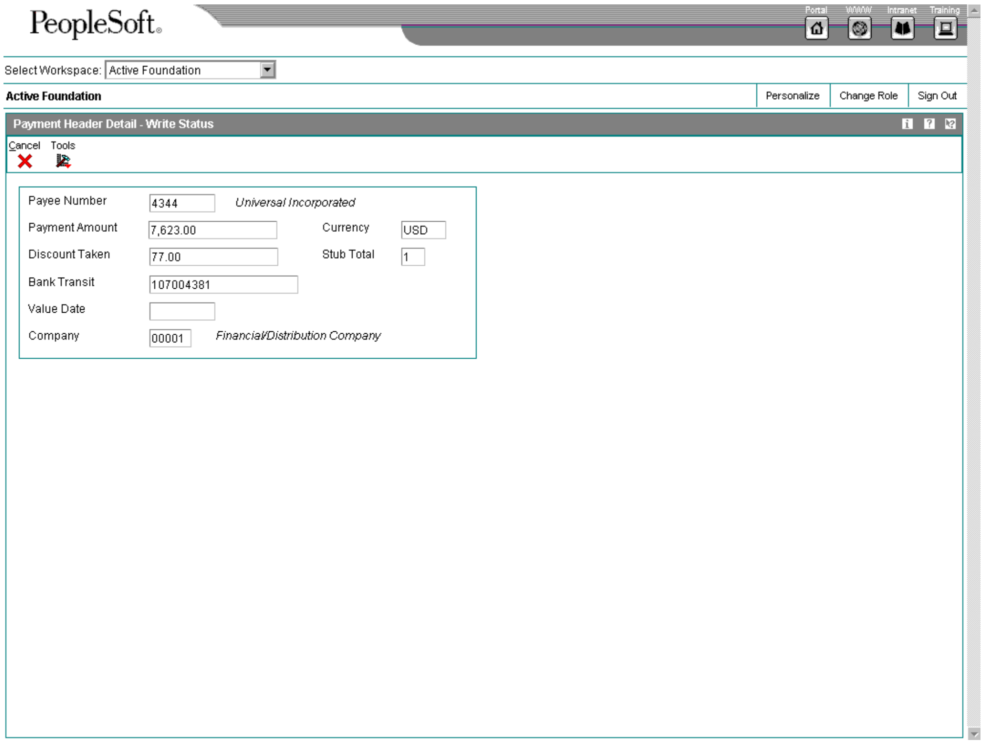
The Payment Detail form shows the voucher information associated with a payment.

▶ 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.



Reviewing Payments with an Update Status

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

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

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

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

▶ To review payment information (update status)

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

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

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

► To review payment summary information (update status)

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

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

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

See Also

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

Revising Unprocessed Payments

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

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

See Also

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

► To exclude a debit memo (credit voucher)

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

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

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

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

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

Related Tasks

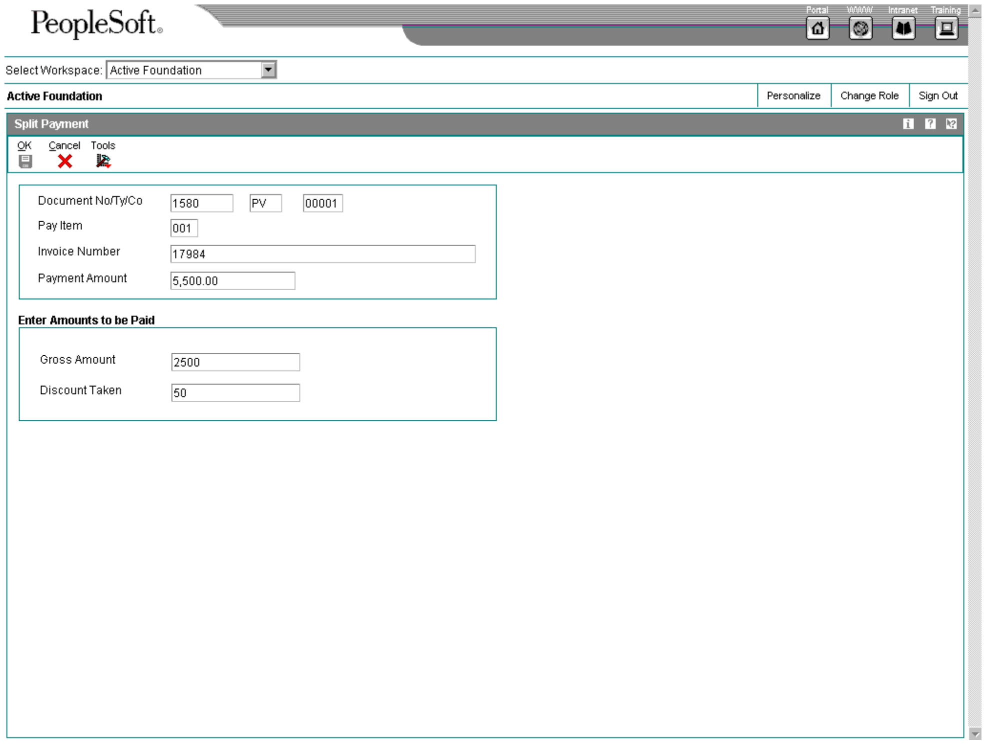
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or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

► To split a payment

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

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

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



5. On Split Payment, complete the following fields and click OK:

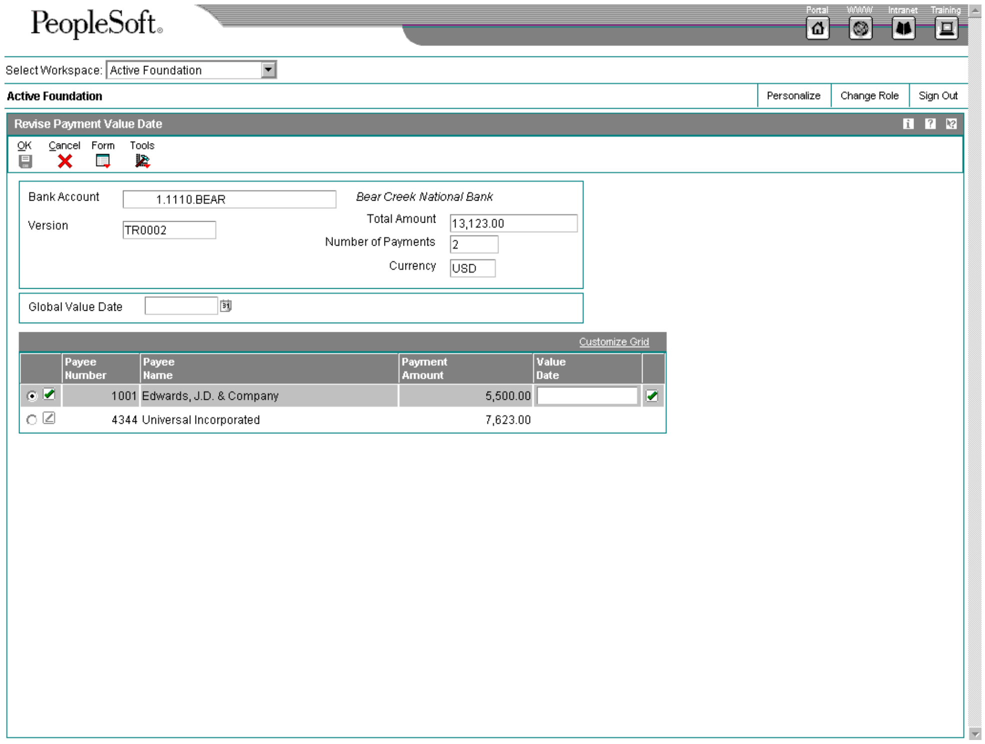
   - Gross Amount
   - Discount Taken

► 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.



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.

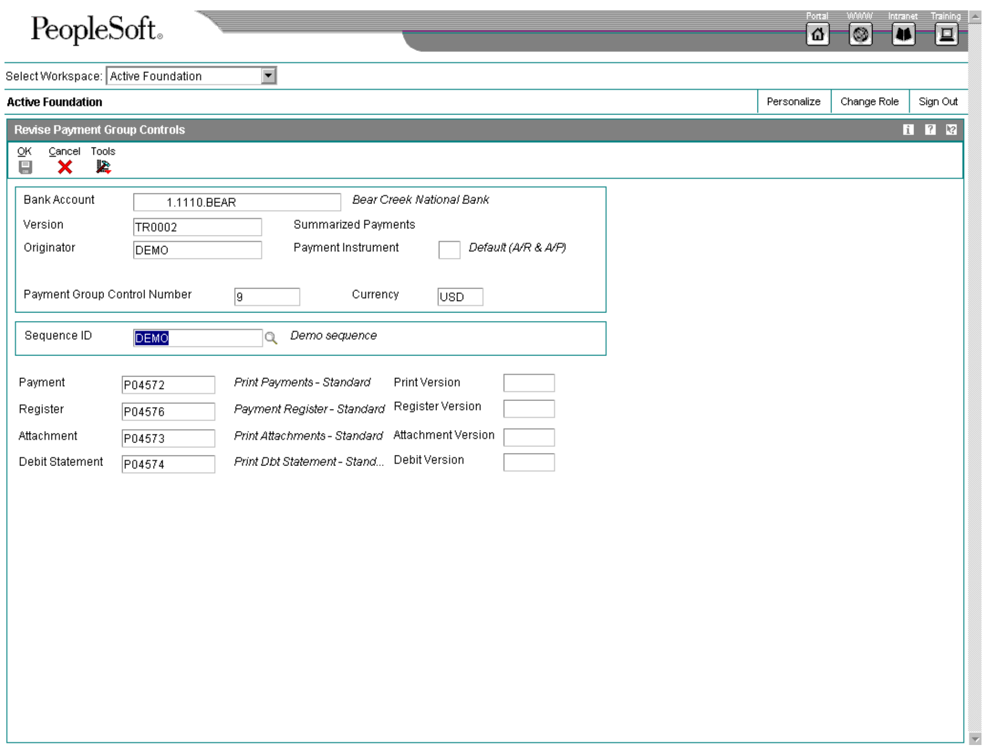
▶ To write all payments in a payment group

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.

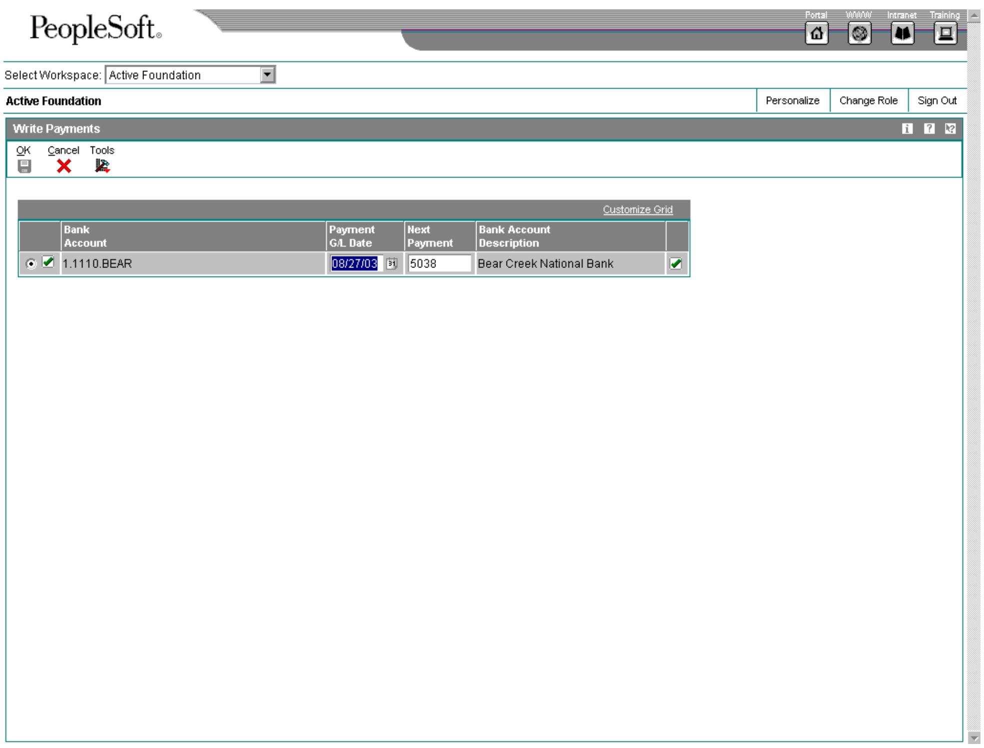


4. On Revise Payment Group Controls, verify that the following fields show the correct programs and versions and click OK:

   - 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).

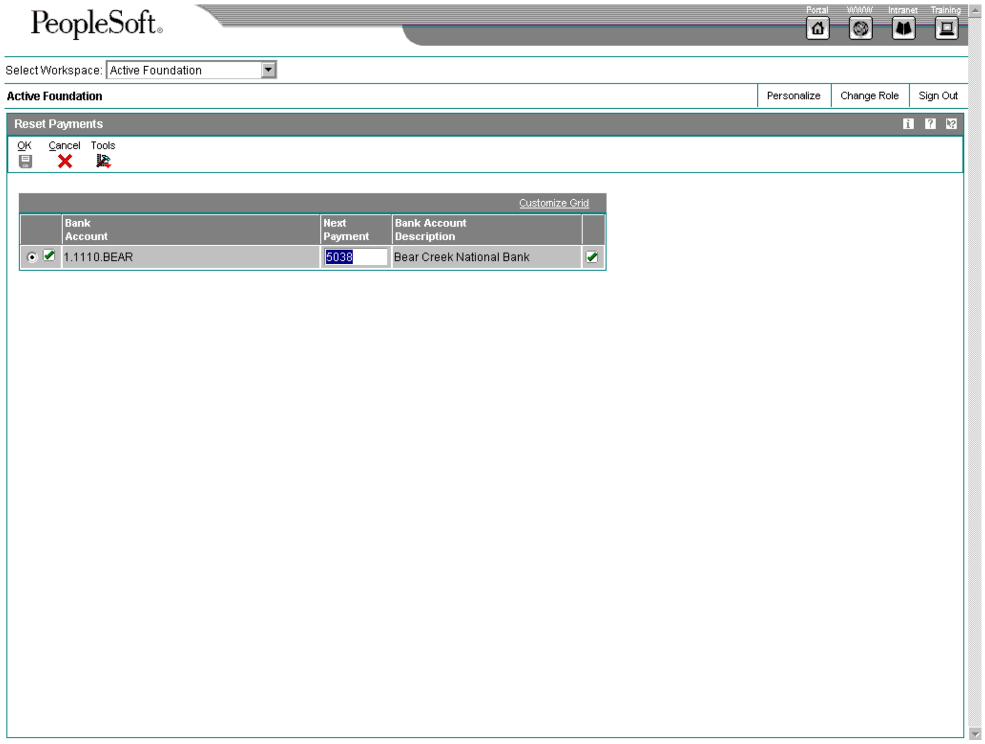
► To reset payment processing

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.

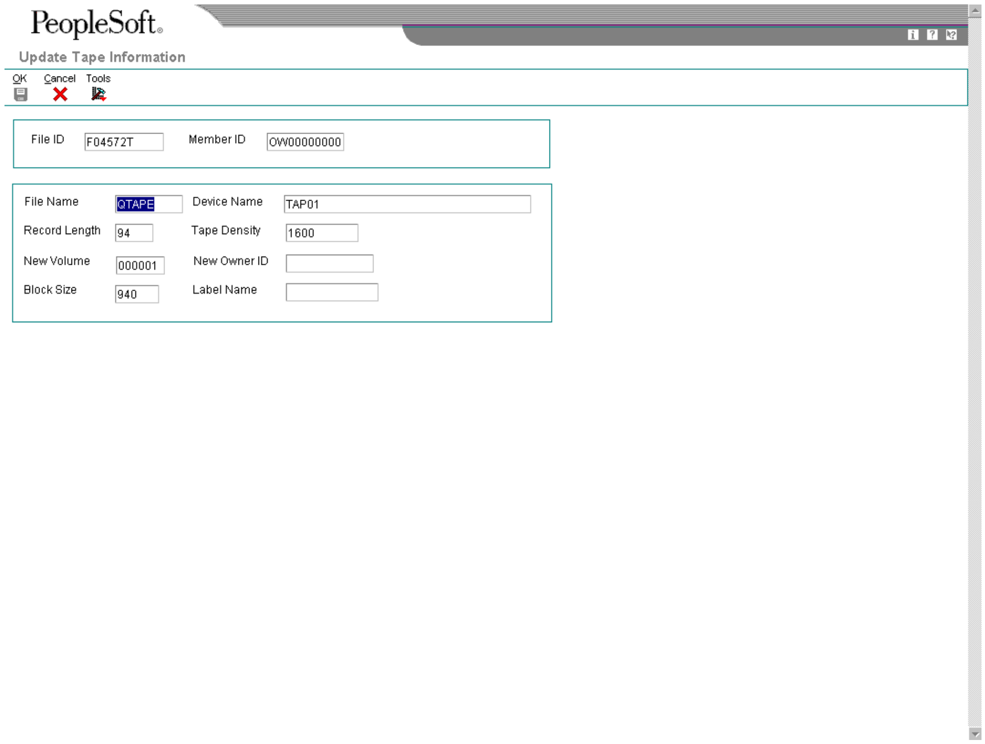
You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

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.



3. On Update Tape Information, change any of the information in the following fields as needed:
    - File Name
    - Record Length
    - New Volume
    - Block Size
    - Device Name
    - Tape Density
    - New Owner ID
    - Label Name
4. Click OK.

Processing Options for Copy Bank Tape File to Tape (P0457)

BACS
1. Enter a '1' to display the BACS format

Display BACS Format
PROGRAM
1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE: This processing option is ignored if BACS processing is turned on.

Alternate Processing Program (FUTURE)
Version
1. Copy Bank File to Diskette Version (P0457D)

Blank = ZJDE0001

► To copy a tape table to tape or diskette

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

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with, and then choose Diskette from the Row menu.
3. On Write Bank Diskette, enter the path and/or file name you want to generate.
4. Depending on how you want to use the tape table, select one of the following options:
   - Generate New File
   - Append Records
5. Click OK, and then click OK again when the “File created Successfully” message appears.

Processing Options for Copy Bank File to Diskette (P0457D)

Defaults Tab

These processing options specify default information for the system to use when it generates the text file.

1. Record Length

Use this processing option to specify the record length of the output file. The maximum length is 1000 characters. If you leave this processing option blank, the system creates the output table with the original record length.

2. Insert Carriage Return

Use this processing option to specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

3. Default File Path/Name

Use this processing option to specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

For example:

If you store the output file on your local machine C drive, you would specify the directory path: C:\FolderName\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).

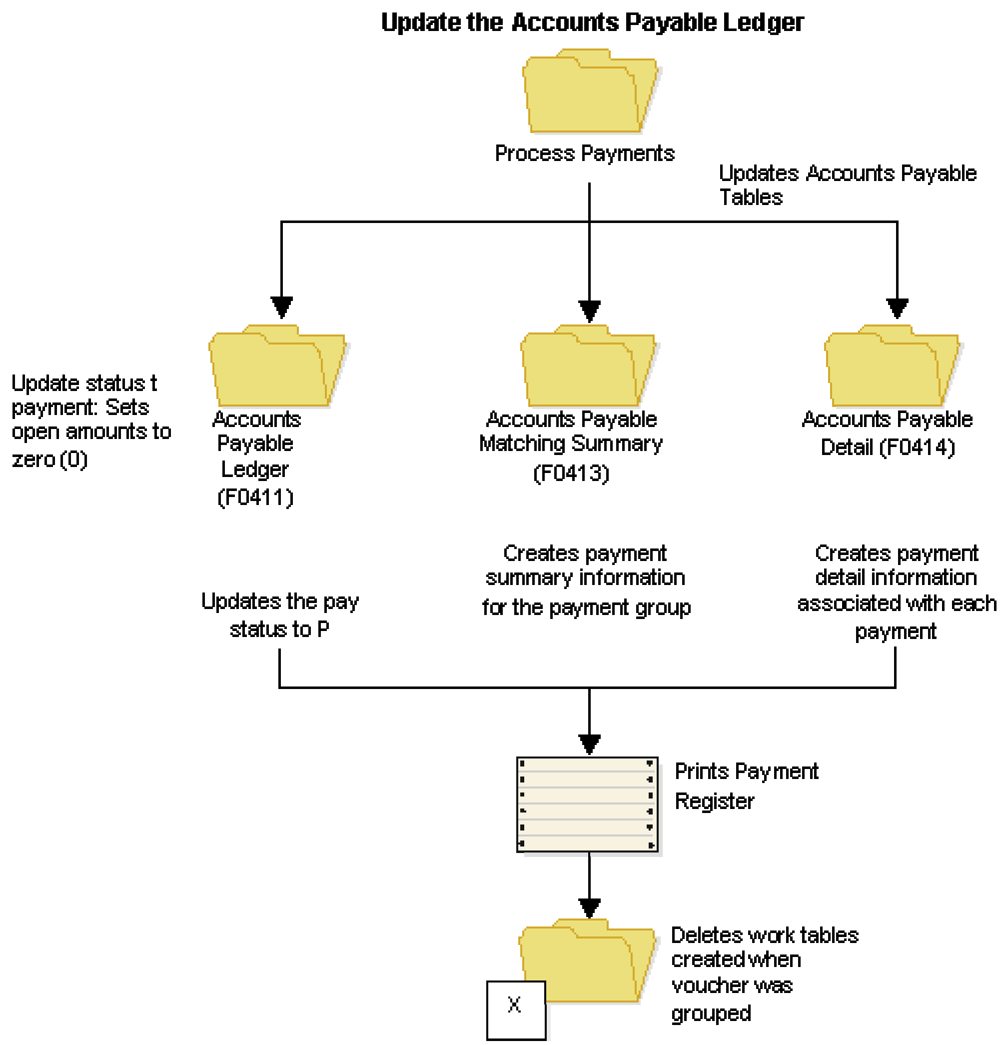
Updating the Accounts Payable Ledger

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 assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form.

You can enter a specific version number, or leave this processing option blank to search on all versions (default).

Payment Instrument

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter

1 in the Display Business Units processing option.

Currency Code

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

Effective Date

Use this processing option to specify the date to use to retrieve the exchange rate when you write foreign or alternate currency payments. If you leave this processing option blank, the system uses the payment G/L date.

If you create a payment group using the domestic amount of a voucher instead of the foreign amount, the system calculates a currency gain or loss based on the pay date exchange rate. The payment is not a foreign currency payment because it is made in the domestic currency.

Note: If you enter an effective date for which there is no corresponding exchange rate in the Currency Exchange Rates table (F0015), the system uses the exchange rate on the voucher and, therefore, does not create a gain or loss.

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

This processing option specifies how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

General Ledger Accounting

Reviewing Account Information

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

Reviewing Account Ledgers by Object Account

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

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

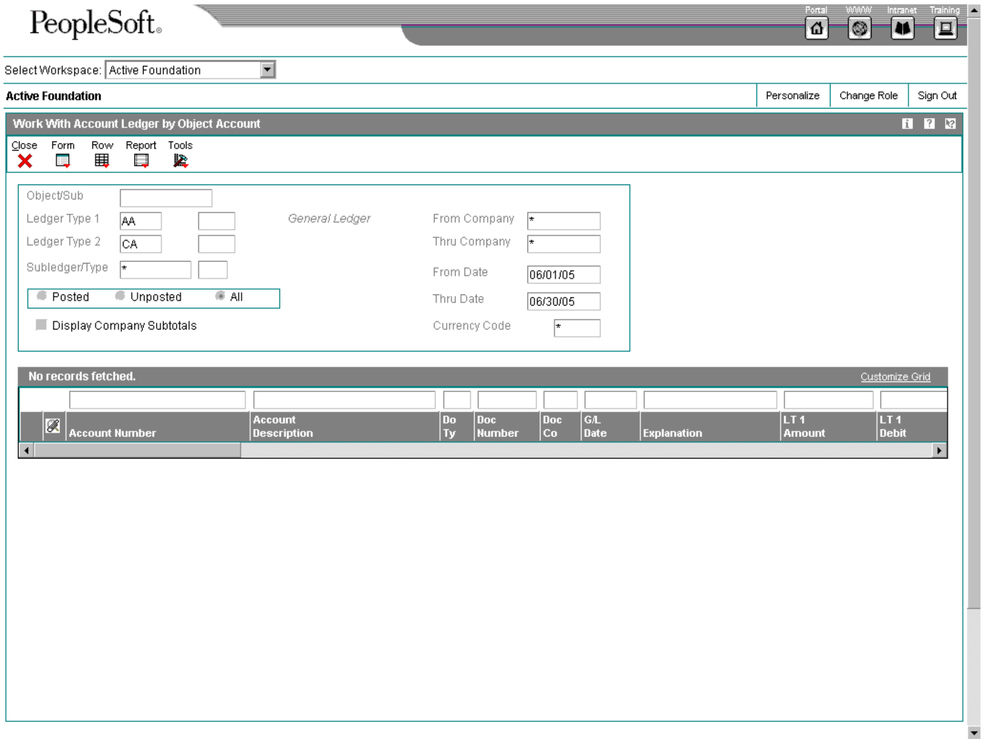
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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

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

▶ To review account ledgers by object account

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



1. On Work With Account Ledger by Object Account, complete the following field:
   - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
   - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
   - Ledger Type 2
4. To display a range of companies, complete the following fields:
   - From Company
   - Thru Company
5. To display a range of transaction dates, complete the following fields:
   - From Date
   - Thru Date
6. To display one subledger, complete the following fields:
   - Subledger/Type
7. Turn on one of the following options, if necessary:
   - Posted
   - Unposted
   - All
8. To further limit your search for transactions, use the fields in the QBE row.

   For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
9. Click Find.
10. To print the account ledger, from the Report menu, click Print Ledger.

Processing Options for Account Inquiry by Object Account (P09201)

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

Object/Subsidiary Account Number

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

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

Display Second Ledger Type
Enter a default value for the second ledger type if the second ledger type is activated above.

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

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

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

Exchange Rate Date

Reviewing Account Ledgers by Category Code

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

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

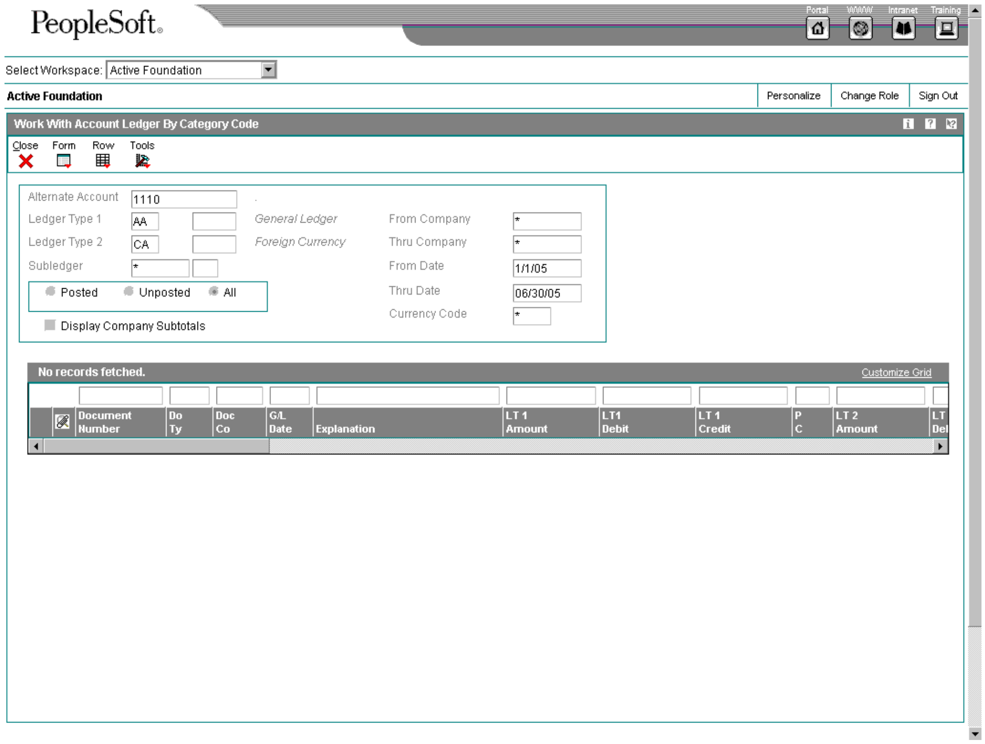
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate that the transaction (for example, the journal entry) has additional text or another attachment.

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

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

► To review account ledgers by category code

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



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

7. Turn on one of the following options:
   - Posted
   - Unposted
   - All
8. To display company subtotals, turn on the following option:
   - Display Company Subtotals
9. To further limit your search for transactions, use the fields in the QBE row.

   For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger for an account, choose the account and then from the Row menu, choose Print Ledger.

Processing Options for Account Inquiry by Category Code (P09202)

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

Category Code (21-23)
Defaults
Any values entered in the following options will be loaded upon entry into the program:

Alternate Account

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

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

Display Second Ledger Type
Enter a default value for the second ledger type if the second ledger type is activated above.

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

Exit for PK or PN
As-If Currency
Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will

display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

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

Exchange Rate Date

Reviewing Alternate Account Information

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

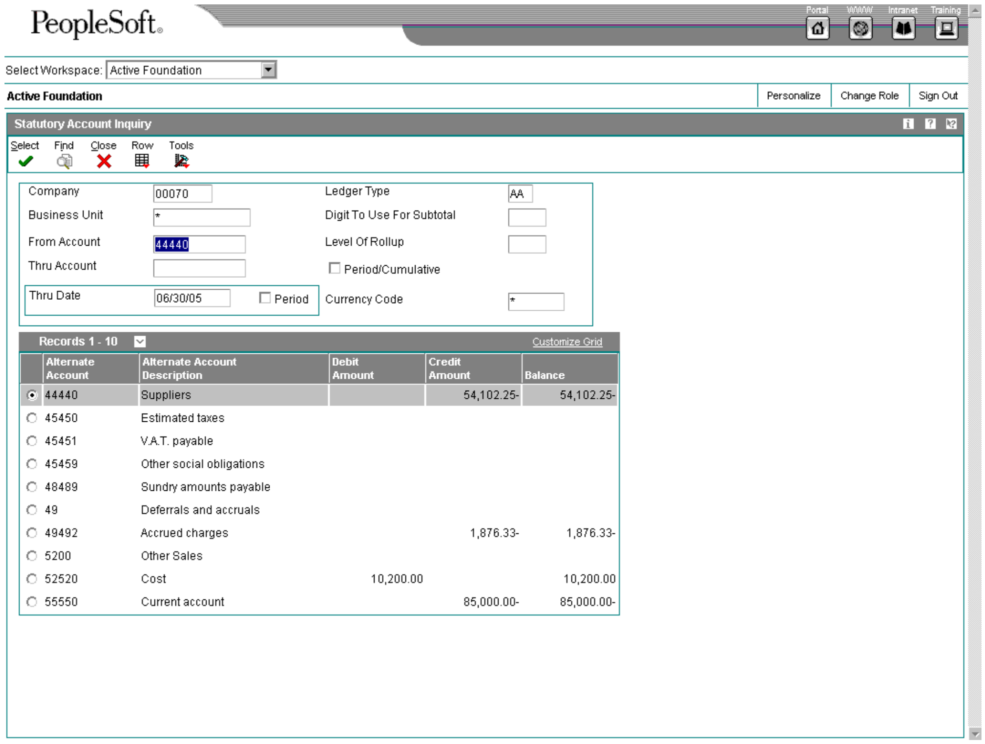
You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

► 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

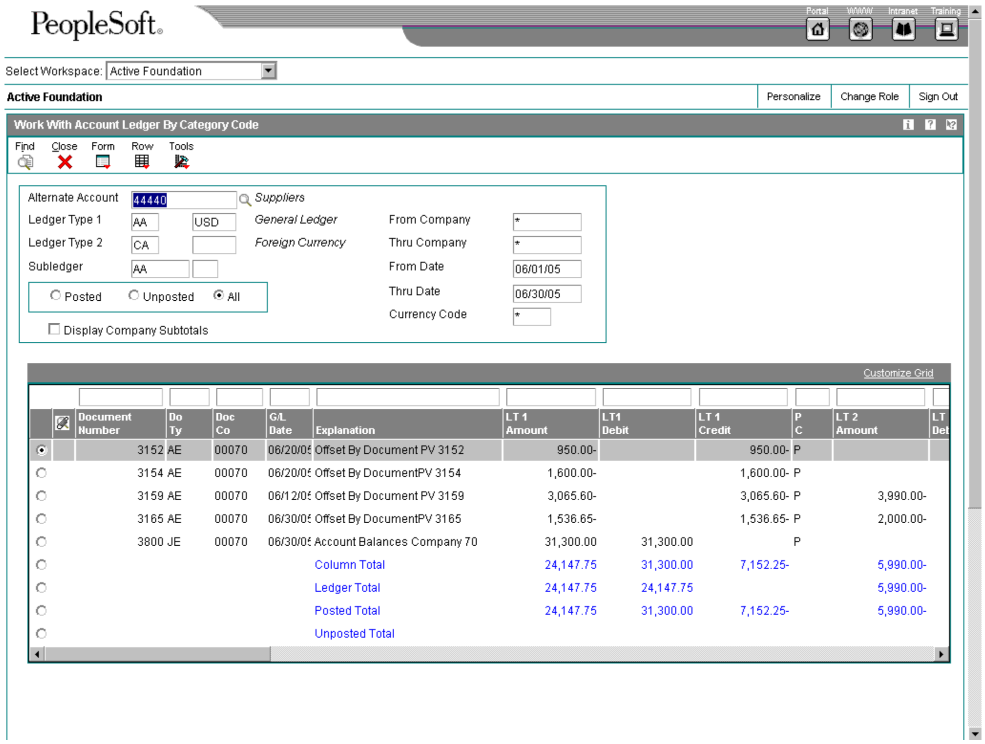


2. To limit your search, complete the following fields:
   - From Account
   - Thru Account
3. To display amounts for a specific period, complete one of the following fields:
   - Thru Date
   - Period

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

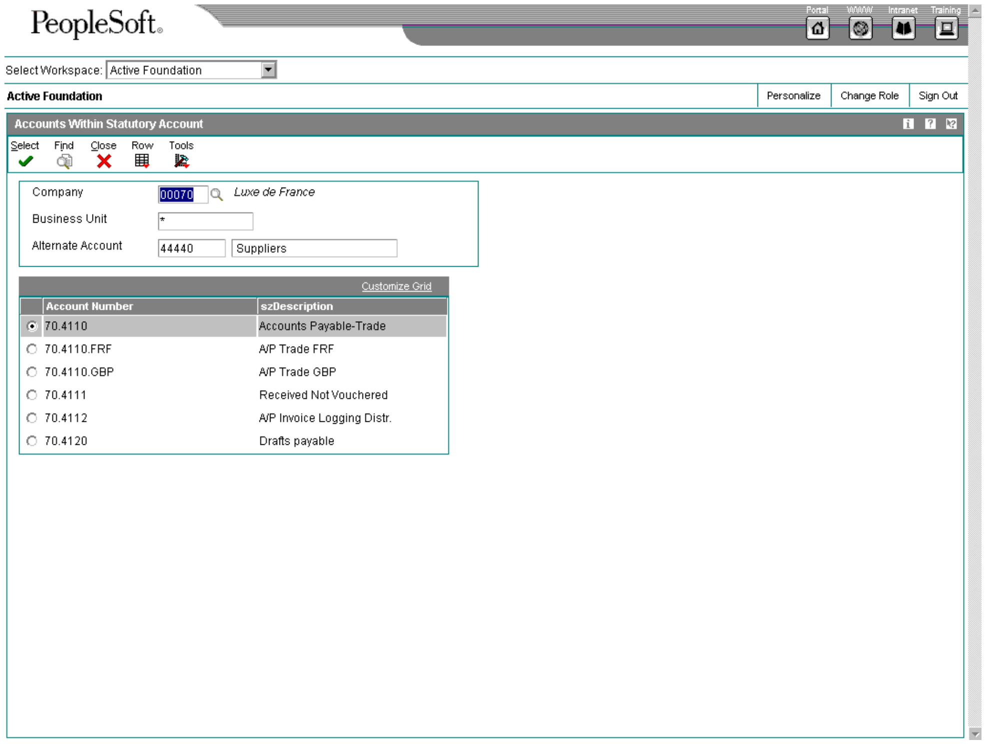
   The processing time depends on the number of accounts that you are viewing.

8. 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.



9. 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

Reporting on the General Ledger

In France, businesses are required to use a legal, or statutory, chart of accounts. The French statutory chart of accounts uses a decimal-based numbering system with ten account classes. Companies doing business in France should comply with several requirements to accomplish daily and periodic (month-end and year-end) activities. These requirements might be different from those that are required at a group level or when using different accounting principles, such as those of a different country.

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.

Printing the Trial Balance Report

Use one of the following navigations:

From the French Reports menu (G093151), choose T/B by Object and Subsidiary, or T/B by Category Code.

From the Italian Reports menu (G093152), choose T/B by Object & Subsidiary, or T/B by Category Code.

Use the Trial Balance report to verify the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.

Businesses often print the Trial Balance report to facilitate internal audits by verifying one or more accounts. Businesses also use the Trial Balance report for 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 format and contents of the localized trial balance report differs from the trial balance reports that J.D. Edwards provides in the base software solution. For example, the localized trial balance reports include the following information that the base trial balance reports do not include:

- A total for each account and subtotals for account classes
- Transaction detail in debit and credit format
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

Note

The T/B by Category Code report (R70472) includes balance forward amounts only for balance sheet accounts, not for profit and loss accounts.

You can run the French Trial Balance report by object and subsidiary, or by category code, depending on whether your accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

Note

If you print Trial Balance reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. To do this review, 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.

Final Annual Close

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 by Object report (R7409C3) or T/B by Category Code (R70472)
- G/L Registration Report - Italy (R09404)

To perform a final annual close, you can run the Trial Balance report in final mode. You should run the report in final mode to prevent users from entering transactions after a year-end close. When you run the report in final mode, the records included in the report are flagged in the Account Ledger table (F0911) to indicate that they have been printed in final mode. This process prevents the records from being printed in final mode again. An error message is printed on the report if any records have been printed in a previous final mode report. New transactions are visible on the report because they are not flagged with the same date as older transactions, which have the date when the report was run in final mode for the closed year.

The word "Final" is printed on every page of a report that is run in final mode.

Note

Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

See Also

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

Processing Options for T/B by Object and Subsidiary (R7409C3)

Select Tab

Use these processing options to define the fiscal year and period for which the trial balance will be printed. If you leave the Period Number and Fiscal Year fields blank, the program uses the current period and year that are defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to select the ledger type that the report uses. For example, you can select 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 combines the totals for these ledgers on the report. These totals 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 of the ledger types blank, the system reports only on ledger type AA.

1. Period Number

Use this processing option to specify the period for which the trial balance prints. If you complete this field, you must also specify the fiscal year for theperiod in the Fiscal Year field. If you leave this field blank, the program uses the current period defined on the Set Up Company form and recorded in the Company Constants table (F0010).

2. Fiscal Year

Use this processing option to specify the last two digits of the fiscal year for which the trial balance prints. For example, enter 05 for 2005. If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system and recorded in the Company Constants table (F0010).

3. 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 table 09/LT.

4. 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 table 09/LT.

5. 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 table 09/LT.

Print Tab

Use these processing options to specify how accounts appear on the report. For example, you can specify which account descriptions are used, whether accounts with a zero balance are listed, whether subsidiary accounts are summarized, and what level of subtotaling you want to use.

1. Model 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.

2. Accounts with Zero Balances

Blank = Include accounts with zero balances.

1 = Omit accounts with zero balances.

Use this processing option to specify whether the system omits accounts with zero balances in the selected period.

3. Summarize Subsidiary Accounts

Blank = Do not summarize subsidiary accounts.

1 = Summarize subsidiary accounts.

Use this processing option to specify whether the system summarizes all subsidiary accounts into one object account.

4. Class Total Level

1 = Classify by the first digit of the account number.

2 = Classify by the first two digits of the account number.

3 = Classify by the first three digits of the account number.

4 = Classify by all four digits of the account number.

Use this processing option to specify how the system classifies accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1099, another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report includes a class total for accounts 1100 through 1110,another class total for accounts 1111 through 1119, and so on.

If you classify accounts by all four digits, each object account has its own class total; subsidiary accounts to a single object are included in the class total.

The system includes class totals at the level that you specify and at lower levels. For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1999, in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Process Tab

Use this processing option to determine whether you run this report in proof or final mode.

1. Mode

Blank = Proof
1 = Final

Use this processing option to specify the mode in which you want to run this report.

Caution
You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode do not appear if you run the report again.

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. 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.

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 view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to print the "as if" currency amounts. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the "as if" currency column does not appear on the report.

Note: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

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 for the As If Currency processing option. The system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

Note: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of" date.

Processing Options for T/B by Category Code (R70472)

Select Tab

Use these processing options to specify the fiscal year and period for which the trial balance will be printed. If you leave the fields blank, the program uses the current period and year that are defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to specify the ledger type that the report uses. 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 combines the totals for these ledgers on the report. These totals 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 of the ledger types blank, the system reports only on ledger type AA.

---

1. Period Number

Use this processing option to specify the period for which the trial balance is printed. If you complete this processing option, you must also specify the fiscal year for the period in the Fiscal Year field. If you leave this processing option blank, the program uses the current period that is defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

2. Fiscal Year

Use this processing option to specify the last two digits of the fiscal year for which the trial balance will be printed. For example, enter 05 for 2005.

If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

3. 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.

4. 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.

5. 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.

Print Tab

Use these processing options to specify how accounts appear on the report. For example, you can specify which account numbers are used, whether accounts with a zero balance are listed, and what level of subtotaling you want to use.

1. Account Category Code

R021 = Category code 21
R022 = Category code 22
R023 = Category code 23

Use this processing option if you want account numbers from an alternate chart of accounts to be included on the report. Specify the category code that contains the alternate chart of accounts. Valid values are:

R021 Category Code 21

R022 Category Code 22

R023 Category Code 23

2. Accounts with Zero Balances

Blank = Include accounts with zero balances.
1 = Omit accounts with zero balances.

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

1 Omit accounts with zero balances.

3. Class Total Level

1 = Classify by the first digit of the account number.
2 = Classify by the first two digits of the account number.

3 = Classify by the first three digits of the account number.
4 = Classify by all four digits of the account number.

Use this processing option to specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number.

You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report will include a class total for accounts 1100 through 1110,and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account will have its own class total; subsidiary accounts to a single object will be included in the class total.

The system includes class totals at the level you specify and at lower levels.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. Valid values are:

1 Classify by the first digit of the account number.

2 Classify by the first two digits of the account number.

3 Classify by the first three digits of the account number.

4 Classify by all four digits of the account number.

If you leave this processing option blank, the report will not include any class totals.

You can use this processing option in conjunction with the Last Balance Sheet Account processing option to include subtotals for balance sheet and profit-and-loss accounts. If you do not specify a Class Total Level, the report will not include subtotals for balance sheet and profit-and-loss accounts.

4. Last Balance Sheet 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.

This processing option works in conjunction with the Class Total Level processing option. The system ends the balance sheet accounts and begins the profit and loss accounts at the end of the class that contains the account number you specify. For example, if you specify account number 622000 with Class Total Level 1, the system ends the balance sheet accounts with class 6 (the first digit of 622000). If you specify account number 622000 with Class Total Level 2, the system ends the balance sheet accounts with class 62 (the first two digits of 622000).

If you do not specify a Class Total Level the report will not include subtotals for balance sheet and profit-and-loss accounts.

Process Tab

This processing option determines whether you run this report in proof or final mode.

---

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:

0 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.

Caution: You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode will not appear if you run the report again.

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.

Print Tab

Use these processing options to specify whether various elements print on the G/L by Object and Subsidiary report.

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:

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:

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.

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.

Versions Tab

Use this processing option to specify which version of the report you want to run.

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

Process Tab

This processing option specifies whether you run this report in proof or final mode.

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 final mode on a trial balance report (R7409C3 or R70472) will be printed.

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.

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.

Processing Options for G/L by Category Code (R70470)

Select Tab

Use these processing options to specify the beginning and ending dates, and ledger types for the report.

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.

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.

Print Tab

Use these processing options to specify the information to appear on the report.

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 subledgerand 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.

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 Transcations

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

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 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.

Process Tab

Use this processing option to specify whether to run the report in proof or final mode.

---

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.

Printing the General Journal Report

From the French Reports menu (G093151), choose General Journal.

According to commercial law and the French 1982 Chart of Accounts, businesses in France are required to maintain a record of all accounting entries in the General Journal. These entries must be recorded in the General Journal chronologically by the date when the entries are posted to the General Ledger. Within the same date, the entries must be ordered by:

- Time when the entries are entered or posted
- Type of transaction, such as purchase, sale, and miscellaneous expense
- Account number order

Businesses also have the option to use the General Journal Report program (R7409C5) to centralize all of the accounting entries that are recorded in auxiliary journals. In this case, the entries in the General Journal are a monthly summary of the detailed entries in the auxiliary journals. The requirement for recording accounting entries in the auxiliary journals is the same as for the General Journal-- that is, all entries must be chronological. The General Journal can be divided into as many auxiliary journals as the business requires. You define your auxiliary journals according to data selection on batch type and document type. For example:

- Purchases Auxiliary Journal (journal des achats)
- Sales Auxiliary Journal (journal des ventes)
- Cash Auxiliary Journal (journal de banque)

Based on the legislation of the General Chart of Accounts, the summary of the General Journal program should be presented in debit and credit format, and not on a cumulative balance. In addition, businesses can summarize the journal under the condition that all documents which are required to verify the daily entries are kept on file.

The format of the General Journal has not been completely defined by the law. However, for an information system, the General Journal should be in the form of electronic documents that are printed on a report. The electronic documents should offer all of the guarantees in terms of disallowing the modification or deletion of the accounting entries once the entries have been validated.The General Journal must be kept in French.

When you run the General Journal program, the system:

- Prints a report of all the entries in the General Ledger Transactions table in chronological order. The entries are the same entries that are printed on the General Ledger report, but they are sorted by G/L date rather than by account.
- Prints the entries in detail, with one line for each account, and one line for each document number and type.

Additional features of the General Journal report include:

- Option to print by period and fiscal year, or by date range
- Ability to accumulate multiple ledger types
- Inclusion of the company in the header
- Option to print by object and subsidiary, or category code
- User defined report totals, including:
  - General total

    - Total by company
    - Total by period
    - Total by batch type
- User defined date sequencing, including:
    - Sequence by G/L date, document number, and document type
    - Sequence by batch, document number, and document type

Final Annual Close

To perform a final annual close, you can run the General Ledger report in final mode. When you run the report in final mode, the records included in the report are those that have been flagged by the Trial Balance report to indicate that they have been printed in final mode. Flagging the records prevents the records from being printed again in final mode. An error message is printed on the report if any records have been printed in a previous final mode report. The word "Final" is printed on every page of a report run in final mode.

Before You Begin

- ❑ Verify that you have the correct offset method selected in the Accounts Receivable Constants and Accounts Payable Constants. See *Setting Up the Offset Method for Posting* in the *Global Solutions France Guide.*

Processing Options for General Journal Report (R7409C5)

Select Tab

Use these processing options to specify the time period for which the general journal report will be printed. You can specify the time period by entering the beginning and ending periods and fiscal years, or by entering beginning and ending calendar dates.

You can also use these processing options to specify the ledger type that the report uses. 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 combines the totals for these ledgers on the report. These totals are likely to be meaningless because they contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals are meaningless.

If you leave all three of the ledger types blank, the system reports only on ledger type AA.

Beginning Period Number

Use this processing option to specify the first period for which the general journal report will be printed.

If you complete this processing option, you must also specify the beginning fiscal year,ending period number, and ending fiscal year.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

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.

If you complete this processing option, you must also specify the beginning period number,ending period number, and ending fiscal year.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

Ending Period Number

Use this processing option to specify the last period for which the general journal report will be printed.

If you complete this processing option, you must also specify the beginning period number,beginning fiscal year, and ending fiscal year.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

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.

If you complete this processing option, you must also specify the beginning period number,beginning fiscal year, and ending period number.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

Beginning Date

Use this processing option to specify the beginning date of the time period for which the general journal report will be printed.

If you complete this processing option, you must also specify the ending date.

You can leave this and the Ending Date processing options blank and complete the Fiscal Dates processing options instead.

Ending Date

Use this processing option to specify the ending date of the time period for which the general journal report will be printed.

If you complete this processing option, you must also specify the beginning date.

You can leave this and the Ending Date processing options blank and complete the Fiscal Dates processing options instead.

3. 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.

4. 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.

5. 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.

Print Tab

Use these processing options to specify how accounts print on the report. For example, you can specify whether the report should print account numbers from the default chart of accounts or an alternate chart of accounts that is stored in a category code. You can specify which account descriptions that you want to use and whether to summarize accounts across business units.

You also use these processing options to specify which optional columns will appear on the report.

1. Account Category Code

R021 = Category code 21

R022 = Category code 22

R023 = Category code 23

Use this processing option to specify whether the system displays account numbers from an alternate chart of accounts on the report. Enter the number of the category code that contains the alternate chart of accounts. To use default account numbers, leave this processing option blank.

If you leave this processing option blank to use default account numbers, you can specify a model business unit that contains the account descriptions you want to appear on the report.

If you are using an alternate chart of accounts, the system uses the account descriptions from the category code table.

2. Model Business Unit

If you are using default account numbers, use this processing option to specify the model business unit that contains the account descriptions you want to use. If you are using default account numbers and you leave this processing option blank, the transaction account descriptions will be used.

If you are using an alternate chart of accounts, you don't need to complete this processing option. The system uses the account descriptions from the category code table.

3. Multiple Account Summarization

Blank = Print accounts in detail.

Y = Summarize entries to the same account in multiple business units.

Use this processing option to specify whether you want to summarize entries to the same account in multiple business units. Regardless of whether you summarize accounts, debits and credits will not be summarized. Valid values are:

Blank Print accounts in detail.

Y Summarize entries to the same account in multiple business units.

4. Business Unit

Blank = Do not include the business unit column.

Y = 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. Valid values are:

Blank Do not include the business unit column.

Y Include the business unit column.

5. Subledger/Type

Blank = Do not include the subledger and subledger type columns.

Y = 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:

Blank Do not print the subledger and subledger type columns.

Y Print the subledger and subledger type columns.

Process Tab

This processing option specifies whether to run this report in proof or final mode.

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:

0 Run the report in proof mode.

1 Run the report in final mode. Only those records that have been printed in final mode on the Trial Balance report (R7409C3 or R7409C4) will be printed.

If you leave this processing option blank, the report will run in proof mode.

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.

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.

Printing the Transaction Journal

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)

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.

Working with the D.A.S. 2 Report

Businesses in France must prepare the D.A.S. 2 report to declare the different types of fees that are paid during the fiscal year. The report lists fees for legal and consulting services, sales commissions, and so on. Businesses in France are required to declare these fees on an official form every fiscal year.

You can use J.D. Edwards software to identify the voucher pay items that represent the fees that you must declare on the D.A.S. 2 report. For this process, define values for Category Code 7 that represent the different types of fees that your company pays. When you enter vouchers for fees, use Category Code 7 to identify each type of fee.

When you are required to declare the fees for the French authorities, you can use Enterprise Report Writer to create a custom report to analyze the vouchers. The report should list the following information for each type of fee:

- Supplier
- Total gross amount paid
- Detail amount

For suppliers whose fees are to be declared in the D.A.S. 2 report, you assign a code in the Address Book that identifies the category of the fee for D.A.S. 2 reporting. The User Defined Codes table for Category Code 7 (01/07) should be used for this purpose. The value assigned in the Supplier Master will be used as a default value in voucher entry.

Note

Category Code 7 cannot be entered on a voucher when using the Manual Payments without Voucher Match program (P0411). In this case, the system assigns the Category Code 7 value that is assigned by default at the Supplier Master level.

If "blank" is not a valid value in the user defined codes table 01/07, J.D. Edwards suggests that you enter a dummy value, such as ZZZ, so that you can enter a voucher without a D.A.S. 2 fee code, if needed.

If different types of fees are on the same voucher, you can enter different D.A.S. 2 codes by pay item. You might need to change the default value to do this entry.

You can use Enterprise Report Writer to customize reports that:

- Print the detail of the vouchers with a D.A.S. 2 value in Category Code 7 that have been paid in the selected fiscal year and periods. The vouchers should be sorted by company, supplier, and D.A.S. 2 value.
- Print the same information as above but without voucher details. This summary version includes a total by supplier and D.A.S. 2 value.

See Also

- *Setting Up User Defined Codes* in the *Global Solutions France Guide* for specific information about setting up user defined code 01/07
- *Working with Standard Vouchers* in the *Accounts Payable Guide*

Working with the ETAFI Interface

From the French Reports menu (G093151), choose ETAFI Interface.

You can use J.D. Edwards localization software and the PC package ETAFI (Etats Financiers Financial Reports) to generate all the Liasse Fiscale reports that are required by French authorities. These reports include Balance Sheet and Income Statements, and many other reports that can be printed directly on the official certified forms.

J.D. Edwards provides a program that creates a table containing all of the information that is required for the Liasse Fiscale reports. Based on criteria that is specified in the processing options and data selection, the ETAFI Interface reads the account balance information from the J.D. Edwards General Ledger tables and builds a worktable that is used to import the account balances into the ETAFI PC software. The program also prints a report that shows the number of accounts that were created in the ETAFI table.

The ETAFI Interface - OneWorld ONLY table (F7409FOW) includes the following information, where N is the date that you specify in the program's processing options:

- Account number
- Account description
- Balance at fiscal year begin (N)
- Debit and credit amounts
- Balance forward, plus debits and minus credits
- Balance at N-1
- Balance at N-2
- Balance at N-3

If you want to process ledgers in addition to ledger type AA, you can specify up to three ledger types in the processing options.

If you define multiple companies in the data selection, the program creates balances that are consolidated by account across companies.

Note

The record identifier that you specify in the processing options is created if it does not already exist. If you do not specify a record identifier in the processing options, the program uses F7409FOW. Regardless of the record identifier that you specify, if the identifier exists, the data for that identifier is cleared at the beginning of the ETAFI process and then repopulated with the new data.

The first time that you use the ETAFI Interface program, either of the following scenarios is possible:

- Your company has J.D. Edwards historical data for multiple fiscal years in the account transaction table. When you run the ETAFI Interface program, you select the transactions of the previous fiscal years by specifying the fiscal year and period in the processing options. You can also specify the number of previous fiscal years to process in the processing options. By default, only the specified fiscal year is taken into account. When the program runs, the balance forward amounts of the previous fiscal years are updated directly into ETAFI.
- Your company does not have J.D. Edwards historical data for multiple fiscal years in the account transaction table. When you run the ETAFI Interface program, you can import only the balances of the previous fiscal year that are specified in the processing options.

If you already have your own custom interface for fiscal reporting and want to implement the interface program that is provided by J.D. Edwards, note the following possibilities:

- You select up to three previous fiscal years. In this case, all of the adjustments need to have been made on both the J.D. Edwards and ETAFI sides. If this situation is not the case, you should expect unbalanced accounts and differences in the data.
- You select only the current period using the J.D. Edwards interface. The previous fiscal years have already been uploaded into ETAFI through the custom interface.

Processing Options for ETAFI Interface (R7409FI)

Dates
ACCOUNTING PERIOD AND FISCAL YEAR

1. Enter the date OR the accounting period and fiscal year to select the data. If left blank, the current accounting period and fiscal year will be used.

Date
OR

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
Accounts
PROFIT AND LOSS ACCOUNTS

1. Enter the range of accounts to select the Profit and Loss Accounts. If left blank, the automatic accounting instructions GLG6 and GLG12 will be used as defaults.

Beginning Profit Loss Account

Ending Profit Loss Account
FRENCH CHART OF ACCOUNTS

2. Enter one of the following to indicate where the French Chart of accounts is defined:
   1 - in object
   2 - in object.subsidiary
   21, 22, 23 - in category code

Business Unit
MODEL BUSINESS UNIT

1. Enter the model business unit to retrieve the account description.

Balance
BEGINNING BALANCE

1. Enter the number of fiscal years for which the beginning balance needs to be loaded (maximum 3 years). By default, no previous year beginning balance will be retrieved.

Zero Balance
ACCOUNTS WITH ZERO BALANCE

1. Enter a '1' to select only the accounts with an active balance. By default, all accounts will be selected.

File
FILE IDENTIFIER

1. Enter the identifier to be used when creating the F7409FOW ETAFI Interface records. If left blank, F7409FOW will be used as default.

Additional Reporting

J.D. Edwards solutions for France include additional reports to meet business and legal requirements. You 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 the end of the year.

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.

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.

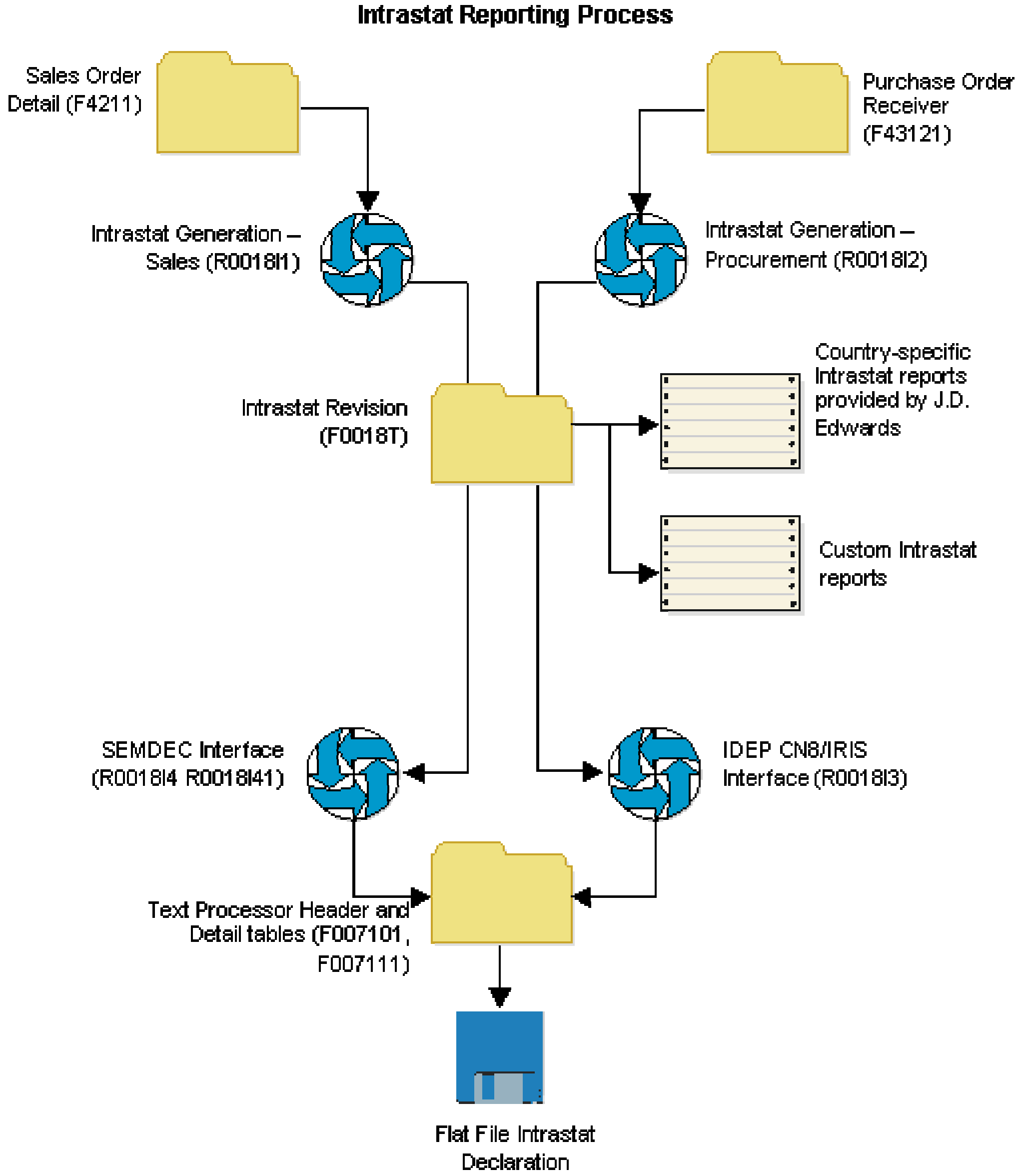
In compliance with the Intrastat system, information on intraunion trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their 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.

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.

The following graphic illustrates the J.D. Edwards Intrastat reporting process:



Intrastat Reporting and the Euro

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 (R0018I1 and R0018I2) 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 (R0018I1) and Intrastats – Tax Update – Purchasing (R0018I2).

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

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.

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.

Note

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

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.

Triangulation

The Intrastats – Tax Update - Sales program (R0018I1) 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 (R0018I1)

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.

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

1. Enter the currency code for as-if currency reporting. This option allows for amounts to 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

Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)

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 Transactionto. 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.

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.

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

Revising Intrastat Information

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.

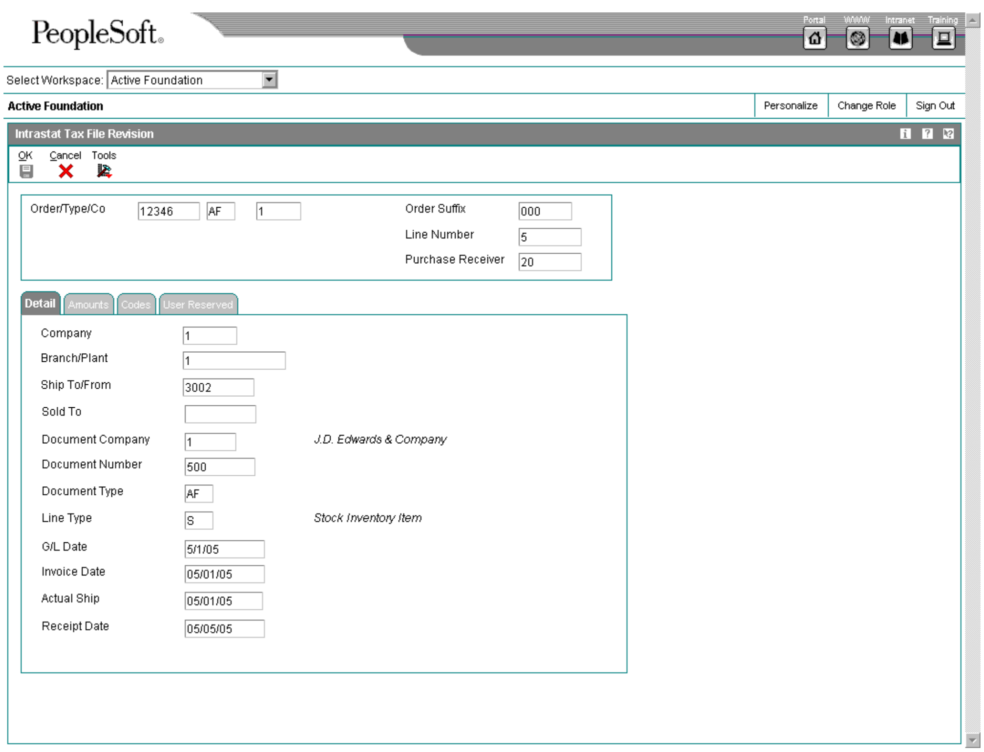
Before You Begin

- ❑ 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

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.



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

Printing a Paper Intrastat Report for France

From the Statistical Reports menu (G74STAT3), choose France Paper Report.

You print Intrastat reports that 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, report formats vary from country to country. J.D. Edwards provides an Intrastat report that is designed to meet the country-specific requirements for France.

Processing Options for Intrastat Report – France (R0018IF)

Proof or Final

Enter '1' to print in final mode. Leave blank for proof mode. In final mode, the document information is not printed and the processed flag in the file is updated. In proof mode, the document information is printed and the flag is not updated.
Report Period
2. Enter the reporting period to print on the report heading.

Period:

Year:
Summary

3. Enter a '1' to print summary only. A default of blank will print all details.
Decl. Level

4. Enter level of declaration to be printed on report.

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 (R0018I3) 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:

Field	Position[Length]
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:

Field	Position[Length]
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:

Field	Position[Length]
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 than 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 declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

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

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 towhole 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

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

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 (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that is generated by the program. For example, all of the information that is required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media, and then submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail Table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates table F007101 to indicate that the batch has been processed.

Note

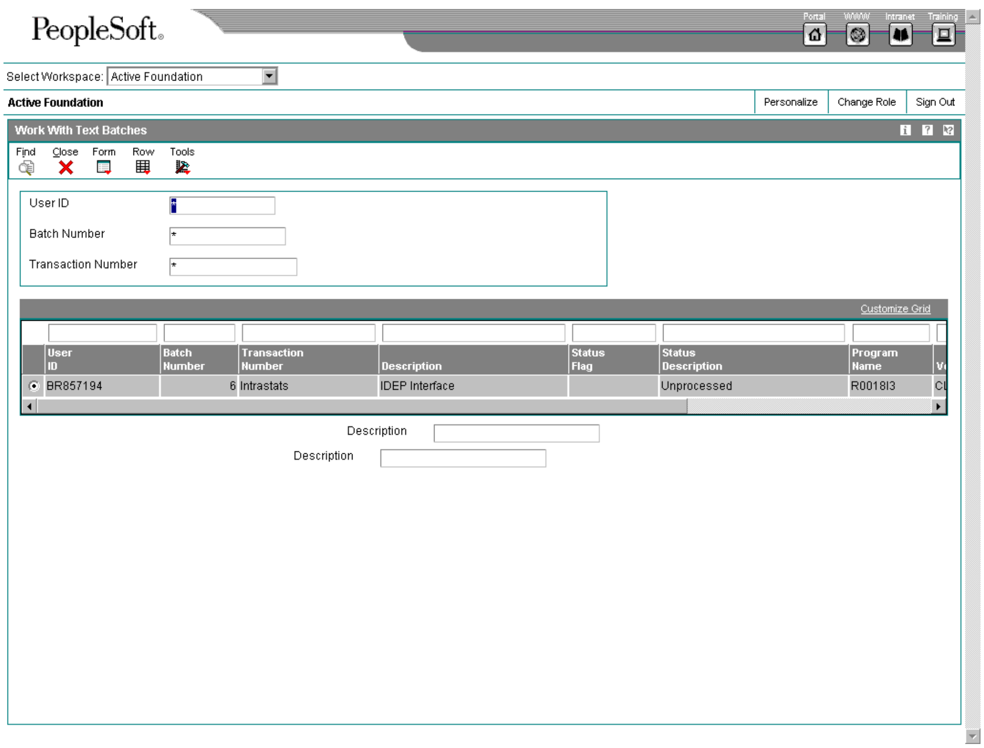
If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

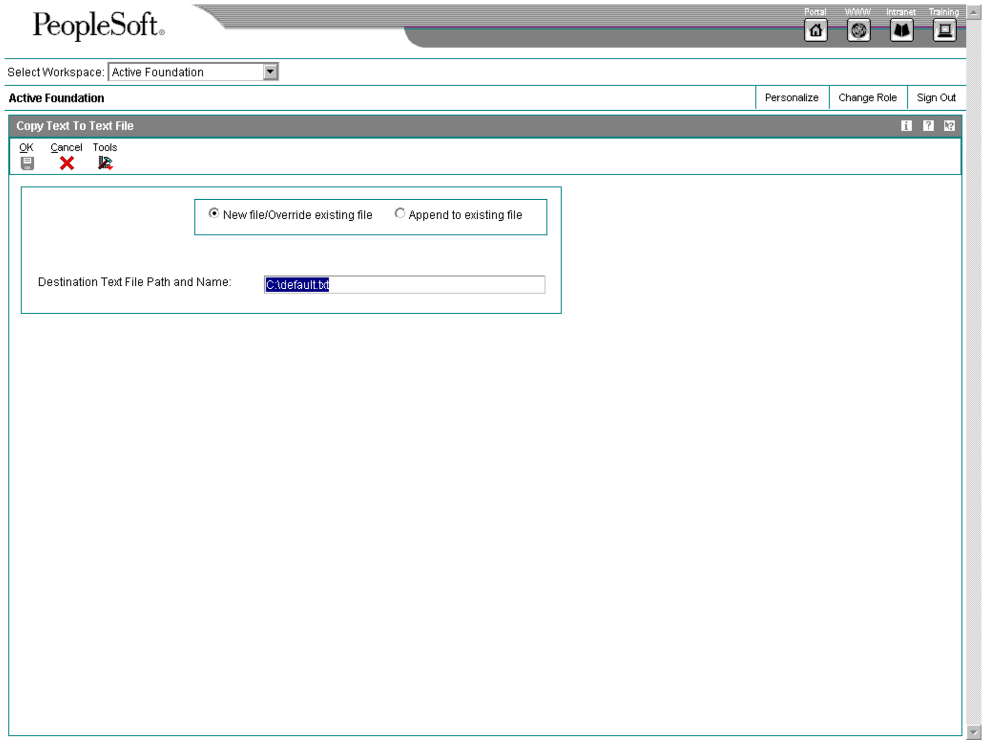
- ❑ Create a text batch by running a program that uses the Text File Processor.

▶ To copy text in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

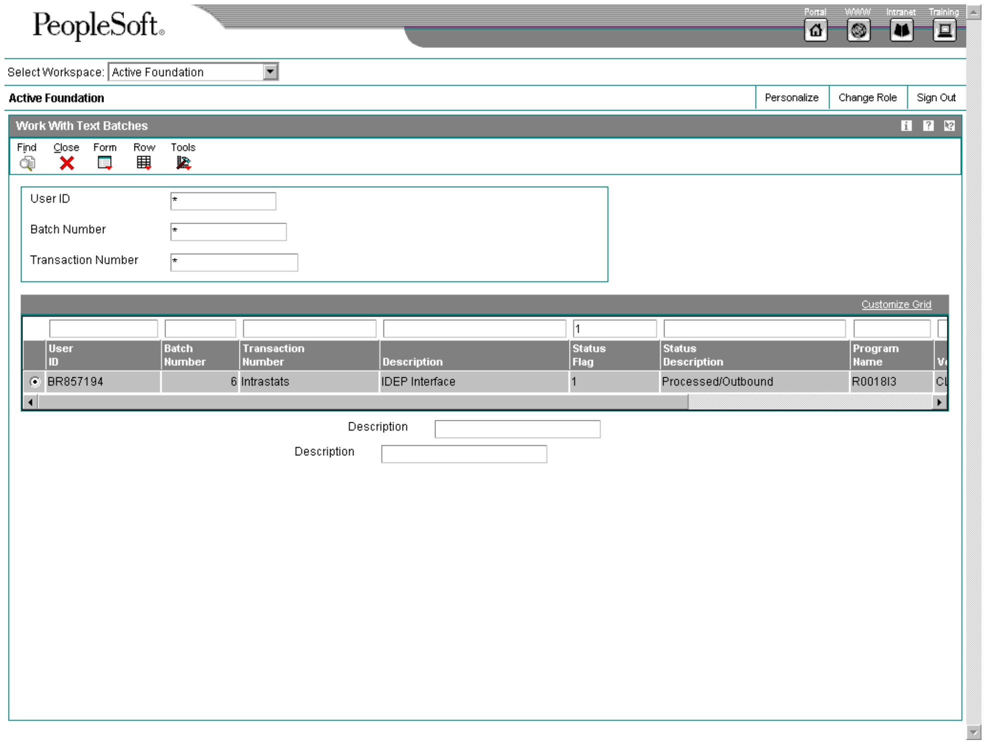


1. On Work With Text Batches, complete any of the following fields and click Find:
   - User ID
   - Batch Number
   - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



4. On Copy To Text File, click either of the following options:
    - New file/Override existing file
    - Append to existing file
5. Complete the following field and click OK:
    - Destination Text File Path and Name:

    The system displays the Work With Text Batches form.



A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft Word template to use during creation of the text file.

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you need to enter the correct path for the location of the normal.dot template.

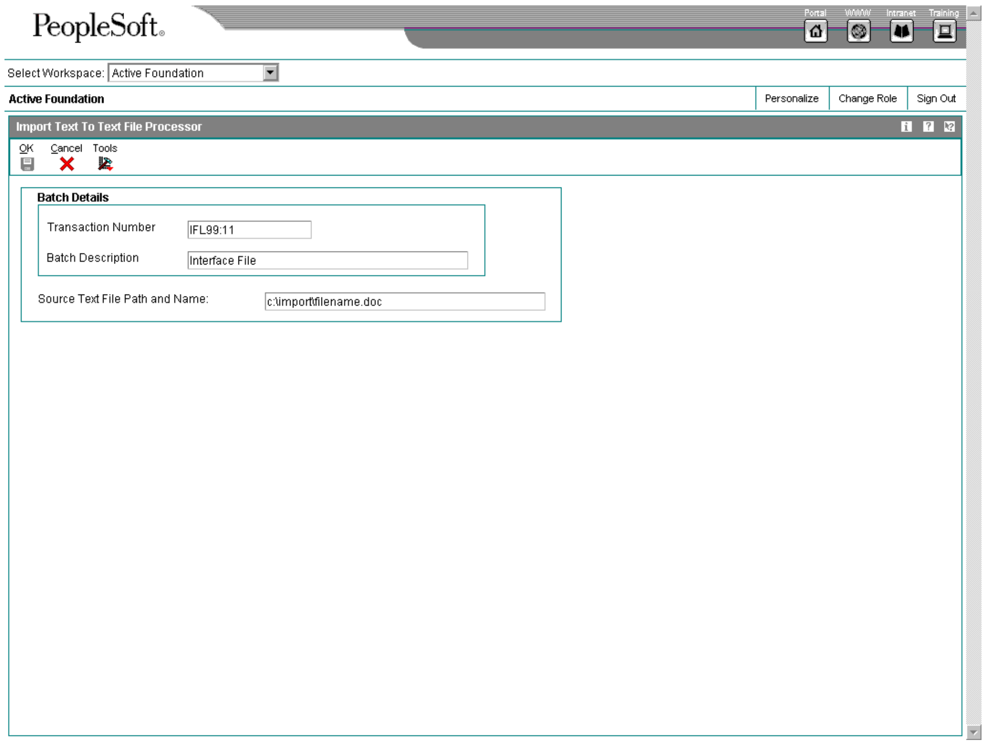
Importing Text Using the Text File Processor

You can import information from an external text file to the J.D. Edwards system. When you import a text file, the system creates a batch in the Text File Header table (F007101) and the Text File Detail table (F007111). To move the information from the Text File Header and Detail tables into other tables in the J.D. Edwards system, you must run a batch program that has been designed to retrieve data from tables F007101 and F007111.

▶ To import text using the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, choose Import Text from the Form menu.



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

You can print reports to show our customers' and suppliers' balances. Before you print these reports, you must first generate the Customer/Supplier Balance Worktable (A/P and A/R) (F74412). This table is populated with information about customer and supplier transactions.

You can also print open amounts reports for both customers and suppliers. You do not need to generate table F74412 before running these reports.

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.

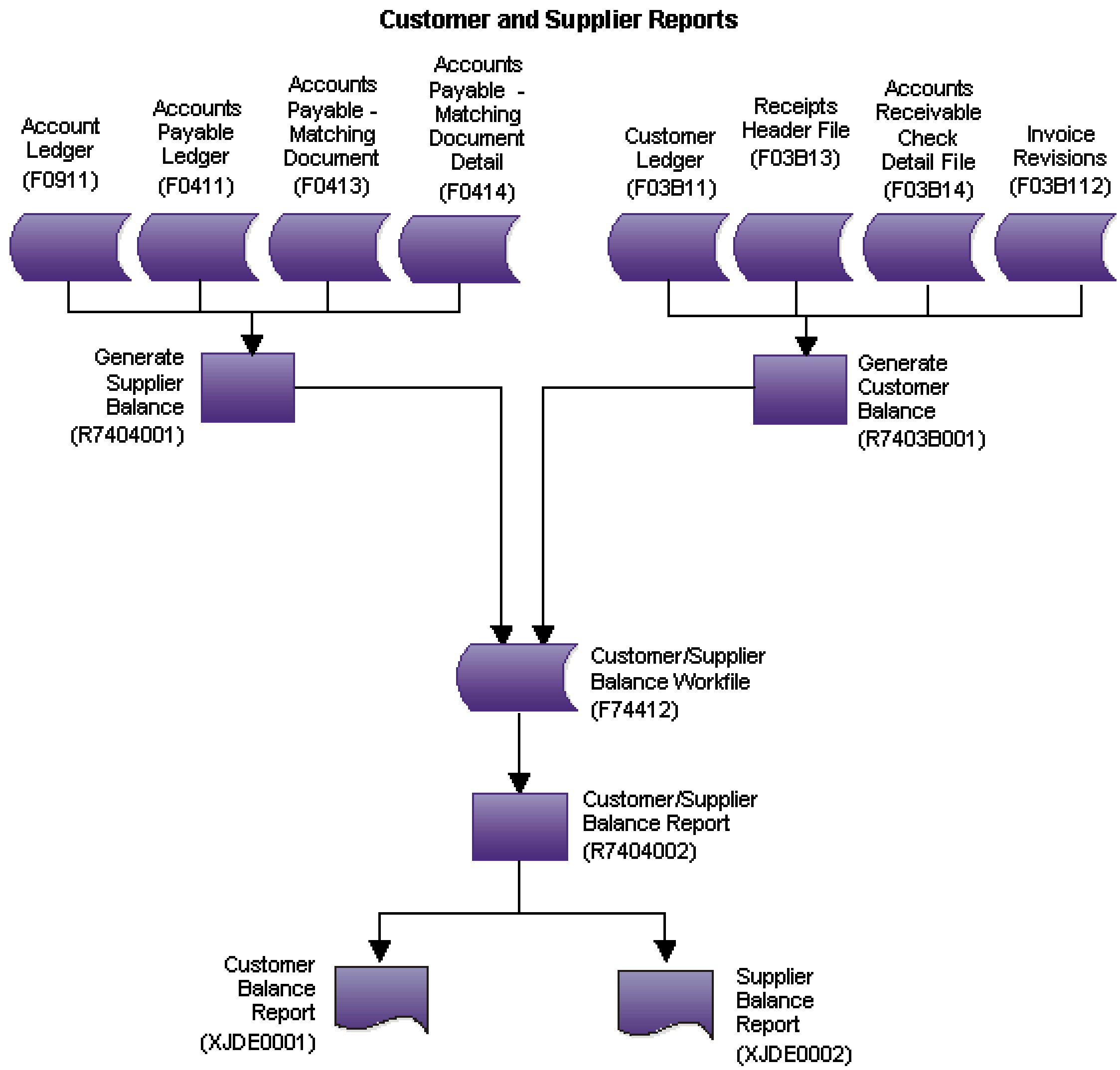
Note

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.
