PeopleSoft®

EnterpriseOne
Global Solutions Germany 8.9
PeopleBook

September 2003

EnterpriseOne
Global Solutions Germany 8.9 PeopleBook
SKU REL9EGL0309

Copyright© 2003 PeopleSoft, Inc. All rights reserved.

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

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

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

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

Open Source Disclosure

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

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

Table of Contents

System Setup **1**

Setting Up Your System for Localization 1
- Setting Up User Display Preferences 1
- Setting Up User Defined Codes 3
- User Defined Codes for International Payment Instructions (IPI) 7
- Setting Up User Defined Codes for Intrastat Reporting 9
- Setting Up an Alternate Chart of Accounts 17
- Setting Up Tax Rules by Company 19
- Setting Up Commodity Code Information 22
- Entering Cross-References for Items and Suppliers 23
- Validating Tax ID Numbers 24

Additional Information 26
- Data Integrity and the Chart of Accounts 26
- Multiple Ledger Types 27
- Translation Considerations for Multilingual Environments 28
- Translation Routines 30
- J.D. Edwards Multicurrency Solution Summary 30
- International Bank Account Numbers 33

VAT Processing **35**

German VAT 36

Entering Journal Entries with VAT 36
- Example: Journal Entry with VAT 37

Printing VAT Reports 41

Automatic Debits **45**

Working with Automatic Debits for Germany 47

Creating and Processing a Batch of Automatic Debits 49

Approving and Posting Automatic Debit Batches 60

Formatting a Batch of Automatic Debits 60

Transferring Automatic Debit Batches to the Bank 62
- User Defined Codes for Transferring Automatic Debit Batches 63

Purging a Batch of Automatic Debits 67

Setting Up Credit Insurance Policies 69
- Setting Up a General Credit Insurance Policy 69
- Setting Up a Single Credit Insurance Policy 71

Printing Invoices With an Attached International Payment Instruction (IPI) **73**

Encashment Processing **82**

Processing Encashments Using the Parent/Child Method 82

Processing Encashments Using the Factoring Method 82

Automatic Payment Processing **84**

Z1 Processing 85
Entering Vouchers for Z1 Payments 86
Creating Payment Groups for Z1 Payments 86
Modifying Information in a Payment Group 87
Writing Payment Groups for Z1 Payments 88

Entering Supplier Master Records 90
Related Tasks for Entering Supplier Master Records 100
Setting Up Multiple Bank Accounts for Suppliers 104

Setting Up Bank Account Information 110

Setting Up Additional Bank Account Information 119

Working with Payment Instruments 120
Working with German Payment Formats 121
Setting up the Processing Options for A/P Payment – Z1 Diskette File (R04572G5) 125
Setting Up Payment Instruments 125

Creating Payment Control Groups 133
Next Numbers for Create Payment Control Groups 136
Data Sequence for Create Payment Control Groups 152
Setting Up the Processing Options for Create Payment Groups for Germany 152

Setting Up the Processing Options for Automatic Payment Groups for Germany 152

Working with Payment Groups 153
Printing the Payment Analysis Report 155
Reviewing Payment Groups 155
Reviewing Payments with a Write Status 156
Reviewing Payments with an Update Status 159
Revising Unprocessed Payments 160

Working with Automatic Payments 164
Writing Payments 164
Record Reservation for Payments 165
Payment ID Using Next Numbers 166
Resetting Payment Processing 170
Removing Processed Payments 171
Copying Payments to Tape 172
Updating the Accounts Payable Ledger 178

General Ledger Accounting **189**

Reviewing Account Information 189
Reviewing Account Ledgers by Object Account 189
Reviewing Account Ledgers by Category Code 192
Reviewing Alternate Account Information 196

Fixed Assets Reporting **199**

Printing the Asset Master List Report 199

Printing the Asset Master Acquisitions Report 199

Printing the Anlangengitter Reports 201

Working with European Union Reporting **203**

Intrastat Requirements 203

Intrastat Reporting and the Euro 205
Considerations for Creating Intrastat Reports 205

Updating Intrastat Information 205

Revising Intrastat Information 214

Purging Records from the Intrastat Table 216

Printing the Intrastat Report 219

Using the IDEP/IRIS Interface for Intrastat Reporting 221
IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg 222
CBS-IRIS - Holland 223
CBS-IRIS - Germany 224
Grouping Transactions 225
Electronic Format 225

Working with the EC Sales List 236
Printing the EC Sales List (R0018L) 237
Printing the EC Sales List - A/R (R0018S) 242

Working with the Text File Processor **247**

Copying Text in the Text File Processor 247

Resetting a Text Batch in the Text File Processor 251

Purging a Text Batch in the Text File Processor 251

Working with Z5a Sheet 2 Report **253**

Generating the Foreign Payables Table 254

Generating the Foreign Receivables Table 257

Printing the Z5a Sheet 2 Report 259

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 described in the base guides as well as the country-specific tasks for Germany.

Setting Up User Display Preferences

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

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

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

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

See Also

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

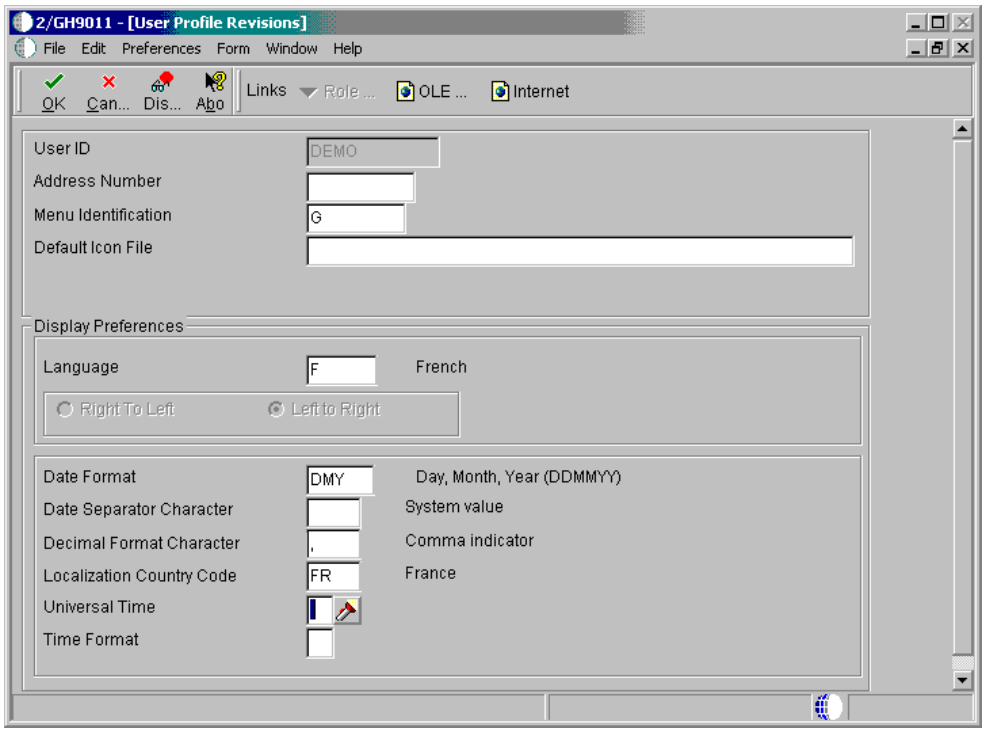
► To set up user display preferences

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

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

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

2. Choose a record and click Select.



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

See Also

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

Processing Options for User Profiles (P0092)

A/B Validation

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

Setting Up User Defined Codes

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

Many fields throughout J.D. Edwards software accept only user defined codes (UDCs). 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, and you should be thoroughly familiar with them before attempting to change them.

See Also

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

Country Codes (00/CN)

You must set up an entry in Country Codes (00/CN) with a blank character code and a description. You should repeat the two-character country code in the Description 02 field.

The system uses the numeric country codes that have been defined by the fiscal authority as a secondary check for the country in which the company is located. If the address book number is left blank, the system finds the blank entry in Country Codes (00/CN), retrieves it, and then looks in the Description 02 field to confirm the two-character ISO code for the domestic country.

For example, you might set up the County Codes UDC as shown in the following table:

Codes	Description 01	Special Handling
AR	Argentina	032
AT	Austria	040
BE	Belgium	056

European Union Members (00/EU)

Each European Union Member (EMU) member currency must be set up in user defined code table 00/EU.

The User Defined Codes form (00/EU) contains default currency codes and effective dates when the country joins the EMU. Verify the existing values and ensure that a valid currency code exists for the euro (EUR).

The Special Handling Code field is a text field, not a date field. You *must* enter the effective date in the following format, regardless of your date preferences:

DD/MM/YYYY

Each currency has an effective date, which allows you to enter existing EMU currencies now and, at a later time, add other currencies that join the EMU. Enter the effective date for a currency in the Special Handling Code field on User Defined Codes (00/EU), as shown in the following example:

Codes	Description 01	Description 02	Special Handling	Hard Coded
EUR	Euro	E – Electronic Format Euro	01/01/1999	N

Special Handling Code-A/P Payment (00/HC)

You must set up Special Handling Code-A/P Payment (00/HC) with a U and a W value in the table where:

- U represents imported goods
- W represents services transactions or capital movements

The U and W are mutually exclusive records within the Z1 payment format.

Payment Instrument (00/PY)

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

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

See Also

- *Working with German Payment Formats* in the *Global Solutions Germany Guide*

Produce Bank File (04/PP)

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

- R04572G1 (Create A/P Bank Tape – Germany)
- R04572G2 (Create A/P Bank Diskette – Germany)
- R04572G3 (Print Automatic Payments - Check – Germany)
- R04572G5 (Create A/P Bank Diskette – Germany)

Replaced Character (04/RC) - Germany

The Replaced Character (04/RC) UDC table lets you specify acceptable characters that the system uses to replace unacceptable characters in a text file.

When you set the Character Replacement processing option in the German Bank File Format and Statement Diskette program () or the Create A/P Bank Diskette – Germany program (R04572G5) to use UDC 04/RC, the system scans the text file for the characters that are specified in the Description 1 field in UDC 04/RC. It then replaces those characters with the alternate characters that you specify in the Description 2 field. Thus, the system deletes the unacceptable characters from the text file and replaces them with acceptable characters. For

example, if your bank does not recognize umlauted letters, you can replace them with the two-letter equivalent, such as ae for ä, oe for ö, and so on.

Note

The system replaces a single character with multiple characters only for the German programs German Bank File Format and Statement Diskette, and Create A/P Bank Diskette - Germany. When you use the Replaced Character UDC for other programs, the system replaces the character that is identified in the Description 1 field with only the first character in the Description 2 field.

You can specify that the system replace a single character with one alternate character or with multiple alternate characters. When you specify multiple alternate characters, the length of the string being altered does not change; if the original string is three characters, the modified string is three characters. The system drops certain characters from the string if inserting all of the alternate characters will result in the modified string exceeding the allowed length of the string.

The following examples illustrate how the system replaces a single character with multiple characters:

Example 1: Replace A with FG

Original string = ABC

Modified string = FGB

To retain field length of three, the system drops the C from the string.

Example 2: Replace A with FG

Original string = ABC_ _ _ (where _ = blank)

Modified string = FGBC_ _

To retain the field length of six, the system drops the last blank from the string.

Example 3: Replace B with FGHI

String = ABC

Result = AFG

To retain the field length of three, the system replaces only the first two letters.

Affiliated Companies (74/AC)

You must set up UDC 74/AC so that the system can determine whether the customer or supplier company is affiliated with the reporting company. You must list the address book records of all companies with which the reporting company is affiliated. The system uses the Affiliated Companies user defined code list 74/AC to select records for reporting, and to group data for affiliated companies and non-affiliated companies in the following manner:

Affiliated companies

If the address book number from a record in the Accounts Payable Ledger table (F0411) matches an address book record in user defined code list 74/AC, the system selects the record for reporting for affiliated companies.

Nonaffiliated companies

If the address book number from a record in the Accounts Payable Ledger table (F0411) does not match an address book record in user defined code list 74/AC, the system selects the record for reporting for non-affiliated companies.

LZB Country Code (74/LA)

You must set up UDC 74/LA with valid Bundesbank Landerschlussel Codes (German Federal Bank Country Codes) and descriptions. The Description 02 field should be set up with abbreviated country descriptions, and the special handling code field should contain the three-digit bank code. The Bundesbank provides you with these country codes. For example, you might set up the following valid values:

Codes	Description 01	Description 02	Special Handling
AD	Andorra	Andorr	043
AE	United Arab Emirates (UAE)	A Emir	647
AF	Afghanistan	Afghan	660
AG	Antigua and Barbuda	Antigu	459
AI	Anguilla	Anguil	446

The system uses the Description 02 Field and the Special Handling Code in multiple fields in the Z1 output file. You must obtain valid bank values from the Bundesbank (German Federal Bank).

Payment Instruction Code (74/27)

Set up payment instruction codes to provide additional payment information to the bank. For example, you might set up the following valid values:

Code	Description 01	Description 02
01	/BENONLY/	PAY TO BENEFICIARY ONLY
02	/CHECK/	PAY ONLY BY CHECK
04	/HOLD/	BENEFICIARY WILL CALL
06	/PHONE/	TELEPHONE ADVICE ACC. WITH BANK

07 /TELE/ TELECOMM ADVICE ACC. WITH BANK

Cost Settlement Code (74/28)

Set up cost settlement codes to indicate the party who is responsible for the transaction fee. For example, you might set up the following valid values:

- 00 - Trans/3rd party fees to principal
- 01 - All fees debited to principal
- 02 - All fees debited to recipient

Label for Payment (74/29)

Set up labels for payment types to indicate the payment method used by the bank. For example, you might set up the following valid values:

- 00 - Standard transmission (for example, letter, normal SWIFT message)
- 10 - Telex payment or urgent SWIFT message
- 20 - Check drawing, any form of dispatch
- 21 - Check drawing, sent by registered mail
- 22 - Check drawing, sent by special delivery
- 23 - Check drawing, sent by registered mail or special delivery
- 30 - Check drawn on principal, any form of dispatch
- 31 - Check drawn on principal, sent by registered mail
- 32 - Check drawn on principal, sent by special delivery
- 33 - Check drawn on principal, sent by registered mail or special delivery
- 34-49 - Reserved for intercompany purposes
- 50-99 - In-house

Code Number (74/30)

Set up code numbers to indicate the type of service industry. For example, you might set up the following valid values:

- 014 - Transp by domestic air carrier
- 015 - Transp by foreign air carrier
- 016 - Transp by other carrier

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 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

Codes	Description 01	Special Handling
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.

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

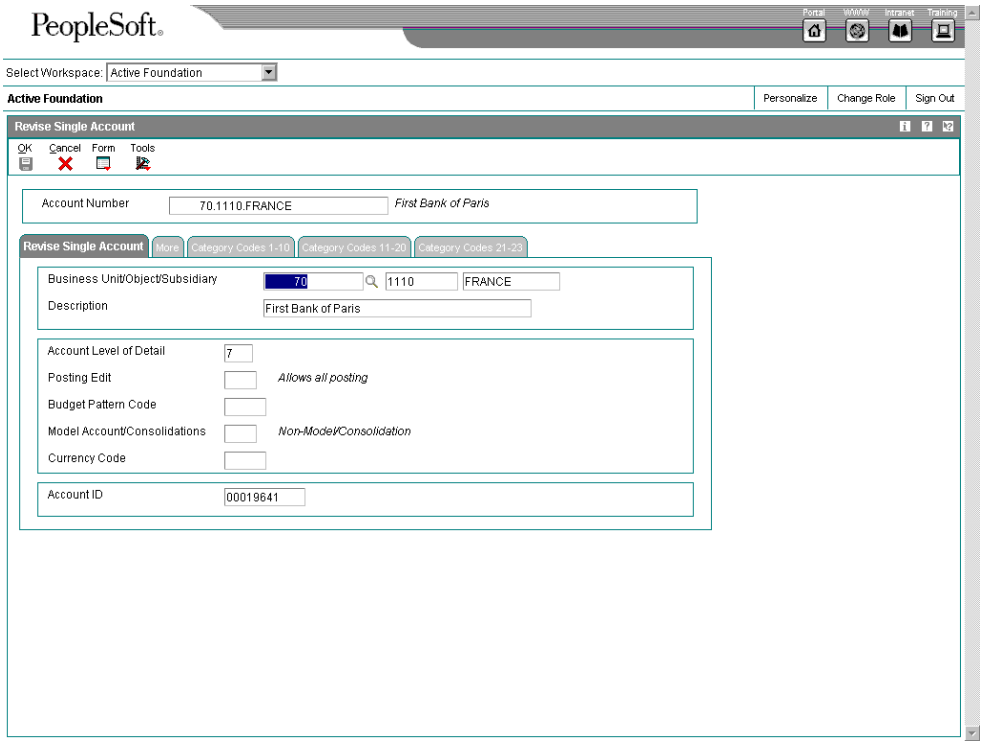
From the Organization and Account Setup menu (G09411), choose Revise and Review Accounts.

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

Setting Up Tax Rules by Company

Set up your tax rules so that the system can calculate the appropriate invoice and discount amounts when you enter a transaction. You set up tax rules for each of your companies in your Accounts Payable, Accounts Receivable, and General Accounting systems. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever you enter a tax amount that differs from the system-calculated tax
- Determine whether invoice amounts should be calculated on the amount including or excluding the discount
- Determine whether discount amounts should be calculated on the gross amount (including tax) or the net amount (excluding tax)

The tax rules that you set up for your system consist of tolerance ranges and calculation rules.

Tolerance Ranges

Tolerance ranges specify the amount of variance that can exist between the amount of tax that you enter for a transaction and the tax amount that the system calculates. When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning or a hard error message. You set up tolerance ranges to control the type of message that the system issues for different variance amounts. Tolerance ranges apply only to VAT.

Note

You can specify tolerance ranges by percentages or amounts, but not both. If you specify tolerance percentage ranges, do not specify tolerance amount ranges. If you specify tolerance amount ranges, do not specify tolerance percent ranges.

For example, you might specify a tax rule with a tolerance range by amounts as follows:

- Tolerance amount for warning is 2.
- Tolerance amount for error is 10.

To determine the tax amount, the system multiplies the taxable amount by the tax rate. If the taxable amount for a transaction is 1000 and the tax rate is 10 percent, the system calculates a tax amount of 100. Based on your tolerance range, the system determines the range for warning or error as follows:

Range for warning

Tolerance amount for warning is 2:

- 100 + 2 = 102
- 100 - 2 = 98

The system issues a warning message if the tax amount that you enter is greater than 102 or less than 98 (that is, outside of the tolerance range of 98 to 102).

Note

If you enter a tax amount of 98.01 or 101.99, the system does not issue a warning message. The amount is within the acceptable tolerance range.

Range for error

Tolerance amount for error is 10:

- 100 + 10 = 110
- 100 - 10 = 90

The system issues an error message if the tax amount that you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110).

Note

If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.

Calculation Rules

Set up calculation rules to specify how the system calculates tax and discount amounts when both are given.

The examples use the following amounts:

- Taxable: 1,000
- Tax percent: 10
- Tax amount: 100
- Discount: 1 percent

Example: Tax and Discount Calculation for the United Kingdom

In the United Kingdom, you must set company tax rules as follows:

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	(Taxable Amount x Discount Rate Percent) / ((1 - Discount Rate Percent) x Tax Rate) (1,000 x .01) / ((1 - .01) x .10) = 10.10
Gross Formula	Taxable Amount + Tax + Discount 1,000 + 100 + 10.10 = 1,110.10

Example: Tax and Discount Calculation for Germany

In Germany, you must set company tax rules as follows:

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	(Taxable Amount + Tax Amount) x (Discount Rate Percent) = Discount Available (1,000 + 100) x .01 = 11.00
Gross Formula	Taxable Amount + Tax = 1,000 + 100 = 1,100

► To set up tax rules by company

From the Tax Processing and Reporting menu (G0021), choose Tax Rules.

1. On Work with Tax Rules, click Add.
2. On Tax Rules Revisions, complete the following field:
   - Company
3. Click one of the following options:
   - A/R
   - A/P
   - G/L
4. To specify the type of tolerance range, click one of the following options under the Tolerance heading:
   - %
   - Amt
5. To specify tolerance ranges, complete the following fields:

- Tolerance Rate - Warn
- Tolerance Rate - Error

6. To specify the calculation rules for the company, select the following option under the Calculations heading:
   - Tax on Gross Excluding Discount
7. To specify additional calculation rules for the company, click the following option under the Calculations heading:
   - Sales Order Taxes at Order Level
8. Verify that Discount on Gross Including Tax is not selected.
9. To further specify tolerance information for the Accounts Receivable system, select the following field under the Edit heading:
   - Allow Understatement of Tax Amt
10. Click OK.

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.

Example: Tax ID or VAT Registration Number for Germany

See Also

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

Additional Information

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

Data Integrity and the Chart of Accounts

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

Account Defined Only in the Account Master Table

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

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

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

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

secured. For example, if you secure category code 21, you cannot change the value of category code 21 on any account.

Caution

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

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

Account Deleted from the Category Code Tables

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

Caution

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

See Also

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

Multiple Ledger Types

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

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

Currency Ledgers

A company might impose a fixed yearly exchange rate by management choice. In some countries, such as France, ignoring gains and losses in foreign currency is illegal. You can

use the actual amounts (AA) ledger for foreign transactions that do not have any currency gains and losses, and use an alternate ledger type to record the currency gains and losses. In either case, the additional ledger is required to enter transactions that adjust either the local or the company's accounting system.

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

Business Unit Descriptions	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)

See Also

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

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

German VAT

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

VAT Returns

VAT returns must be completed for each month by the tenth day of the following month and filed with the local tax office.

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

VAT Exemptions

In Germany, the following transactions are nontaxable:

- Transactions within the same entity
- Transactions for the transfer of business
- Transactions for subsidies, penalty payments, and compensation

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).

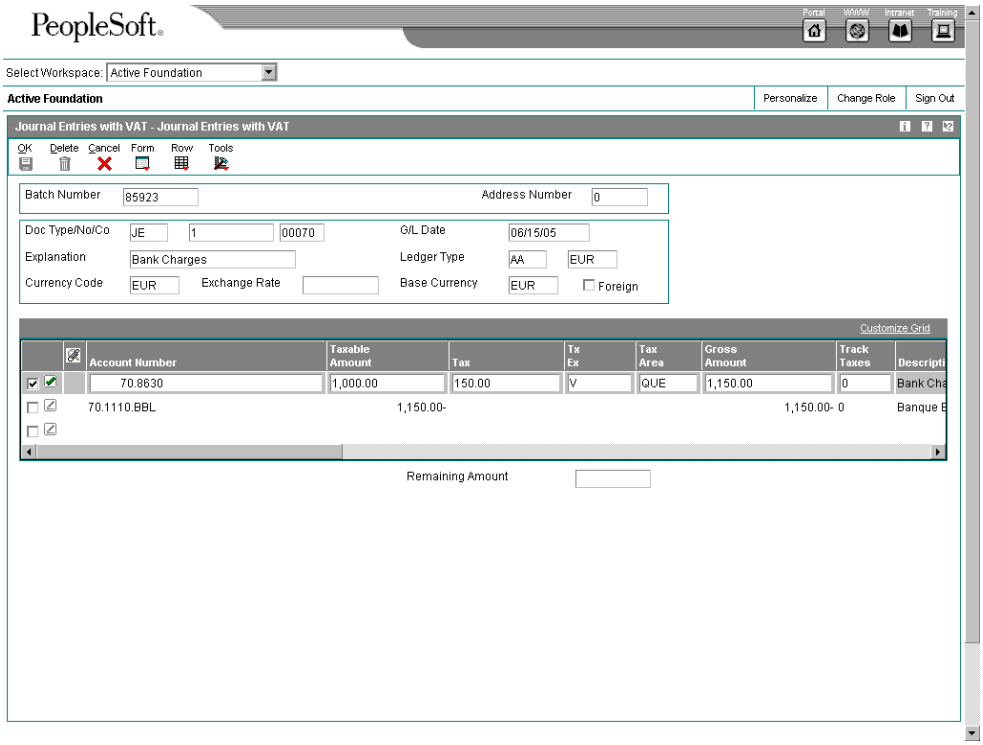
You can revise journal entries with VAT in the same way that you revise journal entries without VAT.

- 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.

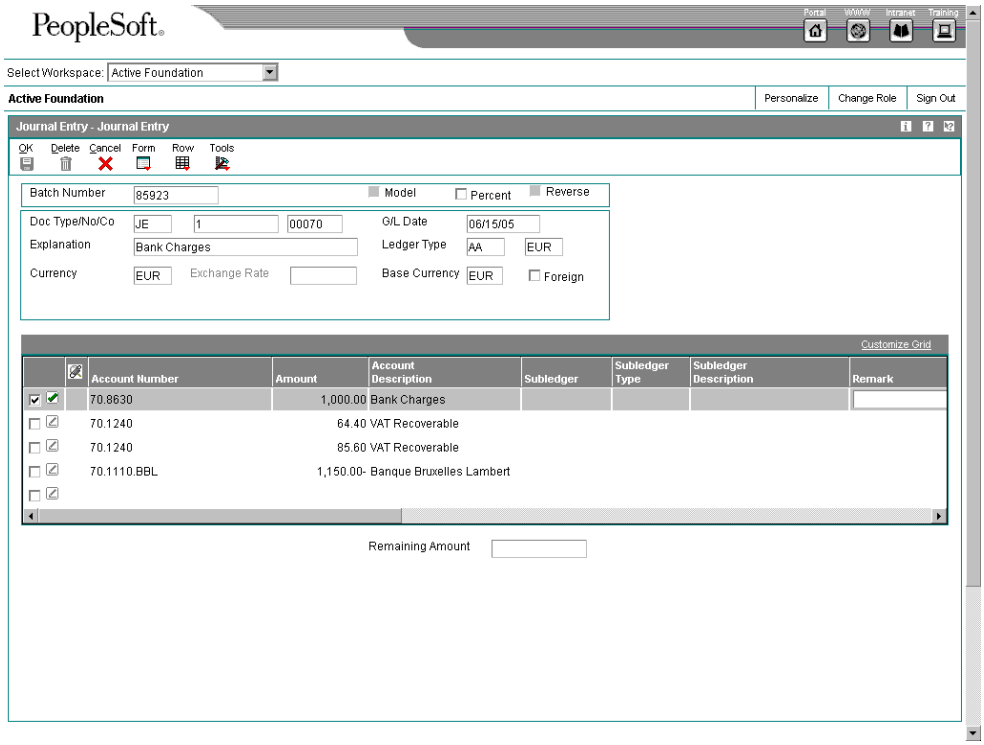
Example: Journal Entry with VAT

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 VAT Reports

From the Tax Processing and Reporting menu (G0021), choose VAT Journals.

A common business practice in Germany and throughout Europe is tracking and reconciling VAT by revenue and expense account.

You can use J.D. Edwards software to track and reconcile VAT by revenue and expense account by classifying each transaction as taxable or nontaxable. You can also give various reasons for the classification of each transaction. The system stores the tax information for transactions in the Taxes table (F0018).

Run the VAT Journal program to print a VAT report. The report includes all records in the Taxes table that meet your data selections and processing option criteria.

You can customize the tax information that prints on VAT reports by defining up to five columns of tax information from table F0018. Each column can represent up to twelve different tax rates and areas. You can also specify whether a column contains taxable amounts or tax amounts.

You can print VAT reports to review the taxes on sales or the taxes on purchases. To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.

You can sequence VAT reports by any field in table F0018. The most common report sequence is as follows:

4. Company
5. Document Type
6. Document Number

Note

If you print a VAT report that includes multiple currencies, the system does not print a grand total. To see grand total amounts, print separate VAT reports by company for each currency.

Processing Options for VAT Journals (R00320)

Selection Date

1. Enter the beginning G/L date. This date will select documents greater than or equal to this date.

Beginning Date

2. Enter the ending G/L date. This date will select documents less than or equal to this date.

Ending Date

Distribution

1. Enter a '1' to distribute the TAXABLE amount into the tax area columns. Leave blank to distribute the actual TAX amount.

Company

1. Enter the number of the company to use for the heading information and VAT Registration Number. NOTE: Does not affect the information being reported.

Company

Summarization

1. Enter a '1' to summarize the report by document number. The default of blank will print a detail line for each document line number.

Columns

1. Enter the upper and the lower headings for the five user-defined columns on the report.

Column 1 Upper Heading

Column 1 Lower Heading

Column 2 Upper Heading

Column 2 Lower Heading

Column 3 Upper Heading

Column 3 Lower Heading

Column 4 Upper Heading

Column 4 Lower Heading

Column 5 Upper Heading

Column 5 Lower Heading

Process

1. Calculate Gross Amount

Blank = Taxable + Tax or

Nontaxable Only

1 = Taxable + Nontaxable + Tax

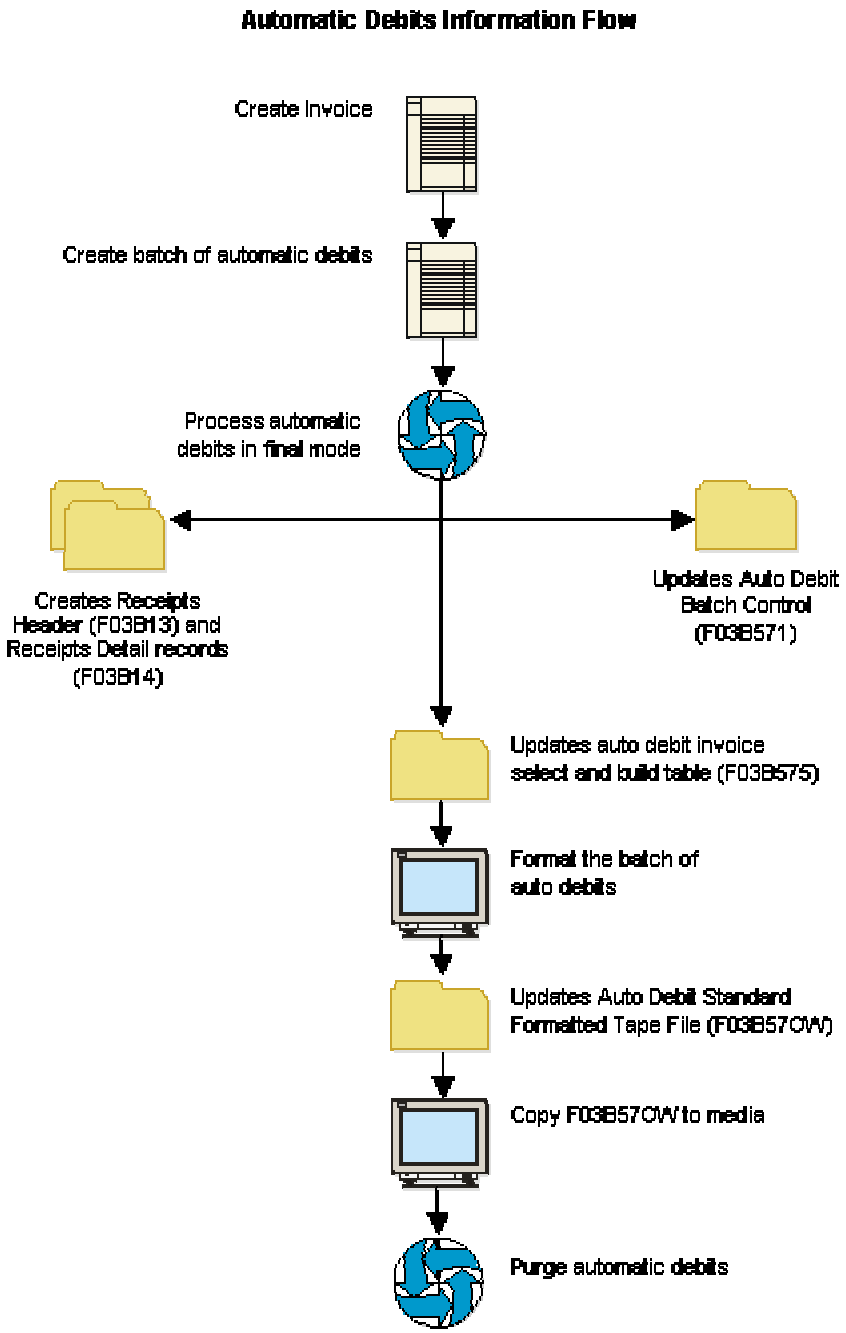
Automatic Debits

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:



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

Working with Automatic Debits for Germany

You can specify the type of agreement that you have with your customer regarding automatic debits. In Germany, businesses can enter into the following automatic debit agreements:

- Direct Debit Authority

  An agreement between the business (supplier) and the customer that allows the customer to dispute the automatic debit charge within six weeks.

- Transfer Instruction

  An agreement between the business (supplier) and the bank. In this case, the customer does not have the right to protest the bank charges.

When you run the Automatic Debiting program to process German automatic debits, you can specify one of the following program numbers to create debit formats or a bank cover sheet:

R03B575DD	German Bank File Format and Statement Diskette
R03B575DD1	German Bank Cover Sheet

Note

The German Bank File Format and Statement Diskette program calls the German Bank Cover Sheet program automatically.

You can enter these program numbers in the Bank File processing option when you create and process automatic debits. Alternatively, you can enter the program number in the Automatic Debit Batches program (P03B571) and then format the bank file.

The payment format programs generate a bank table that adheres to the German banking standards for automatic debits.

Before You Begin

- To specify the type of automatic debit agreement for the payment group, access the processing options for the German format program that you are using. Enter a 1 in the processing option if you have a transfer instruction with the bank. Leave the processing option blank if you have Direct Debit Authority with your customer. In both cases, the system writes the information to the correct field on the bank file for your bank to read.

See Also

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

Processing Options for German Bank File Format and Statement Diskette (R03B575DD)

Defaults

1. Enter a '1' if the Automatic Debits are to be created as Abbuchungen. If left blank, Lastschriften records will be created.

German Format

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

Print Customer Statement

3. Tape Density:

Tape Density

4. Character Replacement (UDC 04/RC) in One-To-Many mode

Blank = No

1 = Yes

Currency

---

1. Enter the Currency Code that is used in your system to identify the EURO

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:

- The offset method in the A/R Constants is equal to B (batch mode)
- 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:

- JE document type (RZDCTG)
- JE document number (RZDOCG)
- 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:

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

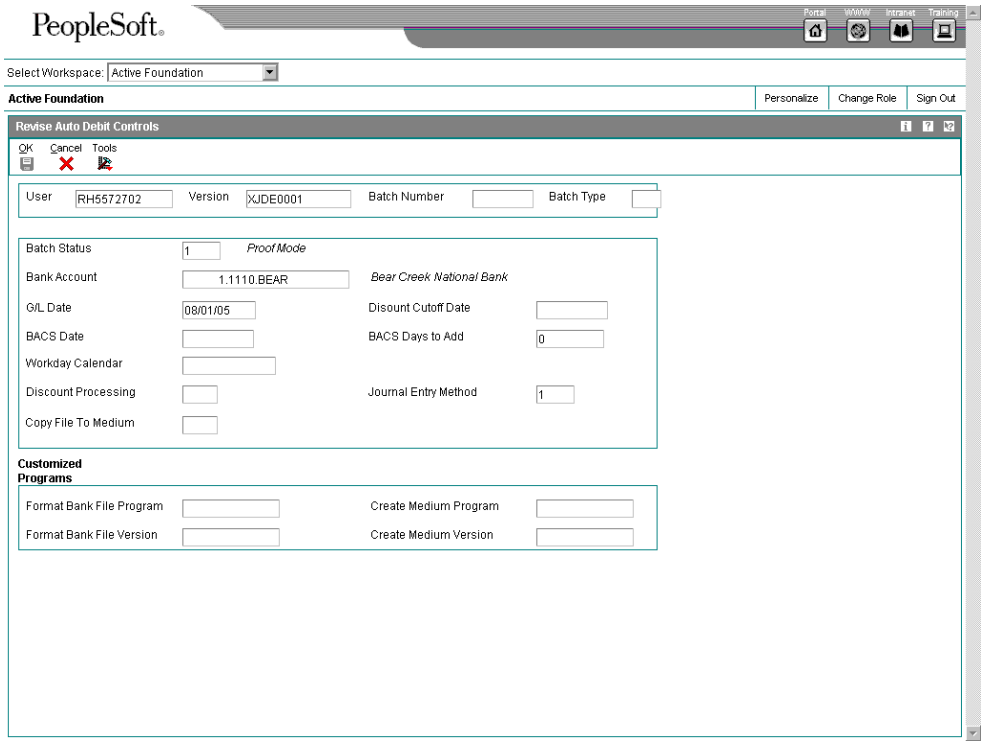
When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 3 (Bank File Formatted).

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.

Setting Up Credit Insurance Policies

When you purchase insurance policies to cover open liability, you can record these policies in the Credit and Collections system. With these policies recorded, you can monitor customers' insured credit limits using reports or on a transactional basis, depending on the type of policy that you specify.

General policies cover multiple customers, and you can review the policy on an ongoing basis using reports. Single policies cover a customer or project based on an effective date that you specify. You monitor single policies on a transactional basis.

You can set up multiple policies for one insurance company. The system maintains policies in the Credit Insurance table (F03B29) in the currency in which they are purchased. The percentage of coverage that you purchase is determined by each company and might not fully cover the customer's liability.

Note

You cannot set up a policy for a customer at the line-of-business level.

Before You Begin

- ❑ Create an address book record for the insurance company. See *Entering Address Book Records* in the *Address Book Guide*.
- ❑ Create a supplier record for the insurance company. See *Entering Supplier Records* in the *Accounts Payable Guide*.

Setting Up a General Credit Insurance Policy

You set up general policies when you want to use one policy for multiple customers or for a specific customer base. To set up a general policy, determine the liability of customers over a specific period of time. If you determine that the insured limit is insufficient or that a customer has too much coverage, you can adjust the policy with the insurance company and update the insured policy amount.

When you set up multiple general policies, you must keep track of the customers covered by the policy separately. You can do this by adding an attachment to the policy and listing the customers, using category codes or by tracking them separately on an Excel spreadsheet.

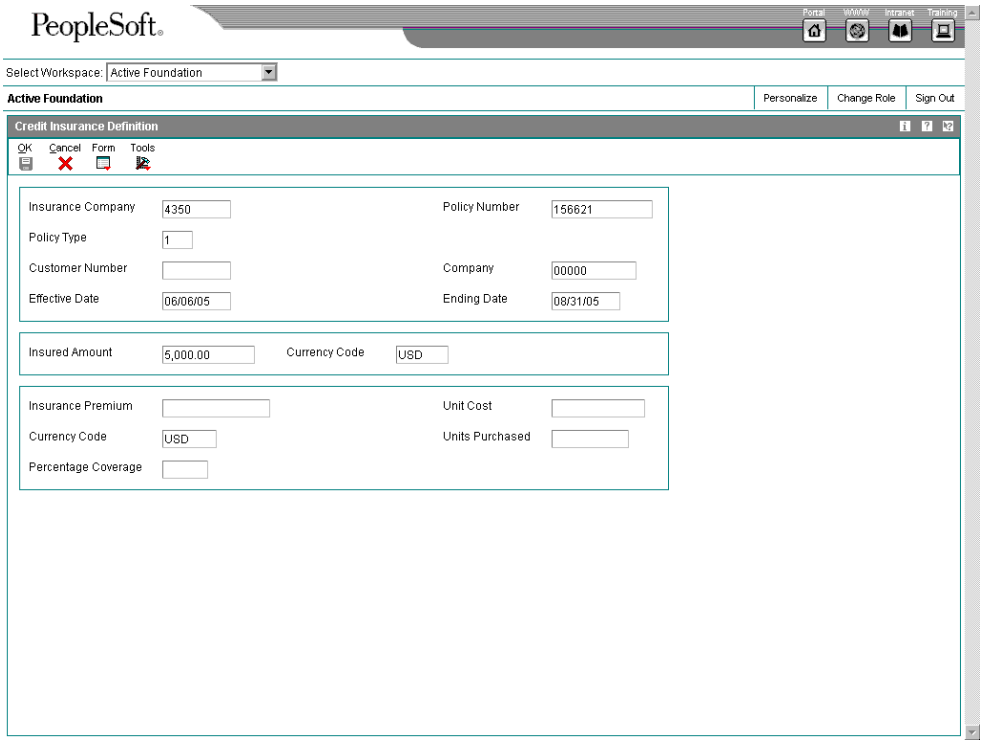
You can review and validate these policies on a monthly basis using reports. Then, for example, you can return to the insurance company and adjust the policy amount when the need arises. You can use the following reports to review information for general credit insurance policies:

- A/R Details with Aging (R03B4201B)
- Open A/R Summary Analysis (R03B155)
- Currency - Foreign/Domestic with Aging (R03B429C)

► To set up a general credit insurance policy

From the Credit & Collections Setup menu (G03B411), choose Work With Credit Insurance.

1. On Work with Credit Insurance, click Add.



2. On Credit Insurance Definition, complete the following fields:

   - Insurance Company

     You set up the insurance company as a supplier (search type V) in the Address Book system. The system uses the supplier's address book number to associate the policy with the insurance company.

   - Policy Number

   - Policy Type

     Enter 1 for General Policy.

   - Effective Date

   - Ending Date

   - Insured Amount

   - Currency Code

     This is the currency of the insured amount.

3. Complete the following optional fields and click OK:

   - Insurance Premium

- Currency Code

  This is the currency of the insurance premium.

- Unit Cost

- Units Purchased

- Percentage Coverage

Setting Up a Single Credit Insurance Policy

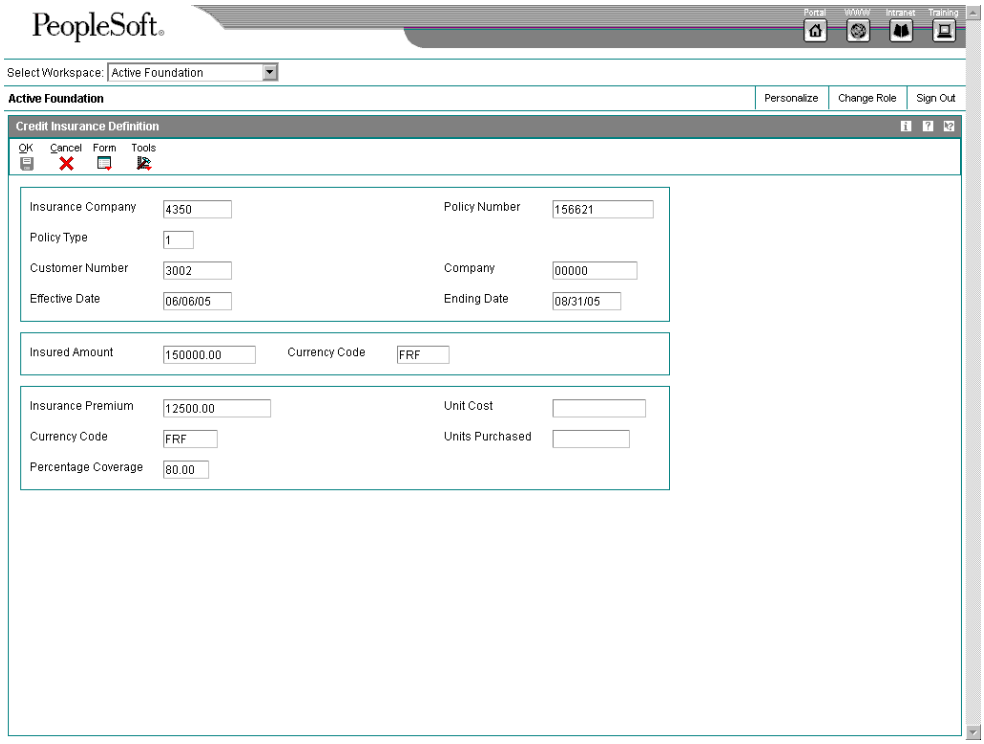
You set up a single policy for a customer or project that you review on a transactional basis. Normally, you specify an effective period because single policies are taken out for a specific period of time.

The system monitors the insured credit limit when you enter an invoice, similar to how it monitors internal credit limits. You associate the policy with a customer when you update the insurance company address book number and the insured amount in the Credit Insurance table (F03B29).

► To set up a single credit insurance policy

From the Credit & Collections Setup menu (G03B411), choose Work With Credit Insurance.

1. On Work with Credit Insurance, click Add.



2. On Credit Insurance Definition, complete the following fields:
   - Insurance Company

     You set up the insurance company as a supplier (search type V) in the Address Book system. The system uses the supplier's address book number to associate the policy with the insurance company.
   - Policy Number
   - Policy Type

     Enter 2 or 3 for Single Policy.
   - Customer Number
   - Effective Date
   - Ending Date
   - Insured Amount
   - Currency Code

     This is the currency of the insured amount.
3. Complete the following optional fields and click OK:
   - Insurance Premium
   - Currency Code

     This is the currency of the insurance premium.
   - Unit Cost
   - Units Purchased
   - Percentage Coverage

Related Tasks

Reviewing credit insurance policies	After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information: • The Supplier Master record for the insurance company • The Customer Master record for the customer associated with the policy • Work with Customer Ledger Inquiry and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance

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.

Encashment Processing

Encashment, a common business practice in Germany, is a process by which a third party receives payments from the customers of a business and then disburses the payment to the business. You can use J.D. Edwards software to process encashment using the following methods:

Parent/child The parent business processes customer invoices and cash receipts for all of its subsidiary businesses.

Factoring The business forwards its customer invoices to an encashment company.

Processing Encashments Using the Parent/Child Method

When you use the parent/child method to process encashments, a parent company processes all the receipts for its child companies. To use the parent/child encashment method, you must specify the number of the parent company or the special payee for each customer that you set up.

Process parent/child encashment invoices as you would process normal cash receipts. You can use the Parent Number or Factor/Special Payee fields on the Customer Ledger Inquiry form to select only the invoices that the parent company is going to pay.

See Also

- *Entering Receipts with Manual Write-Offs* in the *Accounts Receivable Guide*

Processing Encashments Using the Factoring Method

When you use the factoring method to process encashments, your customers remit the payment for their invoices to an encashment company, which then processes the payments and invoices. You receive the payment for the invoices, minus a predetermined commission, from the encashment company.

To process encashments using the factoring method, you write off the receipts that you know will be paid by the encashment company using the Receipts Entry programs.

You must set up a reason code (user defined code 03/AR) and a general ledger account for the receipts that you plan to write off for encashment. The reason code that you associate with the receipts determines which general ledger account that the system debits when you post the receipts.

You set up the reason codes in the AAIs. For example, you set up AAI item RAxx (where xx is the two-character reason code) to associate the reason codes to the general ledger accounts.

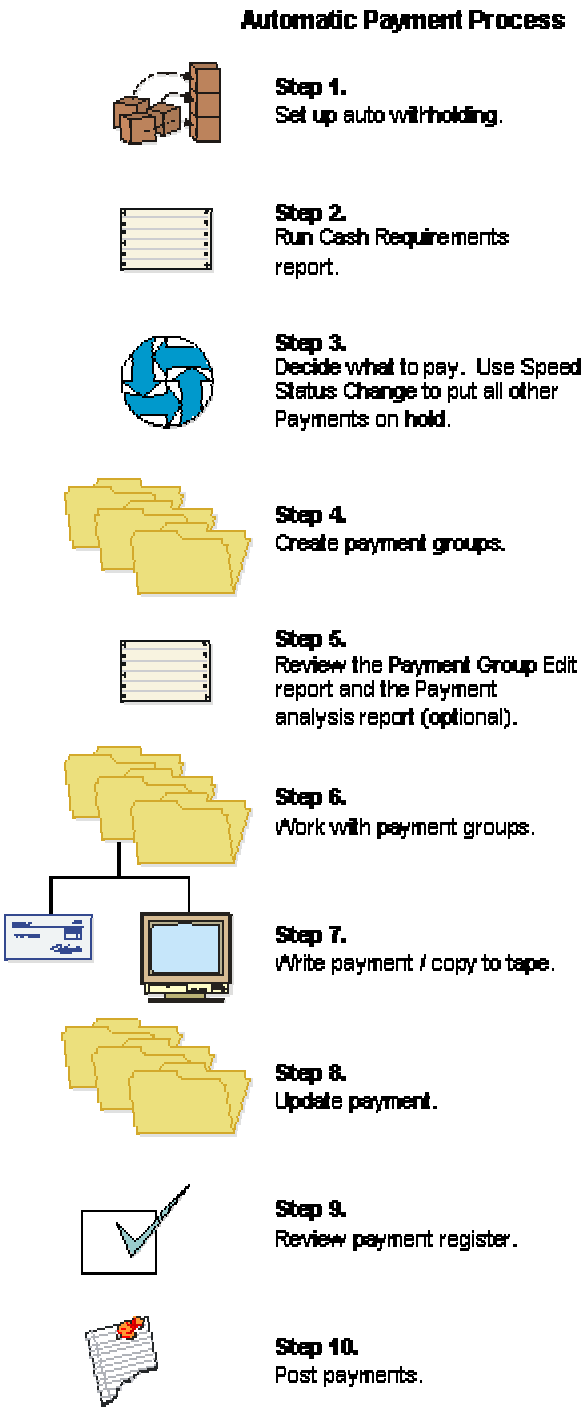
See Also

- *Entering Receipts with Manual Write-Offs* in the *Accounts Receivable Guide*

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:



Z1 Processing

When issuing a foreign payment, German companies are required to submit a paper or electronic form that provides information to the Bundesbank (German Federal Bank) for statistical purposes. The electronic form (form Z1) must be accompanied by an attachment report (form Z4).

The Z1 foreign payment format (R04572G5) provides a means to create foreign payments and the corresponding electronic form.

Z1 processing produces a specific foreign payment output file with the following records:

- Q record - header information
- T record - detail payment information
- U record - detail report information for imported goods (to be reported to the Bundesbank)
- W record - detail report information for service transactions or capital movements (to be reported to the Bundesbank)
- Z record - trailer information

Note

The Z1 output file does not include the following component:

- V Record - Automatic payments relating to merchanting trade cannot be created (this information is related to the V record). If a payment is for such purposes, the payment must be written out manually on a Z1 form.

Z1 processing uses the following tables, in addition to the standard A/P Payment Processing tables (F04571, F04572, and F04573):

Germany-Bank Transit Number Master-Addtl Information (F74030G)	This table holds additional bank account information for each supplier's bank account. Each address book record can have only one record in the Germany-Bank Transit Number Master-Addtl Information table (F74030G).
Detail Payment Instructions for German Payments (F7404572)	This table holds the same information as the Germany-Bank Transit Number Master File-Addtl Information table (F74030G), except that it is used to enter or update bank information at the payment control group level.
Detail Payment Instructions EXT. for German Payments (F7404573)	This table holds the same information as the Detail Payment Instructions for German Payments table (F7404572), except that it is used to enter or update bank information at the pay item level.

Before You Begin

- Verify that Germany is the country that you have selected in your user display preferences.
- Verify that you have set up the user defined codes for processing automatic payments in Germany.

Entering Vouchers for Z1 Payments

Specify the Create A/P Bank Diskette - Germany program (R04572G5) as the payment instrument for vouchers for foreign payments. Payment instruments are set up using the Payment Instrument Defaults program (P0417). The payment instrument can be entered at the time of voucher entry, it can default from the supplier master, or it can be changed using speed release before the payment group is created.

In addition, each pay item must include detail on what is being purchased. This information is used to determine which record (U or W) is used with the detail record (T) in the Z1 output file. This information is essential for reporting to the Bundesbank (German Federal Bank). You determine whether to create a U or a W records as follows:

- Create a U record if the voucher (and, therefore, the payment) is related to the import of goods.
- Create a W record if the voucher (and, therefore, the payment) is related to services transactions or capital movements.

You must enter a U or a W from UDC 00/HC in the Payment Handling Code field (CRC) for each pay item. The system creates a W record only if the Payment Handling Code is W. The system creates a U record if the Payment Handling Code is U, is left blank, or contains any value other than W.

Note

J.D. Edwards recommends that you enter a U or a W when entering the voucher. However, the payment handling code can be added or changed in the speed release program before the payment group is created.

See Also

- *Special Handling Code-A/P Payment (00/HC)* in the *Global Solutions Germany Guide* for more information about setting up payment handling codes for Germany

Creating Payment Groups for Z1 Payments

Each time that you run the Create Payment Control Groups program (R04570) for Germany, the system calls the German country server (X045704DE). The country server creates a new record in the Detail Payment Instructions for German Payments table (F7404572) for each pay item. The record in table F740472 is an exact copy of the equivalent record in the Germany-Bank Transit Number Master - Addtl Information table (F74030G).

Note

The Create Payment Control Group program does not allow you to combine multiple currencies.

See Also

- *Writing Payment Groups for Z1 Payments* in the *Global Solutions Germany Guide*

Modifying Information in a Payment Group

After the group is created (but before it is written), the Additional Bank Information can be changed for each individual payment group or pay item. To change the detail payment instructions for payments, you must access the payment group using Automatic Payment Groups table (P04571).

► To modify information at the payment group level

From the German Localization menu (G74G), choose Work with Payment Groups.

1. On Work with Payment Groups, click Find and choose a payment group.
2. Click Select to access the payment group level.
3. On Work with Payment Group - Write Status, choose a payment group in the detail area.
4. From the Row menu, choose Regional Information.

   Note
   The Regional Information option is available only for payments to German suppliers using the Z1 payment format.

5. On Work with Payment Groups - [Find/Browse], click Select.
6. On Work with Payment Groups - [Fix/Inspect], validate all or any fields that are necessary.

► To modify information at the payment detail level

From the German Localization menu (G74G), choose Work with Payment Groups.

1. On Work with Payment Groups, click Find and choose a payment group.
2. Click Select to access the payment group level.
3. On Work With Payment Group - Write Status, locate and choose a payment.
4. Click Select to access payment detail.
5. On Work with Payment Detail, choose a pay item in the detail area.
6. From the Row menu, choose Regional Information.

Note
The Regional Information option is available only for payments to German suppliers using the Z1 payment format.

7. On Work with Payment Groups - [Find/Browse], click Select.
8. On Work with Payment Groups - [Fix/Inspect], validate all or any fields necessary.

The Work with Payment Group program provides the ability to display group or detailed payment instructions using the Detail Payment Instructions - German (P744572) and the A/P Payment Detail Extension File – Z1 Format (P744573) programs. The default bank account information for German foreign payments is displayed upon inquiry. The Germany-Bank Transit Number Master - Addtl Information table (F74030G) provides the supplier's group and detail information. The information can be modified only before the payment is written. Any single code or all codes can be changed.

Writing Payment Groups for Z1 Payments

If you want to combine two or more payment groups into one payment file to be sent to the bank, you need to perform the following steps when writing the group:

7. Set the Payment Control Group Output processing option on the Print tab for Automatic Payment Groups (P04571) to 1. This processing option allows you to write several groups into one file separating on the bank account number (1).
8. Because all of the groups have to be written simultaneously, choose all of the groups in the detail area and then choose Write from the Row menu.

Caution

If groups are written simultaneously, take special care to ensure that the groups are not reset or undone separately. J.D. Edwards recommends that immediately after writing groups, you review and then update the groups together to ensure that no vouchers are paid twice.

After you update, verify, or correct all details, you write the payment groups that will create the Z1 file. The Z1 file is created only if the Create A/P Bank Diskette - Germany program (P04572Z5) is specified as the payment instrument.

Note

Whether the U or W record is created depends upon the value in the Payment Handling Code for each pay item.

Key Notes Regarding the Fields for the Z1 Format

- Q Record
  - Field 9

    This field indicates whether the file includes statistical information (U or W record) to send to the Federal Bank. This field is always set to J, indicating that either a U or W record is always included in the file.

- Field 10 and 11

  You must indicate the Regional Centre Bank area code for the Create A/P Bank Diskette - Germany file (R04572G5). Additionally, you must indicate the Principal's Company Code and Principal's Industrial Code. This processing option is mandatory because field Q9 is equal to J. If the Processing Option is blank, then the Bundesbank (German Federal Bank) rejects the file.

- T Record

  - Field 8 - SWIFT Address/BLZ

    This field contains either the SWIFT address or the BLZ code of the beneficiary's bank. One of these values must be entered or the Bundesbank does not accept the file. If the SWIFT or BLZ code does not exist for the supplier, J.D. Edwards recommends that you submit the Z1 foreign payment format via a paper copy. This field must be entered in the Bank Transit Master table (F0030) or the bank will fail the file.

  - Field 18 - Instruction Code 3

    If records U and W are in DEM, this field is blank. Otherwise, it contains 95. If the transaction currency in T13 is used, then T18 must equal 95. If T19 is filled, then T18 must be blank.

  - Field 19 - Instruction Code 4

    This field is used if you use a DEM Bank Account to pay a USD-Invoice. Then the value of 14a/b must be DEM, which will be converted by the bank to the T13 currency. If T18 is filled, then T19 must be blank.

  - Field 20 - Additional Instruction Code Information

    This field allows you to provide additional information for the instruction codes. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

  - Field 21 - Cost Settlement Code

    This field contains the cost settlement code. You can enter this information via Cost Settlement UDC (74/28) in the Bank Account Cross Reference - Germany program.

  - Field 22 - Label for type of Payment

    This field contains the label for type of payment. You can enter this information via Label for Payment UDC (74/29) in the Bank Account Cross Reference - Germany program.

  - Field 23 - Additional Instruction to Principal's Bank

    This field enables you to add instructions to the principal's bank account. You can enter this information in the Bank Account Cross Reference - Germany program.

  - Field 24 - Contact Name and Telephone Number

    This field enables you to add the contact name and telephone number of the person to contact at the principal's company if the paying bank has questions that are related to the payment order. You can enter this information in the Bank Account Cross Reference - Germany program.

- Field 25 - Reporting Code

  This field enables you to indicate whether the contents of the T record should be reported to the Federal Bank. You can enter this information in the Bank Account Cross Reference - Germany program.

- W Record
  - Field 3 - Type of Transaction Concerned

    This field enables you to designate whether the transaction is for capital movements/capital gains, or for service or transfers. You can enter this information in the Bank Account Cross Reference - Germany program.

Entering Supplier Master Records

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

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

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

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

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

- Work With Addresses
- Work With Supplier Master

Note

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

See Also

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

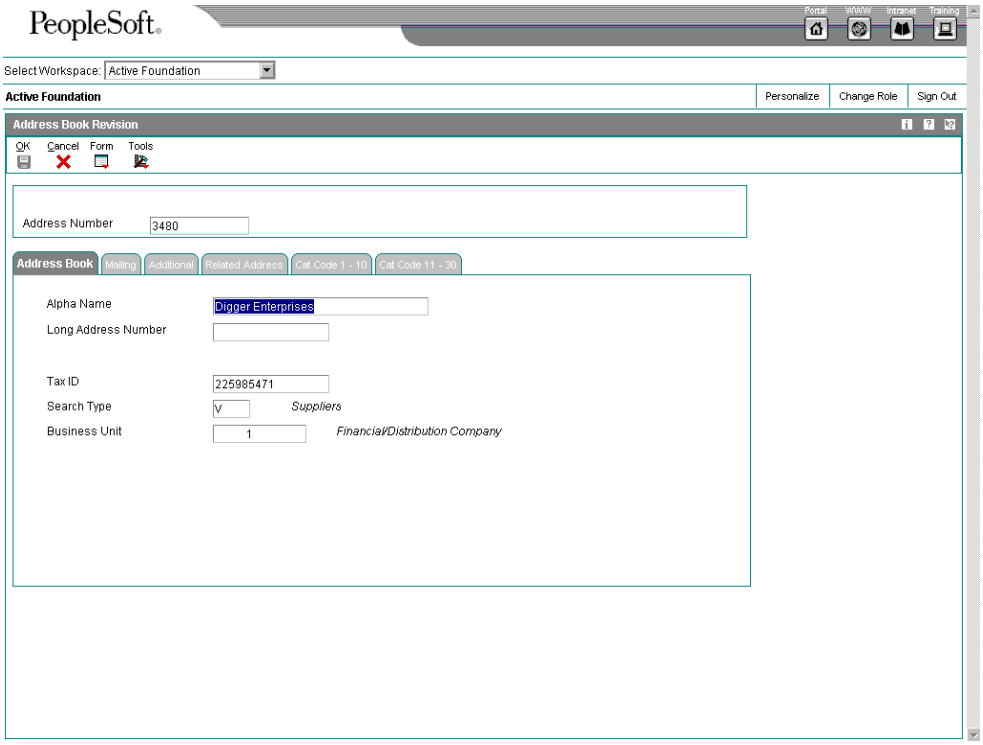
► To enter supplier address and mailing information

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

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

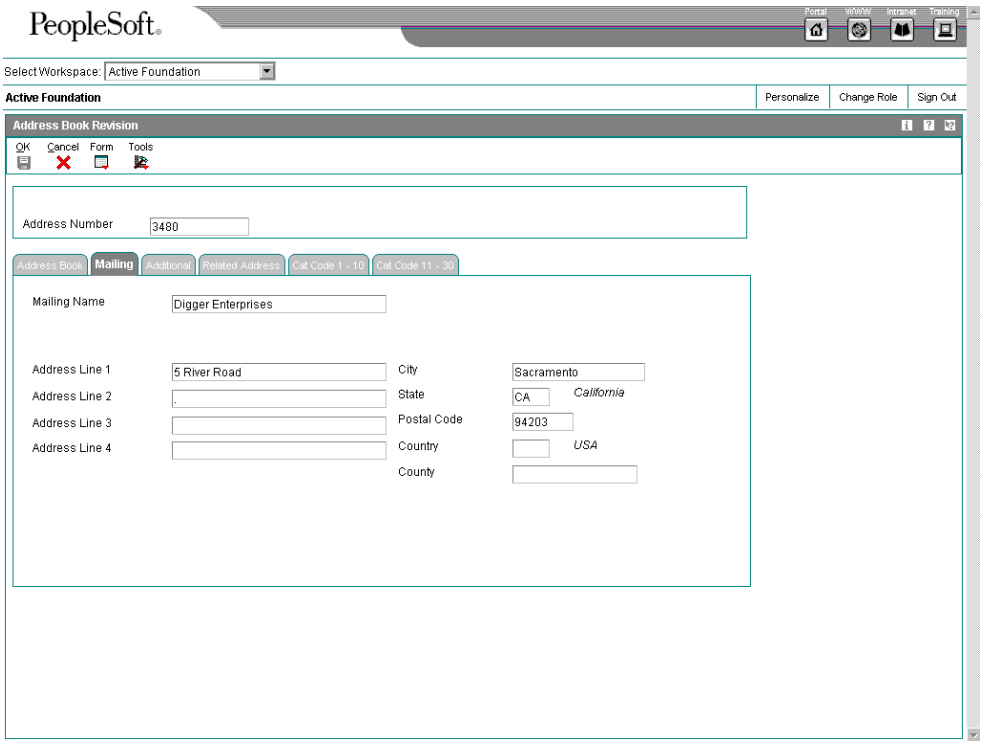
1. On Work With Supplier Master, click Add.
2. Enter a supplier number and click OK.

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



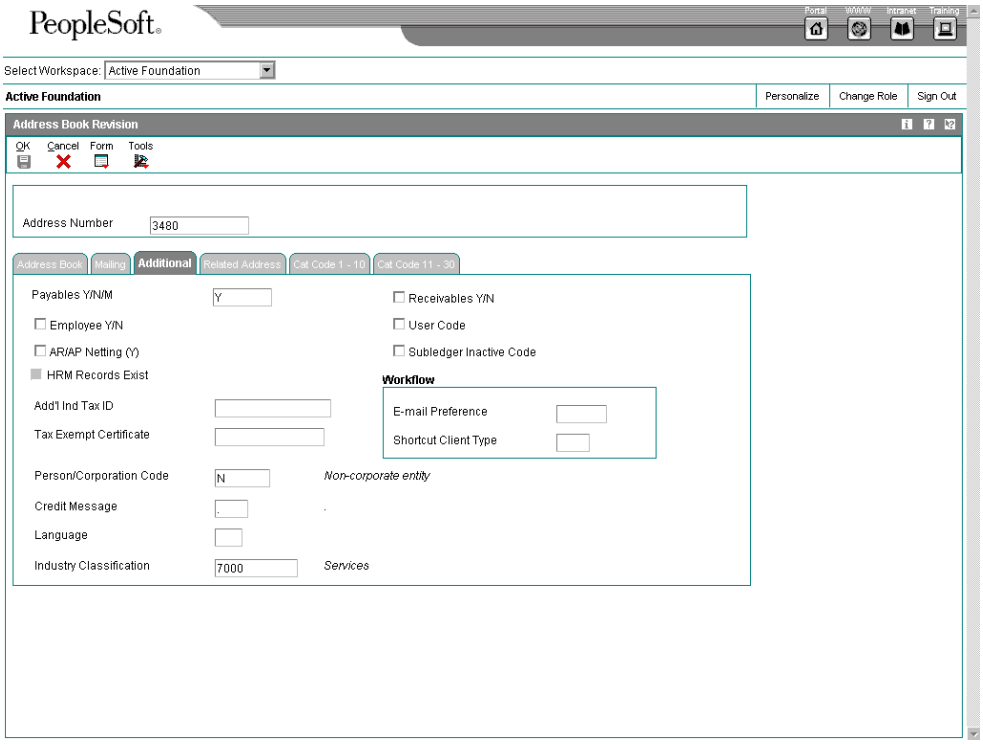
3. On Address Book Revision, on the Address Book tab, complete the following fields to identify the supplier:
   - Alpha Name
   - Search Type

4. Complete the following optional fields:
   - Address Number
   - Long Address Number
   - Tax ID
   - Business Unit



5. Click the Mailing tab and complete the following fields to enter mailing information:
   - Mailing Name
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State
   - Postal Code

- Country
- County



6. On the Additional tab, complete the following field:
   - Payables Y/N/M

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

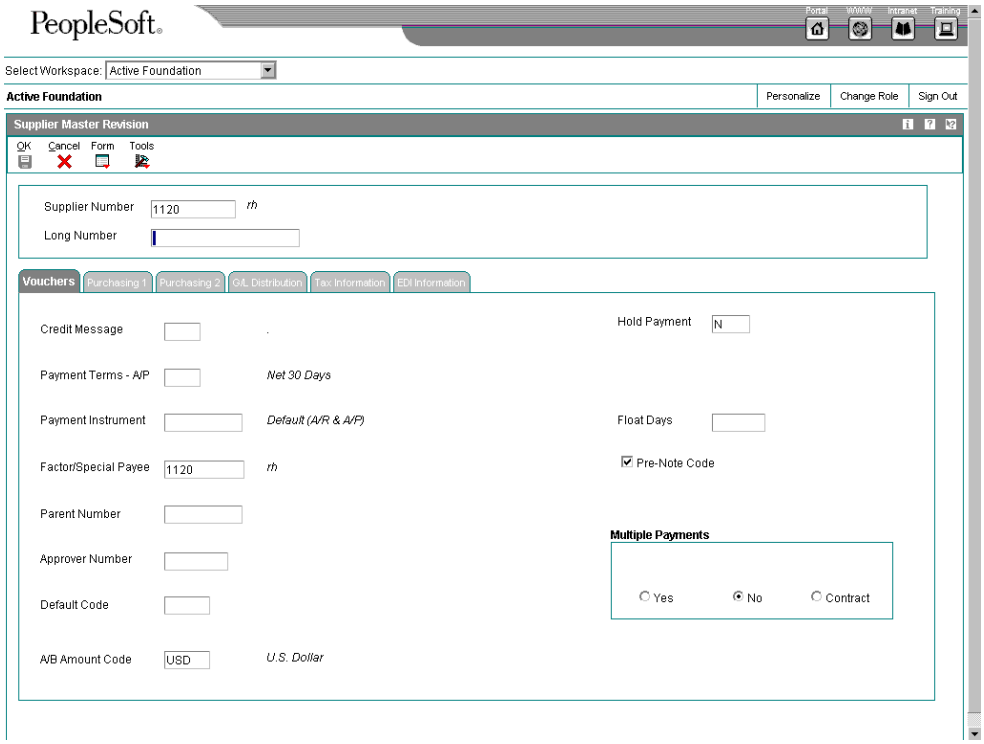
- Credit Message
- E-mail Preference
- Language
- Industry Classification

9. Click OK to save the address book record.

► To enter supplier master information

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

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



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

- Credit Message
- Payment Terms - A/P
- Payment Instrument
- Factor/Special Payee
- Parent Number

  The parent/child relationship that is created by entering a value in this field is used for reporting purposes only in the Accounts Payable system. Voucher and payment processing do not use the parent number field or a parent/child relationship.
- Approver Number
- Hold Payment

  The Hold Payment code applies only to the supplier on a voucher. The hold payment code does not apply when the supplier is a payee on a different supplier's account.
- Float Days

4. If applicable, turn on the following option:
   - Pre-Note Code
5. Turn on one of the following multiple payments options:
   - Yes
   - No
   - Contract
6. Click the G/L Distribution tab and complete the following optional fields:
   - G/L Offset
   - Model JE Doc Type/No/Co
   - Default Expense Account
7. Click the Tax Information tab and complete the following fields to enter tax information:
   - Tax Expl Code
   - Tax Rate / Area
8. To enter 1099 information, complete the following fields:
   - Person/Corporation
   - Tax ID

- Add'l Ind Tax ID

9. To enter withholding information, complete the following fields.
   - Tax Authority
   - Percent
10. If you need to enter 1099 information, choose A/B Revision from the form menu.

    The Address Book Revision form appears. Complete the steps to enter information for 1099 reporting.
11. If you need to enter bank account information, complete the steps to assign bank accounts to suppliers
12. If you do not need to enter 1099 information or bank account information, click OK.

See Also

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

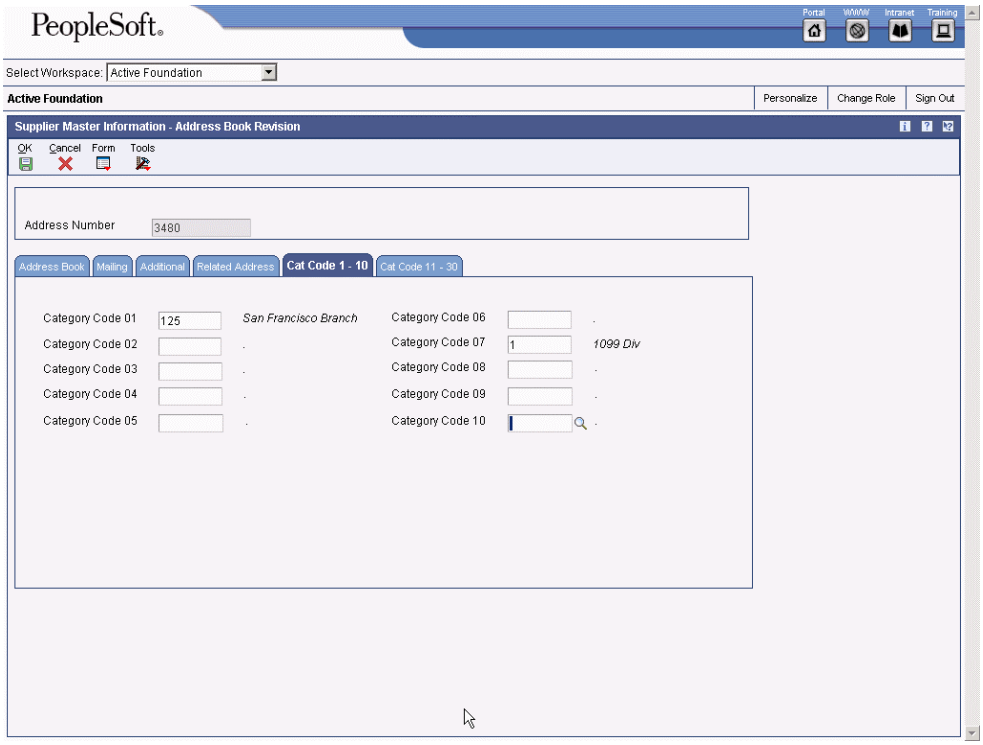
See the following topics in the *Accounts Payable Guide*:

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

► To enter information for 1099 reporting

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

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

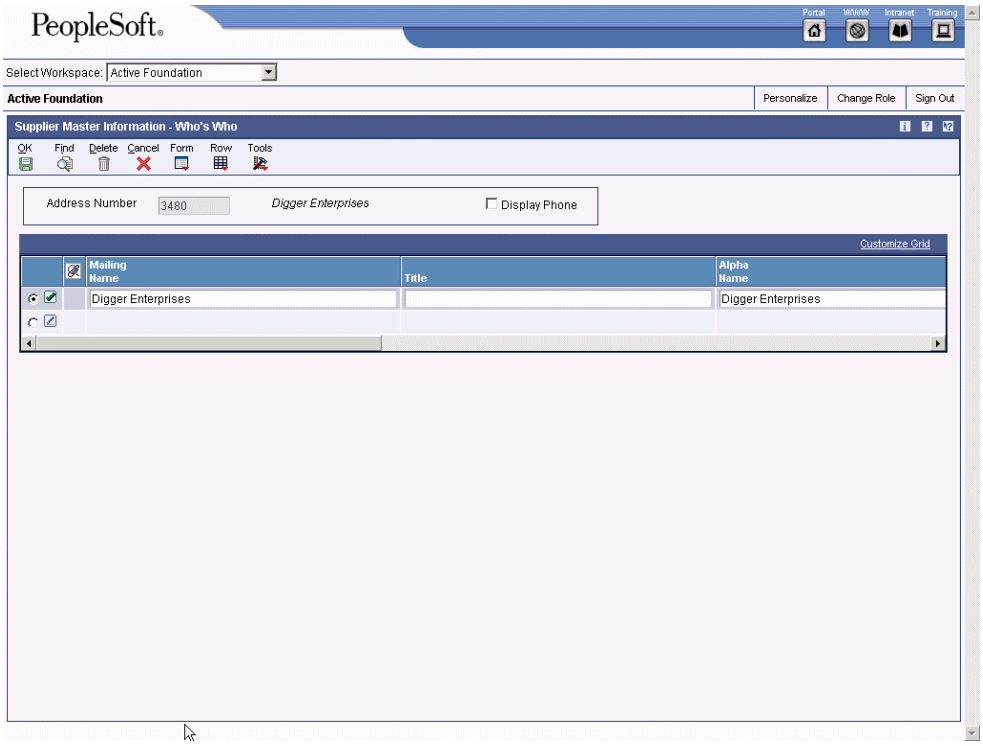


2. On the Cat Code 1 - 10 tab, complete the following field and click OK:

   - Category Code 07

     Category code 07 applies only to the A/P Ledger method of 1099 processing, not to the G/L method.

3. On Supplier Master Revision, choose Who's Who from the Form menu.



4. On Who's Who, complete the following fields and click OK:
   - Mailing Name
   - Type Code
5. On Supplier Master Revision, click the Tax Information tab.
6. On the Tax Information tab, verify the values for the following fields and click OK:
   - Person/Corporation
   - Tax ID
7. On Supplier Master Revision, choose A/B Revision from the Form menu.
8. On Address Book Revision, on the Mailing tab, verify that the supplier's street address is the last nonblank line of the mailing address.

   A 1099 form has four lines for the following information:

   - Legal name
   - Supplier name
   - Street address
   - City, state, and zip code
9. Click OK to save the record.
10. If you need to return to assign bank accounts to suppliers, choose A/P from the Form menu to return to the Supplier Master form.

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

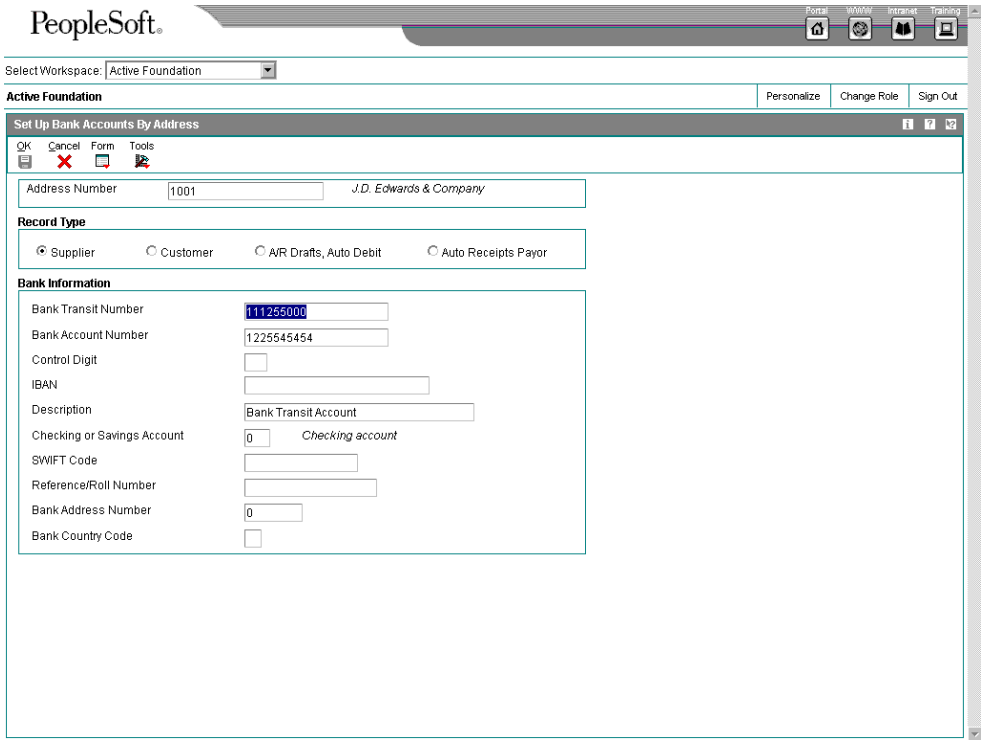
See Also

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

► To assign bank accounts to suppliers

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

1. On Supplier Master Revision, choose Bank Accounts from the Form menu.
2. On Work With Bank Accounts by Address, click Add.



3. On Set Up Bank Accounts by Address, complete the following fields:
   - Address Number
   - Bank Transit Number
   - Bank Account Number
   - Checking or Savings Account
4. Click one of the following record type options:

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

5. Complete the following optional fields and click OK.
   - Control Digit
   - Description
   - SWIFT Code
   - Reference/Roll Number

See Also

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

Related Tasks for Entering Supplier Master Records

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

See Also

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

Processing Options for Supplier Master Information (P04012)

Entry Tab

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

---

1. Tax ID

Blank = Display this field

1 = Hide this field

2 = Disable this field

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

Blank

Display this field.

1

Hide this field.

2

Disable this field.

Defaults Tab

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

1. Search Type

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

2. Amount Currency Code

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

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

Version Tab

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

1. Supplier Master MBF (P0100043) Version

Blank = Version ZJDE0001

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

2. Address Book (P01012) Version

Blank = Version ZJDE0001

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

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

What You Should Know About Processing Options

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

Processing Options for Supplier Master MBF – PO (P0100043)

Outbound Tab

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

1. Transaction Type

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

2. Change Transaction Image

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

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

Blank Write the After image.

1 Write the Before and After image.

See Also

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

Setting Up Multiple Bank Accounts for Suppliers

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

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

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

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

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

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

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

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

Before You Begin

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

See Also

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

Assigning Multiple Bank Accounts to Suppliers

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

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

► To assign multiple bank accounts to suppliers

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

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

6. Click OK, and then click Close.

Activating a Bank Account as a Vendor Record Type

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

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

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

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

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

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

► To activate a bank account as a vendor record type

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

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

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

Assigning Payment Instrument and G/L Account Relationships

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

When you assign a payment instrument to a record type or to a record type and a G/L bank account, you are setting up rules that allow the system to choose which bank account to use

during automatic payment processing. The system will automatically choose the correct bank account based on the relationships that you set up.

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

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

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

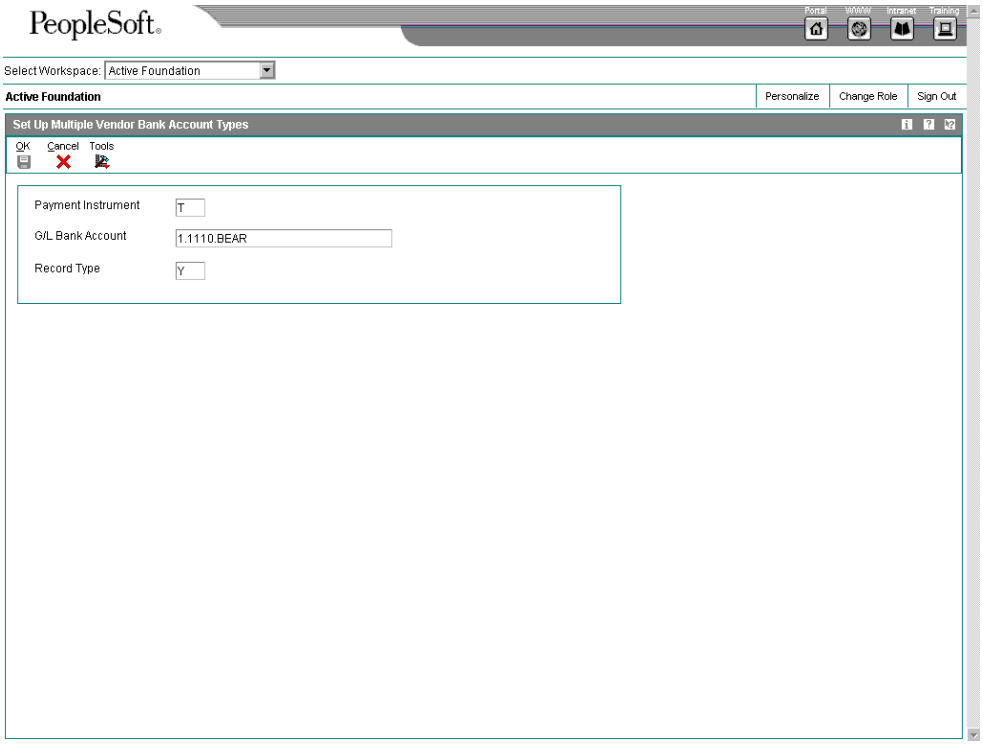
- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

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

► To assign payment instrument and G/L account relationships

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

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



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

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

3. Click OK.

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

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

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

When you process bank tape payments, the system performs pre-note editing if the G/L (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the

bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

Note

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

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

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

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

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

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

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

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

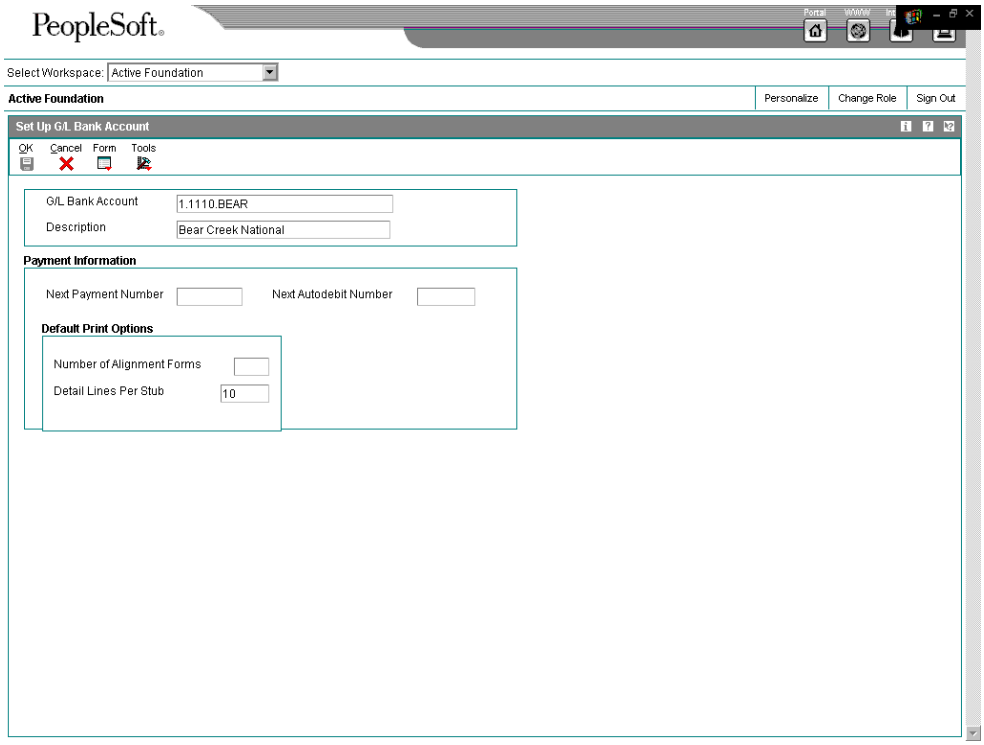
Use one of the following navigations:

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

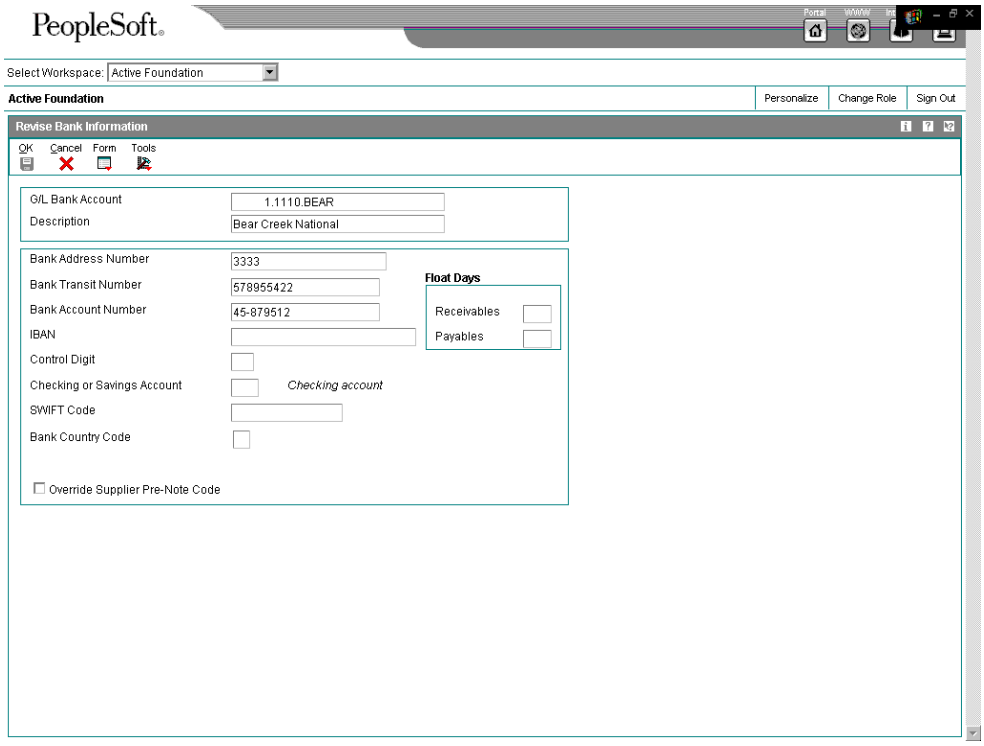
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

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.

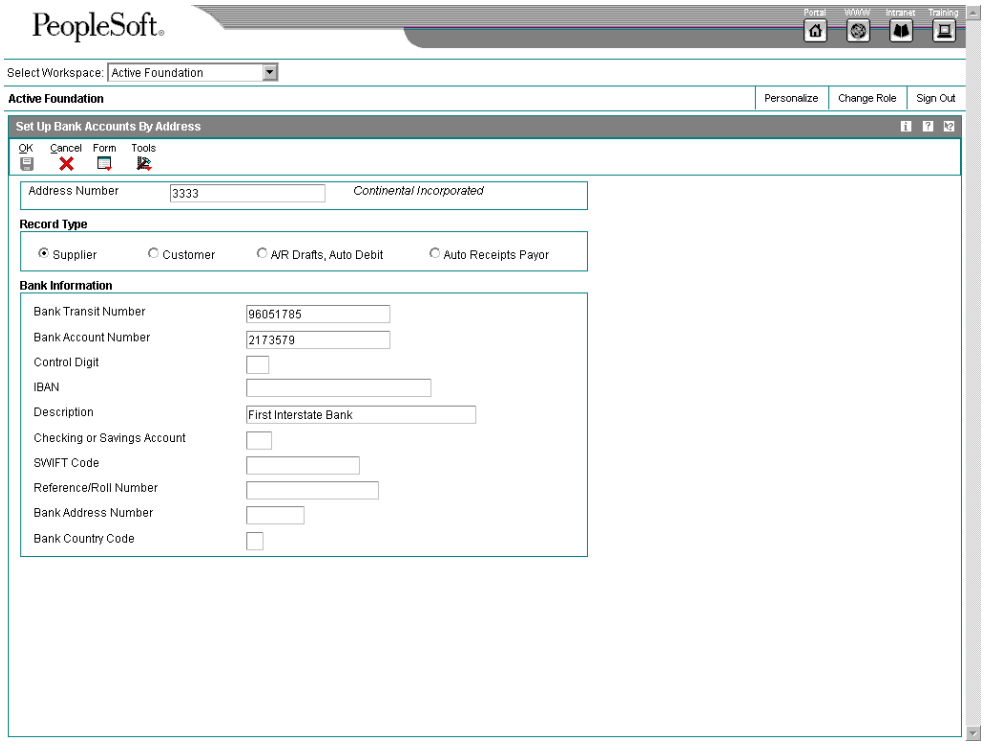
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

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

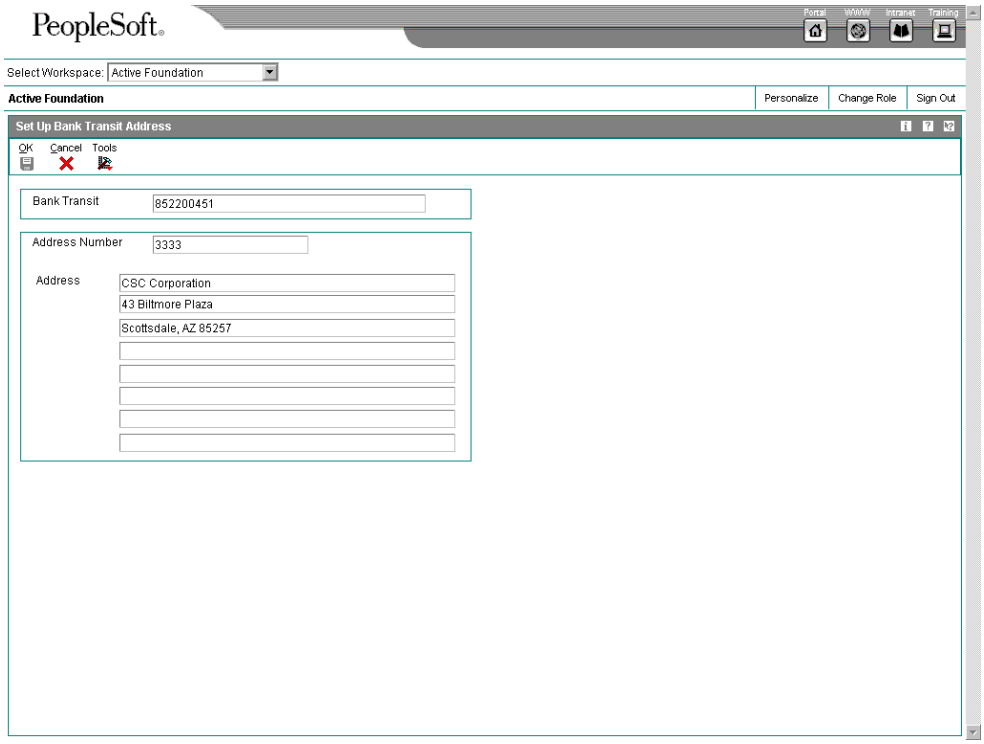
You can associate a bank transit number with a bank's address book number.

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.

Setting Up Additional Bank Account Information

Foreign payment formats require more detailed information than is provided in the Bank Transit Master table (F0030).

You should set up this detailed information for your suppliers, both foreign and domestic. This information is stored in the Germany-Bank Transit Number Master - Addtl Information table (F74030G).

You can designate multiple bank accounts for a single supplier when the supplier is associated with a unique payment handling code.

Note

At this point, if either a Swift Code or a Routing Transit Code is not provided, a warning message is issued on an inquiry, add, or change. Users must ensure that the Swift Code or Routing Transit Code is provided before the payment process is completed. If the information is not provided, then the file is filled with zeros.

Before You Begin

- ❑ Set up bank account information for Accounts Payable.

► To set up additional bank account information

From the German Localization menu (G74G), choose German Bank Account.

1. On Work With German Bank Account Cross Reference, click Add.
2. On German Bank Account / Additional Information, complete the following fields:
   - Address Number

   The system automatically completes the following fields from the Bank Transit Master table (F0030).

   - Bank Transit
   - Bank Account
   - SWIFT Code
   - Record Type
3. Complete the following additional fields:
   - Instruction code 1
   - Instruction code 2
   - Instruction code 3
   - Instruction code 4

- Cost Settlement Code
- Label for Payment
- Code Number
- Transaction concerned
- Additional Instruction Code Information
- Instruction to Principal's Bank
- Reporting Code
- Contact Name and Telephone Number

4. Click OK.

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 German Payment Formats

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

Assign the following programs to payment instruments for Germany:

R04572G1 Bank tape format

R04572G2 Diskette format

R04572G3 Check format

R04572G5 Z1 diskette format

Note

The R04572G5 format calls the R04573G application, which creates a paper attachment to accompany the electronic submission (form Z4).

You can specify different versions of the Write, Register, Debit Statement, and Attachment programs that you assign to your payment instruments. To specify, access the versions list to create a new version of the program. Then, on Payment Instrument Defaults, access the detail area and type the new version name in the appropriate Version field.

If you print German checks, you must specify the German translation program (X00500D). To specify, access the processing options for the Print Automatic Payments - Check - Germany program (R04572G3). Enter X00500D in the Translation processing option.

Processing Options for Create A/P Bank Tape – Germany (R04572G1)

Transfer

1.Enter the city of origin.

City of Origin

Tape

1.Enter the following default values:

Device Name

Tape Density

Label Name

New Volume

New Owner ID

Tape File Name

Processing Options for Create A/P Bank Diskette – Germany (R04572G2)

Transfer

1. Enter the city of origin

City of Origin

Tape

1. Enter the following default values:

Device Name

Tape Density

Label Name

Block Size

New Volume

Tape (more)

New Owner ID

File Name

Currency

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

Processing Options for Print Automatic Payments – Check – Germany (R04572G3)

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)

Print

1. Enter the Forms Type for the payments spool files. If left blank the default is 'APCHECKS'.

Form Type (FUTURE)

Processing Options for A/P Payments – Z1 Diskette File (R04572G5)

G5 Format

ELECTRONIC FUNDS TRANSFER

1. Enter the city of origin

WAY BILL INFORMATION

2. Label Name

Q RECORD INFORMATION

3. Regional Centre Bank Area Codes

(2 digits)

Prinicpals Company Code

(5 digits)

Principals Industrial Classification

(3 digits)

4. Character Replacement (UDC 04/RC)

Blank = No

1 = Yes

Setting up the Processing Options for A/P Payment – Z1 Diskette File (R04572G5)

The following additional considerations are for setting the processing options for the A/P Payment - Z1 Diskette File program (R04572G5):

Electronic Funds Transfer	Enter the city of origin - Enter the city of origin to be printed on the Begleitzettel or the Waybill.
Way Bill Information	Label Name - Enter the Label Name to be printed on the Begleitzettel or Waybill as the volume number of the disk.
Q Record Information	You must enter the Regional Bank Area Code, Company Code, and Industrial Classification Code. This information is printed in the Q record on the Z1 file to provide the respective Regional Federal Bank (LZB) with the proper regional information. You should obtain these codes from the Bundesbank (German Federal Bank).
Replaced Character (04/RC) UDC	When you set the Character Replacement processing option to 1 (yes), the system replaces characters in the flat file as specified in the Replaced Character (04/RC) UDC table.

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

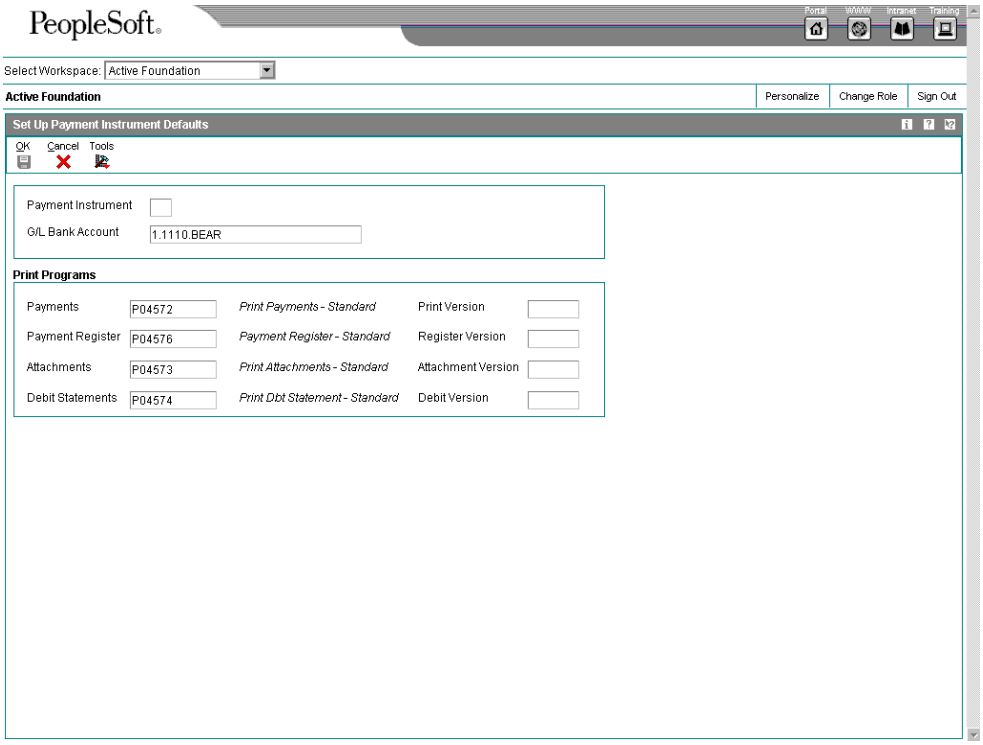
Before You Begin

- 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)

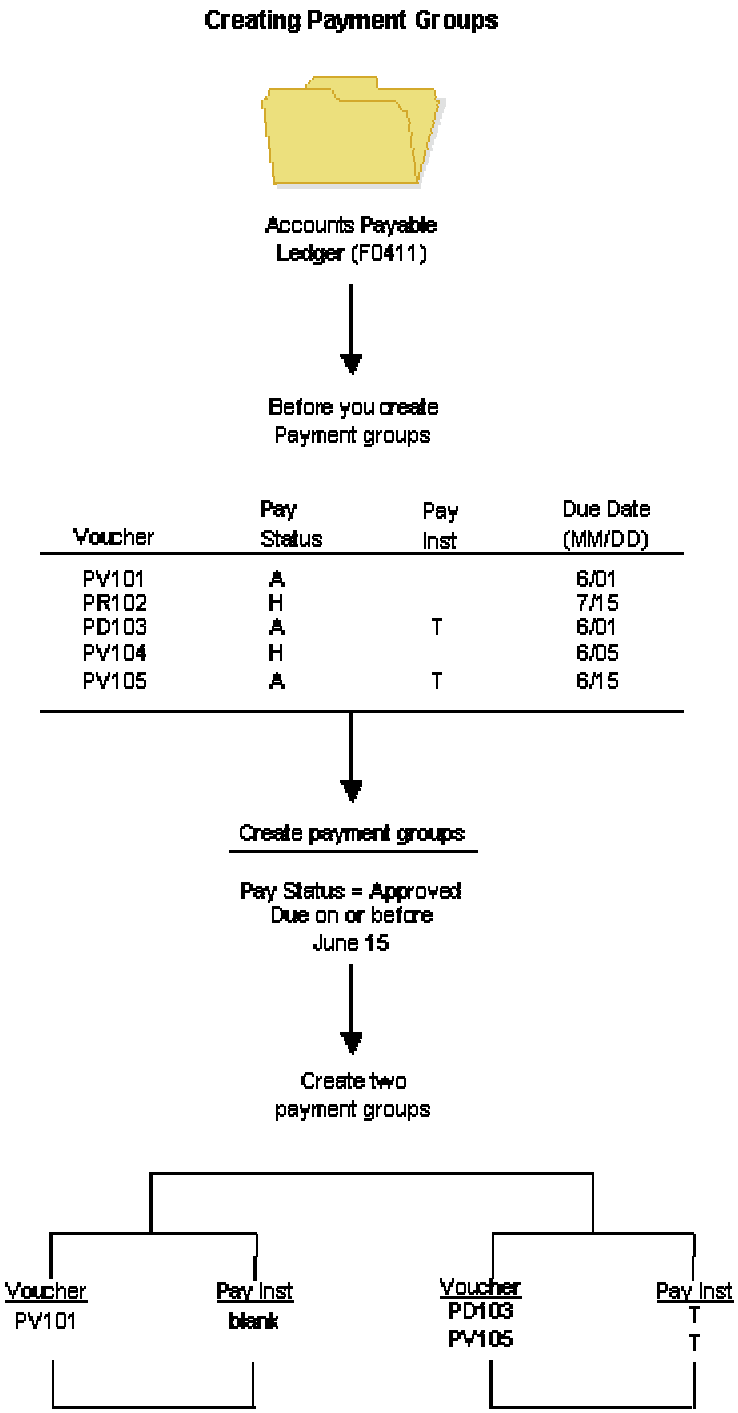
Note
To group vouchers for a supplier where the vouchers have different G/L bank accounts, use version XJDE0008, or a copy of it, to create the payment group. Be sure to enter the G/L Bank Account override on the Printing tab of the processing options. This version of P04570 does not include G/L Bank 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:



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:

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

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

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

4. Business Unit

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

Valid values are:

Blank No

1 Yes

Summarize Tab

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

1. Summarized Pay Item

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

Blank

Do not summarize pay items.

1

Summarize pay items.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No

1 Yes

2. Print Contract Number

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

Valid values are:

Blank No

1 Yes

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

3. Print Job Number

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

Valid values are:

Blank No

1 Yes

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

Bank Tape Tab

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

---

1. Print Bank Tape Information

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

Valid values are:

Blank No

1 Yes

---

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

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

Withholding Tab

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

1. Calculate Withholding

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

Blank No

1 Yes

2. Program Version

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

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

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

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

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

Setting Up the Processing Options for Create Payment Groups for Germany

To print attachments, enter 1 in the Print Attachments processing option on the Printing tab.

payment group for each bank account and currency. For example, if you are using format Z1 for foreign payments, the system creates a payment group for each currency.

See Also

- *Working with Payment Groups* in the *Accounts Payable Guide*

Setting Up the Processing Options for Automatic Payment Groups for Germany

Special considerations exist when you use the Automatic Payment Groups program (P04571) in Germany.

Before using the program, you should set the processing options as follows:

- On the Print tab, for the Print Program Version processing option, enter version XJDE0001 for Z1 version.
- If you are using the Z1 format for foreign payments, enter 2 in the Payment Control Group Output processing option on the Print tab. This action creates one file for all control groups. In addition, the system creates one file for each bank account and currency.

See Also

- *Revising Unprocessed Payments* in the *Accounts Payable Guide* for information about revising control information for payment groups

Working with Payment Groups

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

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

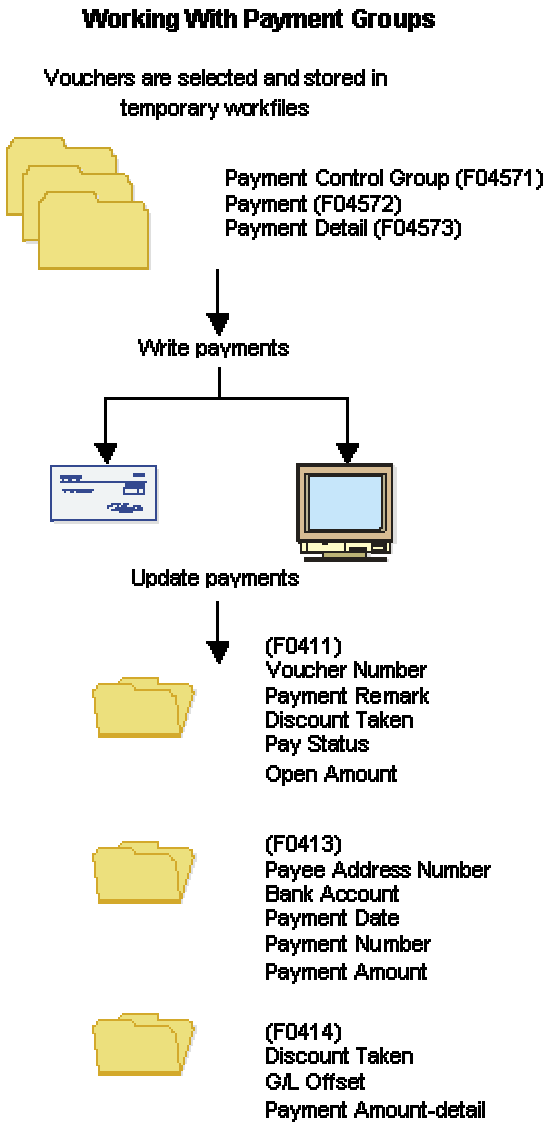
When you work with payment groups, you work with pay items that are at one of the following statuses:

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

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

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

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



After you process payment groups

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

Printing the Payment Analysis Report

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

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

Processing Options for Payment Analysis Report (R04578)

Print

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

Detail Voucher Information

2. Enter a '1' if processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

Business Unit

Reviewing Payment Groups

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

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

► To review a payment group

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

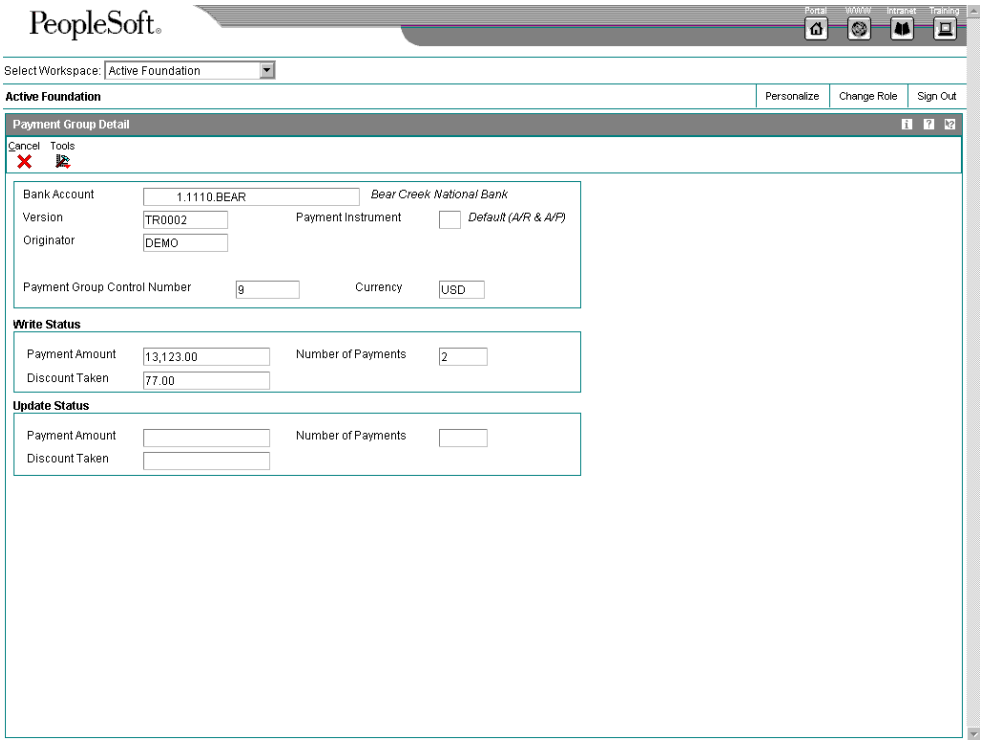
1. On Work With Payment Groups, click one or both of the following options:
   - Write Status
   - Update Status
2. To further limit your search, complete the following field:
   - Bank Account

3. Click Find.

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

4. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.

5. Choose Detail from the Row menu.



   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:

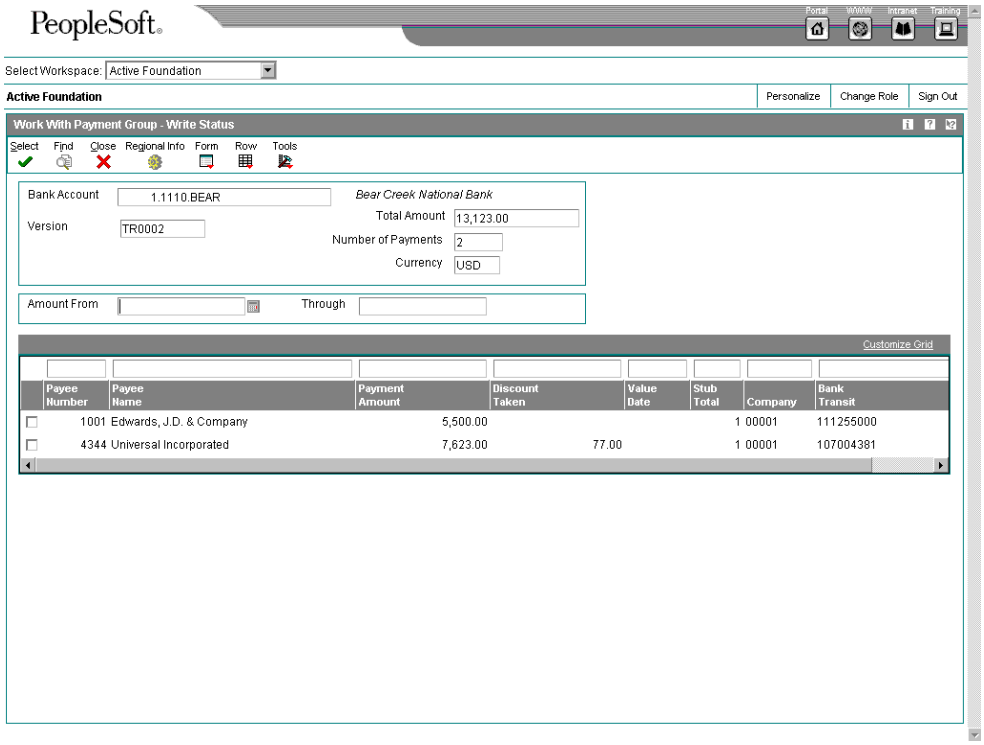
- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

► To review payment and voucher information (write status)

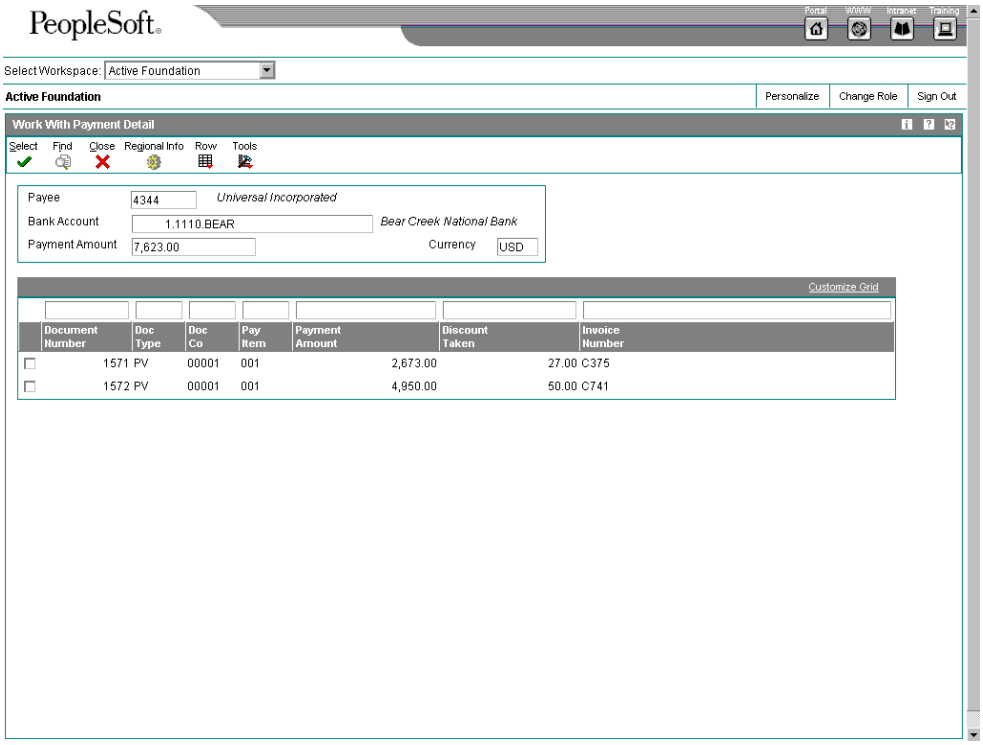
You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

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

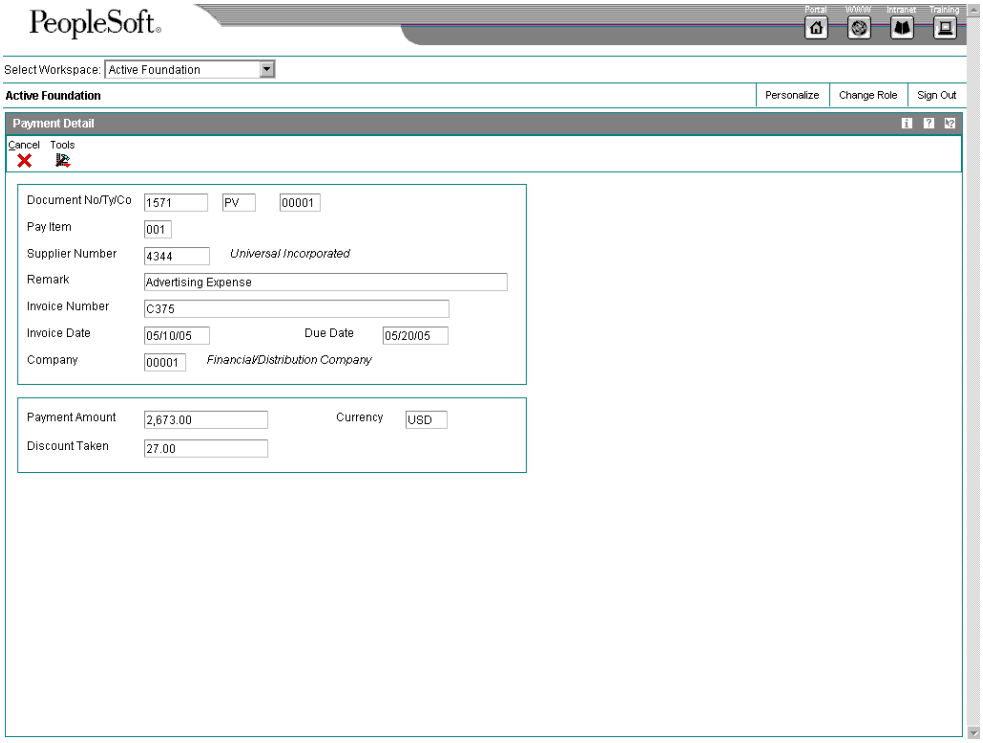
1. On Work With Payment Groups, click the following option and click Find:
   - Write Status
2. Choose a payment group and click Select.



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.



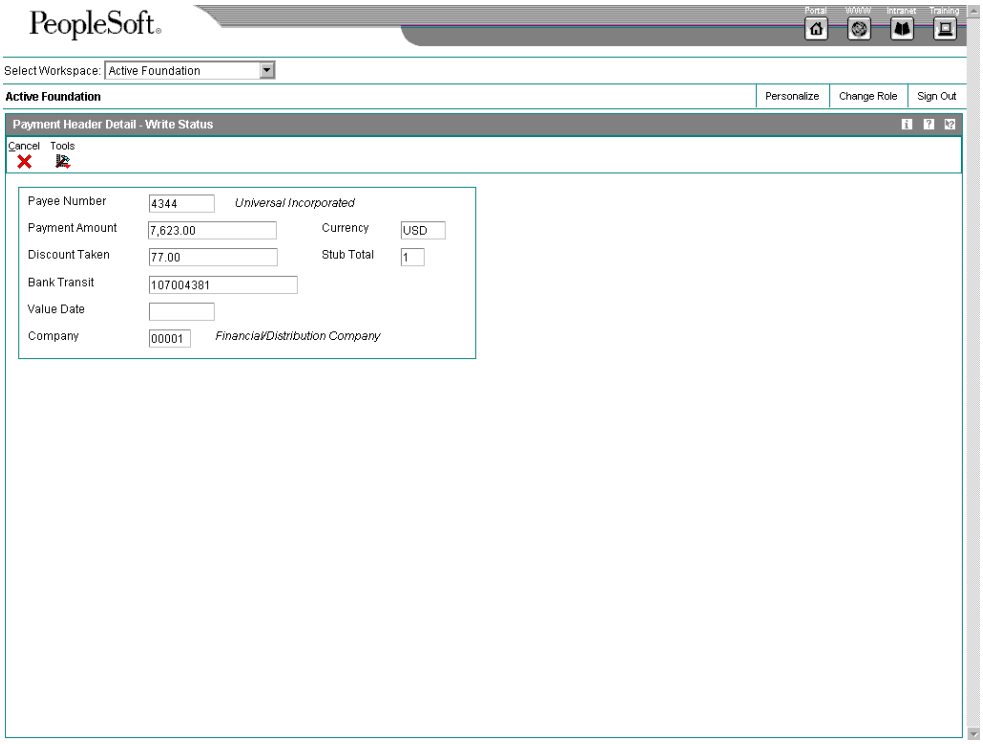
The Payment Detail form shows the voucher information associated with a payment.

► 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

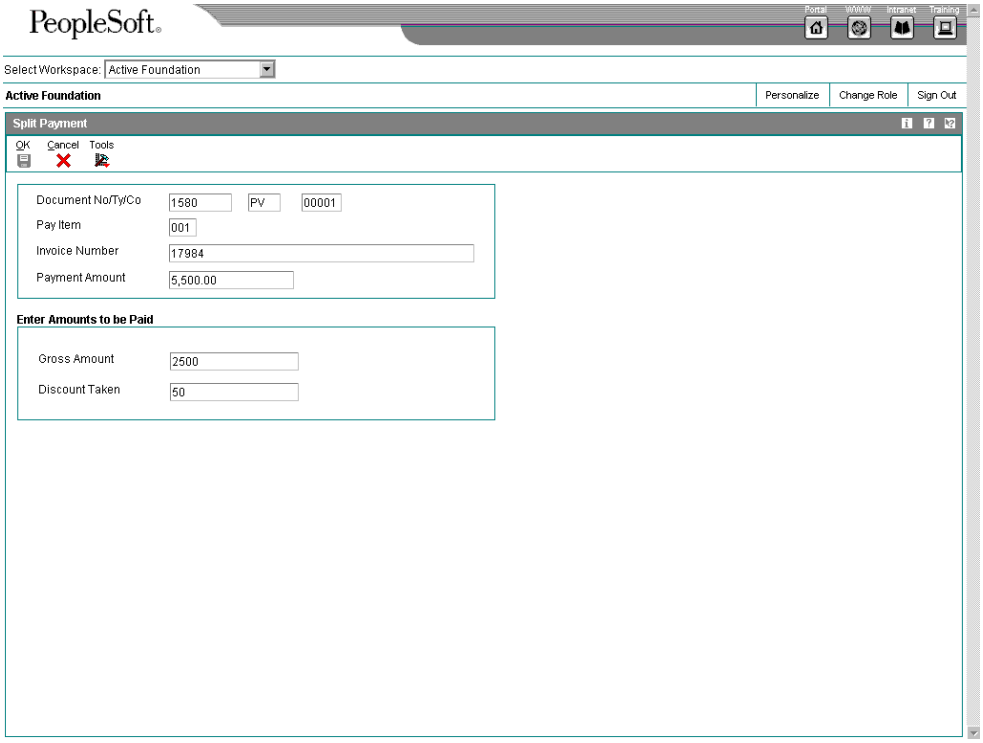
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or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



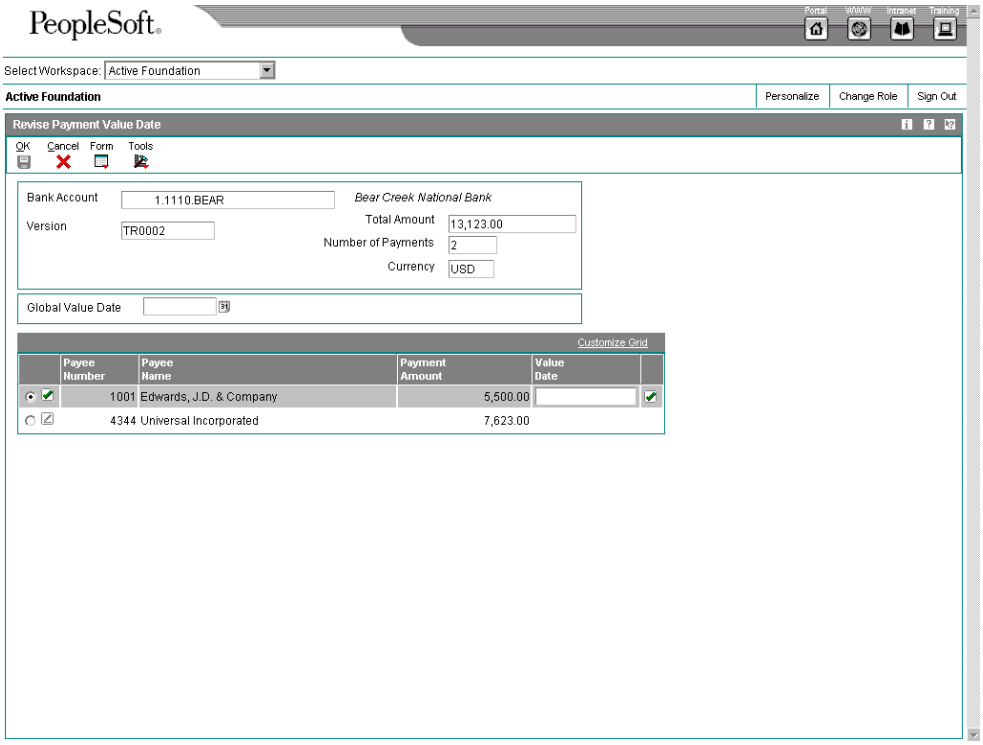
5. On Split Payment, complete the following fields and click OK:
   - Gross Amount
   - Discount Taken

► 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

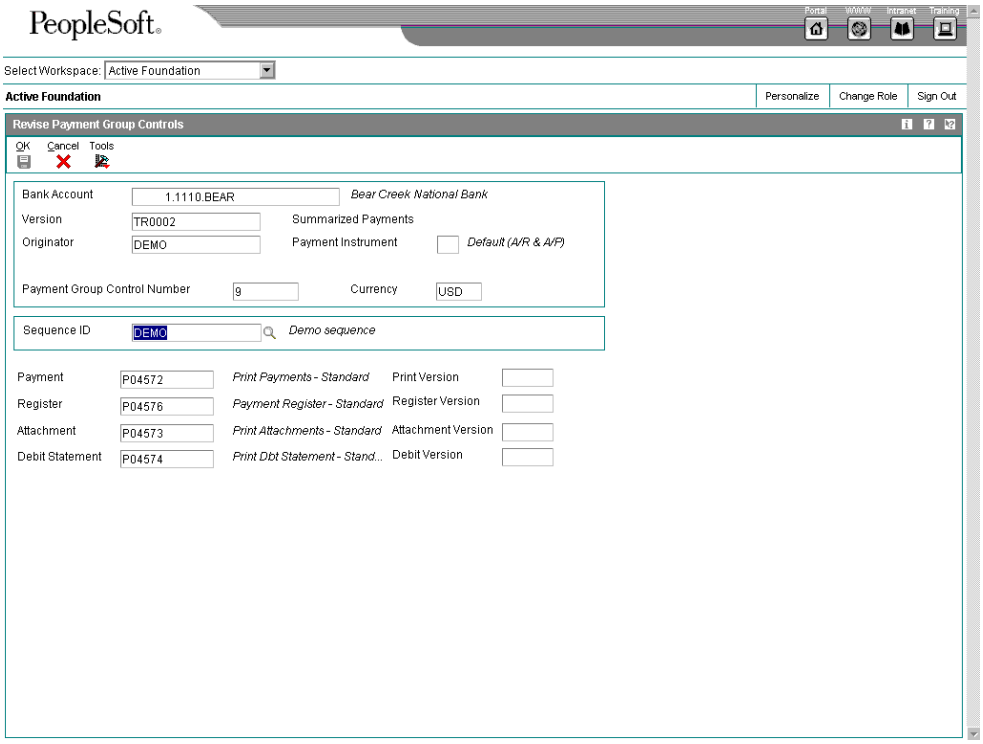
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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

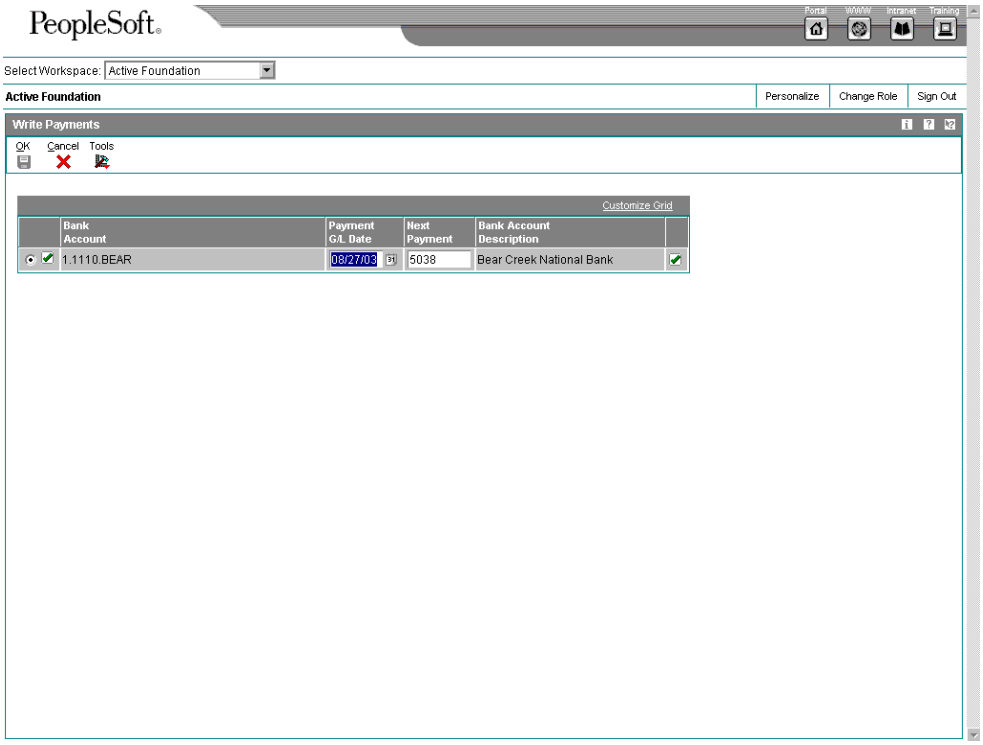
   If some payments in a group have already been written, the payment group appears as two lines on the Work With Payment Groups form, with the appropriate totals for

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.

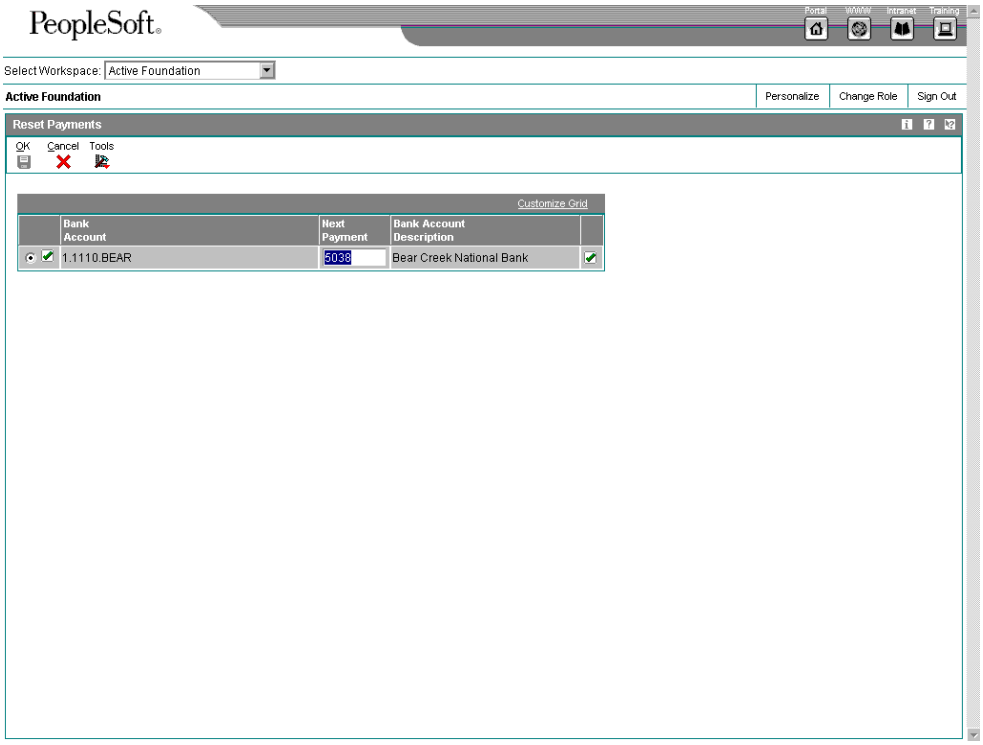
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► 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.

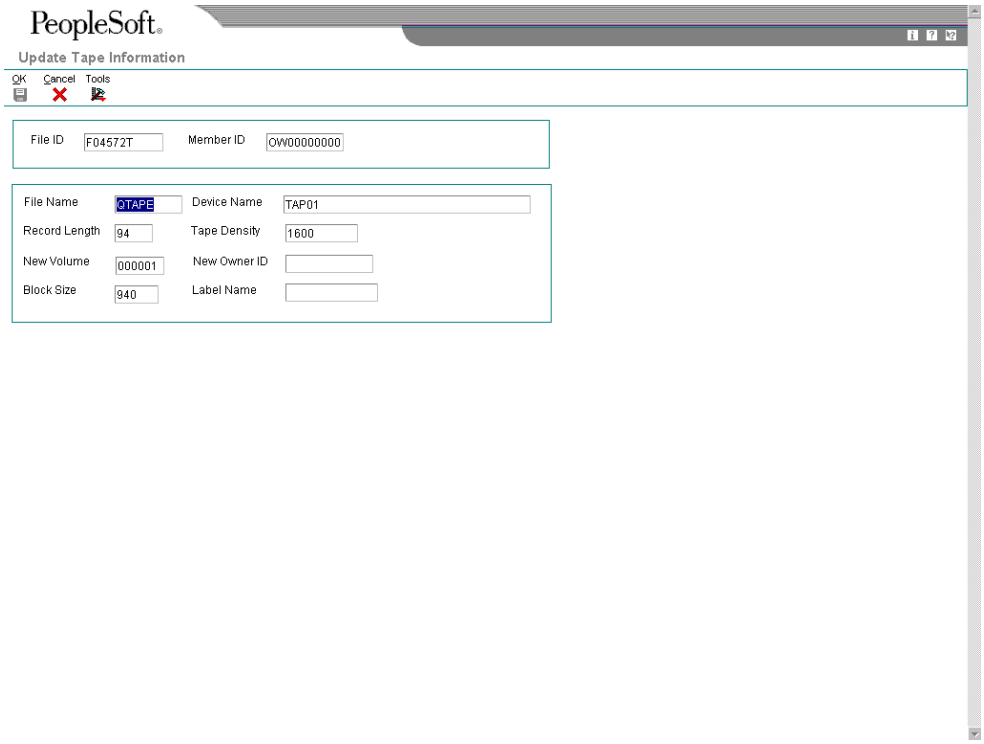
You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

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).

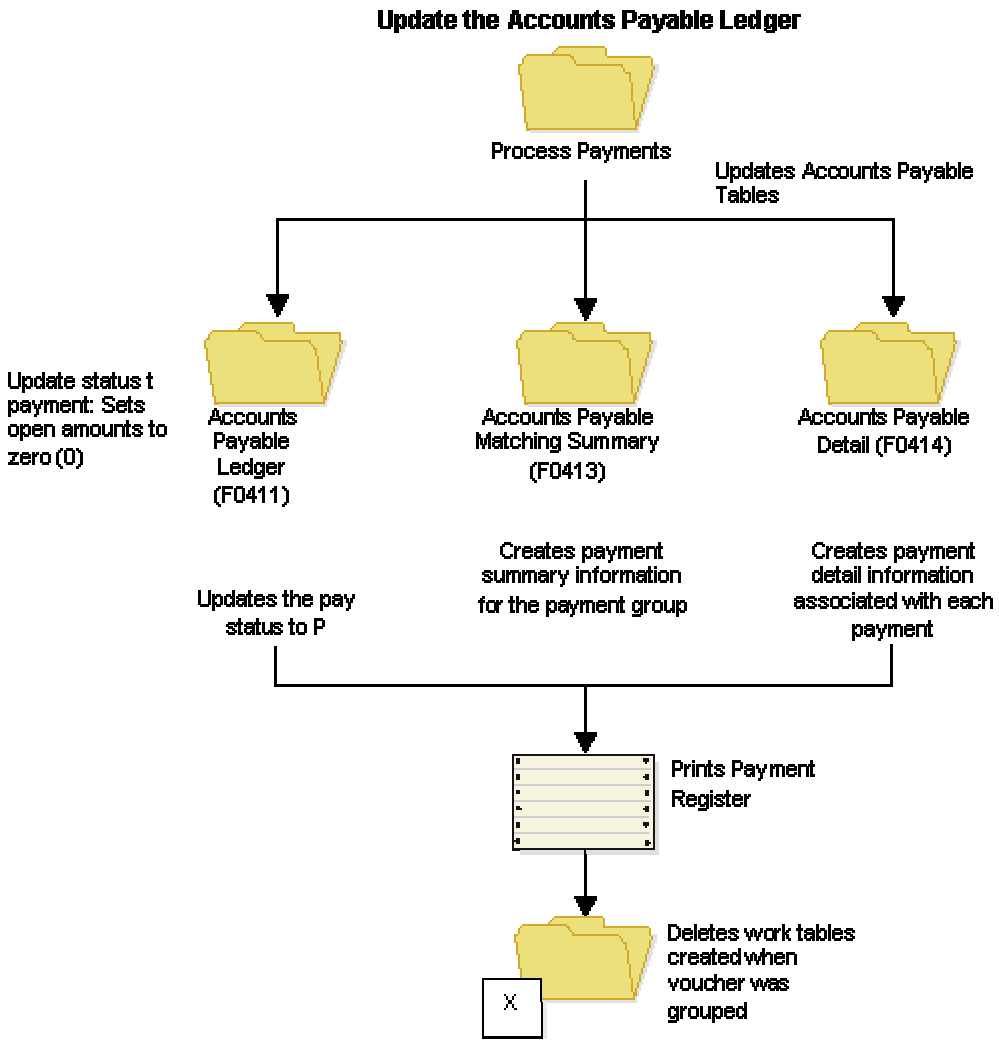
Updating the Accounts Payable Ledger

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

You can review your chart of accounts by object and subsidiary. You can also review your alternate chart of accounts by category code.

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.

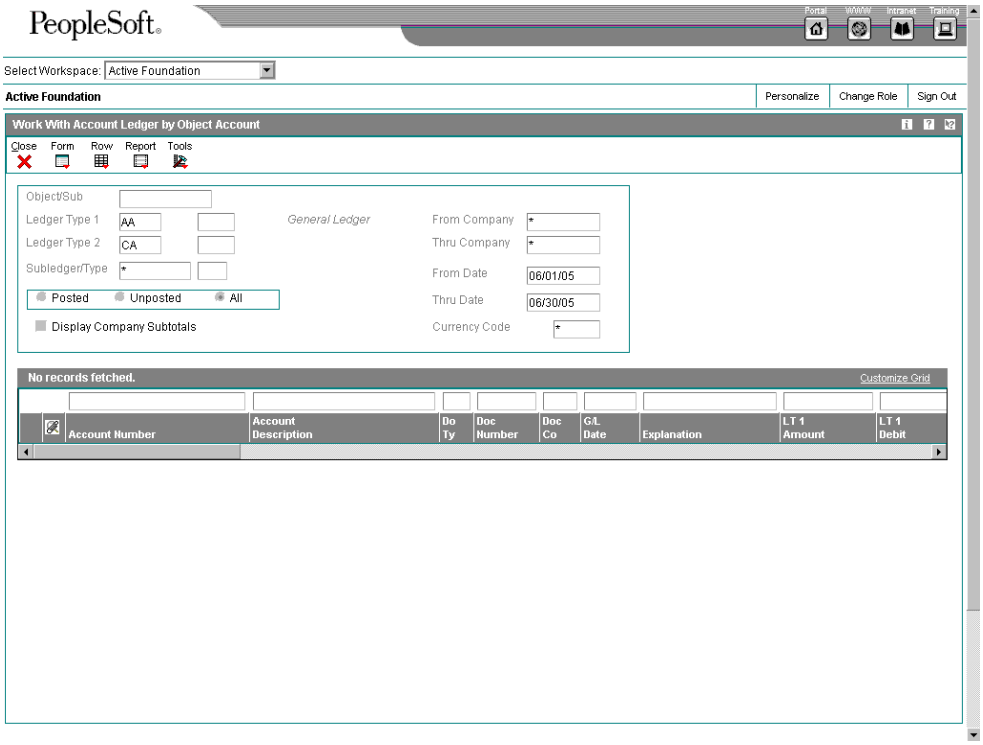
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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.

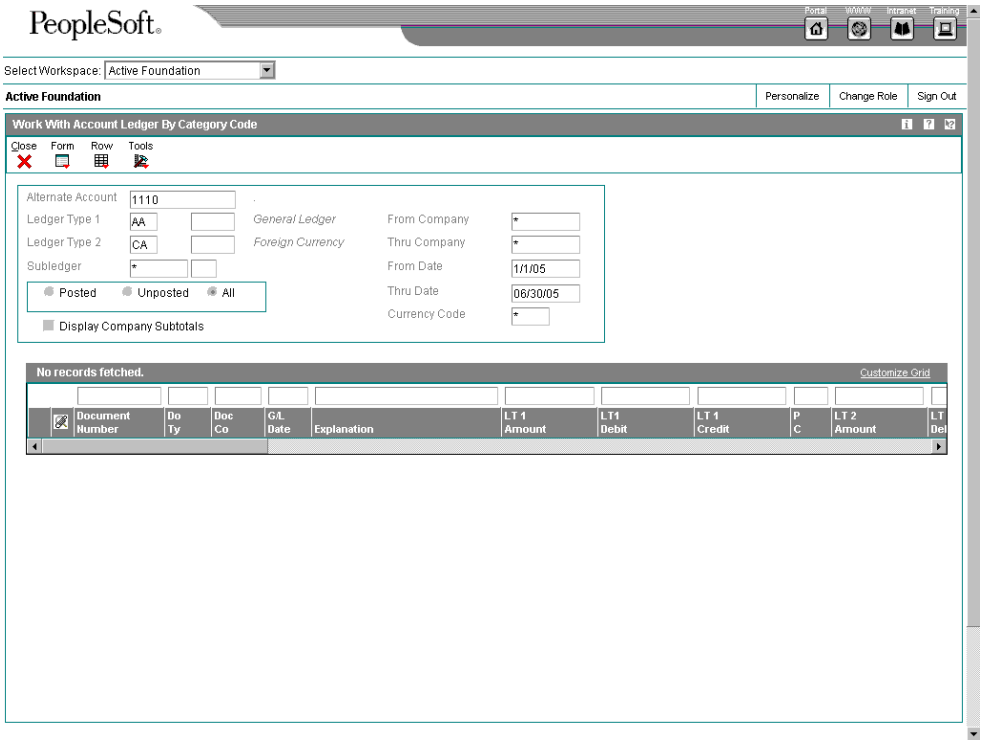
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate that the transaction (for example, the journal entry) has additional text or another attachment.

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.

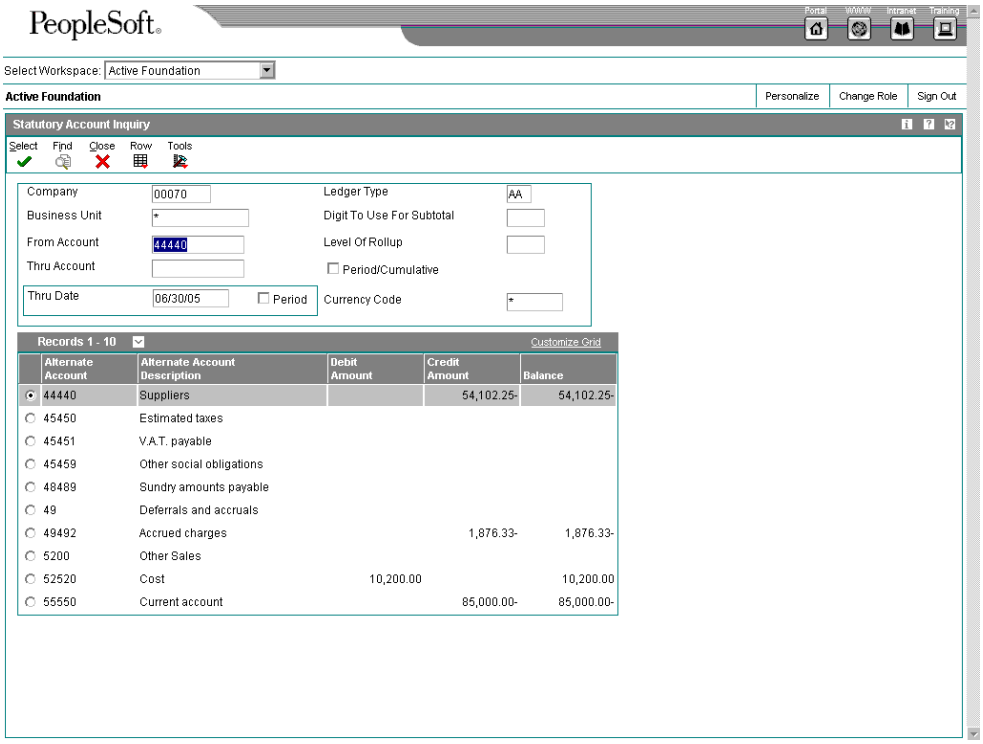
You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

► 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



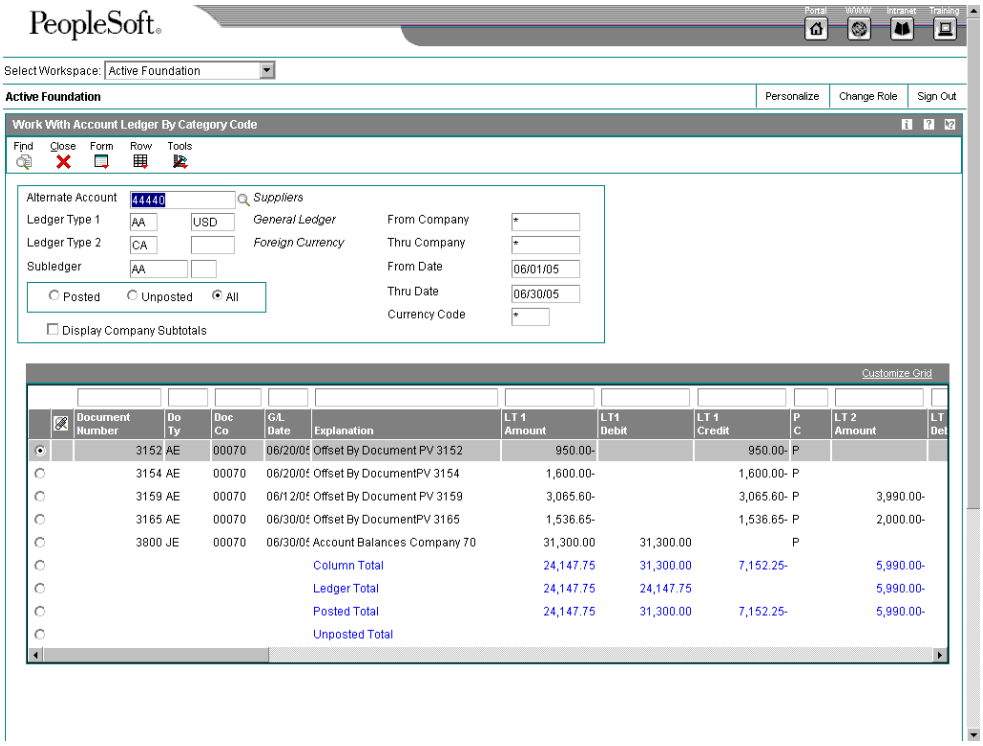
2. To limit your search, complete the following fields:
   - From Account
   - Thru Account
3. To display amounts for a specific period, complete one of the following fields:

- 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.

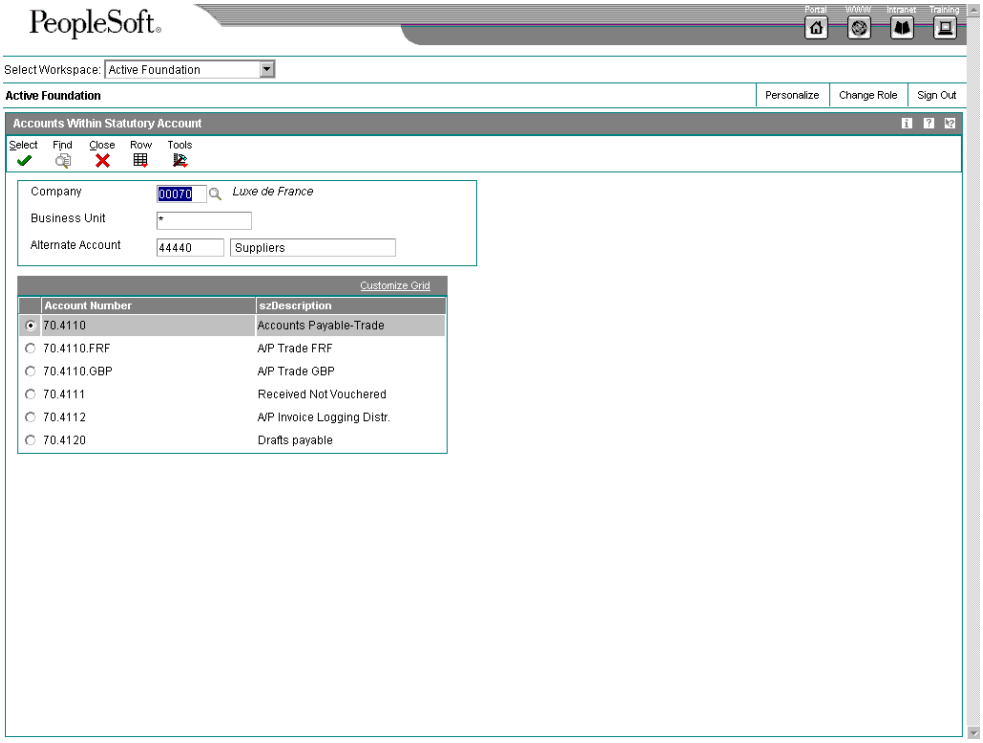
4. To specify how many leading digits in the alternate account number to use for subtotaling, complete the following field:
   - Digit To Use For Subtotal
5. To specify the digit of the category code to use for rollup, complete the following field:
   - Level Of Rollup
6. To toggle between year-to-date 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

Fixed Assets Reporting

You can use Fixed Assets reporting for detailed analysis of your company's assets. The Fixed Assets reporting features provide comprehensive reports to evaluate asset master, cost, value, and acquisition information.

Printing the Asset Master List Report

From the German Localization menu (G74G), choose Asset Master List.

The Asset Master List report (R741201A) provides a detailed asset analysis. This report sorts asset information by company, business unit, major accounting class, parent number, and asset number.

Use the processing options to specify the level of detail, and the year or period to run the report.

Printing the Asset Master Acquisitions Report

From the German Localization menu (G74G), choose Asset Master Acquisitions.

The Asset Master Acquisitions report (R741201B) provides a detailed asset acquisition analysis. This report sorts asset information by company, business unit, major accounting class, parent number, and asset number.

Use the processing options to specify the level of detail, and the year or period to run the report.

Processing Options for Asset Master List (R741201A)

Selection

Century

Fiscal Year

Company

Month of Period End (1 - 12)

Settings

Totals on Company (For YES type "1")

Totals on Business Unit (For YES type "1")

Totals on Accounting Class (For YES type "1")

Totals on Parent (For YES type "1")

Processing Options for Asset Master Acquisitions (R741201B)

Selection

Century

Fiscal Year

Company

Month of Period End (1 - 12)

Settings

Totals on Company (For YES type '1')

Totals on Business Unit (For YES type '1')

Totals on Accounting Class (For YES type '1')

Totals on Parent (For YES type '1')

Show Depreciation (For YES type '1')

Printing the Anlangengitter Reports

Use one or both of the following navigations:

From the German Localization menu (G74G), choose Acquisition Cost.

From the German Localization menu (G74G), choose Value Adjustments.

Print the Anlangengitter reports to display asset cost, acquisition, and valuation information. Data selection sorts information by company, object account, and asset number. Too many columns are featured in this report to fit on one page; therefore, you must run the following two reports for side-by-side comparison:

- Acquisition Cost Report (R741202A1)

  Displays asset acquisition information

- Value Adjustments Report (R741202A2)

  Displays changes in the value of an asset

The processing options are the same for both reports.

Processing Options for Acquisition Cost (R741202A1) and Value Adjustments (R741202A2)

Process

1. Period Number

2. Fiscal Year

JE Creation

1. Report Journal Entry Creation Mode

Blank = Preliminary Mode.

1 = Final Mode

2. JE G/L Date

3. Reverse Journal Entries

Balnk = Do not create reversing entries

R = Create reversing entries

4. JE Document Type

5. JE Name - Alpha Explanation

Blank = Do not use flex accounting

1 = Use flex accounting

Working with European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intraunion trade must submit the following reports to the customs authorities:

- Intrastat Report
- EC Sales List

Detailed statistical information regarding merchandise trade between members of the EU is used for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intraunion trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to extract all of the necessary information to meet EU Intrastat reporting requirements.

Before You Begin

Before you can collect information in the J.D. Edwards system for European Union reporting, you must perform the following tasks:

- ❑ Set up tax information for the Accounts Payable and Accounts Receivable systems. See *Setting Up Tax Rates Area* in the *Tax Reference Guide.*
- ❑ Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.

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.

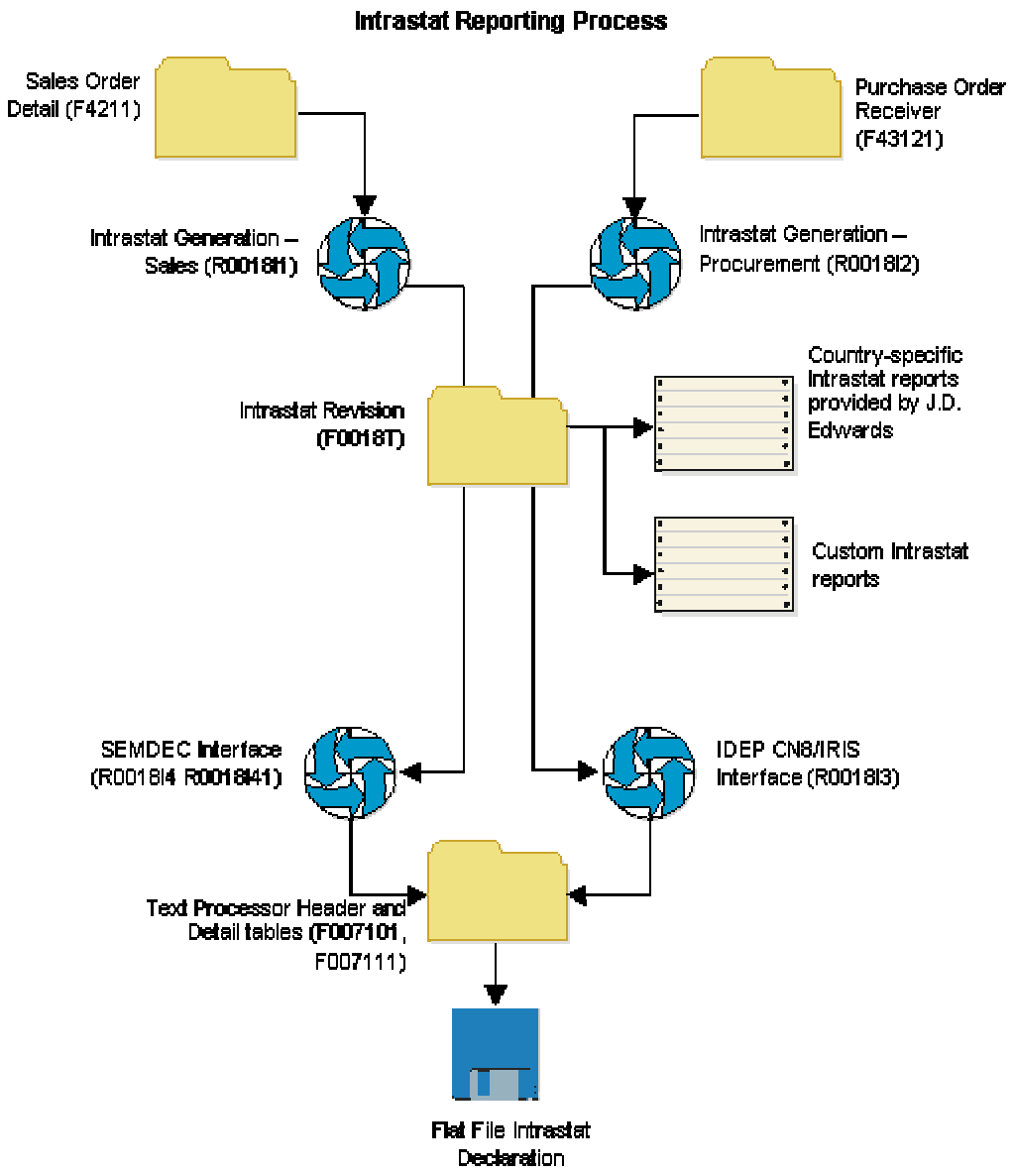
In compliance with the Intrastat system, information on intraunion trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their 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:

1. Country (CTR) in the Address by Date table (F0116), using the supplier's address book record
2. Country (CTR) in the Order Address Information table (F4006)
3. 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.

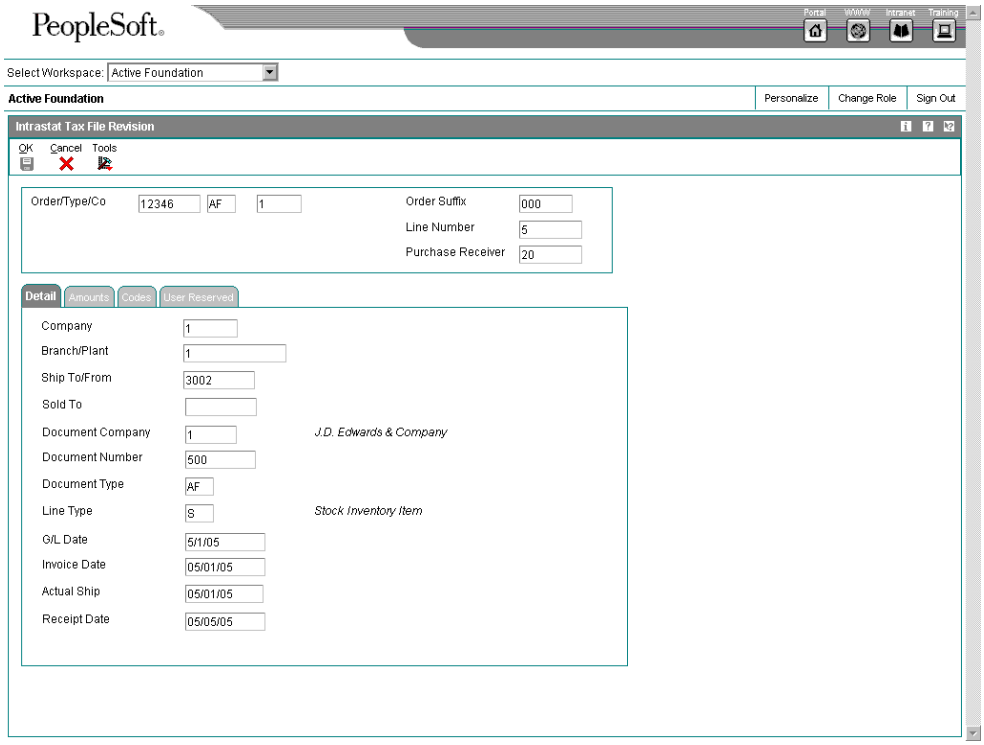
Before You Begin

- 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 the Intrastat Report

Use either of the following navigations:

From the Statistical Reports menu (G74STAT3), choose Germany Electronic Submission.

From the Statistical Reports menu (G74STAT3), choose Germany Paper Report.

You print Intrastat reports 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.

The statistical office strongly discourages companies from submitting reports on paper. You can print the paper report to review it for accuracy, but you should use the Germany Electronic Submission report to create your final report. This report creates a flat file that can be copied to a magnetic tape that is sent to the German Statistical Office.

When you run the Intrastat report, the Process Indicator field is updated to the value 1 to indicate that the record has been processed. You can specify to suppress this updated value in the processing options.

See Also

- *Updating Intrastat Information* in the *Global Solutions Germany Guide* for information about euro considerations when updating the Intrastat workfile

Processing Options for Intrastat File – Germany (R0018IGF)

Identification

1. Enter the Branch ID to print on the Report.

2. Enter the Region Code of the Tax Authority.

Shipping

1. Shipping Type

1 = Imports

blank = Exports

Label

1. Diskette Label

   1= Required

   Blank= Not Required

2. Enter the File Name and Library of the File.

Object Library Name

Member ID

Tax Number

Enter the Tax Number of the Registrar. If left blank, the Tax Number from the Address Book record for the company will be used. If the registrar is a third party, enter their Tax Number here.

Report Period

1. Enter the reporting period to print on the report heading.

Period

Year

Processing Options for Intrastat Report – Germany (R0018IG)

Identification

1. Enter the Branch ID to print on the report.

2. Enter the Region Code of the Tax Authority.

Tax Number

3. Enter the Tax Number of the Registrar. If left blank, the Tax Number from the Address Book record for the company will be used. If the registrar is a third party, enter the Tax Number here.

Report Period

4. Enter the reporting period to print on the report heading.

Period:

Year:

Report Type

1. Enter the record type to be processed

1 - Arrival of goods (Import)

2 - Expedition of goods (Export)

Summarization

1. Enter '1' to output summary records. Leave blank to output in detail.

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.

Process Tab

1. Interface Type

Blank = IDEP

1 = IRIS Holland

2 = IRIS Germany

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank

IDEP

1

Dutch version of IRIS

2

German version of IRIS

2. Commodity Flow

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

6

Arrivals

7

Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface.

3. Level of Detail

Blank = No summary

1 = Summary

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank

Detail mode

1

Summary mode

Note: The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs and a summarized record is written to the text file.

4. Proof or Final Mode

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.

Rounding Tab

Valid values are 0 - 9.

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

1. Reporting Period

Year (Required)

Print Tab

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

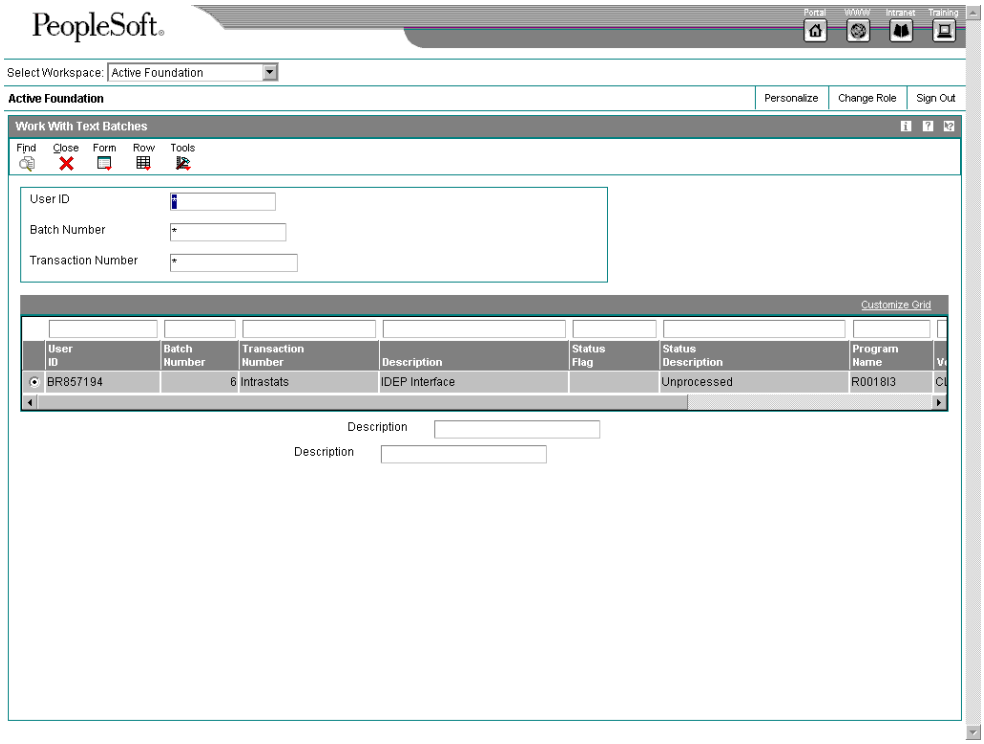
If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

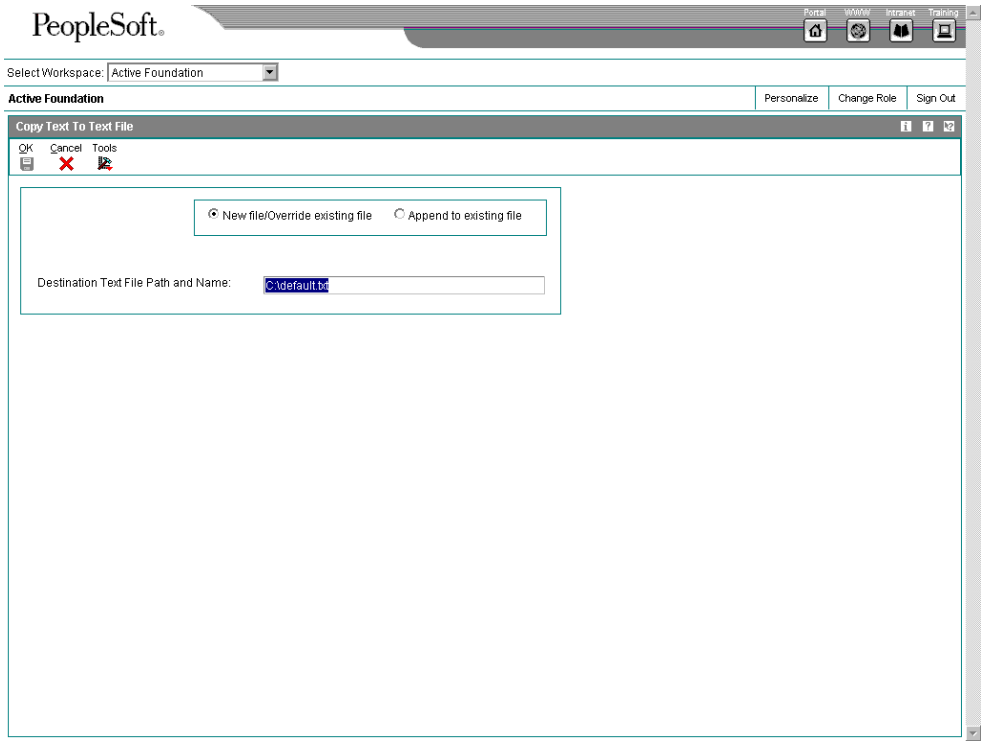
- ❑ Create a text batch by running a program that uses the Text File Processor.

► To copy text in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

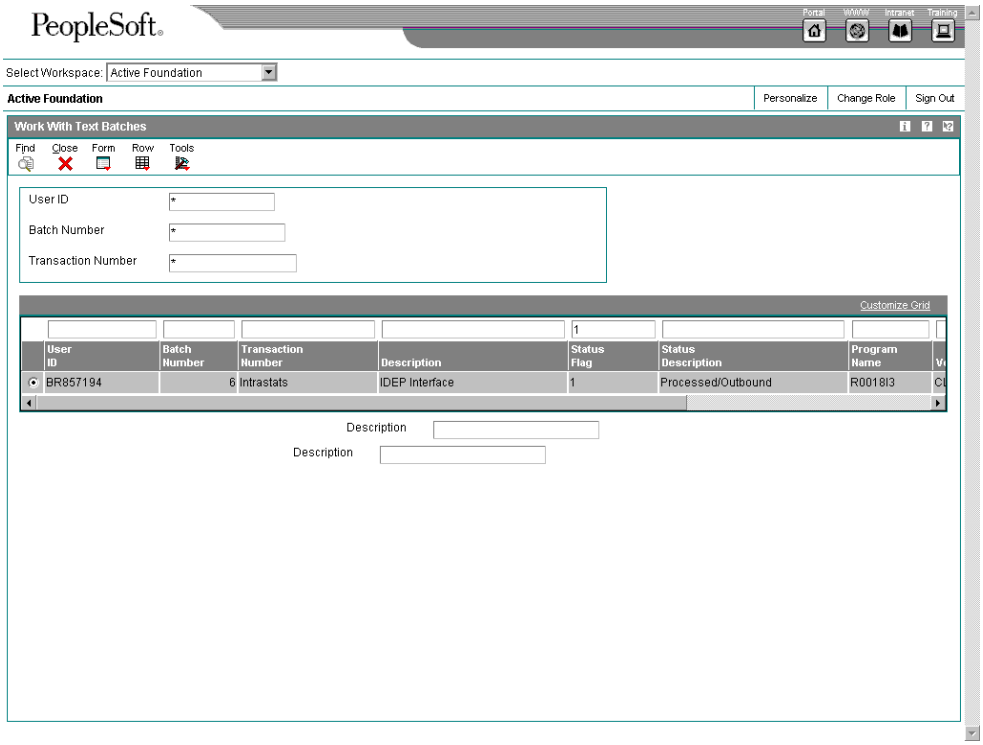


1. On Work With Text Batches, complete any of the following fields and click Find:
   - User ID
   - Batch Number
   - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



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.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
   - User ID
   - Batch Number
2. In the detail area, choose the batch that you want to reset.
3. From the Row menu, choose Maintain Batch, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail Table (F007111). You can purge only batches of processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option in the Purge Processed Transactions program to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from table F007111.

If you do not remove records from table F007101 when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in table F007101 . When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

► To purge a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
   - User ID
   - Batch Number

2. In the detail area, choose the batch that you want to purge.
3. From the Row menu, choose Maintain Batch, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

Use this processing option to specify whether to delete header records.

---

1. Purge Header Records

Blank = Do not delete header records

1 = Delete header records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header table (F007101) along with detail records from the Text Processor Detail Table (F007101). Deleting only detail records updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status. Valid values are:

1

Purge header and detail records

Blank

Purge only detail records

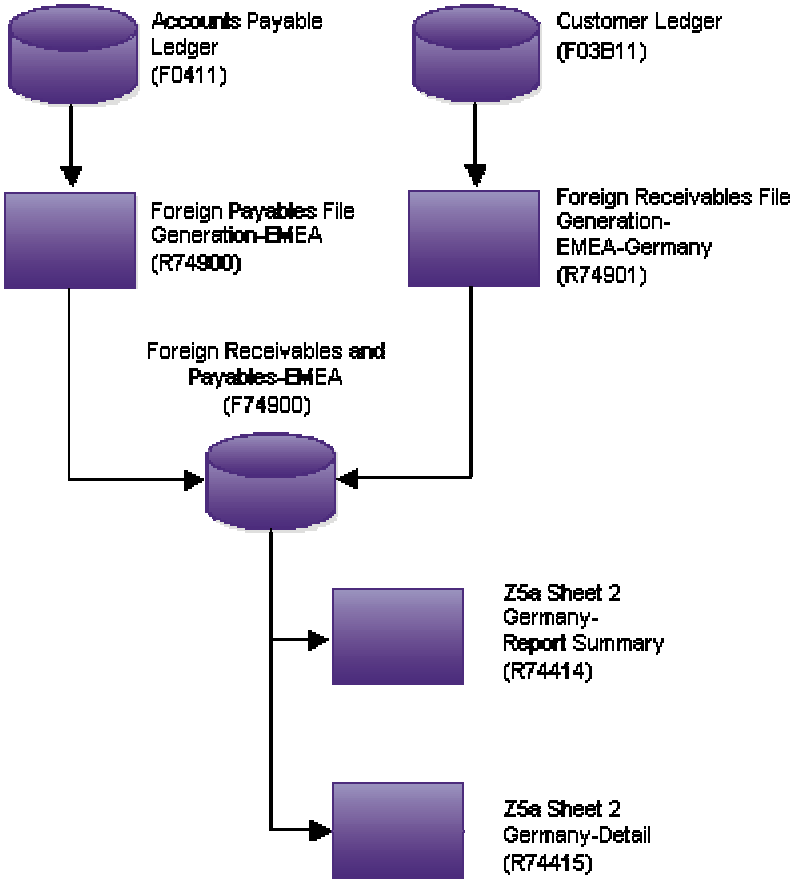
Working with Z5a Sheet 2 Report

Some European countries require that the balance of outstanding payables and receivables with foreign entities be reported on a periodic basis. The Deutsche Bundesbank (German Federal Bank) requires that various reports be submitted on a monthly basis, including the Z5a sheet 2. The Z5a sheet 2 report details "Forderungen und Verbindlichkeiten gegenuber Gebietsfremden aus dem Waren- und Dienstleistungs verkehr" or "Claims on and liabilities to non-residents arising from transactions in goods and services." Foreign payables and receivables are classified by country, and reported in thousands of German marks or euros.

The Z5a Sheet 2 reports the group's data by affiliated or nonaffiliated companies, by accounts payable or accounts receivable, by prepayments, short-term payments or long-term payments, and by country and currency.

The following graphic illustrates the foreign payables and receivables process:

Z5a Sheet 2 Process Flow



Before You Begin

- Set up Affiliated Companies in the user defined code 74/AC.

Note
You can override the affiliated companies by using processing options for the Foreign Payables File Generation - EMEA program (R74900) or the Foreign Receivables File Generation - EMEA - Germany program (R74901).

Generating the Foreign Payables Table

From the German Localization menu (G74G), choose Foreign Payables Table Generation.

The Foreign Payables Table Generation program (R74900) populates the Foreign Receivables and Payables - EMEA table (F74900), which supplies data to reporting programs.

Processing Options for Foreign Payables Table Generation - EMEA (R74900)

Defaults Tab

Use these processing options to define the data selection that, in turn, processes data into the Foreign Payables and Receivables - EMEA table (F74900).

1. Report Ending Date

Use this processing option to specify the report ending date. The system compares this date to the processing date to select transaction records. The system selects records that are either previous to, or equal to, the "reporting ending date."

2. Processing Date

Blank = G/L date

1 = Invoice date

Use this processing option to specify which date to use for processing.

Valid values are:

Blank	G/L Date
1	Invoice Date

3. Long Term Obligation

Use this processing option to specify the number of days to add to the processing date to compare with the transaction due date for determining long-term and short-term obligations.

Valid values are:

Long term - Greater than or equal to the due date

Short term - Less than the due date

4. Processing Address

Blank = Supplier

1 = Payee

Use this processing option to specify which address to use for processing. The system uses this address to determine the location of the supplier. The supplier address number is usually the "purchased from" address. The payee address number is usually the "shipped from" address.

Valid values are:

Blank	Supplier Address Number
1	Payee Address Number

Note: These addresses may be the same.

5. A/P Prepayment

Use this processing option to specify the document type for accounts payable prepayments.

6. Affiliated Suppliers

Product Code

Use this processing option to specify the system code of the user defined code list for affiliated suppliers. In the event that there are multiple reporting companies, you can create additional lists of affiliated suppliers using user defined system code 55.

User Defined Code

Use this processing option to specify the user defined code of the user defined code list for affiliated suppliers.

Generating the Foreign Receivables Table

From the German Localization menu (G74G), choose Foreign Receivables Table Generation.

The Foreign Receivables File Generation program (R74901) populates the Foreign Receivables and Payables - EMEA table (F74900), which supplies data to reporting programs. The Foreign Receivables File Generation program is based on information in the Customer Ledger table (F03B11).

Processing Options for Foreign Receivables Table Generation (R74901)

Defaults Tab

Use these processing options to define the data selection that, in turn, processes data into the Foreign Receivables and Payables – EMEA table (F74900).

---

1. Report Ending Date

Use this processing option to specify the report ending date. The system compares this date to the processing date to select transaction records. The system selects records that are either previous to, or equal to, the "reporting ending date".

---

2. Processing Date

Blank = G/L date

1 = Invoice date

Use this processing option to specify which date to use for processing.

Valid values are:

Blank	G/L Date
1	Invoice Date

---

3. Long Term Claim

Use this processing option to specify the number of days to add to the processing date to compare with the transaction due date for determining long-term and short-term claims.

Valid values are:

Long term - Greater than or equal to the due date

Short term - Less than the due date

4. Processing Address

Blank = Customer

1 = Payor

Use this processing option to specify which address to use for processing. The system uses this address to determine the location of the customer. The customer address number is usually the "sold to" address. The payor address number is usually the "shipped to" address.

Valid values are:

Blank	Customer Address Number
1	Payor Address Number

Note: These addresses may be the same.

5. A/R Prepayment

Use this processing option to specify the G/L offset for accounts receivable prepayments.

6. Affiliated Customer

Product Code

Use this processing option to specify the system code of the user defined code list for affiliated customers. In the event that there are multiple reporting companies, you can create additional lists of affiliated customers using user defined system code 55.

User Defined Codes

Use this processing option to specify the user defined code of the user defined code list for affiliated customers.

Printing the Z5a Sheet 2 Report

Use either of the following navigations:

From the German Localization menu (G74G), choose Z5a Sheet 2 Report – Summary.

From the German Localization menu (G74G), choose Z5a Sheet 2 Report - Detail.

In some countries, you are required to periodically report the balance of outstanding payables and receivables with foreign entities. The Z5a Sheet 2 report is used to collect data that you can transfer to the official form for the Deutsche Bundesbank (German Federal Bank).

The basic requirement of the Z5a Sheet 2 is to report the company's open accounts payable and open accounts receivable amounts that were transacted with a foreign entity. For the

purpose of generating foreign payables tables, all Accounts Payable Ledger table (F0411) records that are posted but not paid are considered open.

All records written to the Foreign Receivables and Payables - EMEA table (F74900) should:

- Relate to the reporting company. For the Z5a Sheet 2 report, the value that is entered during data selection must be equal to the reporting company.
- Be open. All records in the Accounts Payable Ledger table (F0411) must have a status not equal to P.
- Be posted. All records in table F0411 must have a status equal to D, where D equals the transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
- Have transaction dates falling on or before the report ending date. You determine which date field, either the G/L date or the Invoice date, to use for reporting purposes.
- Have a customer country code that is different from the country code of the reporting company.
- Be identified for affiliation or nonaffiliation.
- Be identified for EMU membership. For the program to determine which currencies to summarize as euro currencies, you must set up the user defined code list for European Union Members (00/EU).
- Be identified as a prepayment, long-term obligation, or short-term payment. Prepayments are determined by their G/L offset for accounts receivable transactions and by their document type for accounts payable transactions.

  Long-term obligation and short-term payment are defined as follows:

Long-term obligation	A long-term obligation is normally defined as a payable due one year from the processing date of the transaction. The value that is entered in this processing option, in the form of full days, is added to the invoice date or G/L date (processing date), and is compared with the due date of the transaction. If the calculated date is equal to or beyond the due date, the transaction is considered a long-term obligation.
Short-term obligation	A shortterm obligation is normally defined as the calculated date minus the due date.

J.D. Edwards software enables you to print summary and detail versions of the Z5a Sheet 2 reports.

The German Z5a Sheet 2 Report - Summary (R74414) report provides totals of both accounts receivable and accounts payable records for prepayments, short-term payments, and long-term payments for affiliated companies and nonaffiliated companies. The totals are listed separately by country and currency. The German Z5a Sheet 2 Report - Summary provides the data that is required to complete the report submitted to the Deutsche Bundesbank (German Federal Bank).

The German Z5a Sheet 2 - Detail report (R74415) is not required for reporting the accounts receivable and accounts payable totals to the Deutsche Bundesbank (German Federal Bank). This report contains transaction level detail, and can be used for review and audit of transactions.

Processing Options for German Z5a Sheet 2 Report - Summary (R74414)

Defaults

1. Reporting Currency

2. Date used for reporting

Processing Options for German Z5a Sheet 2 - Detail (R74415)

Defaults Tab

Use these processing options to customize various printing options for the Z5a Sheet 2 - Detail (R74415) report.

1. Processing Date

Blank = G/L date

1 = Invoice date

Use this processing option to speicify which date to use for processing. Valid values are:

Blank

G/L Date

1

Invoice Date

2. Processing Address

Blank = Address number

1 = Payee or Payor

Use this processing option to specify which address to use for accounts payable or accounts receivable processing. Valid values are:

Blank

Address Number

1

Payee or Payor Number

Note: The value in this processing option must match the value for the processing address in the Foreign Payables File Generation report (R74900) or the Foreign Receivables File Generation report (R74901) if you want the report to reflect the same information.