PeopleSoft

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System Setup

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

Setting Up Your System for Localization

You must complete the system setup tasks that are detailed in the base guides (such as the *General Accounting Guide* or the *Accounts Receivable Guide*) as well as international and country-specific tasks for Switzerland.

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

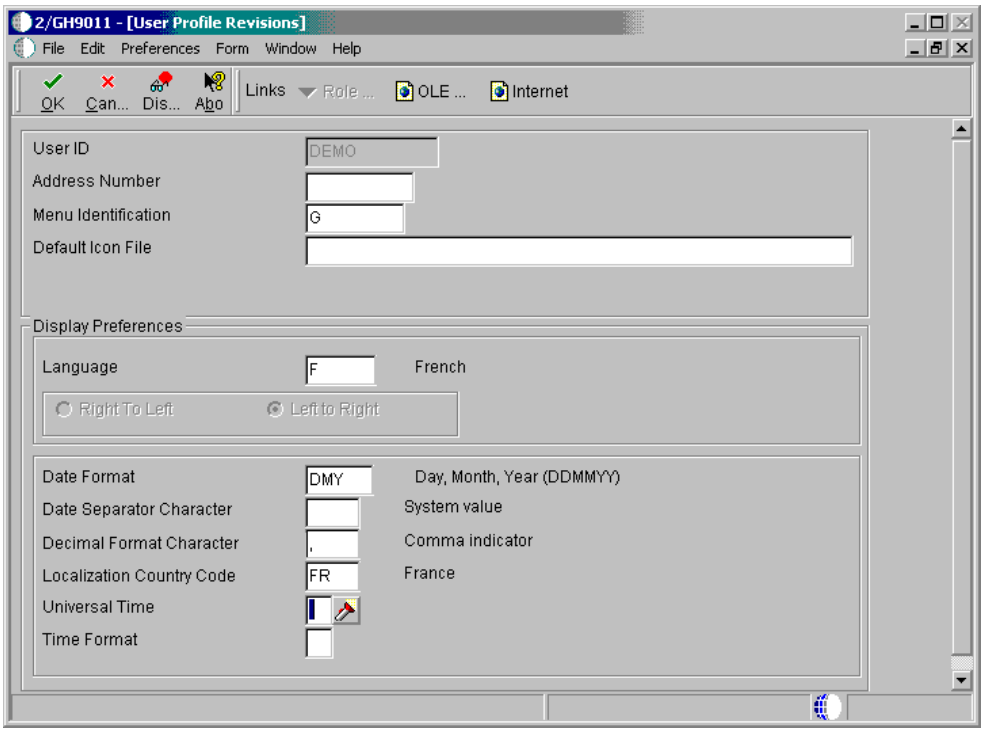
► To set up user display preferences

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 the J.D. Edwards software accept only user defined codes. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

Caution

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

See Also

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

Bank Type Code (00/BT)

You assign bank type codes (00/BT) to set up multiple bank accounts for suppliers. When you assign codes to bank types, you can use any code except those that are hard-coded in the system, such as types V, C, D, P, G, M, and B.

You must set up a bank type code for the Supplier Post Office Account, Bank Post Office Account, Supplier Bank Account, and Supplier ESR Identification Account.

See Also

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

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 Swiss Payment Formats* in the *Global Solutions Switzerland Guide*

Upload Text Program (03B/UP)

You set up the Upload Text Program UDC to specify the program that you use to upload text files from the Text File Processor program (P007101) to the Electronic Receipts Input table (F03B13Z1). To upload text files for ESR payment slip processing, specify R03B803 (Upload ESR Payments).

Produce Bank File (04/PP)

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

- P04572S2 (Produce EFT Diskette – Swiss)
- P04572S3 (Swiss SOG Post Payment)

Swiss SOG Countries/Currencies (74/SS)

Set up valid country and currency combinations for each country that will use the Create A/P Post Office File - Swiss SOG program (R04572S3). When you set up UDC 74/SS, you need to consider the following:

- The first three characters of Description 01 are used for the country code that is required for SOG payments in record types 12, 14, and 25. The dash followed by the country description is for information only.
- The values in Description 02 are the foreign record types that are allowed for the country and currency combination. The system verifies whether this combination is valid. If you try to write a payment group with a different country and currency combination, the system displays an error message.
- The Special Handling Code contains the two-digit country code that is assigned by the Swiss Post Office. The two-digit country code should be used in the foreign record types 12, 14, and 25.

See Also

- *SOG (Service des Ordres Groupés) Payment Format* in the *Global Solutions Switzerland Guide* for a list of the SOG records that are supported by the J.D. Edwards Accounts Payable print program

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.

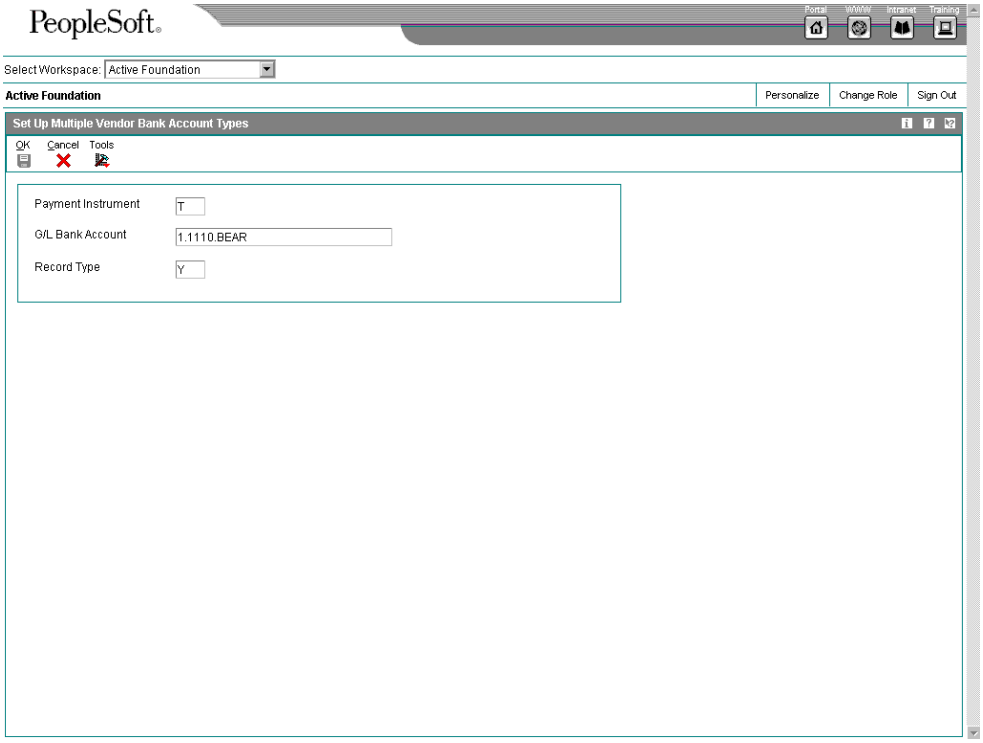
- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

  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.

Additional Information

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

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*

Tax Processing

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

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

Swiss VAT

Value added tax (VAT) is a noncumulative tax that is imposed at each stage of the production and distribution cycle. The ordinance requiring VAT in Switzerland became effective in January 1995.

Businesses in Switzerland are required to submit an official quarterly tax declaration, along with the payment for taxes due, within 60 days of the end of each quarter. In addition to this tax declaration, businesses are required to submit reports that list transactions involving VAT.

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).

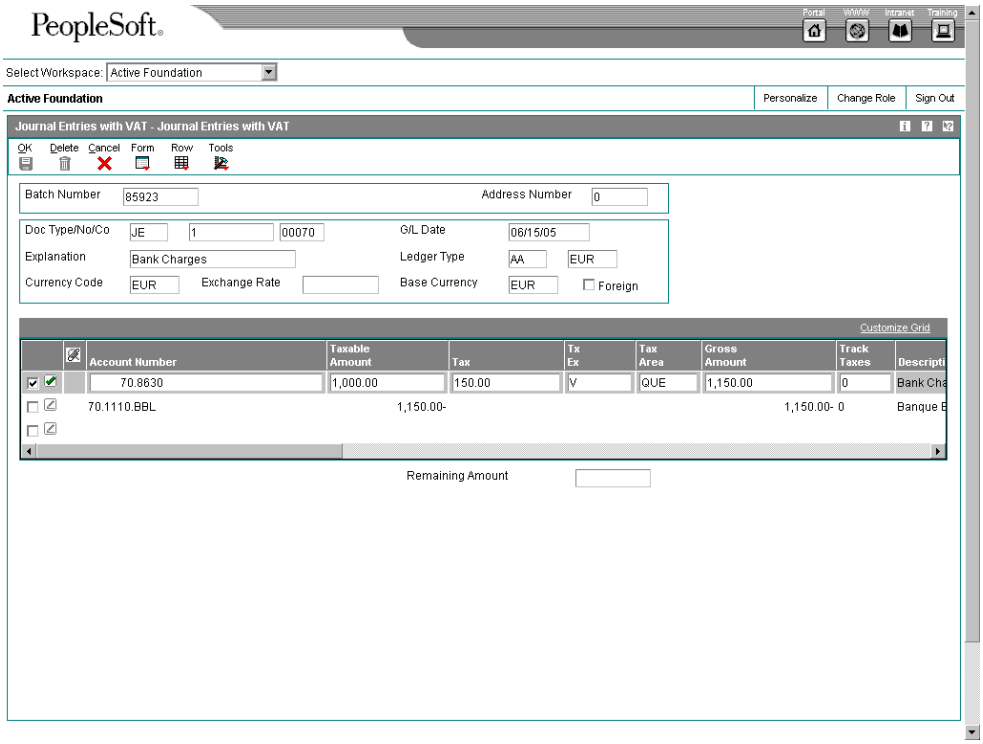
You can revise journal entries with VAT in the same way that you revise journal entries without VAT.

- 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.

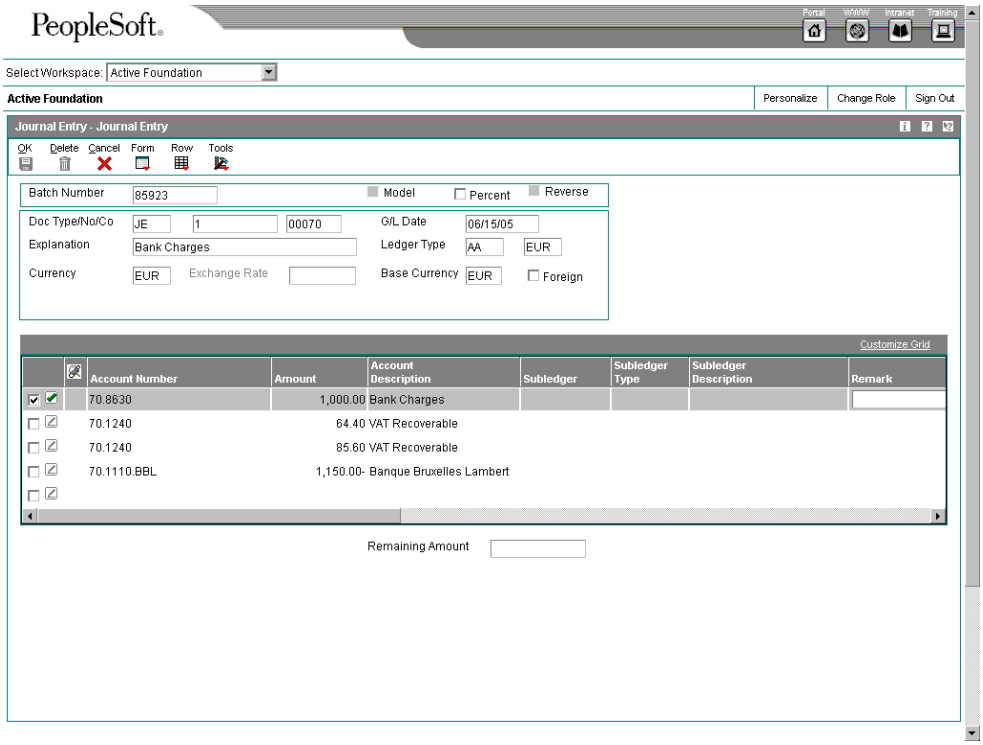
Example: Journal Entry with VAT

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 A/R and A/P VAT Reports

From the Swiss Localization menu (G74C), choose Accounts Receivable VAT Report or Accounts Payable VAT Detail Report.

You print accounts payable and accounts receivable VAT reports to create a list of transactions that include VAT in a format that complies with the standards set by the Swiss government.

A running total must be printed after every 100 lines or every page, whichever comes first. You can specify page totaling in the processing options.

You can use the processing options to:

- Limit the transactions included in the reports by specifying a from and through date.
- Select reporting based on the invoice date or the G/L date.

VAT reports are based on the information in the following tables:

- Accounts Receivable Ledger (F0311) for the A/R VAT report
- Accounts Payable Ledger (F0411) for the A/P VAT report
- Address Book Master (F0101)

Processing Options for Account Receivable VAT Report (R740380)

Date Selection

Enter '1' to select record by invoice date, '2' to select by Service tax date, and leave blank to select by G/L date.

Date Range

Date From

Date Through

Enter the date range for selection

Summarize Repo

Enter '1' to summarize report by Tax Rate Code, leave blank for detail.

Enter '1' to print report summarized by document number.

Enter '1' to print a total line at the end of each page.

Processing Options for Accounts Payable VAT Detail Report (R740480)

Date Range

Enter Begining Date for Data Selection

Enter a date Through for Data Selection

Date Type

Enter "1" to use the Invoice Date. Leave blank to use the G/L date.

Enter "1" to print detail report summarize by document number

Total Line

Enter "1" to print a total line at the bottom of each page of the report.

Enter "1" to print summarized by Tax Rate Area.

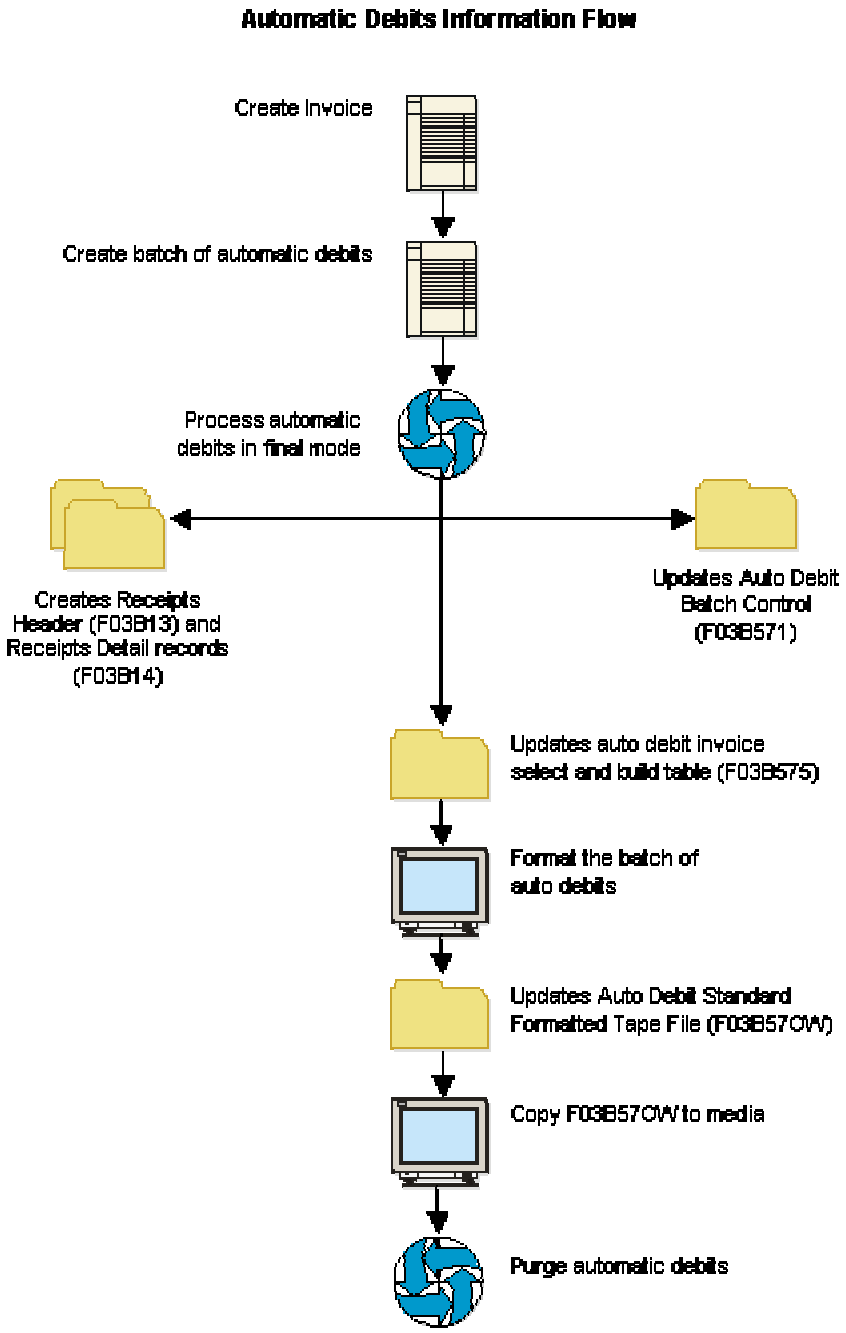
Automatic Debits

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 Switzerland

You can use the automatic debit process to withdraw funds automatically from a customer's bank account. Using the automatic debit process:

- Identifies customers who have agreed to the automatic debit process
- Selects the customer invoices to be paid
- Updates customer accounts after collecting the appropriate funds
- Formats automatic debit information to meet country-specific bank requirements (optional)

When you run the Automatic Debit program in Switzerland, specify the following program number for the Swiss format:

R03B575SD Create Swiss Bank Diskette Format

This program saves information to the Auto Debit Standard Formatted Tape File (F03B57OW) table.

R03B575SD1 Swiss Bank Cover Sheet

This program generates a bank table that adheres to the banking standards for automatic debits (LSV) in Switzerland.

Note

The Create Swiss Bank Diskette program calls the Swiss Bank Cover Sheet program automatically.

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

Copying a Bank File to Diskette

A future release of J.D. Edwards software will include a feature that copies your Swiss-format bank file to a diskette after you format the bank file. The Copy to Diskette feature converts the ANSI-format bank file that is generated by the Create Swiss Bank Diskette Format program (R03B575SD) to an 8-bit ASCII bank format.

Caution

Until the Copy Bank File to Diskette feature is generally available, your Swiss J.D. Edwards consultant can enable this feature for you.

Once you have implemented this feature, you can use it by selecting Copy to Diskette from the Row menu in the Automatic Debit Batches program (P03B571). When you use this feature, note that the filename for LSV diskettes must be "dtalsv".

See Also

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

Processing Options for Create Swiss Bank Diskette Format (R03B575SD)

Statement Print

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

Statement Print

2. Enter Tape Density

Tape Density

Identification

3. Enter bank identification information.

LSV Sender Identification

LSV Subscriber Identification

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.

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1. Bank Format Program

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

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

2. Bank Format Version

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

BACS Tab

These processing options specify BACs processing information.

---

1. BACS Processing

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

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

Blank
Do not process auto debits using BACS processing.

1
Process auto debits using BACS processing.

---

2. BACS Processing Date

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

3. Number of BACS Days

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

4. Workday Calendar Name

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

Approving and Posting Automatic Debit Batches

Choose one of the following navigations:

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

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

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

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

See Also

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

Formatting a Batch of Automatic Debits

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

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

Note

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

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

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

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

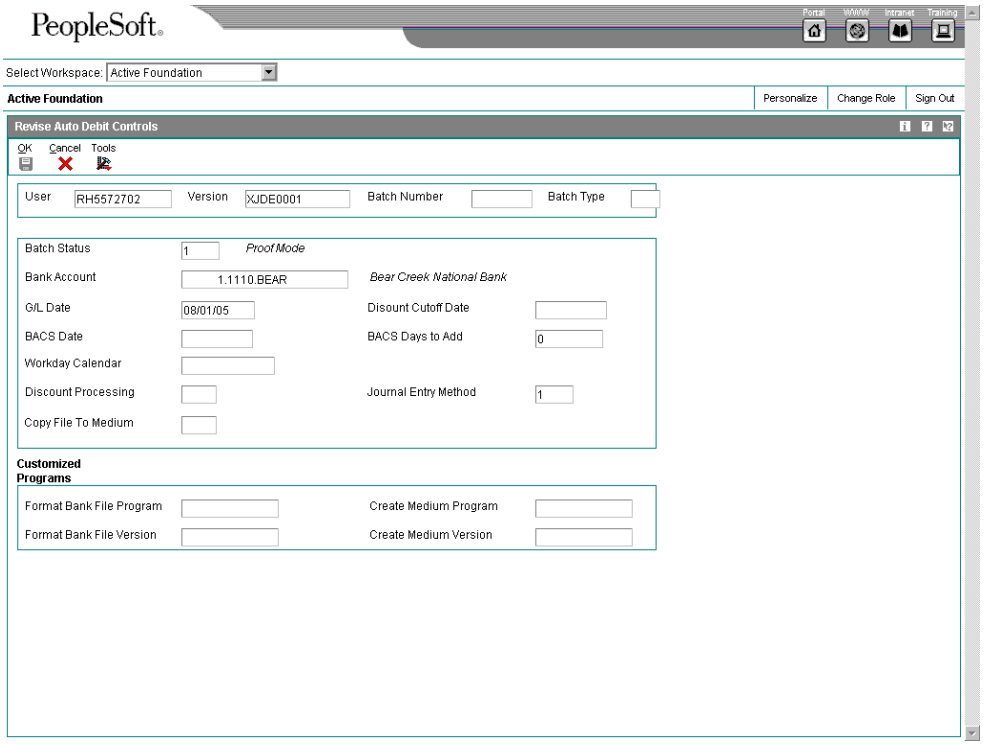
When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 3 (Bank File Formatted).

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

► To format a batch of automatic debits

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

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



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

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

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

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

Transferring Automatic Debit Batches to the Bank

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

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

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

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

Note

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

See Also

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

User Defined Codes for Transferring Automatic Debit Batches

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

- Replacement Character (04/RC)

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

- Special Character (04/SC)

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

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

Replaced Character (04/RC)

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

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

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

Special Character (04/SC)

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

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

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

Note

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

► To review formatted automatic debit records

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

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

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

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

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

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

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

► To copy formatted automatic debit batches

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

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

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

   - Generate New File

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

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

Processing Options for Copy Bank File to Diskette (P0457D)

Defaults Tab

These processing options specify default information for the system to use when it generates the text file.

---

1. Record Length

Use this processing option to specify the record length of the output file. The maximum length is 1000 characters. If you leave this processing option blank, the system creates the output table with the original record length.

2. Insert Carriage Return

Use this processing option to specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

3. Default File Path/Name

Use this processing option to specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

For example:

If you store the output file on your local machine C drive, you would specify the directory path: C:\FolderName\FileName.txt. If you store the output file to a folder on a networked machine, you might specify the network path: \\MachineName\FolderName\FileName.

If you leave this processing option blank, the system uses the following for the path and name: A:\DTALSV.

Note: You should store the files only on a Windows client.

Data Tab

These processing options specify whether to use replacement characters and whether to capitalize all alpha characters.

---

1. Replace pre-defined characters (UDC 04/RC) in One-To-One mode

Use this processing option to specify whether the system replaces special characters. If you specify to replace special characters, the system reads the Replaced Character UDC (04/RC) and replaces single characters according to the values in the UDC. The system then reads the Special Characters UDC (04/SC) and replaces special characters according to the values in that UDC. Valid values are:

Blank

Do not replace special characters

1

Replace special characters

Note: For programs P0457 and P03B571, the system replaces only the first character in the Description 01 field of UDC 04/RC with the first character in the Description 02 field. It does not replace more than one character, even if the UDC is mapped in a one-to-many mode. Other programs that use UDC 04/RC replace more than one character if the UDC is mapped in a one-to-many mode.

2. Capitalize all alpha characters

Use this processing option to specify whether the system capitalizes all alphabetic characters in the record. If you leave this processing option blank, the system does not capitalize characters.

3. Replacement Character (UDC 04/SC)

Use this processing option to specify whether the system replaces characters in fields and tables that match characters defined in UDC 04/SC with a specified character or with a blank. To replace the characters with a specified character, enter the character in the processing option. To replace the special characters with a blank, leave the processing option blank

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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.

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.

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.

Working with ESR Payment Slips

ESR (Einzahlungsschein) payment slips are preformatted payment slips that accompany the invoices that you send to customers. ESR payment slips contain a unique reference number that Postfinance Bank uses when your customer makes electronic payments through that bank. Postfinance uses the reference number to refer to the payment transaction when it sends information to the payor and payee about the transfer of funds to satisfy the payment requirements. When Postfinance returns payment information to you, you use the ESR reference number to match receipts to invoices.

The ESR reference number consists of the document number (DOC), document company (KCO), and the document type of the invoice (DCT), the bank transit number (TNST), and a check digit that the system creates via an algorithm. The system concatenates these values to form one string. The document type is written in its ASCII code representation because the ESR reference number must be numeric characters.

The J.D. Edwards system formats the ESR reference number only when your company customizes either the Print Invoices program (R42565) or the Invoice Print program (R03B505) to call the Maintain ESR Reference Number business function (B03B0220) , and you use the customized program to print invoices with attached ESR payment slips. The Maintain ESR Reference Number business function creates the ESR reference number.

When Postfinance sends you electronic media that confirms the payments that have been credited to you, you use the Text File Processor program (P007101) to process the electronic media. The Text File Processor program calls the Upload ESR Payments program (R03B803) to unformat the ESR reference number. You can use the Upload ESR Payments program to unformat the ESR reference number only if the Maintain ESR Reference Number business function was used to format the ESR reference line on the printed ESR payment slips.

When you run the Upload ESR Payments program, the system unformats the ESR reference number in the Text Processor Header table (F007101) and the Text Processor Detail Table (F007111) and parses it into the Document Number (DOC), Document Company (KCO), and Document Type (DCT) fields in the Electronic Receipts Input table (F03B13Z1).

The J.D. Edwards ESR payment slip process includes the following events:

1. You run your customized print invoices program to print invoices with ESR payment slips.
2. You send the invoices with ESR payment slips to your customers via the postal service.
3. Your customer forwards the ESR payment slips to Postfinance Bank.
4. Postfinance withdraws the appropriate amount from your customer’s account and deposits it into your company’s account.
5. Postfinance creates electronic media that contains the payment information and sends it to you.
6. You upload the ESR payment information from the electronic media into the Text Processor tables by using the Text File Processer program.
7. You run the Upload ESR Payments program from the Text File Processer program to upload payment information from table F007101 and table F007111 to table F03B13Z1.

8. You review and revise as necessary the information in table F03B13Z1 by using the Work With Electronic Receipts Input program (P03B121).
9. You use the Known Invoice Match with Amount program (R03B50D) or the Known Invoice Match Without Amount program (R03B50E) to process your accounts receivables. You must use one of these programs because the outbound ESR process creates one payment slip per invoice and you must use a program that applies one receipt to one invoice.

Before You Begin

- A customized version of the Print Invoices program (R42565) or the Invoice Print program (R03B505) that calls the Maintain ESR Reference Number business function (B03B0220) must exist in your J.D. Edwards system.

Uploading ESR Payment Information to the Electronic Receipts Input Table (F03B13Z1)

After you import the text file that Postfinance Bank sends to you to confirm ESR payments into the Text File Processor program (P007101), you can run the Upload ESR Payments program (R03B803) to upload the ESR payment information to the Electronic Receipts Input table (F03B13Z1). When you run the Upload ESR Payments program, the system unformats the ESR reference number in the Text Processor Header table (F007101) and the Text Processor Detail Table (F007111); and parses it into the Document Number (DOC), Document Company (KCO), and Document Type (DCT fields) in table F03B13Z1. You can then use the Work With Electronic Receipts Input program (P03B121) to review and revise the information in table F03B13Z1.

Before You Begin

- Import the electronic media that Postfinance Bank sends to you into the Text File Processor tables. See *Importing Text Using the Text File Processor* in the *Global Solutions Switzerland Guide*.
- Upload ESR Payment (R03B803) must exist as a value in the Upload Text Program UDC table (03B/UP).

► To upload ESR payment information

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

1. On Work With Text Batches, click Find to display available batches.

   You can complete fields in the QBE line before you click Find to limit your search.

2. Choose the ESR batch with which you want to work.
3. From the Row menu, choose Process Batch and then Upload Text.
4. On Upload Text to Transaction Files, complete the following field, and then click OK:
   - Program

     J.D. Edwards provides the Upload ESR Payments program (R03B803) to upload ESR payment information to the Electronic Receipts Input table (F03B13Z1). R03B803 must exist as a value in the Upload Text Program UDC table (03B/UP) before you can use this program to upload text files.

Note

The Version field is for display only. Version ZJDE001 is the only version of the Upload ESR Payments program that uploads text files.

Processing Options for Upload ESR Payments (R03B803)

Defaults Tab

1. Receipt Currency Code

Blank = CHF

Use this processing option to specify the transaction currency code for the the Upload ESR Payments program (R03B803). The system stores currency codes in the Currency Codes table (F0013). If you leave this processing option blank, the system uses the default value CHF.

2. G/L Bank Account

Use this processing option to specify the G/L bank account for the electronic receipts.

3. G/L Date

Blank = Use Override G/L Date option below

1 = Use the Payment Date

2 = Use the Processing Date

3 = Use the Credit Date

Use this processing option to specify the G/L date for each electronic receipt. Valid values are:

Blank

Use the date entered in the Override G/L Date processing option.

1

Use the payment date from the ESR payment record.

2

Use the processing date from the ESR payment record.

3

Use the credit date from the ESR payment record.

4. Override G/L Date

Blank = Use today's date

Use this processing option to specify the G/L date for the electronic receipts. The system uses the date that you specify here only if the G/L Date processing option is blank. If you leave this processing option blank as well, the system uses the current date.

5. Receipt Date

Blank = Use today's date

Use this processing option to specify the receipt date for the electronic receipts. If you leave this processing option blank, the system uses the current date.

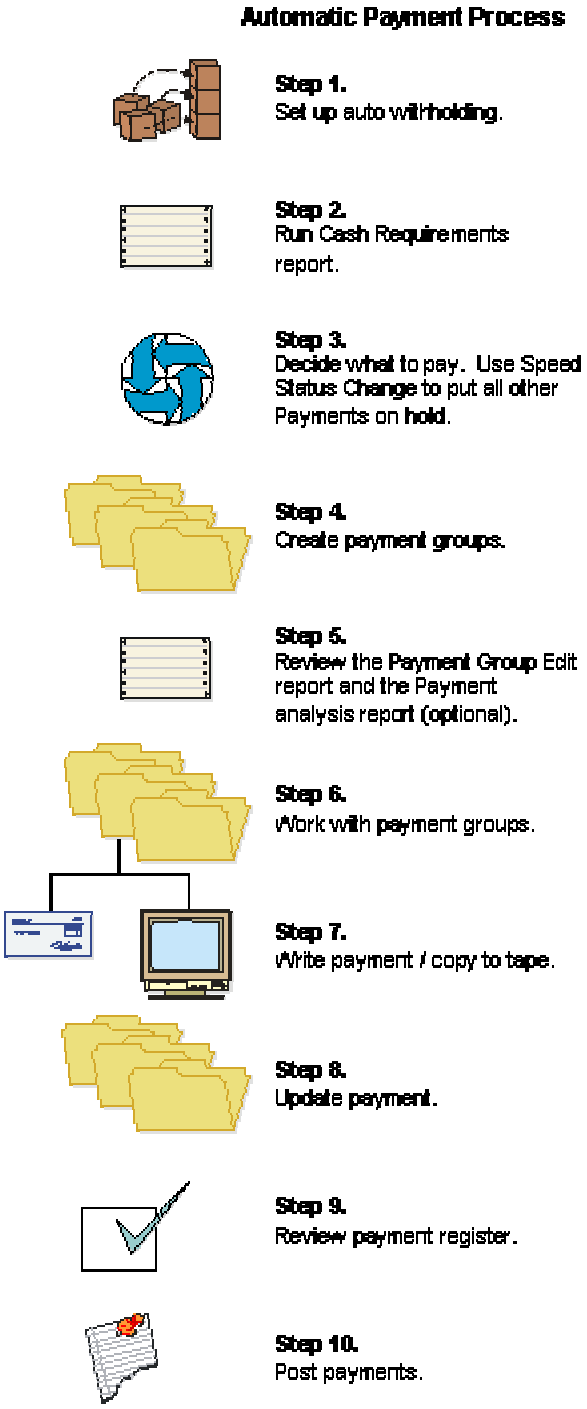
6. Receipt Remark

Use this processing option to enter a receipt remark that appears on the electronic receipts that are created by the Upload ESR Payments program (R03B803). You can enter up to 30 characters.

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:



Setting Up Bank Account Information

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

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

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

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

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

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

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

Note

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

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

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

See Also

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

► To set up G/L bank account information

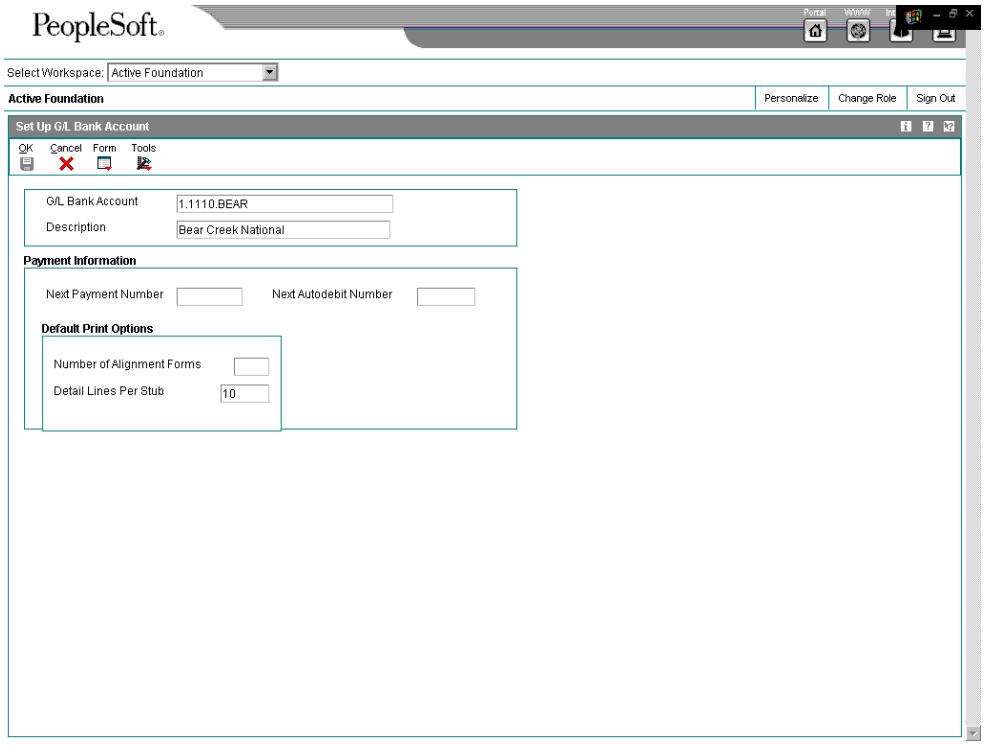
Use one of the following navigations:

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

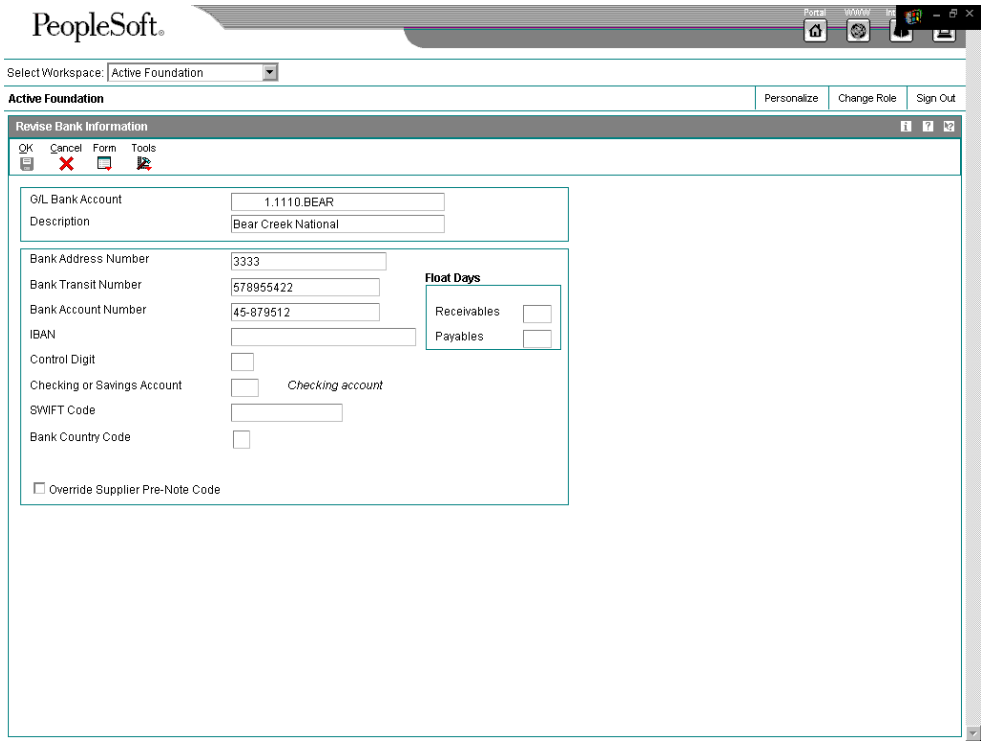
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

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

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



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



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

   - Bank Address Number

     This is the bank's address book number.

   - Bank Transit Number

     You can leave this field blank.

   - Bank Account Number

   - Control Digit

   - Checking or Savings Account

   - SWIFT Code

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

    - Override Supplier Pre-Note Code

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

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

      This field is used only in Accounts Receivable draft processing.

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

► To delete or revise G/L bank account information

Use one of the following navigations:

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

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

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

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

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

► To set up supplier and customer bank account information

Use one of the following navigations:

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

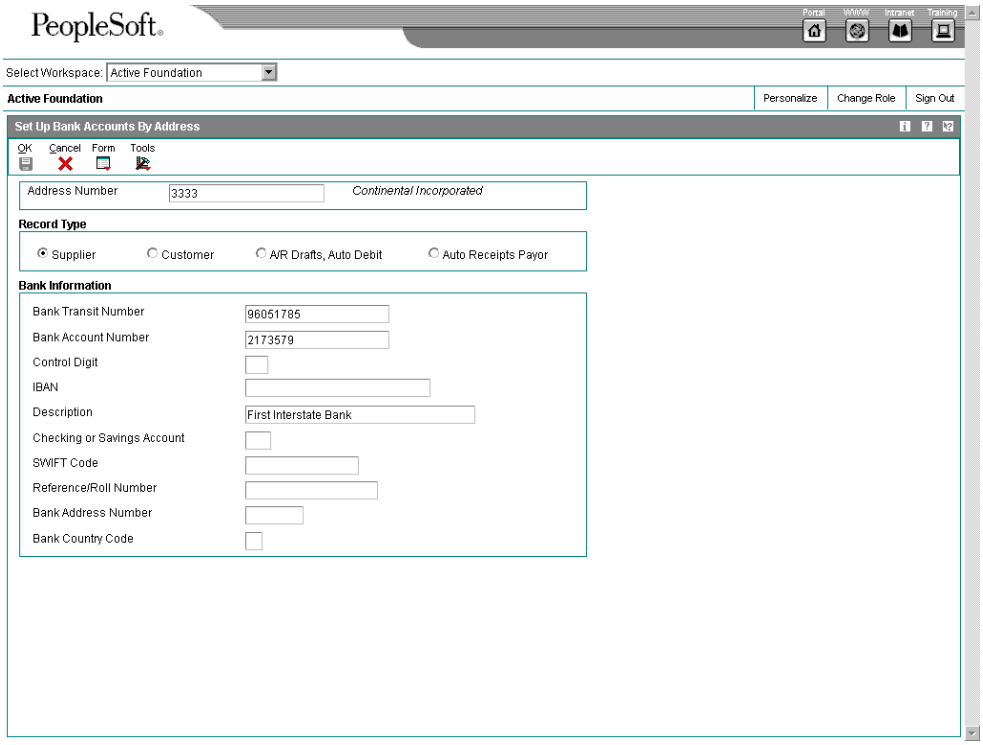
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

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

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

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

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



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

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

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

- Reference/Roll Number

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

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

- Bank Address Number
- Bank Country Code

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

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

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

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

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

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

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

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

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

► To set up bank transit numbers by bank address

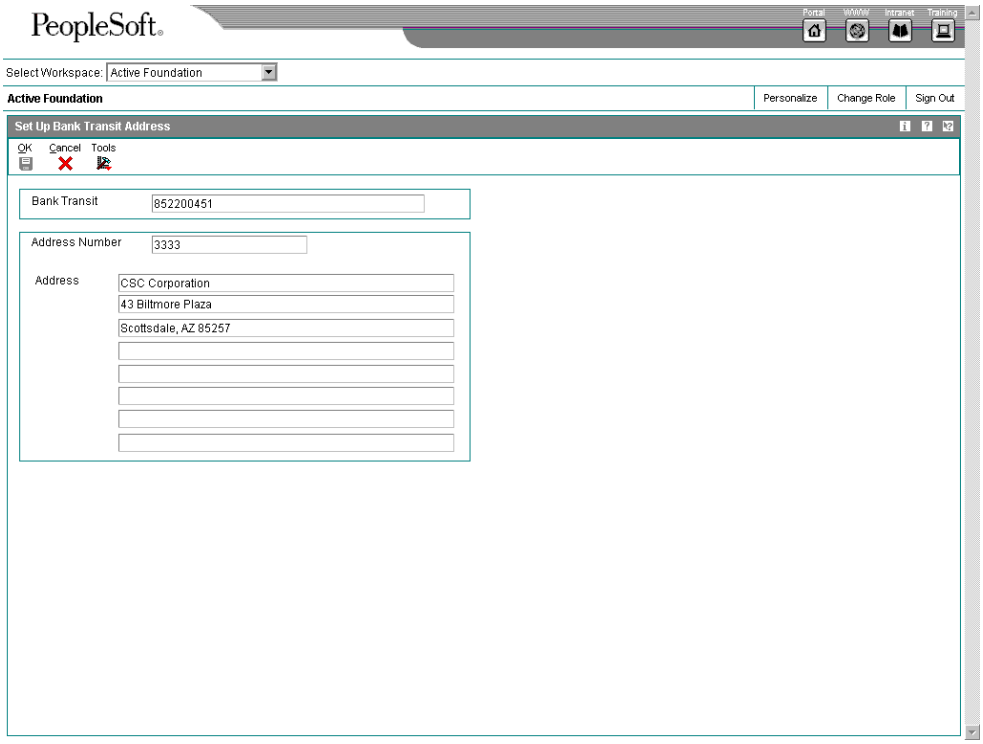
You can associate a bank transit number with a bank's address book number.

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

Note

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

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



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

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

Note

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

Working with Payment Instruments

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

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

- Payment registers

  A printed list of payments.

- Attachments

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

- Debit statements

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

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

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

Payment Instrument Codes

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

Note

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

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

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

Working with Swiss Payment Formats

In Switzerland, two payment systems are widely used by companies:

- The DTA (Datenträgeraustausch) system

  Supported by the banking sector (Telekurs, Payserv)

- The SOG (Service des Ordres Groupés) system

  Supported by the Swiss Post Office (Postfinance)

Assign the following programs to payment instruments for Switzerland:

Payment formats	Specify one of the following Write programs to generate payment formats for Switzerland: • R04572S2 (Create A/P Bank Diskette – Swiss) • R04572S3 (Create A/P Post Office File - Swiss SOG) These programs save information in the A/P Payment Tape – OneWorld table (F04572OW).

DTA (Datenträgeraustausch) Payment Format

The Swiss electronic funds transfer system (DTA) is required by Telekurs (Payserv). The system includes a number of different formats. J.D. Edwards supports the following three formats:

826	Domestic payments format for Switzerland (VESR processing)
827	Domestic payments format (Post or Bank) for Switzerland (non-VESR processing)
830	Foreign payments (foreign currency or CHF) format for Switzerland

You can run each DTA format (826, 827, or 830) independently, creating a separate diskette for each payment format. You can also run two or more formats simultaneously in the same A/P Payment Tape (F04572OW) file.

To indicate which DTA formats you are processing, set up a unique payment instrument for each payment format (826, 827, and 830) that you are using. You set up payment instruments using processing option 1 of the Create A/P Bank Diskette - Swiss program (R04572S2).

For example, if you were processing both VESR and non-VESR domestic payments (826 and 827) in a single batch, you enter payment instrument numbers on the first and second lines of processing option 1. If your company uses only domestic payments with VESR processing, you enter a payment instrument number on only the first line of processing option 1 (for format 826).

Note

You set up payment instrument numbers in UDC (00/PY).

Required Fields for DTA Formats

The following fields are required for format 826 - domestic payments format for Switzerland:

- Clearing Bank Account
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Date of Payment
- Invoice Reference
- Payment Amount

The following fields are required for format 827 - domestic payments format (Post or Bank) for Switzerland:

- Clearing Bank Account
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Date of Payment
- Supplier Reference
- Payment Amount

The following fields are required for format 830 - foreign payments (foreign currency or CHF) format for Switzerland:

- Bank Clearing Number
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Transaction Currency
- SWIFT Address
- Date of Payment
- Invoice Reference
- Beneficiary Bank

SOG (Service des Ordres Groupés) Payment Format

The Create A/P Post Office File - Swiss SOG payment program (R04572S3) is similar to the Create A/P Bank Diskette - Swiss program (R04572S2) that you use for DTA, but it contains more record types. The record types for the SOG and the DTA are similar in content, even though the payment file layout differs.

J.D. Edwards Accounts Payable print program supports the following SOG record layouts:

Domestic Payments

Record type 05 Transfer to Supplier Post Account

Record type 05 Transfer to Supplier Bank Account (through Supplier Bank Post Account)

Record type 08 Transfer with ESR/BVR Identification number

Record type 11 Postal transfer order (no account numbers)

Foreign Payments

Record type 12 Payment to Post account to foreign countries (PostGiro)

Record type 14 Post transaction to foreign country in CHF or foreign currency (PostCash)

Record type 25 Payment to foreign bank

Copying a Bank File to Diskette

A future release of J.D. Edwards software will include a feature that copies your DTA electronic-fund transfer file to a diskette after you run the standard payment processing. The Copy to Diskette feature will convert the ANSI-format file that is generated by the Create A/P Bank Diskette - Swiss program (R04572S2) to an 8-bit ASCII bank format.

Note

Until this feature is generally available, your Swiss J.D. Edwards consultant can enable this feature for you.

After you have implemented this feature, you can use it by selecting Copy to Diskette from the Row menu in the Copy Bank Tape File to Tape program (P0457). When you use this feature, note that the filename for DTA diskettes must be "datslv".

Common Business Practices for Automatic Payments

To conform to standard business practices in Switzerland, set the following processing options on the Create Payment Control Groups program (R04570) to 1:

- On the Process By tab, Payee (option 3)
- On the Summarize tab, Summarized Pay Item (option 1)
- On the Summarize tab, Summary Description (option 2)

To retrieve sender information from the DTA file format, you must enter your address book number in the Company Address Number field on the Company Setup form.

To access this form, from the Organization & Account Setup menu (G09411), choose Company Names & Numbers, and then select a record.

Before You Begin

- ❑ To subscribe to the SOG system, request membership from the Post Office. Upon acceptance, you receive your account number, which is called a SOG Member ID. This identification number needs to be set up in the Bank Transit Master table (F0030) for the company address book record (account type G - GL Bank Account GLBA) for the Account to Debit and for the Account to Debit for Taxes.
- ❑ Set up UDC 74/SS.

Record Format

1) Enter the payment instrument to be associated with the following format
826 = structured Invoice Number

827 = Normal Bank transfer

830 = International Transfer

2. Enter a '1' to always print a remittance advice. Leave a blank to only print a remittance advice if five or more detail records are created.

Identification

DTA Sender Identification

DTA Customer Identification

Bank Tape

Device Name

Tape Density

Label Name

Block Size

New Volume

New Owner ID

File Name

Processing Options for Create A/P Post Office File - Swiss SOG (R04572S3)

Print Tab

Use these processing options to specify whether an attachment is printed and to whom to send it.

1. Print SOG Order Attachment

   Blank = Print

   1 = Do not Print

Use this processing option to specify whether the system prints the SOG Order attachment. Valid values are:

Blank

Print the SOG Order attachment. (default)

1

Do not print the SOG Order attachment.

2. Post Office Address Book Number

Use this processing option to specify the address book number of the post office to which send the SOG Order. The system uses the address book number you enter to include the mailing address of the post office on the SOG Order attachment.

Account Types Tab

Use these processing options to specify which account types are associated with the Bank Type Codes (00/BT) user defined code list.

1. Supplier Post Office Account Type

Use this processing option to specify the supplier's post office account type. The system uses this account type code to retrieve the supplier's post office account number. Valid values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

2. Bank Post Office Account Type

Use this processing option to specify the post office account type. The system uses this

account type code to retrieve the post office account number. Valid values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

3. Supplier Bank Account Type

Use this processing option to specify the supplier's bank account type. The system uses this account type code to retrieve the supplier's bank account number. Valid values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

4. Supplier ESR Identification Account Type

Use this processing option to specify the supplier's ESR identification account type. The system uses this account type code to retrieve the ESR identification number. Valid values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

Bank Tape Tab

Use these processing options to specify the label name and type of data media that you send to the Post Office.

---

1. Label Name

Use this processing option to specify the data media for the SOG Order attachment.

2. Type of Data Media

Use this processing option to specify the type of data media for the SOG Order attachment.

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

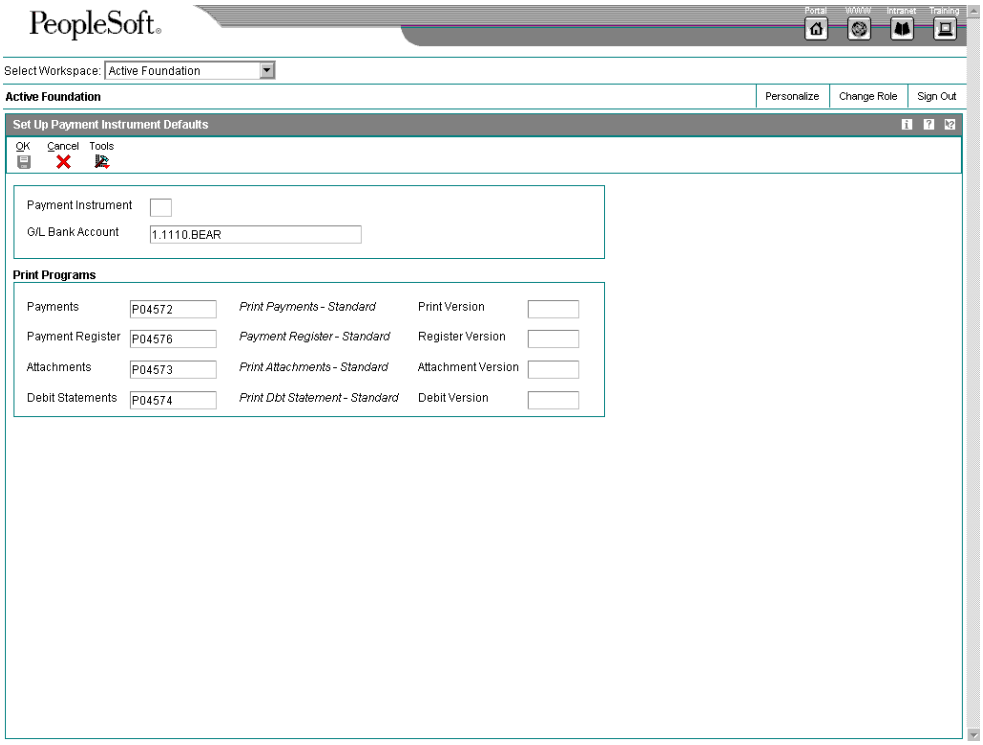
Before You Begin

- 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)

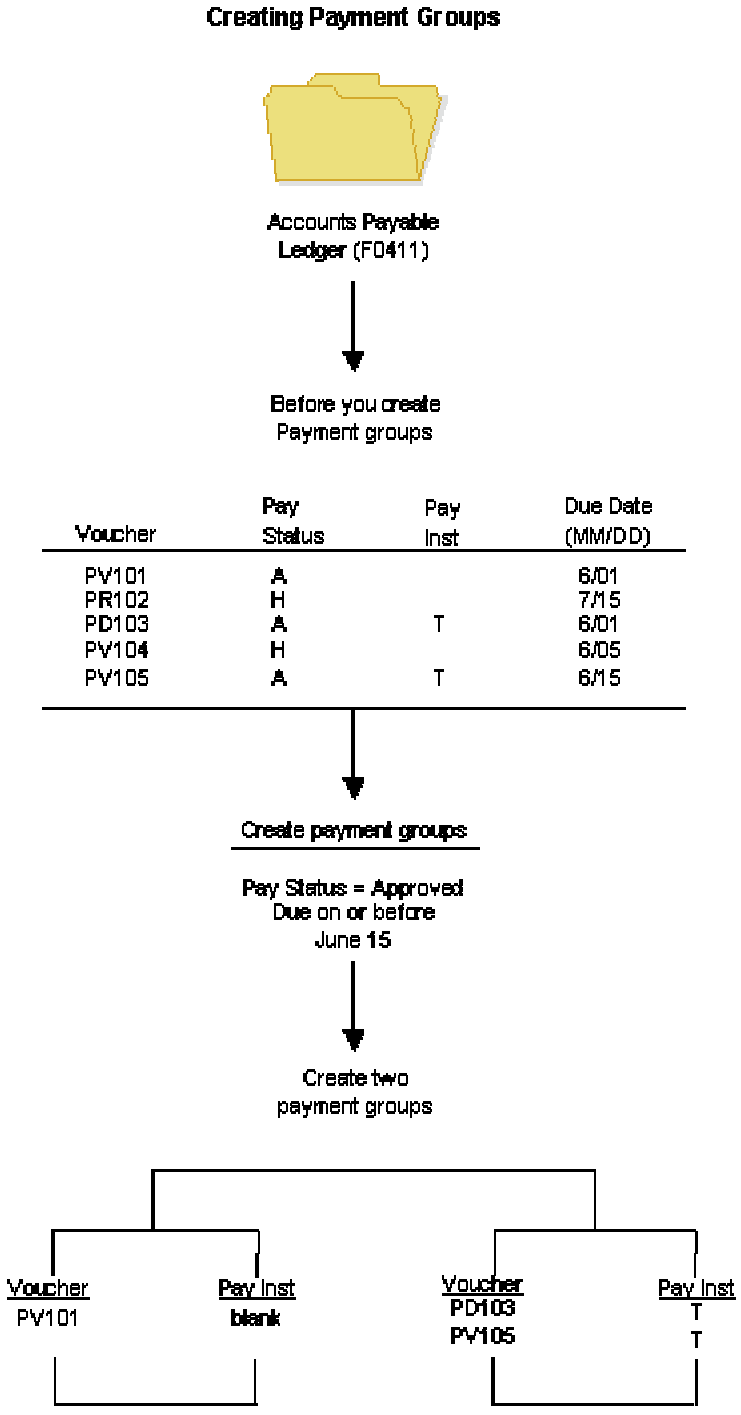
Note
To group vouchers for a supplier where the vouchers have different G/L bank accounts, use version XJDE0008, or a copy of it, to create the payment group. Be sure to enter the G/L Bank Account override on the Printing tab of the processing options. This version of P04570 does not include G/L Bank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

1. Assigns each payment group a "next status" of WRT (write).
2. Changes the pay status of selected vouchers from A to # (payment in-process).
3. 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).
4. 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

o Payee 1002: Supplier 1001, Vouchers 2 and 3

o Payee 1002: Supplier 1002, Voucher 4

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

o Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5

o Payee 1002: Supplier 1001, Vouchers 2 and 3, and Supplier 1002, Voucher 4

4. Business Unit

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

Valid values are:

Blank No

1 Yes

Summarize Tab

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

1. Summarized Pay Item

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

Blank

Do not summarize pay items.

1

Summarize pay items.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No

1 Yes

2. Print Contract Number

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

Valid values are:

Blank No

1 Yes

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

3. Print Job Number

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

Valid values are:

Blank No

1 Yes

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

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

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

Withholding Tab

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

1. Calculate Withholding

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

Blank No

1 Yes

2. Program Version

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

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

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

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

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

Working with Payment Groups

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

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

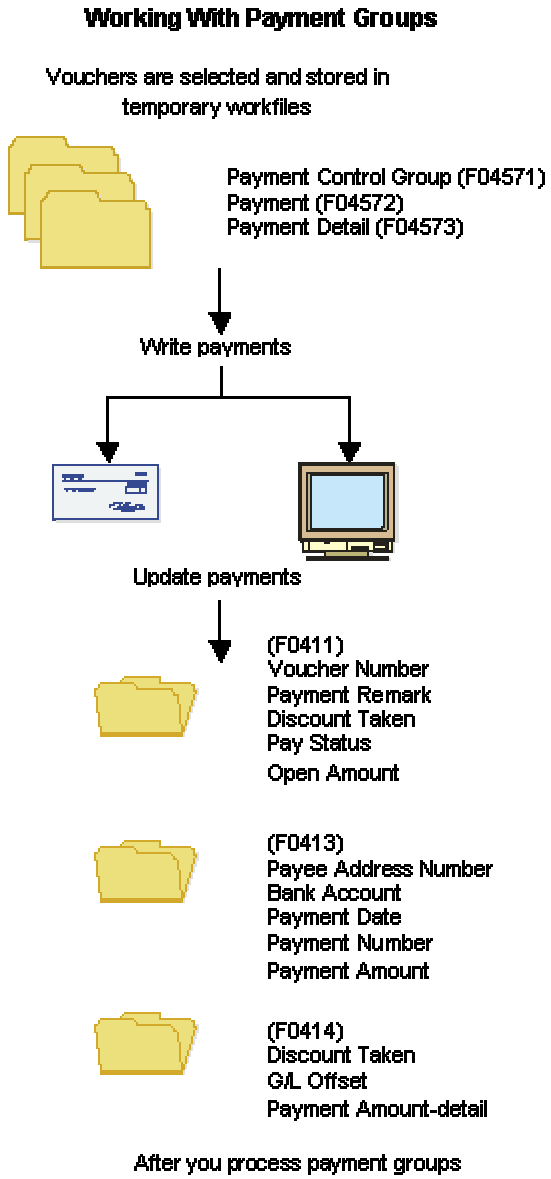
When you work with payment groups, you work with pay items that are at one of the following statuses:

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

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

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

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



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

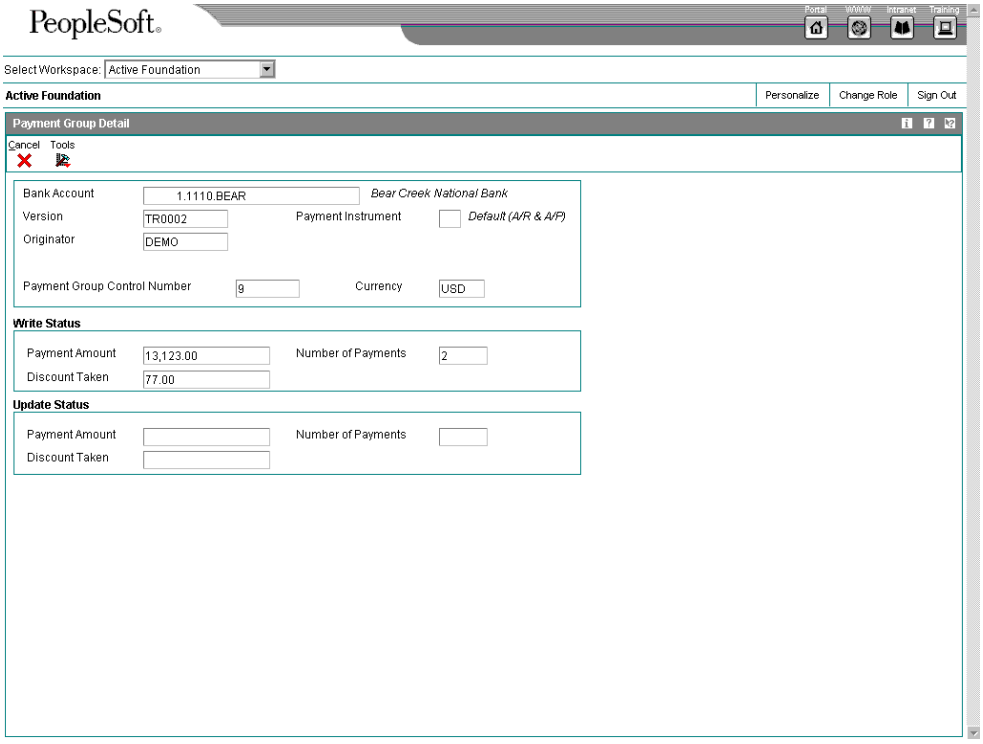
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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:

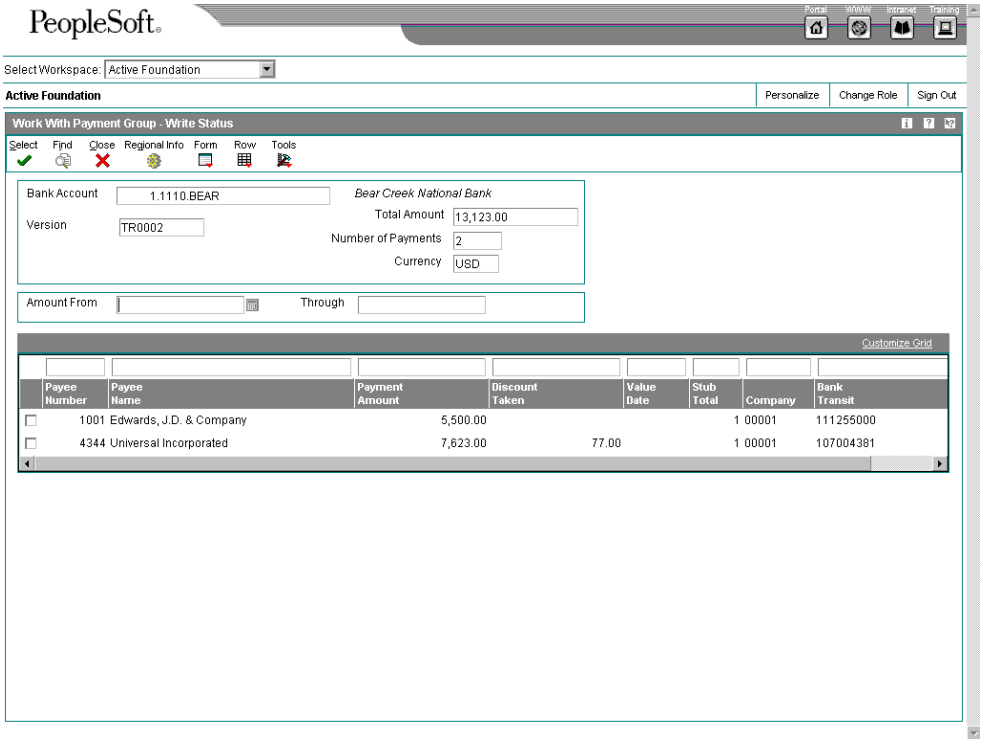
- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

► To review payment and voucher information (write status)

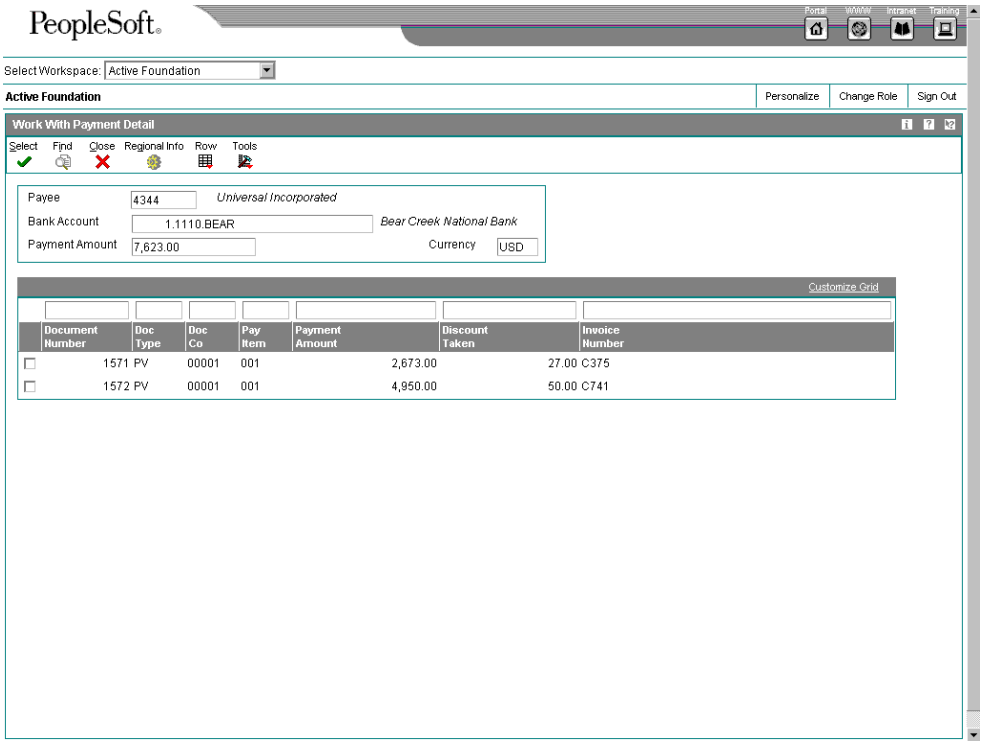
You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

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

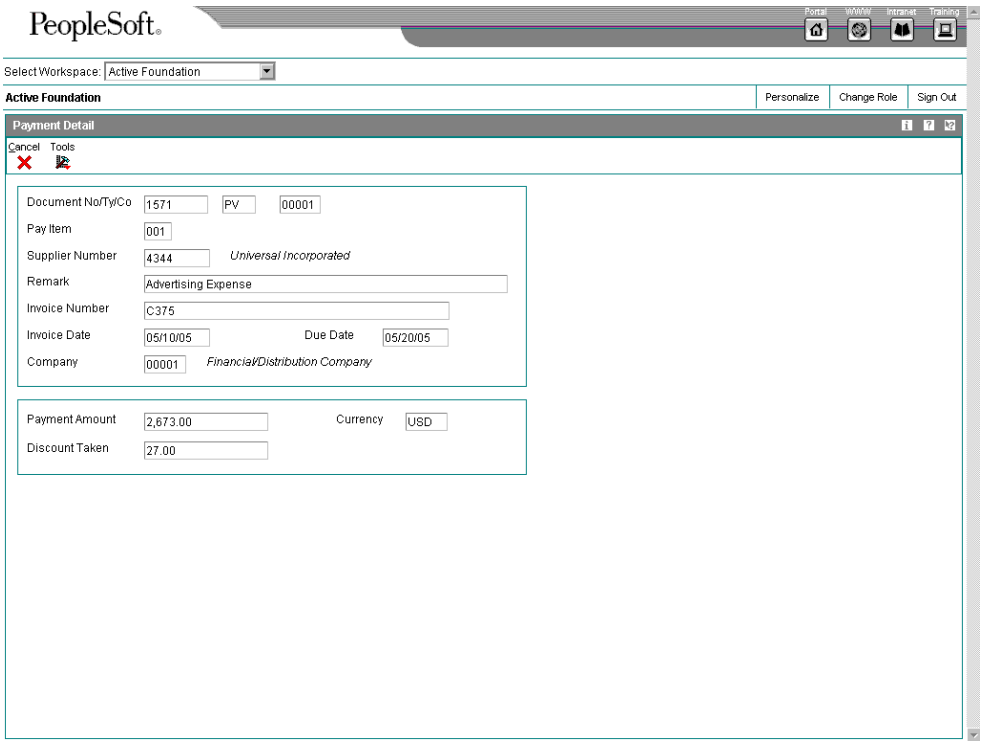
1. On Work With Payment Groups, click the following option and click Find:
   - Write Status
2. Choose a payment group and click Select.



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.



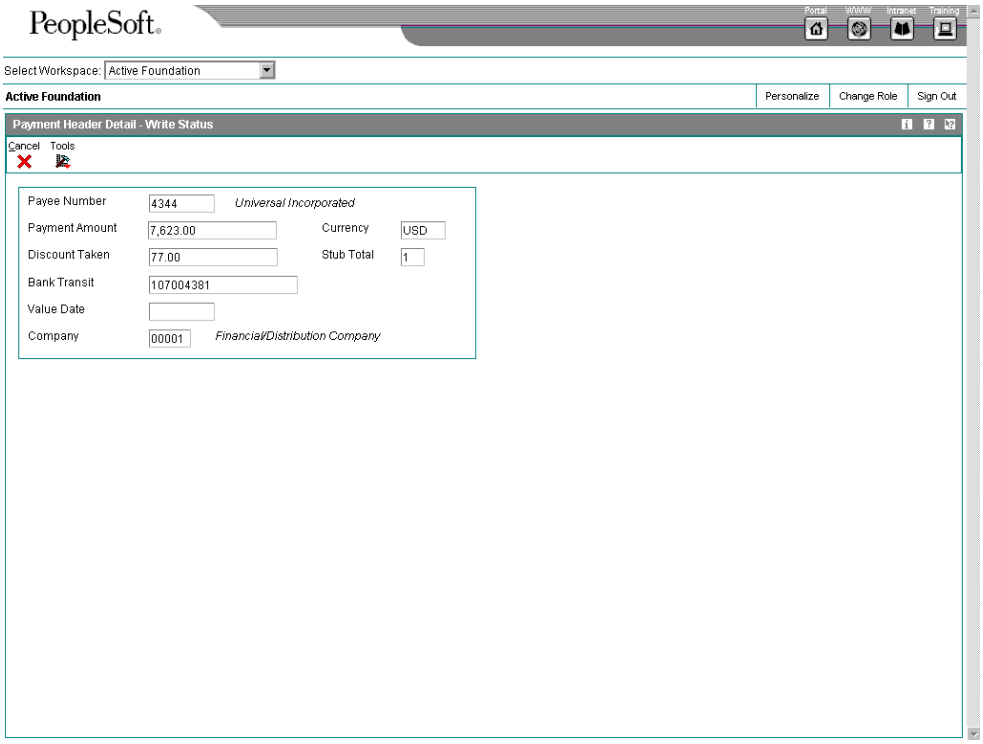
The Payment Detail form shows the voucher information associated with a payment.

► 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

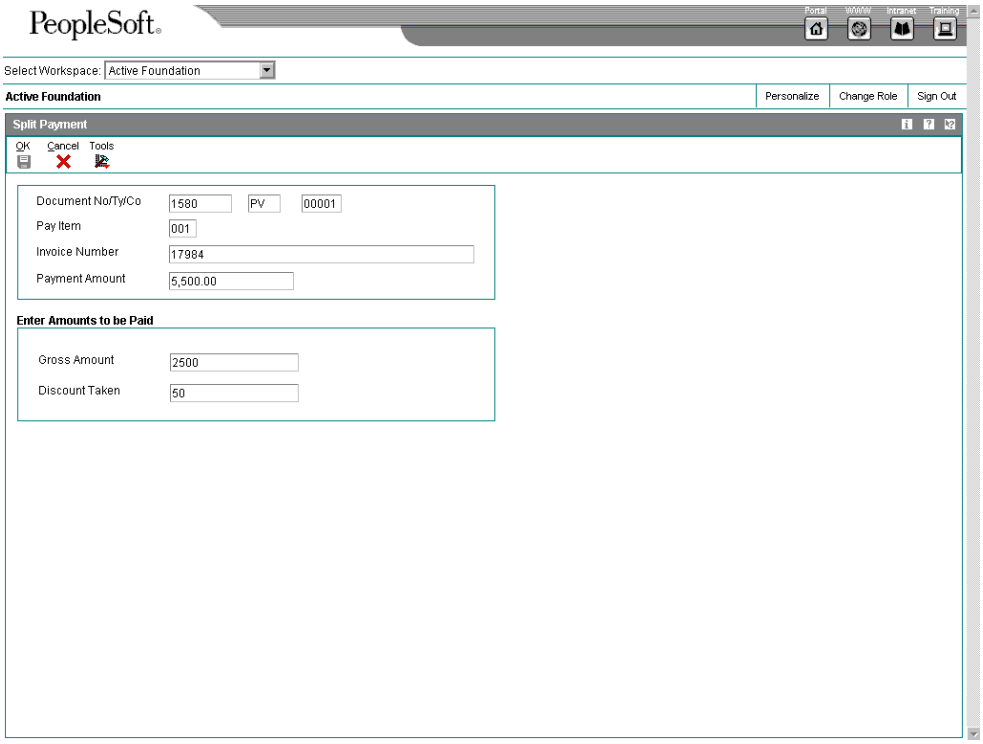
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or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



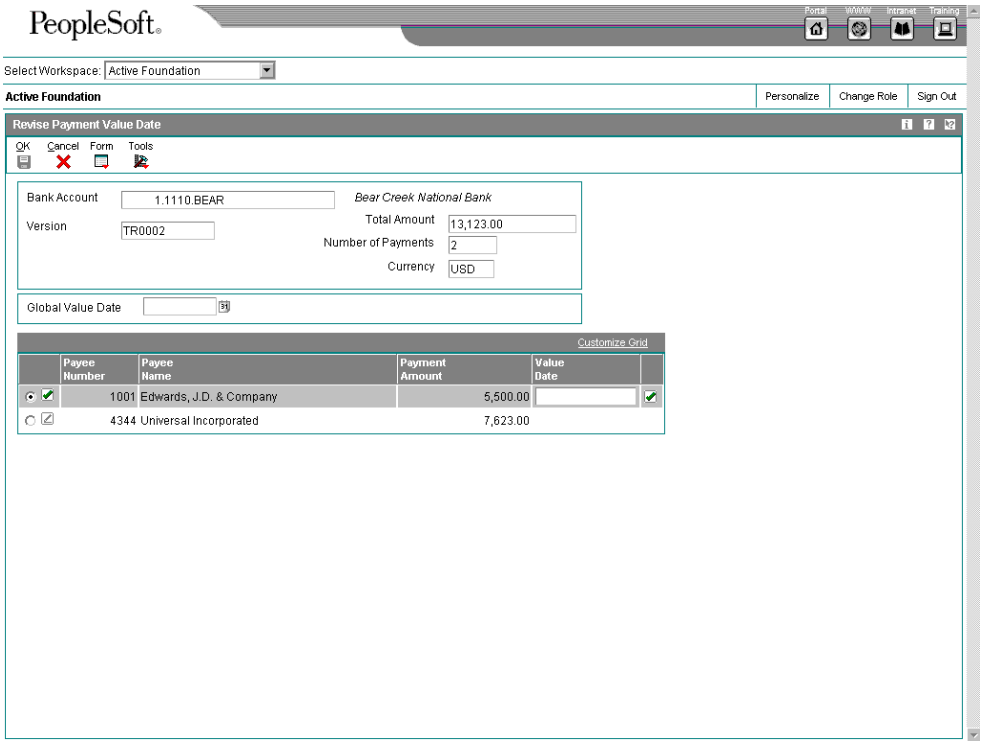
5. On Split Payment, complete the following fields and click OK:
   - Gross Amount
   - Discount Taken

► 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.

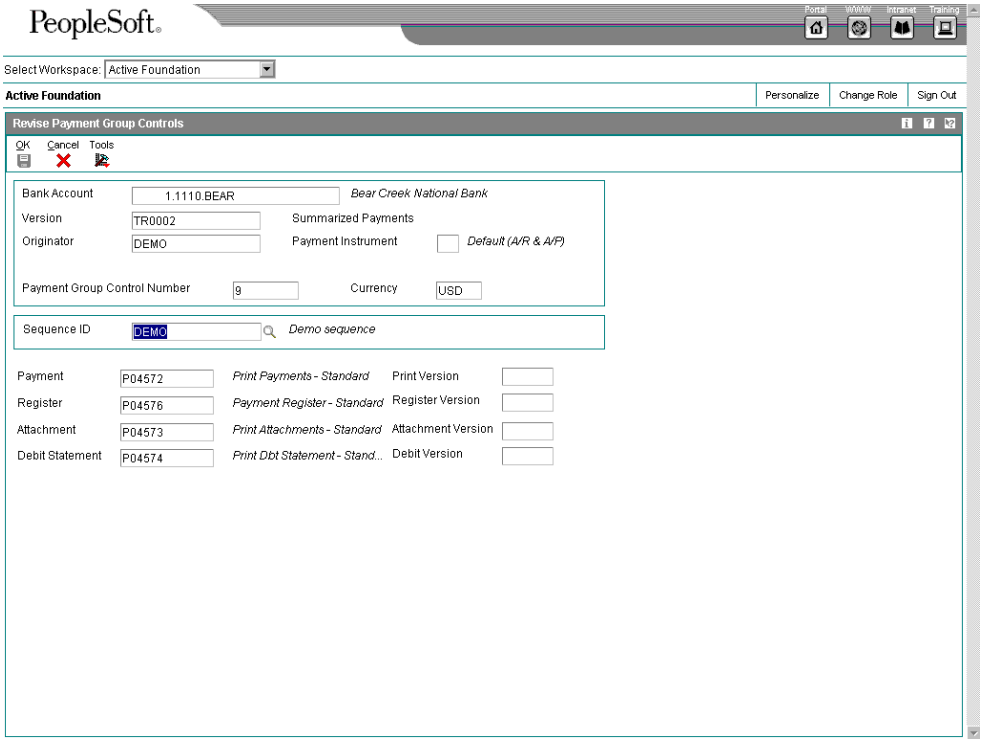
▶ To write all payments in a payment group

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

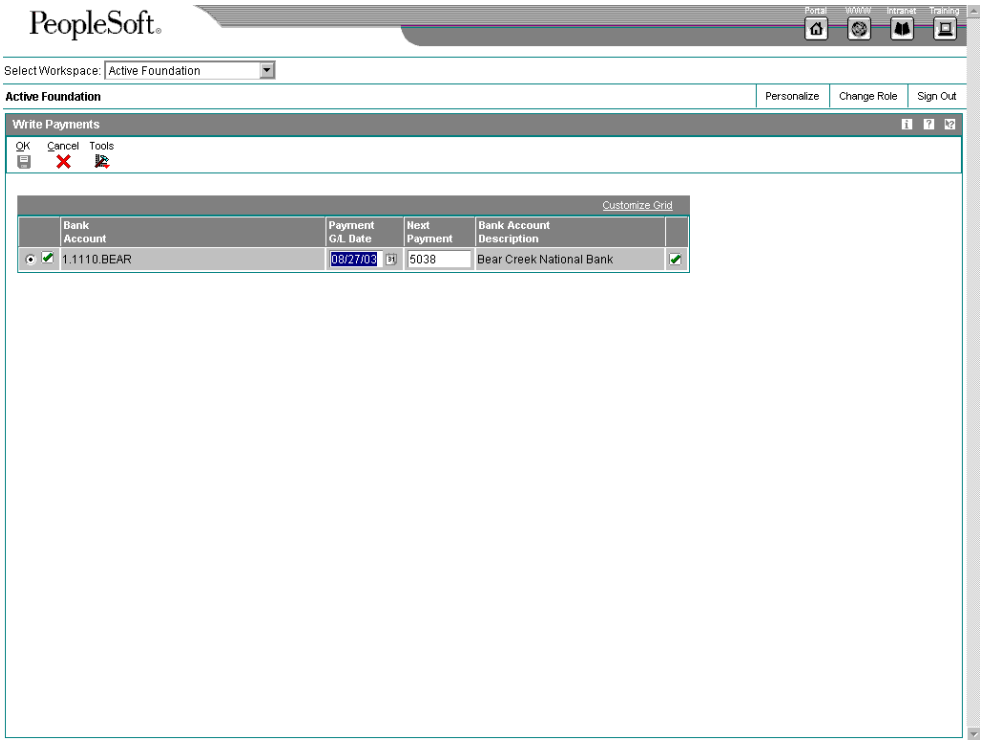
1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups.

   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).

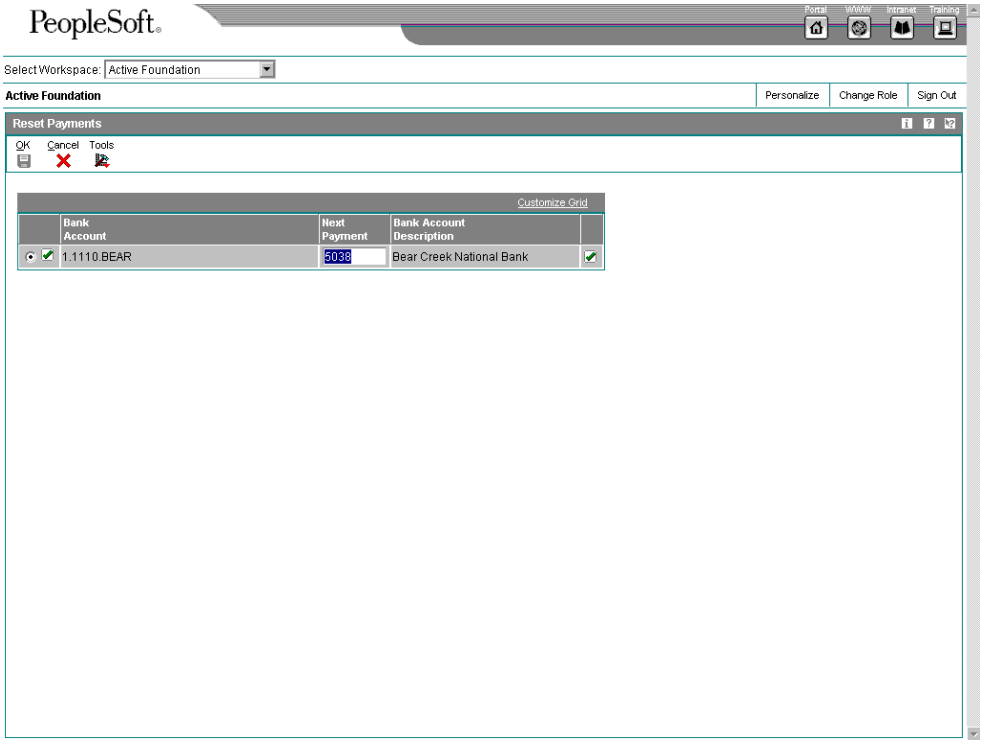
► To reset payment processing

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.

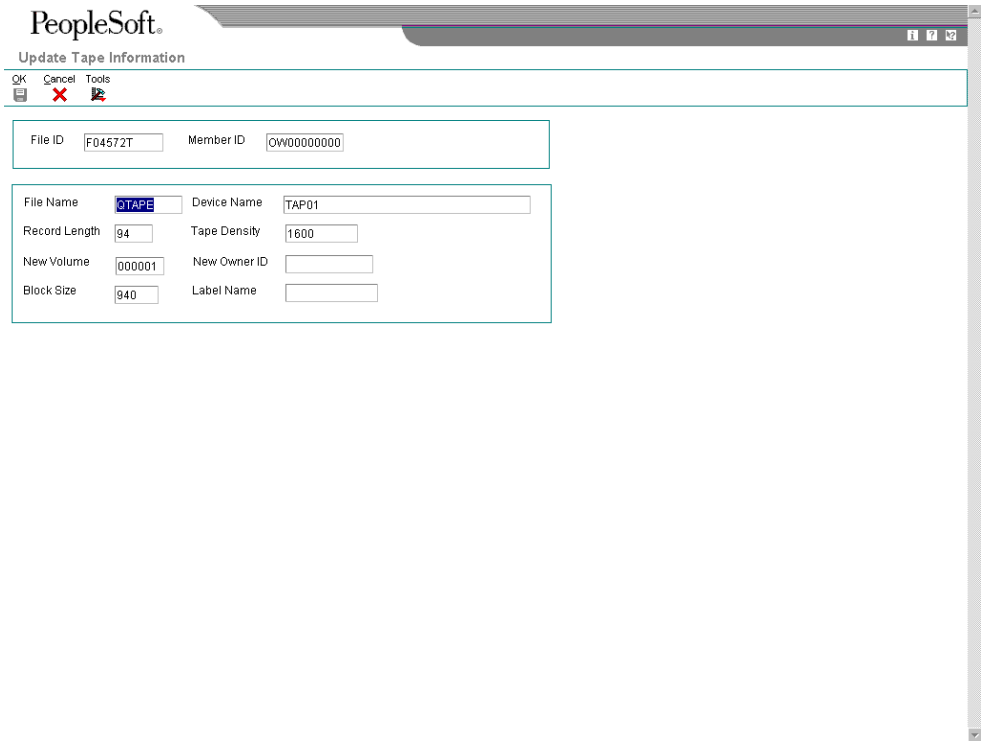
You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

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.

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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.

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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

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Note: The system always replaces the character defined in UDC 04/SC with either the character that you specify or a blank. If you do not want to replace any characters, UDC 04/SC must be blank.

Additional Tape Copy Options

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. On the Copy Bank Tape to Tape form, choose Approve from the row menu. This menu selection is controlled by a BACS processing option for the Copy Bank Tape File to Tape program (P0457).

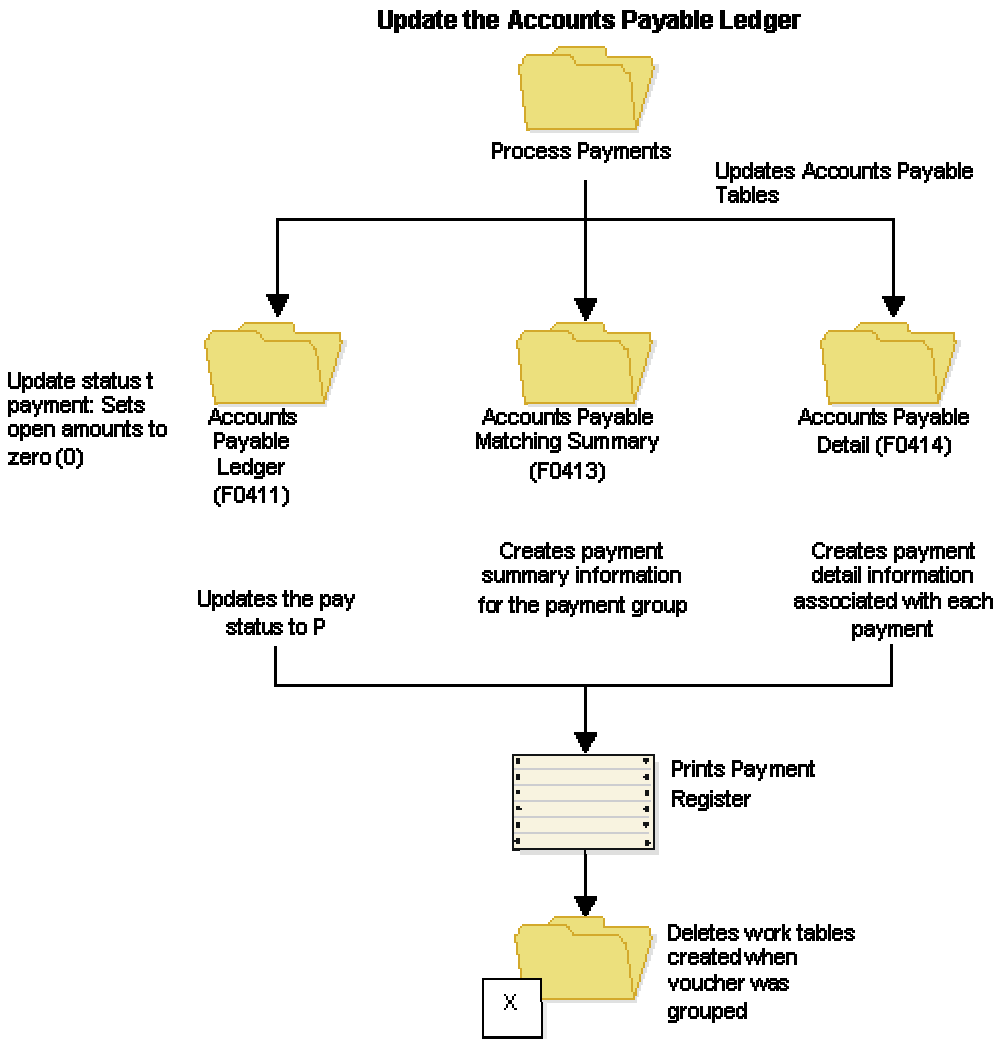
Updating the Accounts Payable Ledger

After you write payments, you must update the Accounts Payable ledger. Updating the accounts payable ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the Accounts payable ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
    - A/P Payment Processing - Header table (F04571)
    - A/P Payment Processing - Summary table (F04572)
    - A/P Payment Processing - Detail table (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the accounts payable ledger:



After you update the accounts payable ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the accounts payable ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

Before You Begin

- Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.
- Review processed payments. See *Reviewing Payment Groups* in the *Global Solutions Japan Guide*.

► To update the Accounts Payable ledger

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options specify how the system prints payment groups.

1. Default Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank Separate files by PCG.

1 Separate files by bank account.

2 Send multiple PCGs in one spool file.

Save Spool File (FUTURE)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not save spool file.

1 Save spool file.

Hold Spool File (FUTURE)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

1. Default Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for

additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

Display Tab

These processing options specify the way the system displays payment groups.

1. Display Business Units

Display Business Units

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form.

You can enter a specific version number, or leave this processing option blank to search on all versions (default).

Payment Instrument

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

Currency Code

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

Effective Date

Use this processing option to specify the date to use to retrieve the exchange rate when you write foreign or alternate currency payments. If you leave this processing option blank, the system uses the payment G/L date.

If you create a payment group using the domestic amount of a voucher instead of the foreign amount, the system calculates a currency gain or loss based on the pay date exchange rate. The payment is not a foreign currency payment because it is made in the domestic currency.

Note: If you enter an effective date for which there is no corresponding exchange rate in the Currency Exchange Rates table (F0015), the system uses the exchange rate on the voucher and, therefore, does not create a gain or loss.

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

This processing option specifies how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

Working with the Text File Processor

The Text File Processor is a tool that is used to convert J.D. Edwards data to text files in the formats that are required by external entities, such as banks or government agencies.

To use the Text File Processor to create a text file, you must run one of the programs that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that is generated by the program. For example, all of the information that is required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media, and then submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail Table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates table F007101 to indicate that the batch has been processed.

Note

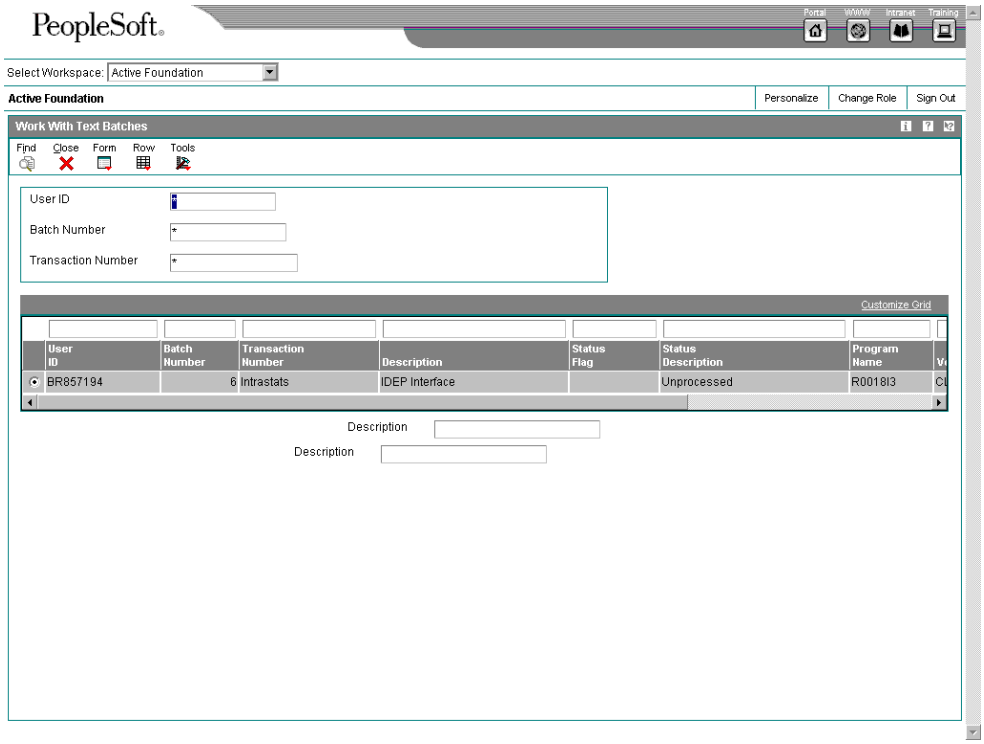
If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

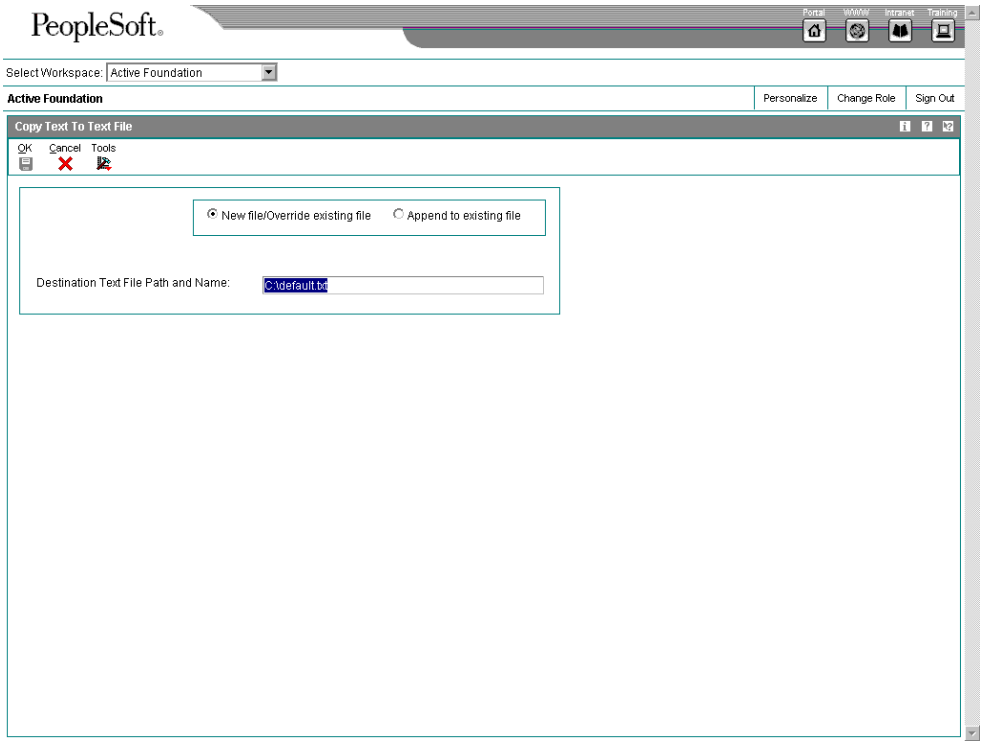
- ❑ Create a text batch by running a program that uses the Text File Processor.

▶ To copy text in the Text File Processor

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

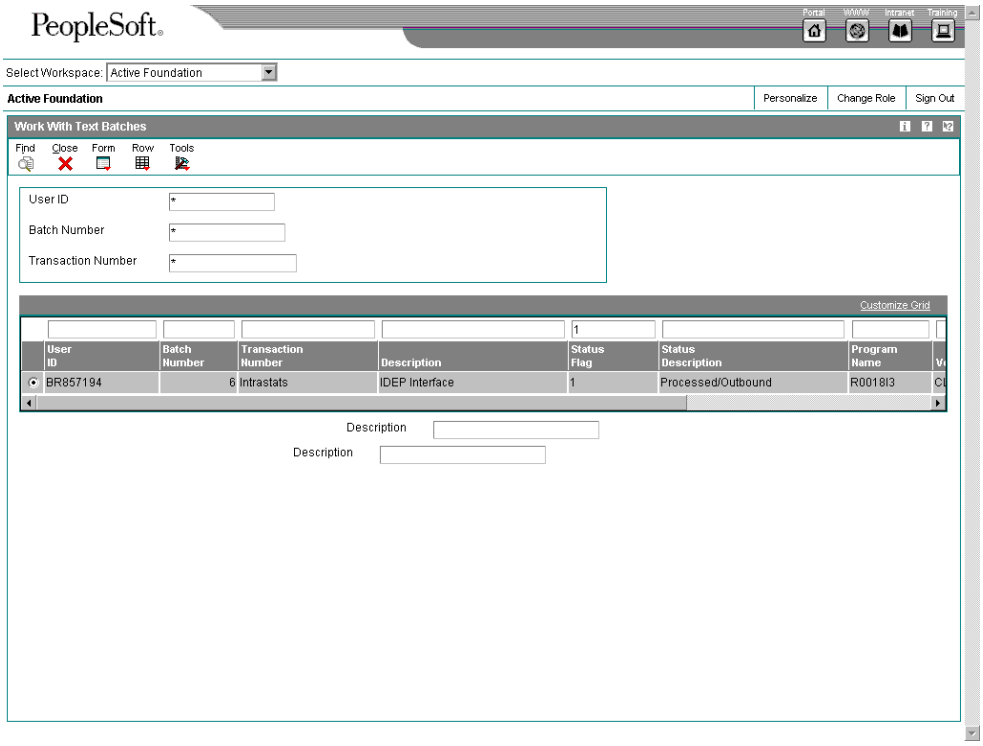


1. On Work With Text Batches, complete any of the following fields and click Find:
   - User ID
   - Batch Number
   - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



4. On Copy To Text File, click either of the following options:
   - New file/Override existing file
   - Append to existing file
5. Complete the following field and click OK:
   - Destination Text File Path and Name:

   The system displays the Work With Text Batches form.



A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft Word template to use during creation of the text file.

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you need to enter the correct path for the location of the normal.dot template.

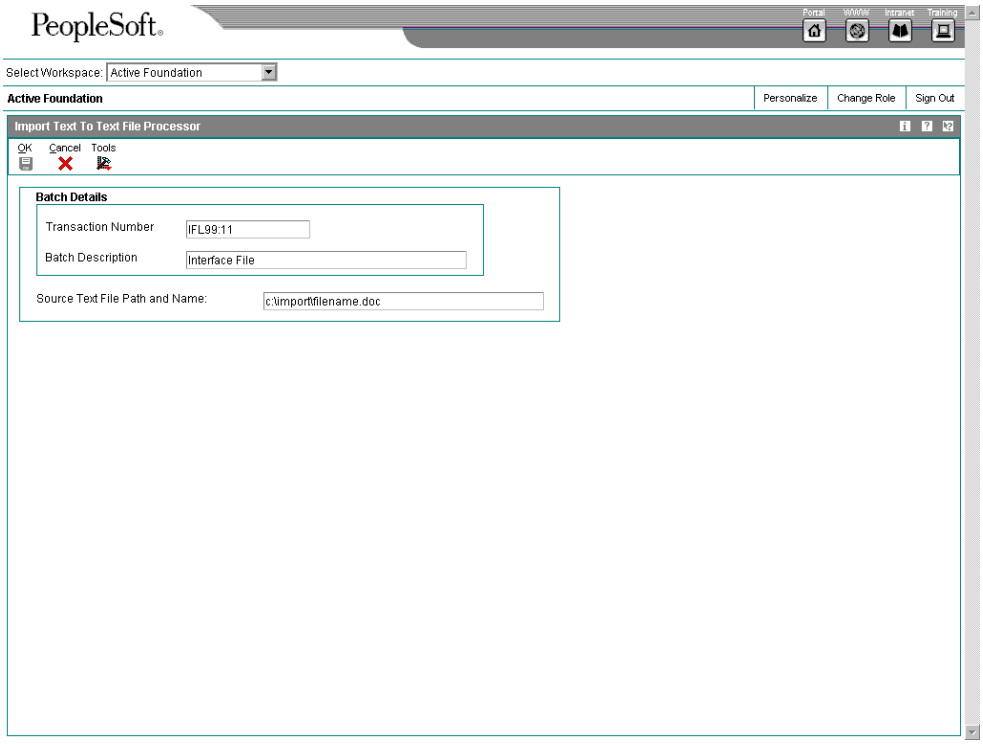
Importing Text Using the Text File Processor

You can import information from an external text file to the J.D. Edwards system. When you import a text file, the system creates a batch in the Text File Header table (F007101) and the Text File Detail table (F007111). To move the information from the Text File Header and Detail tables into other tables in the J.D. Edwards system, you must run a batch program that has been designed to retrieve data from tables F007101 and F007111.

▶ To import text using the Text File Processor

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

1. On Work With Text Batches, choose Import Text from the Form menu.



2. On Import Text To Text File Processor, complete the following fields and click OK:
   - Transaction Number
   - Batch Description
3. Complete the following field and click OK:
   - Source Text File Path and Name:
4. On Work With Text Batches, click Find.

   The system displays the new batch in the detail area. A value of 5 (Unprocessed/Inbound) in the Status Flag field indicates that the batch has been imported successfully.

Resetting a Text Batch in the Text File Processor

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

► To reset a text batch in the Text File Processor

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

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

Purging a Text Batch in the Text File Processor

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

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

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

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

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

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

► To purge a text batch in the Text File Processor

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

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

Processing Options for Purge Processed Transactions (R007102)

Process Tab

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

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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