PeopleSoft®

EnterpriseOne Global Solutions United Kingdom 8.9 PeopleBook

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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 as well as the country-specific tasks for the United Kingdom.

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

See Also

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

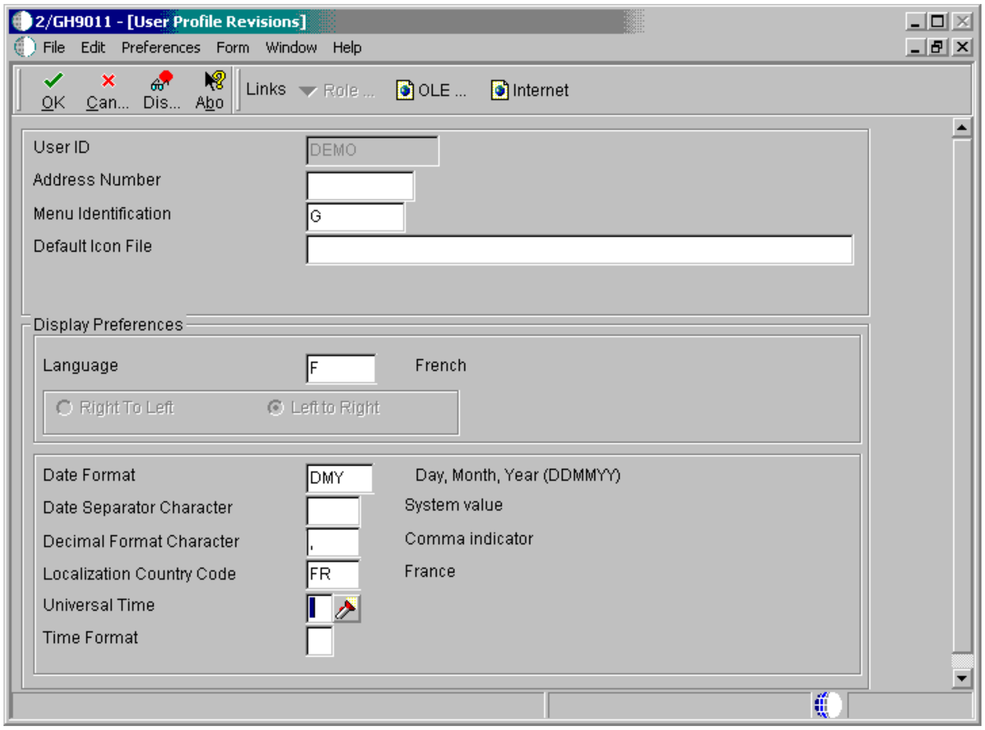
► **To set up user display preferences**

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.

Processing Options for User Profiles (P0092)

A/B Validation

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

Setting Up User Defined Codes

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

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

Payment Instrument (00/PY)

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

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

See Also

- *Setting Up Payment Instruments* in the *Global Solutions United Kingdom Guide*

Produce Bank File (04/PP)

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

- R04572B - electronic funds transfer in the Bankers Automated Clearing System (BACS) format (tape or diskette)
- R04572U1 - checks in the Association for Payment Clearing Services (APACS) format

ACM Status Codes (74U/AS)

Application and Certificate Management (ACM) status codes are assigned by the system at various stages of ACM processing to identify the current status of an ACM document. Some processes require that an ACM document be at a specific status.

CIS Validation Hierarchy Codes (74U/CL)

You use Construction Industry Scheme (CIS) validation hierarchy codes to prioritize CIS documents for subcontractors who hold more than one CIS document. Documents with a higher classification code are given priority. For example, if a tax certificate has a classification code of 1 and a registration card had a classification code of 9, the tax certificate is used during CIS processing for a subcontractor who holds both documents. The highest possible value is 1, and the lowest possible value is 9.

CIS Taxable Status Codes (74U/TS)

You use CIS taxable status codes to indicate whether a line item on a voucher is subject to withholding tax.

ACM Voucher Return Codes (74U/VR)

You use ACM voucher return codes to indicate whether a CIS24 tax payment voucher has been returned for a payment.

CIS Voucher Status Codes (74U/VS)

CIS status codes are assigned by the system at various stages of CIS processing to identify the current status of a document. Some processes require that a document be at a specific status.

CIS Voucher Type Codes (74U/VT)

You use CIS voucher type codes to identify the types of payment vouchers that are used in the Construction Industry Scheme. Valid values are:

- CIS23 - Construction Gross Payment Voucher
- CIS24 - Subcontractors Gross Payment Voucher
- CIS25 - Tax Payment Voucher

User Defined Codes for International Payment Instructions (IPI)

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

IPI – Languages and Countries (00/IL)

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

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

You can set up only one language per country. For example, for banks in Belgium, you must specify a secondary language; but you can choose to use French, German, or Dutch. In the 00/IL UDC, you can set up only one of those languages for Belgium; you cannot set up a value for each language. The graphic below shows the secondary language preference for Belgium to be French.

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

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

IPI – Address Line Sequencing (00/IA)

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

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

IPI – Charges Paid By (00/IC)

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

IPI – Form Types (00/IF)

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

IPI – Details of Payment (00/IP)

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

Setting Up User Defined Codes for Intrastat Reporting

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

Caution

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

See Also

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

Country Codes (00/CN)

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

The following table shows examples of country codes:

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

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

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

Caution

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

State and Province Codes (00/S)

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

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

The following table shows examples of state and province codes:

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

European Community Members (74/EC)

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

The following table shows examples of EU country codes:

Codes	Description 01
AT	Austria
BE	Belgium
BL	Belgium and Luxembourg
DE	Germany
DK	Denmark
ES	Spain
FI	Finland
FR	France
GB	Great Britain

Nature of Transaction Codes

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

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

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

See Also

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

Nature of Transaction – EU (74/NT)

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

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

- Use the Codes field to enter a concatenated value to identify the nature of transaction. Concatenate the following values in sequence without any separators, such as commas or spaces:

  Company Number, Order Document Type, Line Type

- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.

The following table shows examples of nature of transaction codes:

Codes	Description 01	Description 02
00100XIS	Export to Customer	16
00100COC	Credit to Customer	16
00100SOS	Stock Inv Item	10
00100X2S	Transfer from Branch	10
00200SOS	Stock Inv Item	11
00200X1S	Export to Customer	16
00200X2S	Transfer from Branch	11

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

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

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

You can designate any one of the five sales reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastat – Tax Update - Sales program (R0018I1). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/S1, 2 for table 41/S2, and so on.

The following table shows examples of sales reporting codes:

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

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

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

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

You can designate any one of the five purchasing reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastats Tax Update - Purchasing program (R0018I2). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/P1, 2 for table 41/P2, and so on.

The following table shows examples for purchase reporting codes:

Codes	Description 01
	Blank – Commodity Class 41/P1
A	Aluminum
B	Brass
C	Copper
DRG	Drugs-Pharmaceutical
ELC	Electrical

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

Intrastat Regime Code (00/NV)

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

Caution

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

The following table shows examples of Intrastat regime codes:

Codes	Description 01
10	Permanent export
11	Permanent export after rework
21	Temporary export
22	Temporary export after rework

Shipping Commodity Class (41/E)

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

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

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

The following table shows examples of shipping commodity classes:

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

Condition of Transport (00/TC)

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

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

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

The following table shows examples of condition of transport codes:

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

Mode of Transport (00/TM)

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

The following table shows examples of mode of transport codes:

Codes	Description 01
1	Transport by sea

Codes	Description 01
2	Transport by rail
3	Transport by road
GRD	Ground Service
LTL	Less than Truckload
NDA	Next Day Air

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

Freight Handling Code (42/FR)

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

Note

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

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

Note

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

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

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

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

The following table shows examples of freight handling codes:

Codes	Description 01	Description 02	Special Handling
A	Free Alongside Ship	FAS	
BRR	Bypass Routing and Rating		9
C	Freight Collect		1
D	Delivered, Duty Paid	DDP	
F	Freight On Board – Our Dock	FOB	
FP	Freight Pre-pay and Add		

Arrivals or Dispatchings (74/TD)

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

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

Note

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

Intrastat Declaration Type (74/IT)

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

The following table shows examples of Intrastat declaration type codes:

Codes	Description 01	Special Handling
1	Fiscal	F
2	Statistical	S
3	Complete	C

You specify the character that the system uses to populate the Intrastat declaration in the special handling code for each value. The code specified in the special handling code is written to the text field in the Text Processor Detail Table (F007111) when you process the IDEP/IRIS Interface (R0018I3). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

The default value is 3 (complete).

Triangulation Tax Rates (00/VT)

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

Setting Up Tax Rules by Company

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

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

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

Tolerance Ranges

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

Note

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

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

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

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

Range for warning	Tolerance amount for warning is 2: • 100 + 2 = 102 • 100 - 2 = 98 The system issues a warning message if the tax amount that you enter is greater than 102 or less than 98 (that is, outside of the tolerance range of 98 to 102). **Note** If you enter a tax amount of 98.01 or 101.99, the system does not issue a warning message. The amount is within the acceptable tolerance range.
Range for error	Tolerance amount for error is 10: • 100 + 10 = 110 • 100 - 10 = 90 The system issues an error message if the tax amount that you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110). **Note** If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.

Calculation Rules

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

The examples use the following amounts:

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

Example: Tax and Discount Calculation for the United Kingdom

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

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

► To set up tax rules by company

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

1. On Work with Tax Rules, click Add.
2. On Tax Rules Revisions, complete the following field:
   - Company
3. Click one of the following options:
   - A/R
   - A/P
   - G/L
4. To specify the type of tolerance range, click one of the following options under the Tolerance heading:
   - %
   - Amt
5. To specify tolerance ranges, complete the following fields:
   - Tolerance Rate - Warn
   - Tolerance Rate - Error
6. To specify the calculation rules for the company, select the following option under the Calculations heading:
   - Tax on Gross Excluding Discount
7. To specify additional calculation rules for the company, click the following option under the Calculations heading:
   - Sales Order Taxes at Order Level
8. Verify that Discount on Gross Including Tax is not selected.
9. To further specify tolerance information for the Accounts Receivable system, select the following field under the Edit heading:
   - Allow Understatement of Tax Amt
10. Click OK.

Setting Up 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).

Record Type	Description
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

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

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

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

See Also

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

► To set up G/L bank account information

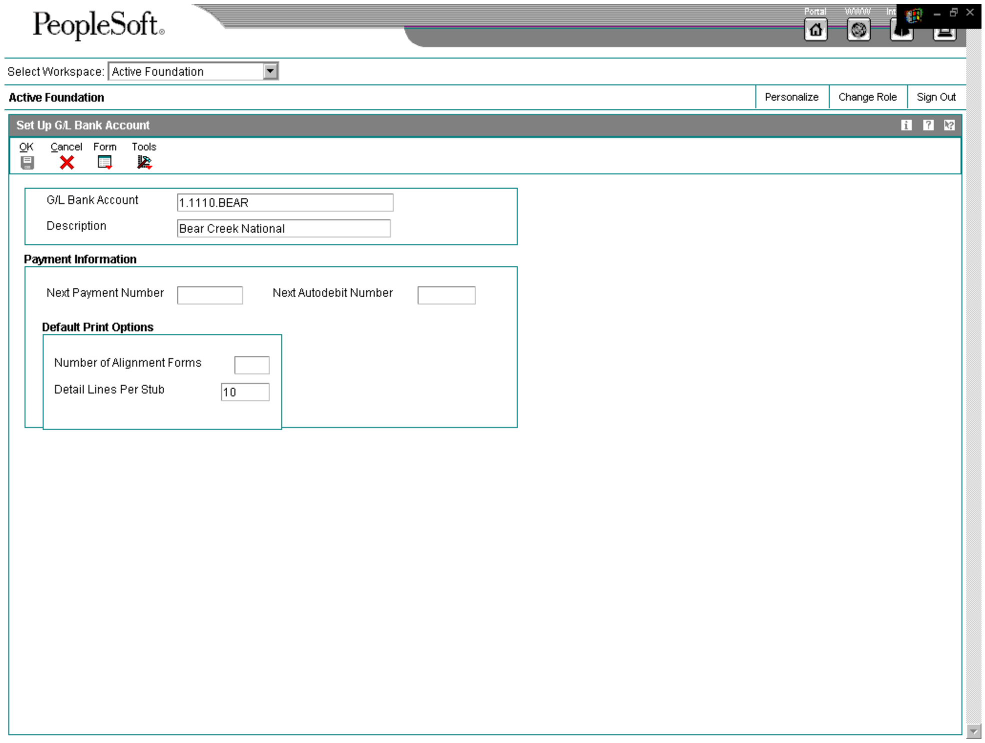
Use one of the following navigations:

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

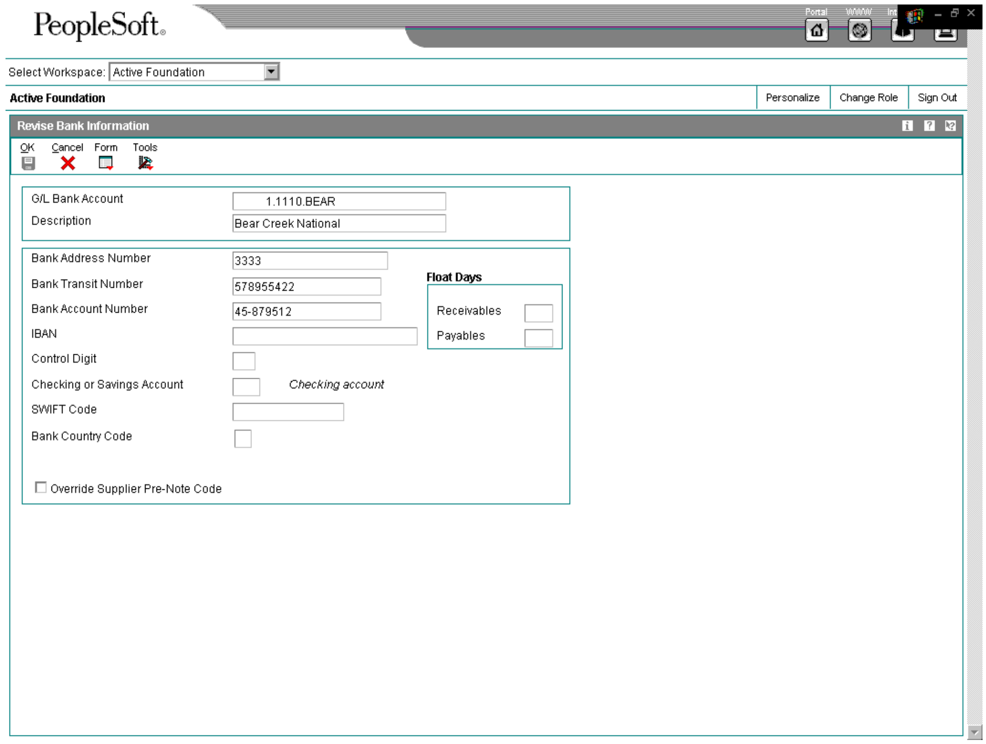
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

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

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



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



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

   - Bank Address Number

     This is the bank's address book number.

   - Bank Transit Number

     You can leave this field blank.

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

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

    - Override Supplier Pre-Note Code

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

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

- Receivables

  This field is used only in Accounts Receivable draft processing.

- Payables

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

► To delete or revise G/L bank account information

Use one of the following navigations:

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

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

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

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

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

► To set up supplier and customer bank account information

Use one of the following navigations:

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

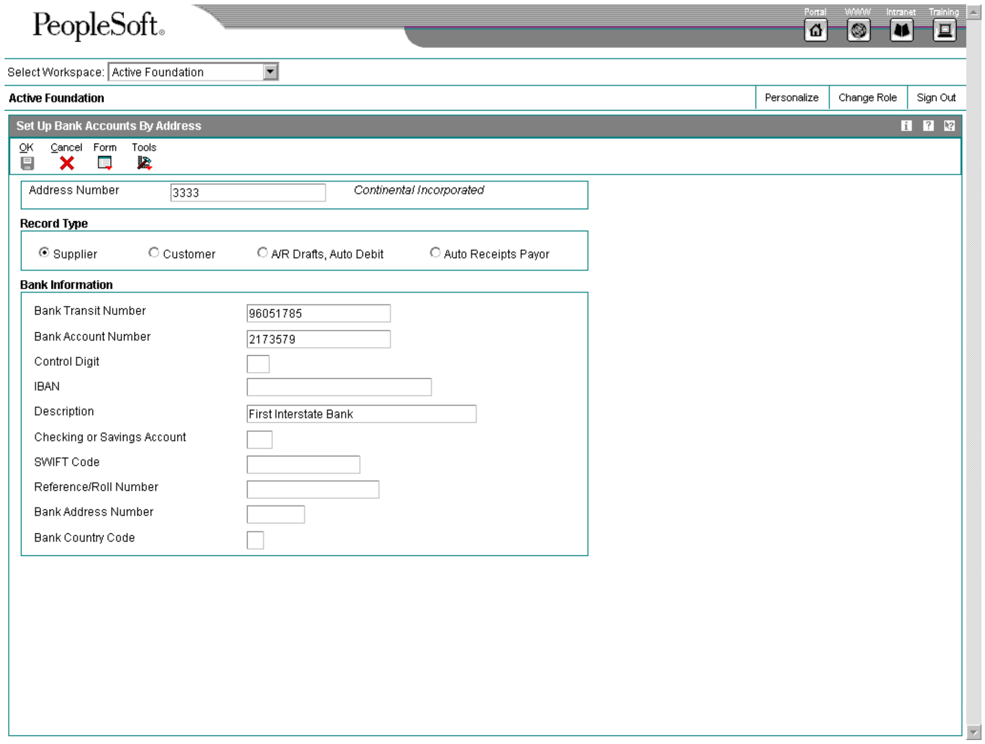
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

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

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

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

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



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

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

- SWIFT Code

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

- Reference/Roll Number

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

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

- Bank Address Number
- Bank Country Code

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

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

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

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

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

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

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

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

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

► To set up bank transit numbers by bank address

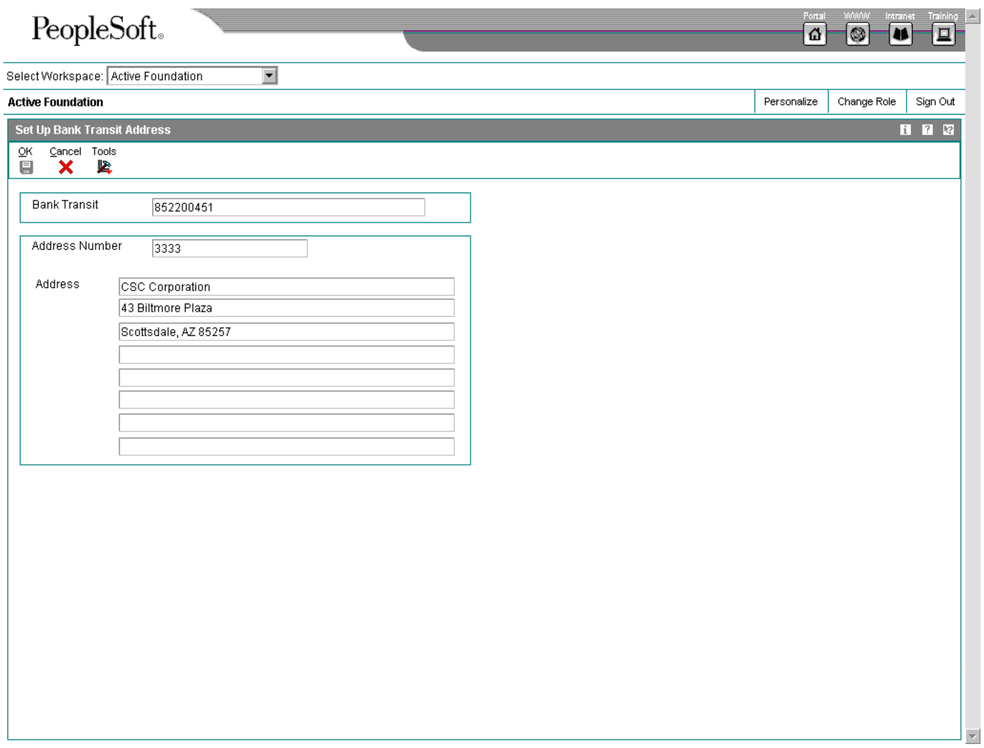
You can associate a bank transit number with a bank's address book number.

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

Note

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

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



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

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

Note

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

Setting Up the G/L Post to Update Tax Amounts

In the United Kingdom, you set up your tax rules so that the system does not calculate tax on the gross amount of a transaction. In this case, the system considers whether the transaction is eligible for a discount when calculating tax for the transaction.

Regardless of how your tax rules are set up, you must also specify whether and how the system updates the Taxes table with tax amounts. The values that you define in the processing options for the G/L post program determine whether the system updates tax amounts in the Taxes table (F0018).

Define processing option 1 under the Tax heading as a 1, 2, or 3 in the following versions of the General Ledger Post Report programs (R09801):

- General Ledger Post - Voucher Post (Version ZJDE0002)
- General Ledger Post - Manual Payments (Version ZJDE0004 or ZJDE0005)
- General Ledger Post - Invoice Post (Version ZJDE0006)
- General Ledger Post - Cash Receipt Post (Version ZJDE0007)

A value of 1 in the processing option updates the tax file for VAT or Use Tax only. A value of 2 updates the tax file for all tax amounts. A value of 3 updates the tax file for all tax explanation codes.

You must also define this processing option for any other post program that uses the above versions in the base software.

If you do not set the processing options correctly, the system does not transfer the applicable tax information to the Taxes table.

Note

When you enter transactions using the Journal Entries with VAT program (P09106), the system automatically updates the Taxes table. The system ignores the tax processing options that you set up for the post programs.

See Also

- *Entering Journal Entries with VAT* in the *Tax Reference Guide* for more information about the Journal Entries with VAT program

Before You Begin

- Set up tax rules to specify how you want the system to process tax for discounted transactions. See *Setting Up Tax Rules by Company* in the *Global Solutions United Kingdom Guide*.

Processing Options for General Ledger Post Report (R09801)

Print Tab

1. Account Format

Blank = Default Account Format

1 = Structured Account

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Blank = No error message will print

1 = Error message will print

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

Versions Tab

1. Detail Currency Restatement Version

Blank = No Detail Currency Restatement entries created

Enter a version of Detail Currency Restatement (R11411) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Blank = No Fixed Asset entries created

Enter a version of FIxed Asset Post (R12800) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Blank = No 52 Period Post entries created

Enter a version of 52 Period Post (R098011) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the 52 Period Post program (R098011) to update the Account Balances table and the Account Balances - 52 Period Accouting table. If you leave this field blank, the 52 Period Post Program does not run and does not update the tables.

Edits Tab

1. Update Transaction

Blank = No editing

1 = Update transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

Taxes Tab

1. Update Tax File

Blank = No update to Tax File

1 = VAT or Use Tax only

2 = For all Tax Amount

3 = For all Tax Explanation Codes

Use this processing option to specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

- o Tax on Gross Including Discount
- o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

- Adjustment to the gross amount (extended price) = discount taken
- Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken
- Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- Adjustment to the Gross Amount = 12.50
- Adjustment to the Taxable Amount = 10.00
- Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50
- o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00
- o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

3. Update VAT Receipts and W/O

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

- o Adjustment to the gross amount (extended price) = write-off amount
- o Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount
- o Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- Adjustment to the Gross Amount = 12.50
- Adjustment to the Taxable Amount = 10.00
- Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50
- Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00
- Adjusted Tax Amount: 250.00 - 2.50 = 247.50

Process Tab

1. Explode parent item time

Blank = No exploding

1 = Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

Cash Basis Tab

1. Units Ledger Type

Blank = ZU

Enter a valid value from the UDC 09/LT or blank will default the ZU ledger type.

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must use a valid ledger type from UDC 09/LT. If you leave this processing option, the system uses a default ledger type of ZU.

Setting Up Commodity Code Information

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

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

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

Before You Begin

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

► To set up commodity code information

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

1. On Work With Intrastat Commodity Code, click Add.
2. On Intrastat Commodity Code, complete the following fields:
   - Shipping Commodity Class
   - Commodity Code
   - Description

3. Complete the following optional fields if they pertain to the commodity code:
   - Supplementary UOM
   - Volume Conversion Factor

     Enter the density of the product in the Volume Conversion Factor field only if the product is typically measured in liquid volume but needs to be reported in kilograms. The system multiplies the volume of the product by the density that you enter to calculate the mass of the product.

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

Entering Cross-References for Items and Suppliers

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

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

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

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

The Supplier and Item Cross Reference program stores information in the Intrastat Supplier/Item Cross Reference Table (F744101). The Intrastats – Update - Purchasing program (R0018I2) retrieves the cross-referenced information if you specify in the processing options to use table F744101.

Note

The system retrieves the country of origin from the address book record of the supplier. The supplier's country of origin can be overridden when you update the Order Address Information table (F4006) for an individual order. If necessary, you can override the country of origin in the Country of Origin field (ORIG) in table F744101 and by specifying in the processing options of the Intrastats – Update - Purchasing program (R0018I2) to use table F744101.

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

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

► To enter a cross reference for items and suppliers

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

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

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

   - Address Number

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

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

   - Country of Origin
   - Original Country of Origin

See Also

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

Validating Tax ID Numbers

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

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

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

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

Activating Tax ID Validation

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

The following table shows examples of country codes:

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

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

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

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

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

   For example, if you use DE for Denmark, enter DN (the two-digit ISO code for Denmark) in the Description 02 field for the DE country code. The system then validates tax IDs that are entered with the country code DE according to Danish, not German, specifications.
3. Enter 1 in the Special Handling field.

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

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

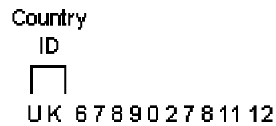
Overriding Tax ID Validation

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

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

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

Example: Tax ID or VAT Registration Number for the United Kingdom



See Also

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

Additional Information

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

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

Business Unit Descriptions	You can translate the descriptions of the business units that you set up for your system. The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D). Print the Business Unit Translation Report (R00067) to review the description translations in the base language, and one or all of the additional languages that your business uses.

Account Descriptions	You can translate the descriptions of your accounts into languages other than the base language. After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language, and one or all of the additional languages that your business uses.
Automatic Accounting Instruction (AAI) Descriptions	You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system.
UDC Descriptions	You can translate the descriptions of the UDCs that you set up for your system.
Delinquency Notice Text	Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.) J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.

The translations that you set up for your system also work with the language that is specified in the user profile for each person who uses the system. For example, when a French-speaking user accesses the chart of accounts, the system displays the account descriptions in French, rather than in the base language.

See Also

- *Setting Up User Display Preferences* in the *Global Solutions China Guide* for information about setting up language preferences for users
- *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for information about translating user defined codes
- *Translating Business Units* in the *General Accounting Guide* for information about translating business units
- *Translating Accounts* in the *General Accounting Guide* for information about translating accounts
- *Setting Up Letter Text for Delinquency Notices and Statements* in the *Accounts Receivable Guide*

Translation Routines

J.D. Edwards provides several translation routines to convert amounts to words. These translation routines are generally used by payment formats, draft formats, and check-writing programs that produce numerical output in both numeric and textual form. You specify the translation routine that you want to use in the processing options for these programs.

J.D. Edwards provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)
- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

In some cases, the translation routine that you use depends on the currency that you are using. For example, if you are converting euro amounts to words, you should use a translation routine that has been set up to handle euro currencies. In Spanish, the gender of the currency determines the translation routine that you choose.

J.D. Edwards Multicurrency Solution Summary

Companies that do business internationally often have additional accounting needs. These needs arise from doing business in different currencies, and following different reporting and accounting requirements for each country in which they do business. To process and report on transactions in multiple currencies, a company that operates internationally can:

- Convert foreign currencies into the local currency
- Convert different local currencies into one currency for reporting and comparisons
- Adhere to regulations that are defined in the countries where the company operates
- Revaluate currencies due to changes in exchange rates

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

- Converts from one currency to another

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

International Bank Account Numbers

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

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

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

Country code

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

Check digits

Two digits that are assigned according to an algorithm.

Basic Bank Account Number (BBAN)

An alphanumeric string of characters of up to 30 characters that includes 0-9 and A-Z in upper-case letters only. The electronic format cannot contain separators or county-specific characters.

The length of the BBAN is determined by the country of origin, and includes an explicit identification code of the bank or branch servicing the account at a fixed position within the BBAN.

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

The following table shows examples of IBANs:

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

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

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

See Also

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

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

VAT Processing

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

Output VAT

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

Output VAT is also called the following:

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

Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

VAT for the United Kingdom

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

VAT returns

If tax is payable, businesses must submit quarterly VAT returns to HM Customs and Excise.

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

VAT exemptions

Certain types of supplies are exempt from VAT. Businesses can obtain a list of these types of supplies from the local tax office.

Entering Journal Entries with VAT

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

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

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

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

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

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

- Automatically updates the Taxes table (F0018)

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

- Creates Account Ledger records (F0911) for the tax account specified in the AAI item GT*xxxx* (where *xxxx* is the G/L offset from the tax rate area)

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

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

- V

  This code identifies the entry as the account entered in the Journal Entries with VAT program that has tax information specified.

- T

  This code identifies the entry as the tax account that the system creates based on the AAI item GT*xxxx*.

- O

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

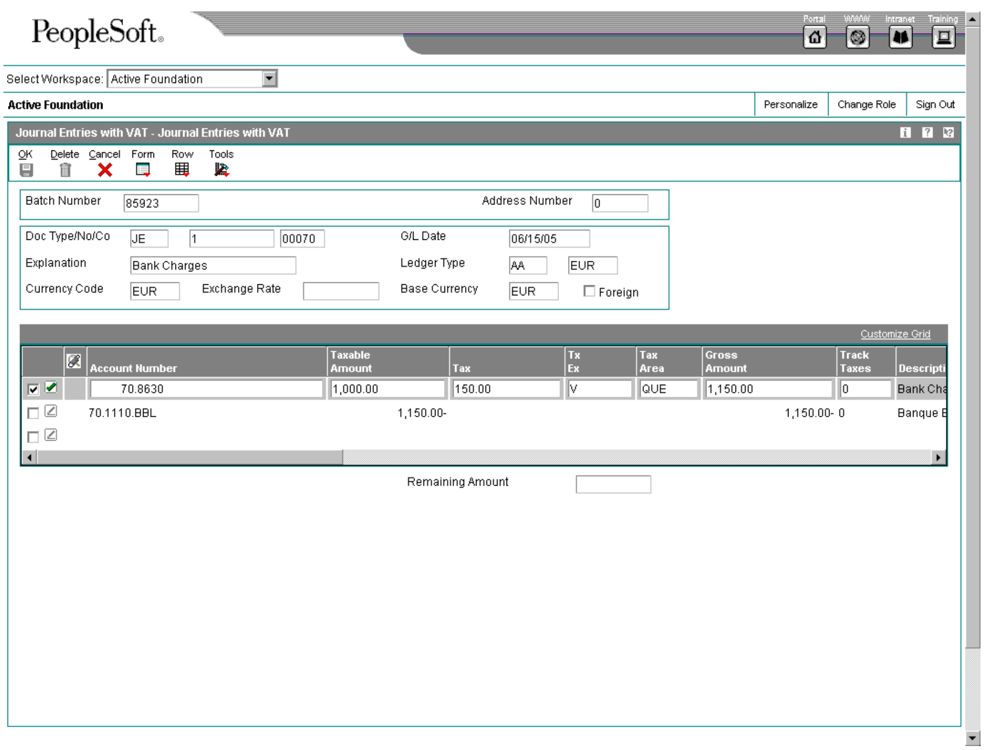
You can revise journal entries with VAT in the same way that you revise journal entries without VAT.

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

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

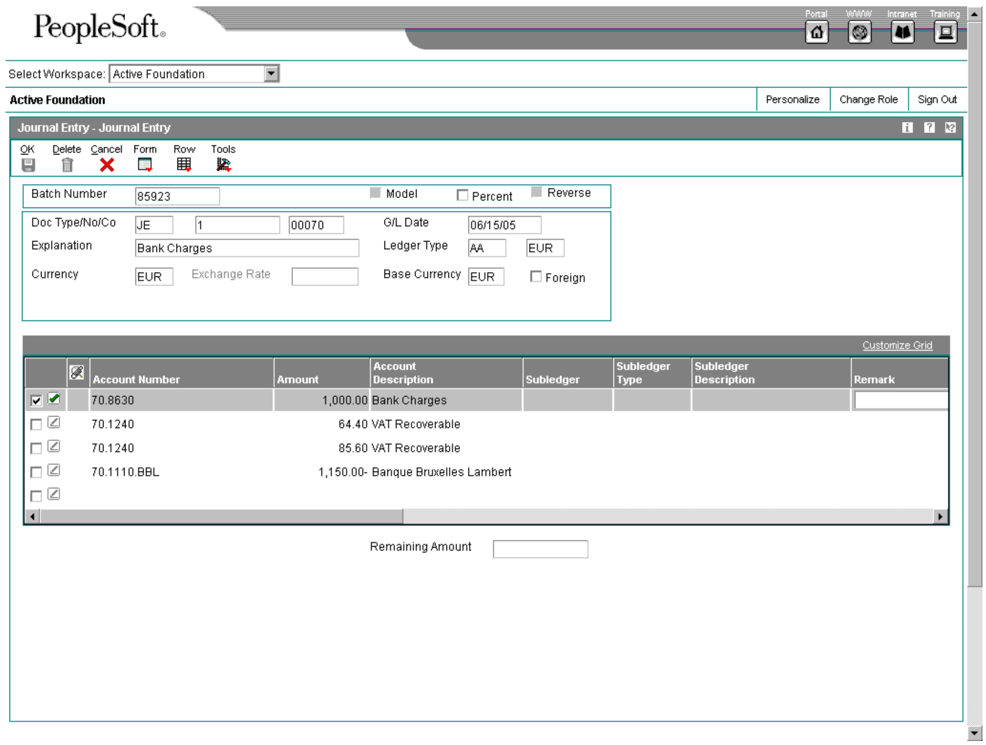
Example: Journal Entry with VAT

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



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

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



Before You Begin

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

▶ To enter journal entries with VAT

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
   - G/L Date
   - Explanation

3. Complete the following optional field in the header area:

   - Address Number

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

4. Complete the following fields for each G/L distribution with tax:

   - Account Number

   - Tx Ex

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

   - Tax Area

5. Complete one of the following fields:

   - Taxable Amount

     If you enter the taxable amount, the system calculates the gross amount.

   - Gross Amount

     If you enter the gross amount, the system calculates the taxable amount.

6. To track taxes by G/L account, enter 1 in the following field:

   - Track Taxes

     The account must be set up as taxable in the Account Master table (F0901) to accept a value of 1.

7. If necessary, complete the following field in the detail area:

   - Address Number

8. Review the calculated tax amount in the following field:

   - Tax

     If you change the tax amount, the system validates your change against the Tax Rules.

9. Repeat steps 4–8 for each G/L distribution line.

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

10. Click OK.

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

▶ To enter a tax-only journal entry

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

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

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

Processing Options for Journal Entries with VAT (P09106)

Addr # Required

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

Address Book Number

MBF Version

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

Version

Printing VAT Reports

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

Tracking and reconciling VAT by revenue and expense account is a common business practice in the United Kingdom and throughout Europe.

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

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

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

You can customize the tax information that prints on VAT reports by defining up to five columns of tax information from the Taxes table. Each column can represent up to 12 different tax rates and areas. You can also specify whether a column contains taxable or tax amounts.

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

- Company
- Document Type

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

- Document Number

Processing Options for VAT Journals (R00320)

Selection Date

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

Beginning Date

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

Ending Date

Distribution

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

Company

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

Company

Summarization

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

Columns

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

Column 1 Upper Heading

Column 1 Lower Heading

Column 2 Upper Heading

Column 2 Lower Heading

Column 3 Upper Heading

Column 3 Lower Heading

Column 4 Upper Heading

Column 4 Lower Heading

Column 5 Upper Heading

Column 5 Lower Heading

Process

1. Calculate Gross Amount

   Blank = Taxable + Tax or
   Nontaxable Only

   1 = Taxable + Nontaxable + Tax

Automatic Debits

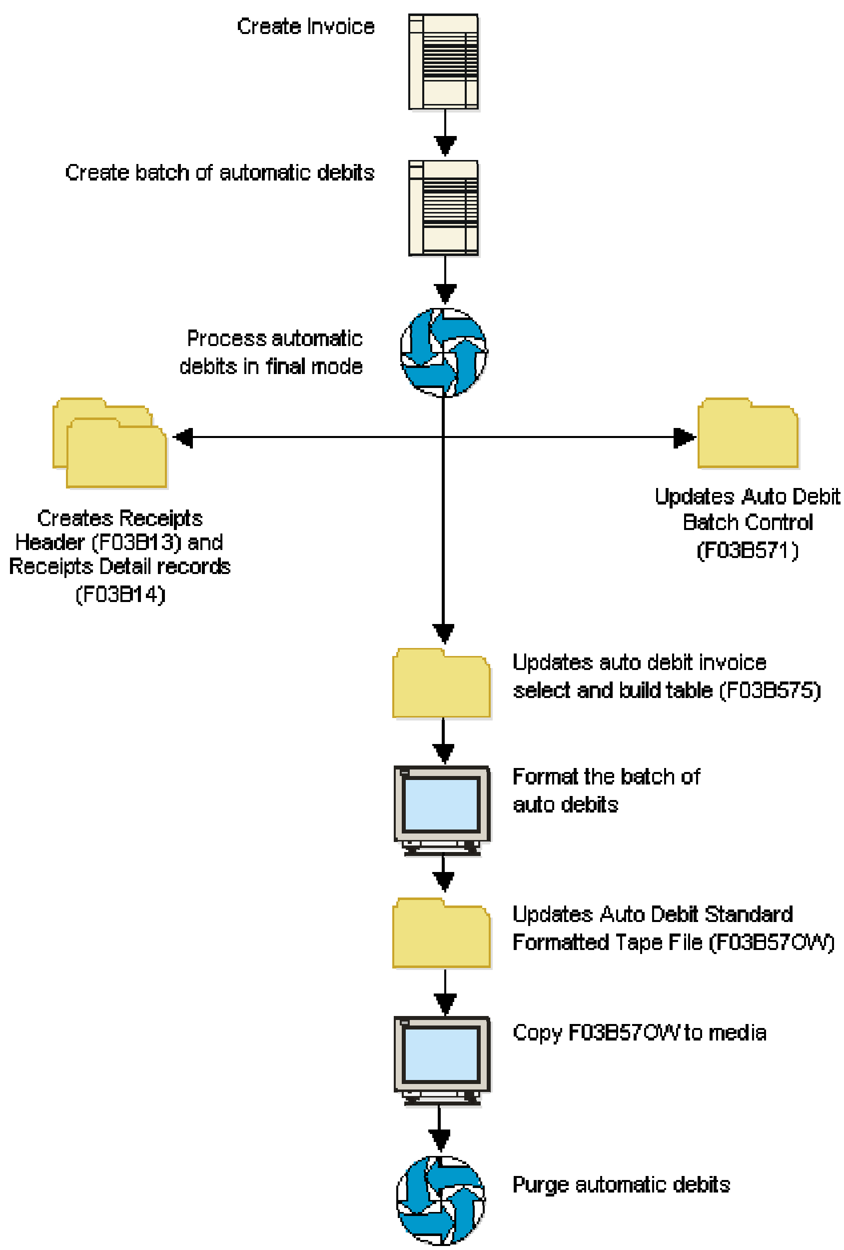
You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

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

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

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

Automatic Debits Information Flow



When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customer invoices to be paid
- Build and update worktables that are sent to the bank
- Update customer invoices as paid

- Format automatic debit information to meet country-specific bank requirements
- Copy automatic debit information to a medium to send to your bank, or transfer automatic debit information electronically
- Purge automatic debit batches

The automatic debit process updates the following tables:

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

See Also

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

Working with Automatic Debits for the United Kingdom

Businesses in the United Kingdom automatically debit customer bank accounts using electronic funds transfer (EFT). Transfers must adhere to the standards set by the Bank Automated Clearing System (BACS). Businesses can send transfer information to the bank via modem, tape, or diskette.

You can use J.D. Edwards standard automatic debit process to meet the requirements of the United Kingdom.

To process the automatic debit, the BACS processing date and the expiration date of the debit must be actual workdays. In addition, it is common business practice to:

- Send statement reports to customers regarding the debit.
- Identify customers who have agreed to the automatic debit process.
- Select invoices that are due to customers.
- Validate the processing and expiration dates against a workday calendar.
- Assign each debit a sequential number that is based on the Accounts Receivable Next Auto Debit number in the Next Auto Debit Number table (F7460).
- Generate debit information in the BACS format.
- Generate statement reports for applicable customers.
- Update customer accounts after collecting the appropriate funds.

When creating and processing automatic debit batches for the United Kingdom, the system validates the BACS processing date against the workday calendar that you specify in the processing options. If the date is not a workday, the system searches for a valid workday, based on the workday calendar that you specify in the processing options, and increments the date by one day until it reaches the next valid workday.

The system issues a warning message to indicate that the day you entered is not a workday.

Note

If you do not set up and specify a workday calendar, the system uses your BACS processing date without performing the necessary validation.

The system calculates the BACS expiration date, based on the value that you enter in processing option 15 on the BACS tab of the Process Automatic Debits program. To calculate the expiration date, the system uses the BACS processing date that is written to the BACS table and then adds the number of days that you specify in the processing option.

When you run the Process Auto Debits program to process United Kingdom automatic debits, specify the following program number:

R03B575GB	United Kingdom Bank File and Statement Diskette

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.

The program generates a bank table that adheres to the banking standards for automatic debits in the United Kingdom.

Note

You must use the Supplier Master program (P04012) to create supplier master records for the customers for whom you submit automatic debits.

The first time that you submit automatic debits for a specific customer, you submit a first claim rather than a standard claim. The first-claim status indicates to the bank that you are verifying the bank account information for the automatic debit. No transfer of funds occurs with a first claim. After you have verified the bank account information for a customer, you submit automatic debits for that customer as standard claims.

To submit a first-claim automatic debit for a customer, check the Pre-Note Code option on the Supplier Master Revision form. Checking the Pre-Note Code option for a customer indicates that any electronic funds transfer, including automatic debits, should be processed as a first claim.

Caution

After you have processed the first claim automatic debits and the bank has approved the customer for automatic debits, you must uncheck the Pre-Note Code option on the Supplier Master Revision form for that customer so that the United Kingdom Bank File and Statement Diskette program can correctly process automatic debits.

See Also

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

Before You Begin

- ❑ Set up supplier master records for the customers for whom you are submitting automatic debits, and verify that the Pre-Note Code option is set correctly. See *Entering Supplier Master Records* in the *Accounts Payable Guide*.

Processing Options for United Kingdom Bank File and Statement Diskette (R03B575GB)

Defaults

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

Print Customer Statement

2. Tape Density:

Tape Density

Creating and Processing a Batch of Automatic Debits

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

Proof Mode

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

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

    - R03B575 (Process Automatic Debits) creates the invoices that constitute the automatic debit batch.
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 1 (Proof Mode).

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

Final Mode

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

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

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

See Also

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

Related Information for Processing Automatic Debit Batches

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

► To create a batch of automatic debits in proof mode

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

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

► To process a batch of automatic debits in final mode

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

Note

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

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

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

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

Processing Options for Process Auto Debits (P03B571)

Version Tab

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

1. Copy Bank File to Diskette Version (P0457D)

Blank = ZJDE0001

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

Processing Options for Create Automatic Debit Batch (R03B571)

Processing Tab

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

1. Process Mode

Blank = Proof mode

1 = Final mode

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

Blank

Proof mode

1

Final mode

2. Process Through Date

Blank = System date

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

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

3. Date Type for Comparison

Blank = Net due date

D = Discount due date

I = Invoice date

G = G/L date

S = Statement date

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

Blank

Net due date

D

Discount due date

I

Invoice date

G

G/L date

S

Statement date

4. Currency Mode

Blank = Use the domestic currency of the invoice

1 = Use the transaction currency of the invoice

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

Blank

Domestic currency of the invoice

1

Foreign currency of the invoice

Bank Account Tab

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

1. G/L Bank Account

Blank = Retrieve the bank account from the AAI

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

Discounts Tab

These processing options specify whether and how to process discounts.

1. Process Discounts

Blank = Use the discount cutoff date

1 = Process all discounts

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

Blank

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

1

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

2. Discount Cutoff Date

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

3. Discount Reason Code

Use this processing option to specify the default discount reason code for the system to use when discounts are taken. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKDxxx, where xxx is the reason code) for each discount reason code that you specify.

G/L Defaults Tab

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

1. G/L Date

Blank = System date

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

2. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header table (F03B13). The post program uses this value to create the journal entry records. Valid values are:

Blank

Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

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

o The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

1

Detail journal entries. The system creates one journal entry with the document type RC for each receipt in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

o JE document type (RZDCTG)

o JE document number (RZDOCG)

o JE document company (RZKCOG)

Amount Limits Tab

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

1. Minimum Payment Amount

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

2. Maximum Payment Amount

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

Bank File Tab

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

1. Bank Format Program

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

- R03B575AD - Austrian format
- R03B575BD - Belgian format
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format

- o R03B575GB - United Kingdom format
- o R03B575SD - Swiss format

2. Bank Format Version

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

BACS Tab

These processing options specify BACs processing information.

1. BACS Processing

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

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

Blank
Do not process auto debits using BACS processing.

1
Process auto debits using BACS processing.

2. BACS Processing Date

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

3. Number of BACS Days

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

4. Workday Calendar Name

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

Approving and Posting Automatic Debit Batches

Choose one of the following navigations:

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

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

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

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

See Also

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

Formatting a Batch of Automatic Debits

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

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

Note

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

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

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

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

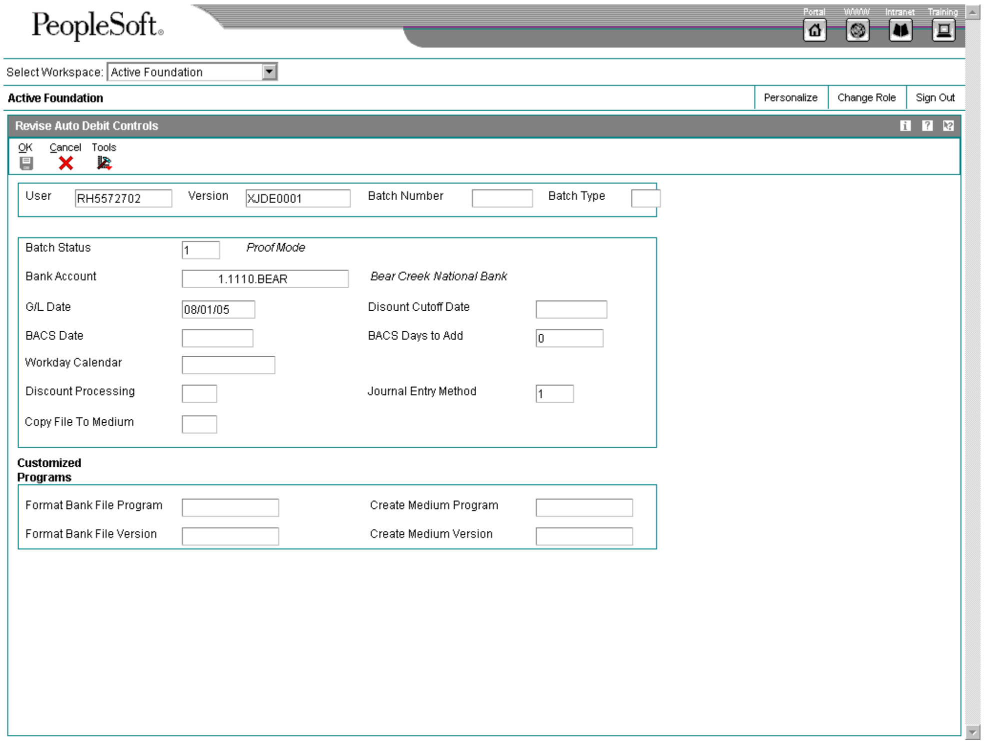
When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 3 (Bank File Formatted).

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

► To format a batch of automatic debits

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

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



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

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

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

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

Transferring Automatic Debit Batches to the Bank

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

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

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

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

Note

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

See Also

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

User Defined Codes for Transferring Automatic Debit Batches

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

- Replacement Character (04/RC)

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

- Special Character (04/SC)

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

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

Replaced Character (04/RC)

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

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

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

Special Character (04/SC)

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

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

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

Note

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

► To review formatted automatic debit records

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

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

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

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

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

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

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

► **To copy formatted automatic debit batches**

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

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

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

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

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

Processing Options for Copy Bank File to Diskette (P0457D)

Defaults Tab

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

1. Record Length

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

2. Insert Carriage Return

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

3. Default File Path/Name

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

For example:

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

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

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

Data Tab

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

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

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

Blank

Do not replace special characters

1

Replace special characters

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

2. Capitalize all alpha characters

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

3. Replacement Character (UDC 04/SC)

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

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

Purging a Batch of Automatic Debits

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

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

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

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

Caution

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

► To purge a batch of automatic debits

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

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

   The system displays the Purge Confirmation window if the status of the batch is not 4.
7. On Purge Historical Information, click OK to purge only the Auto Debit Invoice Select and Build (F03B575) and Auto Debit Standard Formatted Tape File (F03B57OW) tables, or enter 1 in the field provided to additionally purge the Auto Debit Batch Control table (F03B571).
8. Click OK.

Printing Invoices With an Attached International Payment Instruction (IPI)

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

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

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

The IPI form contains the four sections described below:

- Ordering Customer

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

- Beneficiary

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

- Amount to be paid

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

- Signature

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

Data Selection

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

Note

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

Before You Begin

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

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

Defaults Tab

1. Invoice Print Date

Blank = Current date

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

2. Customer Bank Account Type

Blank = D

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

3. Customer Address Format

Blank = 00

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

4. Beneficiary Bank Account

Blank = Use RBxxx AAI

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

5. Beneficiary Bank Account Format

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

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

Blank
Use the IBAN as the bank account format.

1
Use the CBNK as the bank account format.

6. Beneficiary Bank Name

Blank = Use SWIFT Bank Identification Code (BIC)

1 = Use Bank Name

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

Blank
Use the BIC code.

1
Use the bank name.

7. Details of Payment

Blank = 00

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

00
Unstructured - DOC. The system writes the value from the DOC field in the Customer Ledger (F03B11) table to the Details of Payment section of the IPI.

01
Unstructured - DOC, DCT, & CO. The system concatenates the values in the DOC, DCT, and CO fields in the Customer Ledger table and writes the concatenated string to the Details of Payment section of the IPI.

02
Unstructured - DOC & AN8. The system concatenates the values in the DOC and AN8 fields in the Customer Ledger table and writes the concatenated string to the Details of Payment section of the IPI.

8. Charges Paid By

Blank = 0

Use this processing option to specify the entity responsible for paying the bank charges assoicated with the International Payment Instrument (IPI). The value that you enter must exist in the IPI - Charges Paid By UDC table (00/IC). If you leave this processing option blank, the system uses 0 (Ordering Customer). Valid values are:

0
Ordering Customer

1
Beneficiary

2
Shared/Both

9. IPI Form Type

Blank = 03

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

00
Blind Colour - Structured

01
Blind Colour - Unstructured

02
Black - Structured

03
Black - Unstructured

04
Drop Out - Structured

05
Drop Out - Unstructured

Print Tab

1. Tax Amounts

Blank = Do not print tax amounts.

1 = Print tax amounts.

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

Blank

Tax amounts do not appear on invoices.

1

Tax amounts appear on invoices.

2. Attachments

Blank = Do not print attachments on the invoice.

1 = Print attachments on the invoice.

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

Blank

Do not include generic text attachment.

1

Include generic text attachment.

3. Customer Bank Account Number

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

1 = Print the customer's bank account number.

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

Blank

Do not include the customer's bank account number.

1

Include the customer's bank account number.

4. Customer Name and Address

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

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

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

1
Include the customer's name and address.

5. Details of Payment

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

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

Blank
Do not complete the payment details section.

1
Complete the payment details section. The system prints in the payment details section the data that you specified in the Details of Payment processing option on the Defaults tab.

6. Charges To Be Paid By

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

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

Blank
Do not complete the charges to be paid section.

1
Complete the charges to be paid section.

7. IPI Currency and Currency Amounts

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

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

Blank
Do not print the currency and amount.

1
Print the currency and amount.

Process Tab

1. Maximum IPI Amount

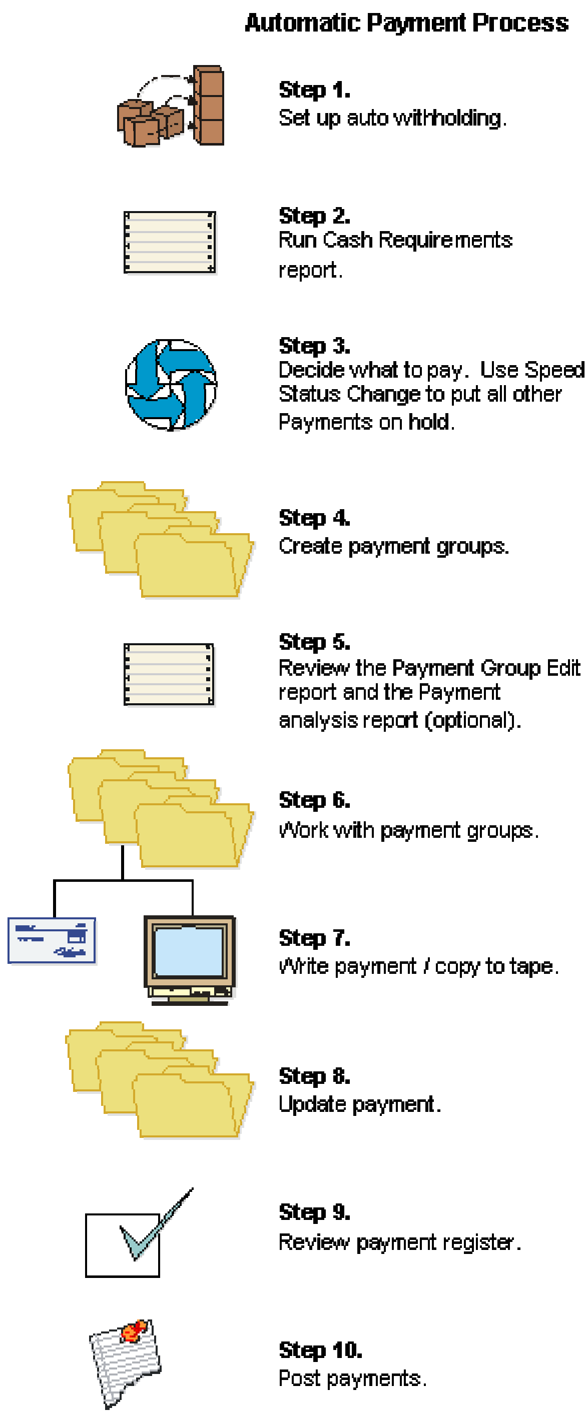
Blank = 999999,99

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

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:



Considerations for BACS Setup and Processing

This section provides guidelines for setting up and processing Bankers Automated Clearing System (BACS) payments, not specific steps.

1. Supplier Master (P04012)

   Set up suppliers with payment instrument B for electronic fund transfers (EFT) in the BACS format.

2. Payment Instrument Defaults (P0417)

   Set up payment instrument B to use the following programs:

Payments	P04572B (Produce Bank Tape – BACS)
Payment Register	P04576 (Payment Register – Standard)
Attachments	P4573U (Print Attachments – UK)
Debit Statements	P04574 (Print Dbt Statement – Standard)

3. Bank Accounts by Address (P0030A)

   Set up bank account information as follows:

Record Type	Choose Supplier.
Bank Transit Number	Enter the sorting code (six digits without spaces or dashes).
Bank Account Number	Enter eight to ten digits without spaces or dashes.
Control Digit	Enter 00 (two zeros).
Description	Enter the name of the bank account.
Checking or Savings Account	Enter the type of account, if desired.
Swift Code	This field is optional.
Reference/Roll Number	This field is required if the payment is made to a Building Society. All customers of a Building Society have the same sort code and account number. The Reference/Roll Number specifies which actual account is used.

   The following example shows how the values entered on the Set Up Bank Accounts By Address form populate the Bank Transit Master table (F0030) and the Bank Account/Suppler Number Worktable (F0030W).

Record Type	Supplier
Bank Transit Number	601613
Bank Account Number	31926819
Control Digit	00
Description	Lloyds
Checking or Savings Account	blank
SWIFT Code	blank
Reference/Roll Number	blank

The system populates table F0030 as follows:

AYBKTP	AYTNST	AYBNK	AYAN8	AYDL01
V	601613	31926819	22699	Lloyds

The system populates table F0030W as follows:

AXAN8	AXBKTP
22699	V

Note
When you import bank account information directly into table F0030, you must also populate table F0030W.

4. Bank Account Information (P0030G)

   Set up the bank account form which BACS payments are made.

   BACS payments and paper check payments can be made from the same bank account. However, the Next Payment Number field on the Set Up G/L Bank Account form is used only for paper check payments.

   From the Set Up G/L Bank Account form, choose Bank Info from the Form menu, and then enter the following information on the Revise Bank Information form:

Address Book Number	You can set up the bank account in the address book. This value is optional.
Override Supplier Pre-Note Code	Uncheck this option. This option is not used for BACS payments.
Float Days	You can calculate the float days by subtracting the deposit date from the check date. The system adds the float days to the check date to populate the Date – Cleared/Value field (VLDT) in the Accounts Payable – Matching Document table (F0413).

   From the Set Up G/L Bank Account form, choose BACS Info from the Form menu, and then enter the following information on the Revise BACS Information form:

Bank User Number	Enter the six-digit number that was supplied by BACS.
Reference/Roll Number	Enter the reference number that was supplied by BACS.
Bank Reference Name	Enter the description that you want to appear on the recipient's bank statement.

Caution
These fields must be completed correctly for the BACS payment to process successfully.

The following example shows how the values entered on the Revise BACS Information form populate table F0030.

G/L Bank Account	1.1110.BEAR
Description	Bear Creek National Bank
Bank User Number	777777
Reference/Roll Number	88888888
Bank Reference Name	MIDLAND

The system populates table F0030 as follows:

AYBKTP	AYTNST	AYBNK	AYDL01	AYRLN	AYBACS	AYRFNM
AYBACSG	555555	66666666	Bear Creek	88888888	777777	Midland

5. Create Payment Control Groups (R04570)

   Complete the processing options on the Bank Tape tab as follows:

1. Print Bank Tape Information	1 (Yes)
2. Payee Bank Account Error	1 (Yes)

   If you don't set the Payee Bank Account Error processing option to 1, the system processes the payment without showing the errors.

6. Work with Payment Groups (P04571)

   Complete the processing option on the BACS tab as follows:

1. BACS Processing	1 (Allow the entry of BACS processing dates)

   Enter the following information on the Write Payments form:

Next Payment	This field does not apply to BACS payments; it is used only for paper check payments. The system supplies this value from the Setup G/L Bank Account form.
Proc Date (Processing Date)	Enter the date that the file will be sent to the bank and processed by the BACS system.
Expir Date (Expiration Date)	Enter the date after which the file is out-of-date and should not be processed.

7. Write Payments

   When you write payments from the Work with Payment Groups program, the system populates the A/P Payment Tape table (F04572OW) as follows:

KNMID	The member ID. The system populates this field using the next number for system 04, line 6.
KNLNID	The line number.
KNFNAM	The file name. For BACS processing, this is F04572B.

   The KNAPTA field contains the payment information as follows:

   - Line 1 – VOL 1 (volume header label)
   - Line 2 – HRD 1 (first file header label)
   - Line 3 – HRD 2 (second file header label)
   - Line 4 – UHL 1 (user header label)
   - Line 5 – account information, one line per account
   - Line 6 – account information, one line per account
   - Line 7 – EOF 1 (first end-of-file)
   - Line 8 – EOF 2 (second end-of-file)
   - Line 9 – UTL 1 (user trailer label)

   Note
   This description of the KNAPTA is based on a nine-line payment file. Your actual payment file will be of a different length, based on how many account information lines you have.

Working with the APACS Check Format

APACS (Association for Payment Clearing Services) is the governing body for check printing standards in the United Kingdom. Businesses in the United Kingdom are required to issue checks according to the most current APACS standards.

You can use J.D. Edwards localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print Automatic Payments - Cheque – UK program (R04572U1), you can use processing options to specify:

- Whether the payee name prints above or below the amount in words
- Whether to print or omit the payee's address on the check, such as for use in a window envelope
- Whether to print the amount (in words) in boxes or as one string
- The translation program that you want the system to use to print the amount in words

In addition, the checks that you print comply with the following APACS standards:

- The payee name field is completed by a string of asterisks.
- The amount printed in figures is prefixed and suffixed by asterisks.
- A hyphen prints in place of the decimal character.
- Thousands separators are omitted from the amount that is printed in figures.

See Also

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

Technical Considerations for the APACS Check Format

When you write APACS checks, verify that processing options 5 and 6 of the Print Automatic Payments - Cheque – UK program (R04572U1) correspond to each other.

J.D. Edwards supplies the following translation programs, which you can specify in processing option 5:

- X00500U1 - prints numeric values as words in boxes
- X00500U - prints numeric values as words in a string

For example, if you enter translation program X00500U1 in processing option 5, leave processing option 6 blank to print the check amount in boxes. Similarly, if you enter translation program X00500U in processing option 5, enter a 1 in processing option 6 to print the check amount in a string.

Example 1: APACS Check Format

In the following example, the processing options are set to omit the address and print the payee's name below the amount that is in words:

```
*
                                                                            ********
 *VOID    *VOID    *VOID    *VOID    *VOID    *VOID    *VOID
                                                                       **************
          John Smith Ltd                                                   12/12/00
          1 River Walk
          Garden Terrace                                                       4400
          Priory Street
          London WC1 5JJ                                                        987
                                                                           1  of  1
060698    3545          PV           2471                                    117.50
                                                                             117.50
                                                                           12/12/00
 *****     *****     *****     *****     ONE        ONE        SEVEN
          John Smith Ltd**************************                 ******117-50**
```

Example 2: APACS Check Format

In the following example, the processing options are set to print the payee’s name and address below the amount that is in words, and also print the payee's name above the amount:

```
*
                                                                            ********
 *VOID    *VOID    *VOID    *VOID    *VOID    *VOID    *VOID
                                                                       **************
          John Smith Ltd                                                   12/12/00
          1 River Walk
          Garden Terrace                                                       4400
          Priory Street
          London WC1 5JJ                                                        991
                                                                           1  of  1
060698    4545          PV           2472                                    117.50
                                                                             117.50
                                                                           12/12/00
 *****     *****     *****     *****     ONE        ONE        SEVEN
          John Smith Ltd    **************************             ******117-50**
          1 River Walk
          Garden Terrace
          Priory Street
          London WC1 5JJ
*
```

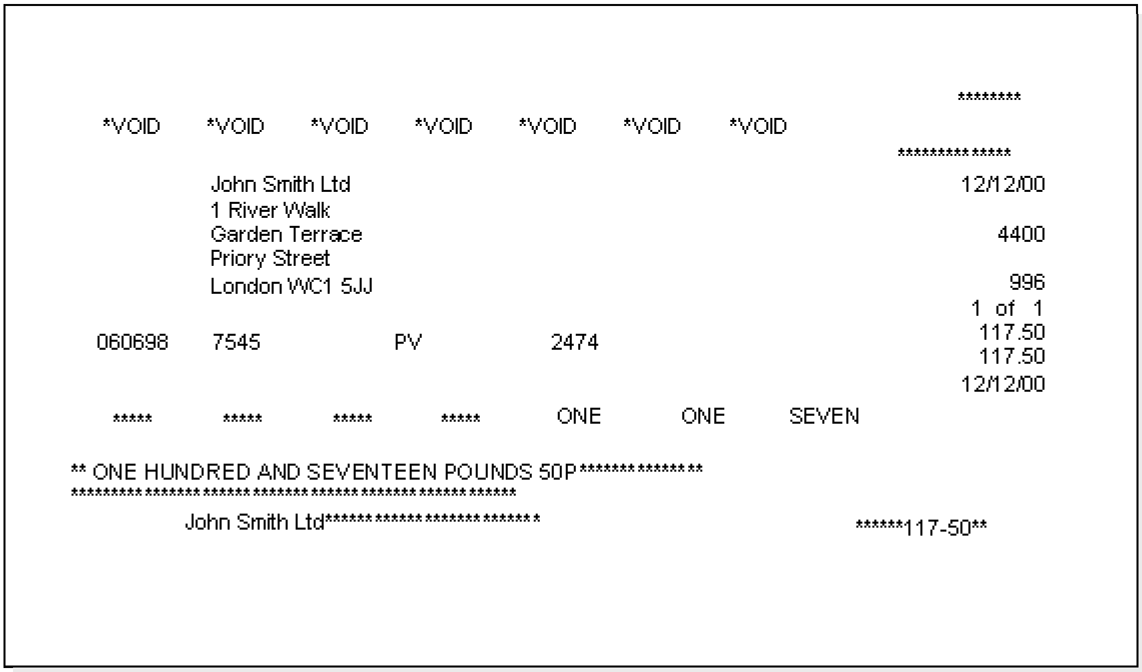
Example 3: APACS Check Format

In the following example, the processing options are set to print the payee's name and address below the amount that is in words.

```
*
                                                                              ********
 *VOID     *VOID     *VOID     *VOID     *VOID     *VOID     *VOID
                                                                         **************
          John Smith Ltd                                                      12/12/00
          1 River Walk
          Garden Terrace                                                          4400
          Priory Street
          London WC1 5JJ                                                           993
                                                                               1  of  1
 060698   6545            PV           2473                                     117.50
                                                                                117.50
                                                                              12/12/00
  *****     *****     *****     *****     ONE        ONE       SEVEN
          John Smith Ltd  **************************                 ******117-50**
          John Smith Ltd
          1 River Walk
          Garden Terrace
          Priory Street
*         London WC1 5JJ
```

Example 4: APACS Check Format

In the following example, the processing options are set to print the amount in words in one string.


****
*VOID *VOID *VOID *VOID *VOID *VOID *VOID
****
John Smith Ltd 12/12/00
1 River Walk
Garden Terrace 4400
Priory Street
London WC1 5JJ 996
1 of 1
060698 7545 PV 2474 117.50
117.50
12/12/00
***** ***** ***** ***** ONE ONE SEVEN
** ONE HUNDRED AND SEVENTEEN POUNDS 50P***************
****
John Smith Ltd***************************** ******117-50**

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 Payment Formats for the United Kingdom

Assign the following programs to payment instruments for the United Kingdom:

Payment formats

Specify the following write programs to generate payment formats for the United Kingdom:

- P04572B for electronic funds transfer (EFT) in the Bankers Automated Clearing System (BACS) format (tape or diskette)
- P04572U1 for checks in the Association for Payment Clearing Services (APACS) format

Payment Registers

Specify program P04576 to generate payment registers for the United Kingdom.

Attachments

Specify program P04573U as the attachment program to generate the attachments for the BACS EFT format and APACS checks.

Debit statements

Specify program P04574 as the debit statement program to generate the debit statements for the BACS EFT format and APACS checks for the United Kingdom.

Note

All dates, including year 2000 dates, for the BACS table are written in a BYYDDD format, according to the standards required by BACS. In this required format, B represents one blank space, YY is the last two digits of the year, and DDD is the Julian date (the number of days that have passed since noon on January 1) in the year.

For example, December 31, 2005, is written to the table as 05365 because December 31 is the 365th day of the year.

See Also

- *Working with the APACS Check Format* in the *Global Solutions United Kingdom Guide*

Processing Options for Print Automatic Payments – Cheque – UK (R04572U1)

Payee

1. Enter '1' to print Payee Name above the amount in words. The default of blank will print Payee Name below the amount in words.

Payee Name

2. Enter '1' to print the Payee Name and Address below the amount in words.

Payee Address

Address

3. Enter the override address format. If left blank, the address number's country format will be used.

Address Format ID (FUTURE)

Print

4. Enter the Forms Type for the payments Spool File. If left blank, the default is 'APCHECKS'.

Forms Type (FUTURE)

Amount

5. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank,

the translation program associated with the payment currency code will be used.

Program ID

6. Enter '1' to print the amount in words in one string (X00500U). The default of blank will print the words in separate boxes (X00500U1).

String or Boxes

Processing Options for Create A/P Bank Tape – BACS – UK (R04572B)

Transfer Tab

This processing option lets you enter a number that is used to distinguish between multiple files created on the same date.

1. File ID

Use this processing option to specify a number from 1 to 9 for the system to use for the File ID modifier. This number is used to distinguish between multiple files created on the same date. If you leave this processing option blank, the system uses the default value of 1.

BACS Tab

These processing options let you specify information that is used to populate the file.

1. BACS Bureau Number (FUTURE)

Use this processing option to specify the six-digit BACS bureau number.

2. Euro Currency Code

Use this processing option to specify the currency code that represents the euro in your system. When the payment currency code equals the currency code specified in this processing option, the user header label in spaces 20 and 21 is populated with 01 to indicate that the currency is euro. If the payment currency code does not equal the currency code specified in this processing option, the user header label is populated with 00.

Tape Tab

This processing option lets you specify the media on which the tape will be delivered.

1. Device Name

Use this processing option to specify the tape dump device. Enter a valid dump device name from UDC 97/DD.

Remittance Tab

This processing option is reserved for future use.

1. Address Format ID (FUTURE)

Reserved by J.D. Edwards.

Processing Options for Print A/P Payment Attachment – UK (R04573U)

Purchase Order

1. Enter a '1' if you would like the purchase order number to print on the stub instead or the supplier invoice number.

Invoice or Purchase ORder

Print Option

2. 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.

Remark

Setting Up Payment Instruments

Payment instruments can be checks, tapes, drafts, BACS (Bank Automated Clearing System), and so on. You must define the payment instruments that your business uses. Clients outside the U.S. must set up payment instruments that are country specific for their automatic payments. You control the format of each payment instrument by choosing programs and versions of the programs that produce each component of a payment. These components include the following:

- Payment. This is the printed copy or tape table for the payment.
- Payment register. This is the printed list of payments.
- Attachment. This is a printed report that contains the detail information that does not fit on a payment stub.
- Debit statement. This is a printed list of debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

The Payment Instrument Defaults program (P0417) includes all of the default programs associated with each component. The default program information is stored in the A/P Payments - Default Print and Update table (F0417).

You assign a program number to each component of a payment instrument. For example, you might assign program P04573 (for print standard attachments) to the attachments component of a payment instrument. The system accesses this program and produces the appropriate type of attachment.

You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Automatic Payments - Check - Canada report (R04572C).

You are able to narrow your selections for each component even further by selecting a version of each program that will write the components. The advantage of this is that you can use different processing options or data selection in the versions, based on your needs.

A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open vouchers for a supplier net to zero. The system assigns a debit statement number as the payment number for the payment record, clears the open amounts of all records, and changes the pay status to paid.

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

See Also

- *Working with Payment Groups* in the *Accounts Payable Guide* for more information about the payment process

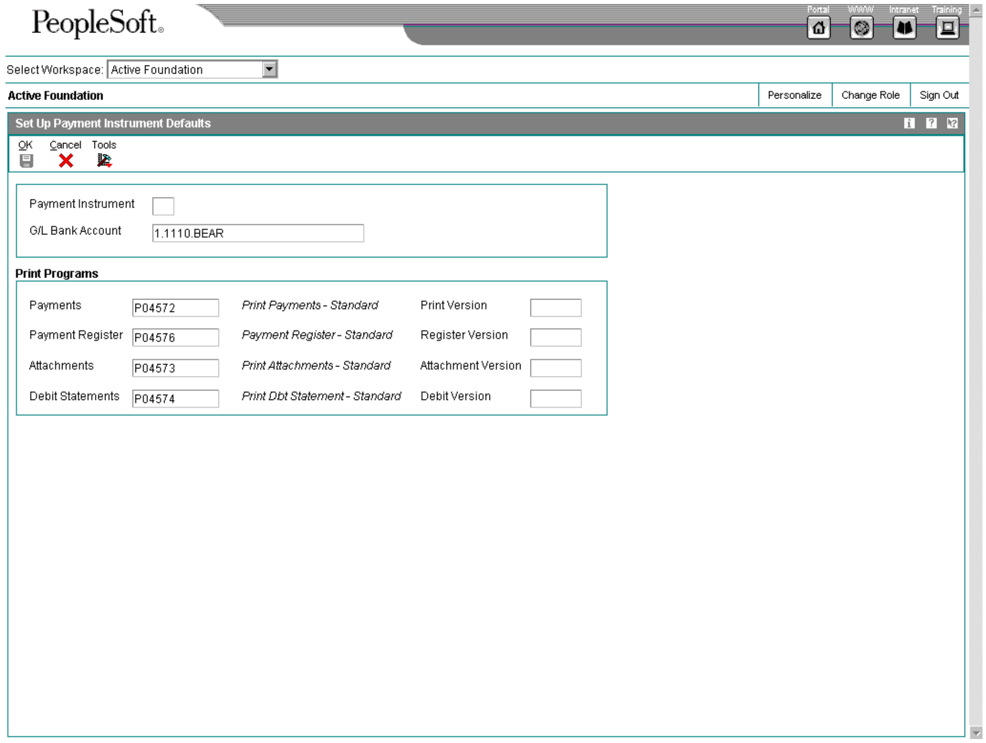
Before You Begin

- Determine what payment instruments you use.
- Set up additional codes in UDC 00/PY for payment instruments, if necessary.

► To assign programs to a payment instrument

From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults.

1. On Work With Payment Instrument Defaults, click Find to display payment instruments.
2. Choose the payment instrument and click Select.



3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:
   - Payments
   - Payment Register
   - Attachments
   - Debit Statements
4. Enter a version number in any of the following optional fields for the corresponding print program:
   - Print Version
   - Register Version
   - Attachment Version
   - Debit Version
5. Click OK.

► To revise processing options for payment instrument formats

Some of the programs associated with a payment instrument have processing options that further define the format of each component of a payment instrument. Review and, if necessary, revise these processing options before using each program.

The payment instrument formats use the Rxxxx convention (where xxxx equals the program number), whereas the program format used in the payment instrument defaults is Pxxxx. For example, to access the format for P04572, the standard print payment format, you enter R04572 in the Batch Application field, and click Find.

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

1. On Work With Batch Versions - Available Versions, enter the program number in the following field and click Find:
   - Batch Application
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

► To assign a payment instrument to a supplier

When you print payments, the system uses the payment instrument assigned to the voucher. Typically, you set up the most commonly used payment instrument as the default, so you do not have to define a payment instrument for each supplier. The system uses the payment instrument assigned to the supplier, unless you override it when you enter a voucher.

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

1. On Work With Supplier Master, locate and choose the supplier.
2. Click Select.
3. On Supplier Master Revision, click the Vouchers tab and complete the following field:
   - Payment Instrument
4. You can also select the following optional box:
   - Pre-Note Code
5. Click OK.

To assign or change a payment instrument associated with vouchers entered previously, use Speed Status Change.

Processing Options for Payment Instruments

The following subsections include processing options for the payment instrument formats.

Processing Options for Print Automatic Payments – Standard Format (R04572)

Translation

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency will be used.

Translation Program

Address

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

Address Format (FUTURE)

Payment

1. Enter a '1' if you would like to print the company name and address on the payment. If left blank, no company information will print.

Company Name

2. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.

Payee Name

3. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

Purchase Order

4. Choose one of the following to print on the stub: ' ' - Remark, '1' - Supplier Name (Useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number.

Alternate Stub Information

Print

1. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'.

Form Type (FUTURE)

Processing Options for Print Automatic Payments – Draft Format (R04572N)

Address

1. Enter an override address format. If left blank, the address number's country format will be used.

Address Format (FUTURE)

Payment

1. Choose one of the following to print on the stub: ' ' - Remark, '1' - Supplier Name (useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number

Print Information

Print

1. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'

Form Type (FUTURE)

Processing Options for Create A/P Bank Tape – CTX Format (R04572T2)

EFT

1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default is '1'.

File ID Modifier

2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by th bank and printed on the supplier's bank account statement.

Tape Payment Detail Description

EFT(more)

1. Enter the Immediate Origin (10 positions). (Header Record 1, positions 14-23). If you provide only 9 characters/digits, we will right justify your information and place a blank in the first position of this field. If this option is blank, the Tax ID for the bank account's company will be used. NOTE: If this field is blank and no Tax ID is available, the tape will be rejected by the Clearing House.

Immediate Origin

2. Enter the Company ID Number.(10 positions).(Record 5, 41-50 and Record 8, 45-54). The ID Number MAY be preceeded by one of the following ID Code Designators (ICDs) or

a value of your own.

'1' = IRS Employer ID No. (EIN)

'3' = Data Universal No. System(DUNS)

'9' = User Assigned Number

If this option is blank, the Tax ID for the bank account's company will be used. NOTE: If this field is blank and no Tax ID is available OR less than 10 characters, the tape will be rejected by the Clearing House

Identification Code Designator

3. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header Record (Record 5, position 21-40) If left blank, the Discretionary Data field will be left blank

Discretionary Data

PRINT

1. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.

Print Program

TAPE

1. Enter the following defaults values:

Device Name

Tape Density

Label Name

Block Size

New Volume Name

TAPE (more)

New Owner ID

File Name

Processing Options for Print Automatic Payments – Subcontract Processing (R04572J)

Translation

1. Enter the program name to translate payment amount from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the traslation program associated with the payment currency code will be used.

Translation Program

Address

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

Address

Payment

3. Enter a '1' if you would like to print the company name and address on the payment. If lelf blank, no company information will print.

Company Name

Print

4. Enter the Forms Type for the Payments Spool File. If left blank, the defaul is ' SUBCHECKS'

Form Type

See Also

- Localization guides for country-specific payment formats

Creating Payment Control Groups

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

After you have processed your vouchers, you can prepare to write your payments. Before you write payments, you must create payment groups to organize vouchers that can be paid together. For example, you can organize vouchers by bank account and payment instrument in separate groups. Then the vouchers can be paid with the proper check stock. You use the payment groups when you review and write payments.

Create Payment Control Groups is a batch process that you run once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument

Each payment group also contains control information that determines which program to use for:

- Payments
- Registers
- Attachments
- Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the Accounts Payable ledger.

When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
   - Vouchers summarized or unsummarized
   - Bank account
   - Payment instrument
   - Business unit (optional)
   - Company (optional)

Note
To group vouchers for a supplier where the vouchers have different G/L bank accounts, use version XJDE0008, or a copy of it, to create the payment group. Be sure to enter the G/L Bank Account override on the Printing tab of the processing options. This version of P04570 does not include G/L Bank Account as a mandatory sequence, so will use the override G/L bank account processing option to determine the G/L bank account for the checks. If you do not enter a value in the processing option, this version will give unpredictable results.

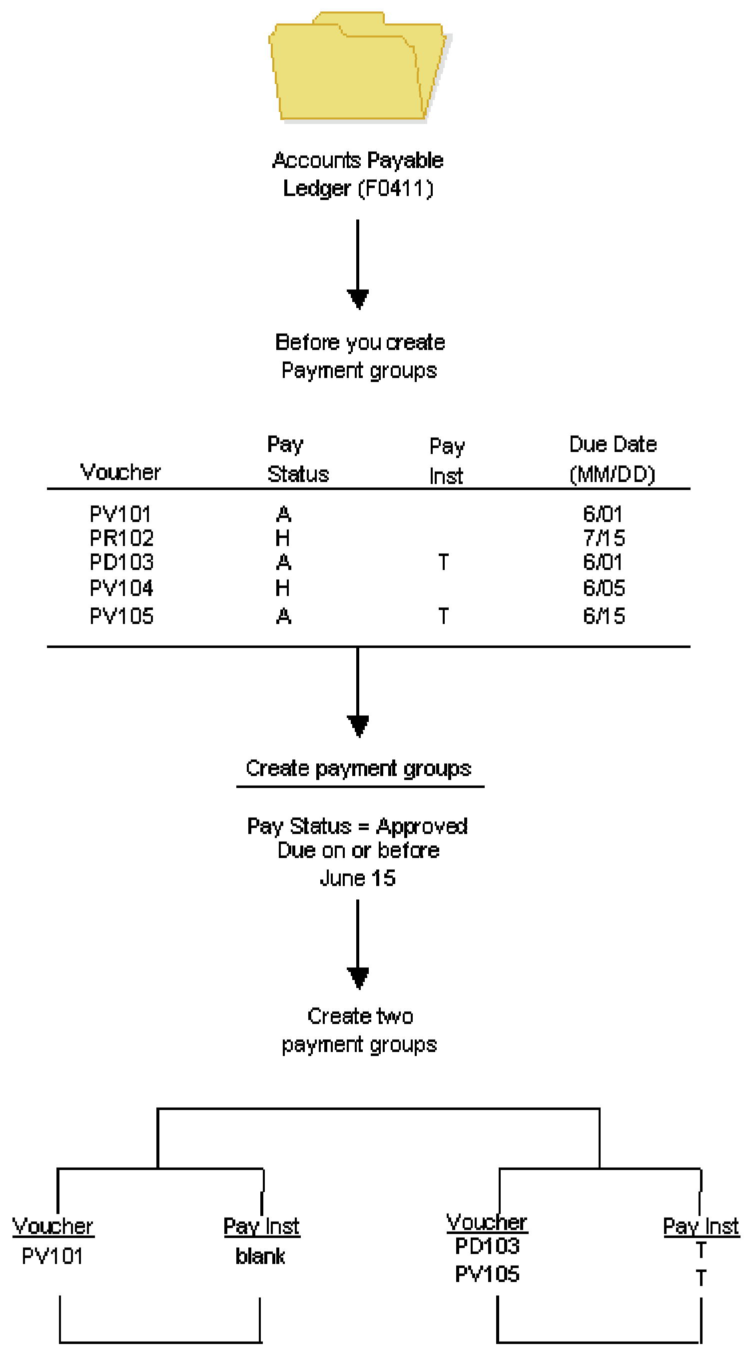
After the system creates payment groups, each group also has the following information in common:

- Version ID
- User
- Creation date
- Output queue

3. Assigns each payment group a "next status" of WRT (write).
4. Changes the pay status of selected vouchers from A to # (payment in-process).
5. Creates the following worktables to use in writing payments:
   - A/P Payment Processing - Header table (F04571). Contains a single header record for each payment group with information about that group of payments.
   - A/P Payment Processing - Summary table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the Accounts Payable - Matching Document table (F0413).
   - A/P Payment Processing - Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the Accounts Payable ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
6. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
   - Hold payment code active
   - Supplier master information missing
   - Amount under payment limit

The following graphic shows the process for creating payment groups:

Creating Payment Groups



See Also

- *Multicurrency Payments* in the *Multicurrency Guide* for more information about how to create payment groups based on currency code

Before You Begin

- Verify that you set up suppliers with the correct payment instrument.
- Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- Approve vouchers for payment.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.

Next Numbers for Create Payment Control Groups

When the Create Payment Groups program (R04570) is run, the payment group is assigned a number that is used to identify the payment group in the three workfiles that are used in the payment process (F04571, F04572, and F04573). This number prevents payments in one payment group from being combined with payments in different payment groups.

The Accounts Payable system uses the Next Numbers table (F0002) to assign these payment group numbers. The F0002 table is locked during the time a number is being assigned to one payment group, and is released immediately after the payment group has been assigned its identifying number.

The F0002 table will increment until it reaches its maximum (a number greater than 99 million), then will reset the next number for payment control groups to 1.

Note

The next number for Create Payment Control Groups is the number assigned to a payment control group, not to the payments within a group. There can be many payments in a single payment control group. Only one number from the Next Numbers table (F0020) is assigned to each payment control group.

Processing Options for Create Payment Groups (R04570)

Dates Tab

These processing options allow you to customize payment and discount dates of payment groups. If you leave the Pay Through Date processing blank and the Displacement Days processing option is zero, the system date is used for the Pay Through Date.

1. Pay Through Date

Use this processing option to specify a due date through which you want to create a group of vouchers for payment. For example, if you want to create a payment group consisting of vouchers with due dates through March 15, 2005, enter 03/15/05. The system creates a payment group consisting of vouchers with due dates on or before March 15, 2005. Enter the date in this processing option, or leave the processing option blank to select vouchers by Displacement Days.

Note: If you leave the Pay Through Date field blank and the Displacement Days processing option as zero, the system date is used for the Pay Through Date.

2. Displacement Days

Use this processing option to specify the number of days from today's date through which you want to create a group of vouchers for payment. For example, if today's date is March 10, and you specify three displacement days, the system includes vouchers with due dates through March 13 in the payment group.

Enter the number of days in this processing option, or leave as zero to use the system date as the Pay Through Date.

3. Discount Cutoff Date

Use this processing option to enter the final date that you are allowed to take a discount. Pay items with a due date prior to the date you enter are not eligible for discounts, so the system sets the discount amounts of these pay items to zero. If this processing option is blank, the program takes all discounts currently available for the selected pay items.

Amounts Tab

These processing options specify payment ranges, currency, and payment range exceptions.

The minimum and maximum amounts here refer to payment amounts, not voucher amounts. Use data selection to control the maximum and minimum amounts of the vouchers to be selected.

1. Payment Amount Range

Maximum

Use this processing option to enter a numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

NOTE: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

o Maximum - Enter the maximum amount allowed for vouchers in the selection range.

Minimum

Use this processing option to enter a non-zero numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

NOTE: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

o Minimum - Enter the minimum amount allowed for vouchers in the selection range.

To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, .01 for USD or CAD.

2. Currency Code for Range Amounts

Use this processing option to enter a code that specifies the currency for the values you entered in the Payment Amount Range processing option fields. If necessary, the system converts these amounts to the payment currency of each payment control group. For example, if you enter ranges of 100 to 5000 in USD, the system converts those USD amounts to EUR for an EUR payment group, to GBP for a GBP payment group, and so on. The conversion allows for the correct minimum and maximum comparisons for all payment groups created each time you run this program.

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

o Minimum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount less than the minimum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

Maximum Payment Instrument

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

o Maximum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount more than the maximum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

Printing Tab

These processing options allow you to customize various printing options for payment groups.

1. Sequence ID

Use this processing option to determine the order that the program processes and prints the A/P payments by entering a sequence ID.

Sequence IDs are user defined. To set up and define sequence IDs, choose Payment Sequence from the Automatic Payment Setup menu (G04411).

NOTE: You cannot leave this processing option blank.

2. Print Attachments

Use this processing option to specify whether to print attachments with the payment. For example, you might want to print an attachment when the payment detail information will not fit on the pay stub. Only 99 pay stubs can print per payment, and each pay stub can print 10 detail lines.

Valid values are:

Blank

Do not print attachments.

1

Print attachments.

Note: If you leave this option blank and you have more than 99 pay stubs, two or more payments will print. However, if you enter 1, a single payment will print with one pay stub referring to the attachment. The attachment will print all pay items.

Before using this processing option, you must assign an attachments program to your payment instrument. From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults, and then choose the payment instrument and click Select. On Set Up Payment Instrument Defaults, you can enter a program number in the Attachments field to specify the attachment program you want the payment instrument to use. The default attachment program is R04573.

3. G/L Bank Account

Use this processing option to specify a bank account that you want the system to use instead of the bank account that is assigned to the voucher pay item when the voucher is entered.

To specify a G/L bank account, enter its short account ID. The short account ID is an eight-digit alphanumeric field that does not allow any special characters. Therefore, if you identify a short account ID in the General Accounting Constants by attaching a special character to it, you do not include the special character in this field.

If the short account ID does not use eight digits, whatever digits are unused must be filled with zeros. For example, if the short account ID for the bank account you want to use is 108, enter the number as 00000108. If you use the visual assist to choose the bank account, the system enters the number into the field correctly.

If the intercompany settlements constant is set to N, and you specify a G/L override bank account in this field, the system compares each voucher's company to the company of the override G/L bank account. If the voucher company is not the same as the company of the override G/L bank account, the system does not include that voucher in the payment group.

Before you can enter a G/L bank account in this field, you must set up the account on your system. To set up G/L bank accounts, choose Bank Account Information from the Automatic Payment Setup menu (G04411).

If you use multicurrency, consider the following guidelines when using this processing option:

o If the bank account is a monetary account, it must have the same currency as either the domestic or foreign currency of the voucher.

o If the bank account is a non-monetary account, its company currency must be the same as the domestic currency of the voucher.

4. Payment Currency

Use this processing option to specify the currency method that the program uses for payment.

Valid values are:

Blank

You pay in the currency of the G/L bank account. For monetary accounts, this is the currency assigned to the G/L bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the G/L bank account resides. For example, the currency associated with the G/L bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1 belongs to company 00001 whose currency is USD. If you enter vouchers in the euro (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company whose base currency is USD.

1

You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the voucher is paid in USD.

2

You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.

3

You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.

4

You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency. Designate the payment currency in processing option 5.

Exchange Rate Notes: When you make payments in the current domestic currency, the Create Payment Groups program calculates the domestic amounts being paid using the exchange rate effective that day. This may be different from the exchange rate effective when you actually make the payment.

Later in the automatic payment process, the system calculates a gain or loss if the exchange rate of the voucher is different from the exchange rate of the payment.

5. Alternate Currency Code

Use this processing option to enter the code for the alternate currency amount. You enter a value in this processing option only if you specified 4 in the Payment Currency processing option.

6. Prepayment Selection

Use this processing option to indicate whether you want to include negative prepayment items in the payment group.

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

These processing options specify the categories by which the system groups payments.

1. Company

Use this processing option to specify whether to create separate payments based on company.

Valid values are:

Blank No

1 Yes

2. Due Date

Use this processing option to specify whether to create separate payments based on due date.

Valid values are:

Blank No

1 Yes

3. Payee

Use this processing option to specify whether to create payments based on payee, regardless of the supplier.

Valid values are:

Blank No

1 Yes

For example, the following table illustrates one possible voucher, supplier,and payee combination:

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

If you leave the Payee processing option blank, the system generates four payments, based on the payee, then supplier:

o Payee 1001: Supplier 1001, Voucher 1

o Payee 1001: Supplier 1003, Voucher 5

o Payee 1002: Supplier 1001, Vouchers 2 and 3

o Payee 1002: Supplier 1002, Voucher 4

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

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

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

4. Business Unit

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

Valid values are:

Blank No

1 Yes

Summarize Tab

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

1. Summarized Pay Item

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

Blank

Do not summarize pay items.

1

Summarize pay items.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No

1 Yes

2. Print Contract Number

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

Valid values are:

Blank No

1 Yes

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

3. Print Job Number

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

Valid values are:

Blank No

1 Yes

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

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

Withholding Tab

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

1. Calculate Withholding

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

Blank No

1 Yes

2. Program Version

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

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

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

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

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

Working with Payment Groups

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

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

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

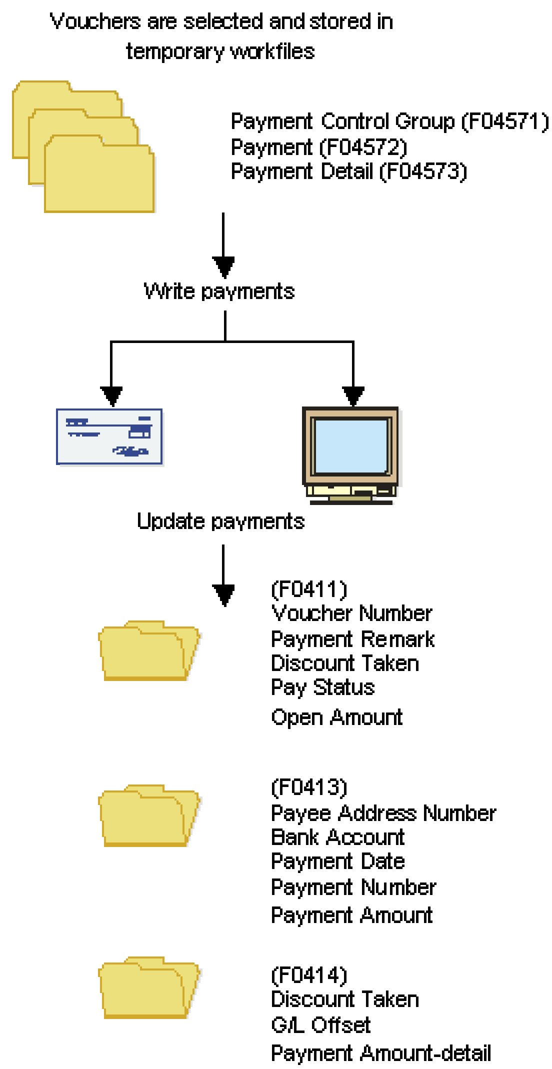
Write	The pay item is ready to be written.
Update	The payment has been written and is ready to be updated in the Accounts Payable Ledger table (F0411).

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

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

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

Working With Payment Groups



After you process payment groups

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

Printing the Payment Analysis Report

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

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

Processing Options for Payment Analysis Report (R04578)

Print

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

Detail Voucher Information

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

Business Unit

Reviewing Payment Groups

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

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

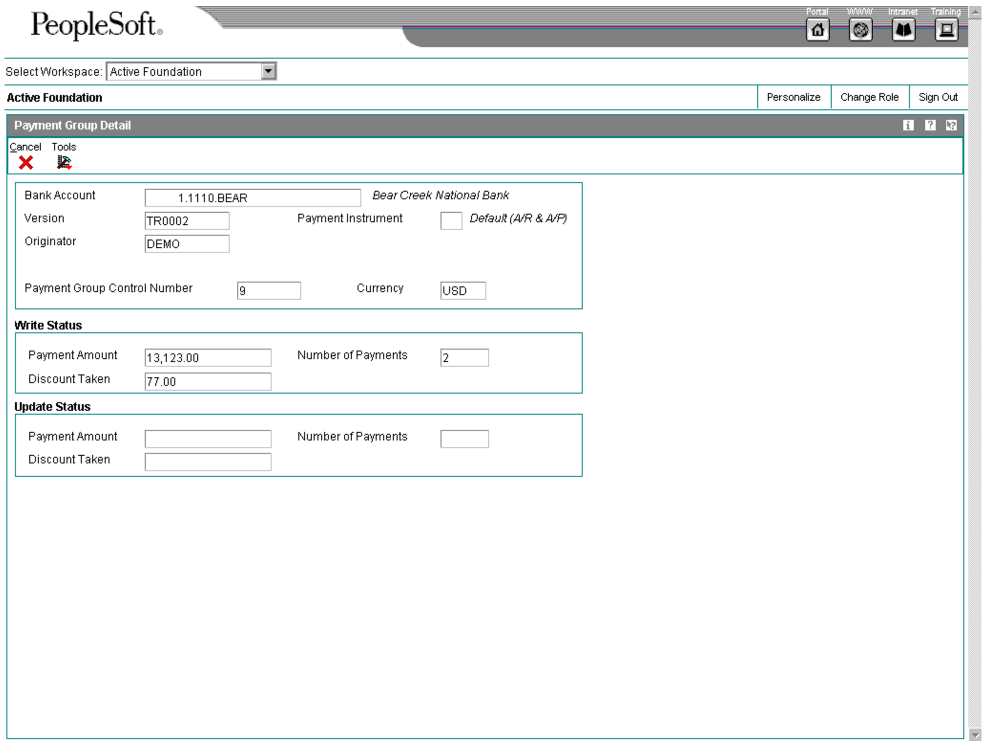
► **To review a payment group**

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

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

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

4. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.
5. Choose Detail from the Row menu.



The Payment Group Detail form shows the same detailed information for the single payment group that appears on Work With Payment Groups.

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

- Review payment and voucher information (write status)
- Review payment summary information (write status)

The payment group programs display information from the following temporary worktables:

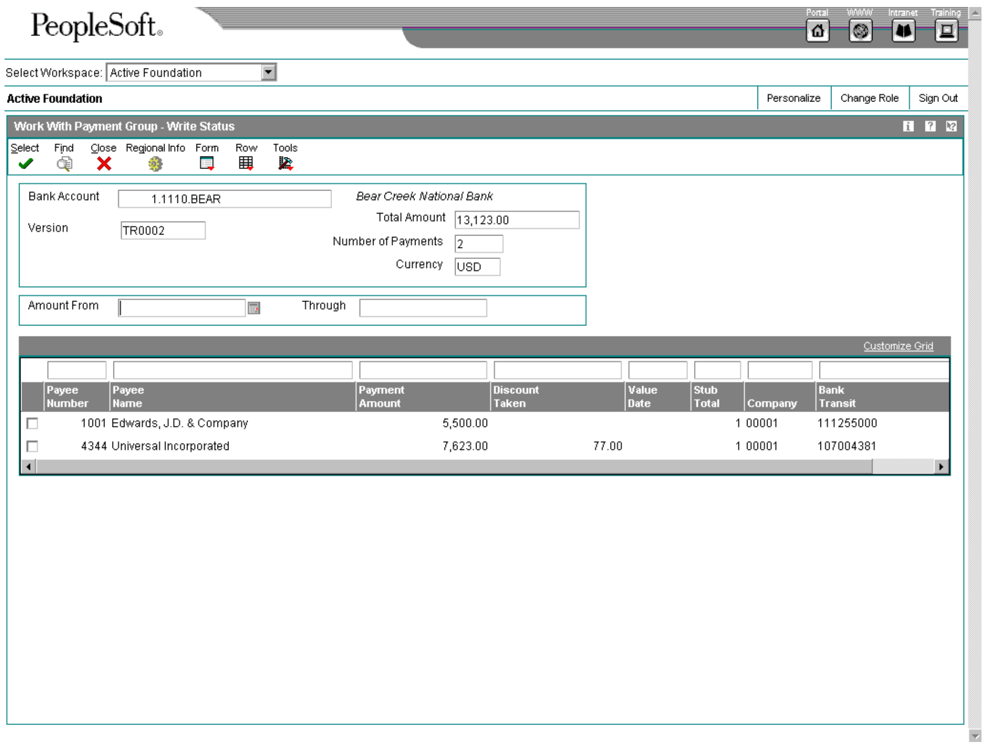
- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

▶ To review payment and voucher information (write status)

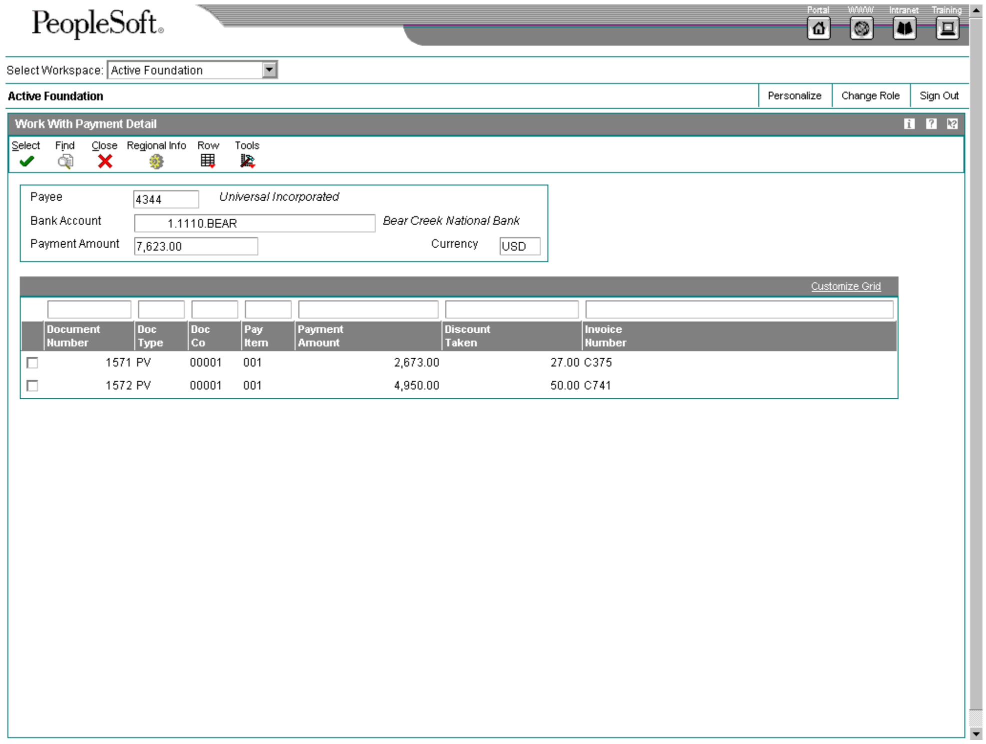
You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

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

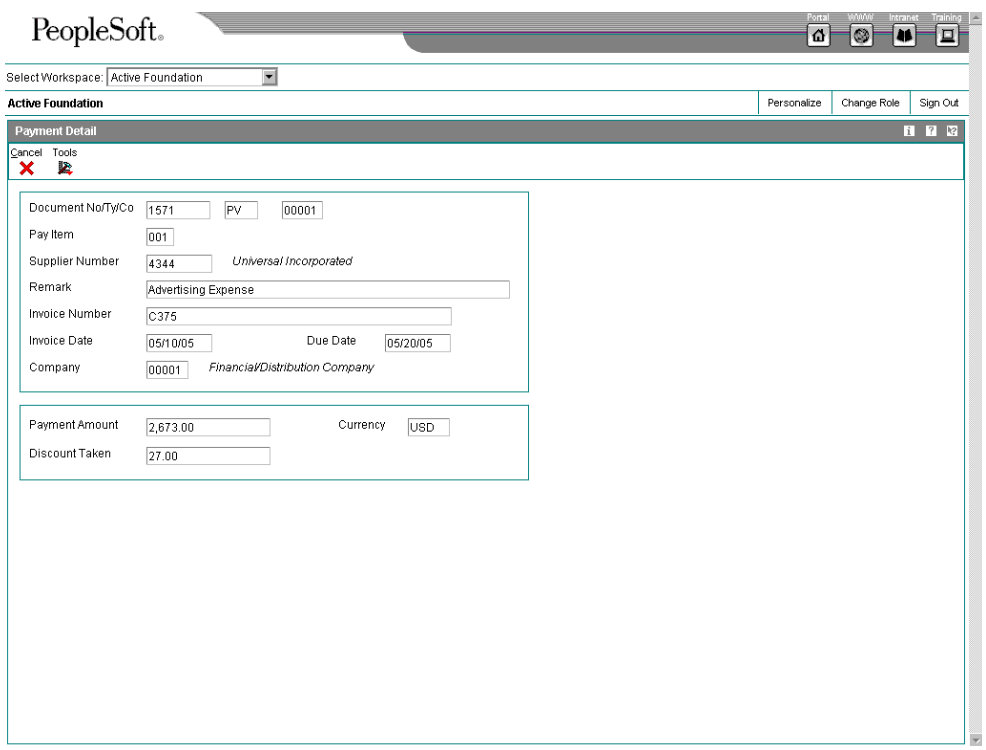
1. On Work With Payment Groups, click the following option and click Find:
   - Write Status
2. Choose a payment group and click Select.



3. On Work With Payment Group - Write Status, choose a payee and click Select.



4. On Work With Payment Detail, choose a voucher and click Select to review voucher information associated with a payment.



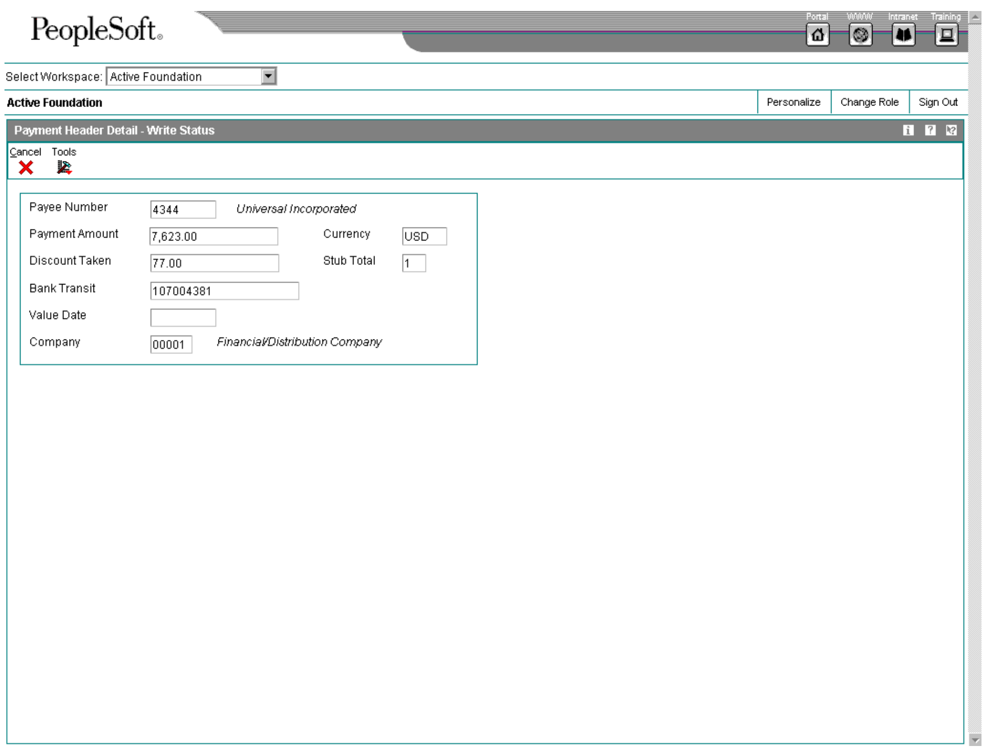
The Payment Detail form shows the voucher information associated with a payment.

► To review payment summary information (write status)

When you review payments within a payment group, you can review the summary information for each payment before you actually write the payment.

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

1. On Work With Payment Groups, click the following option and click Find:
   - Write Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Write Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.



Reviewing Payments with an Update Status

Before you update the payments that you have written, you can review them. To do so, complete either of the following tasks:

- Review payment information (update status)
- Review payment summary information (update status)

You can reset a payment group that is at update status and rewrite your payments, if necessary. When you reset written payments in an update status (UPD), you return them to a status of write (WRT). The payment group programs display information from the following worktables:

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

► To review payment information (update status)

You can review payment information for a specific payment group before you update the payment.

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

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

► To review payment summary information (update status)

When you review payments within a payment group, you can review the summary information associated with a specific payment.

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

1. On Work With Payment Groups, click the following option and click Find:
   - Update Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Update Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

See Also

- ❑ *Resetting Payment Processing* in the *Accounts Payable Guide* for information about changing values in payment processing

Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, including the following:

- Excluding debit memos (credit vouchers)
- Splitting payments

- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

See Also

- *Setting Up Payment Instruments* in the *Accounts Payable Guide* for information about how to set up payment instruments

► To exclude a debit memo (credit voucher)

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail
- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

Related Tasks

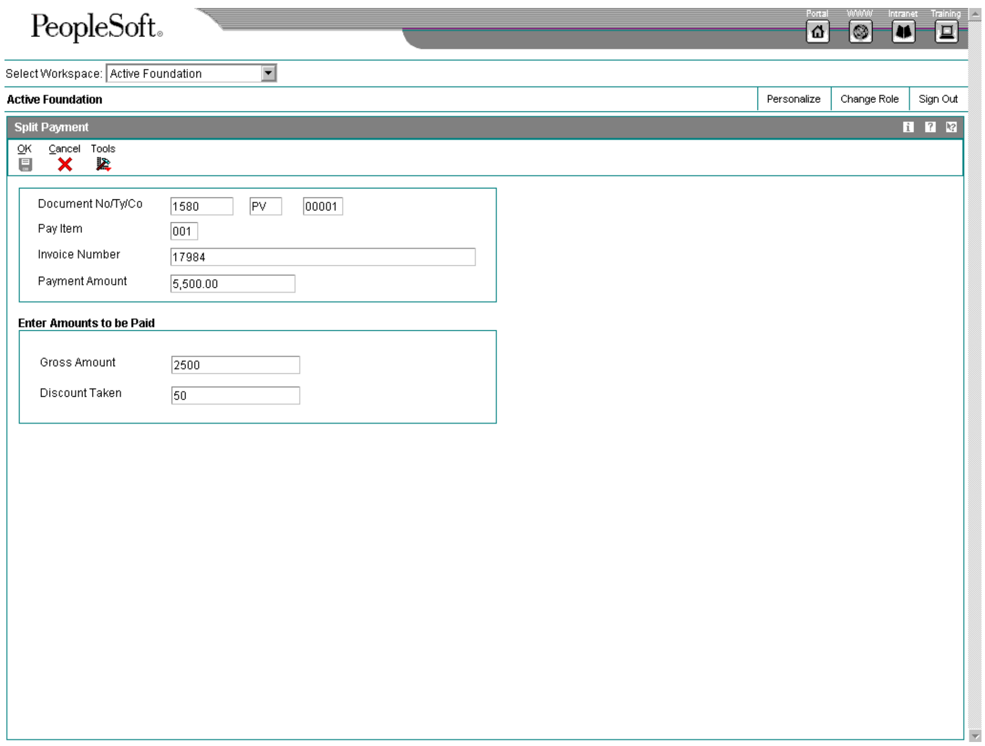
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or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

► To split a payment

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Group - Write Status or on Work With Payment Group - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
3. On Work With Payment Detail, choose a voucher.
4. From the Row menu, choose Split.



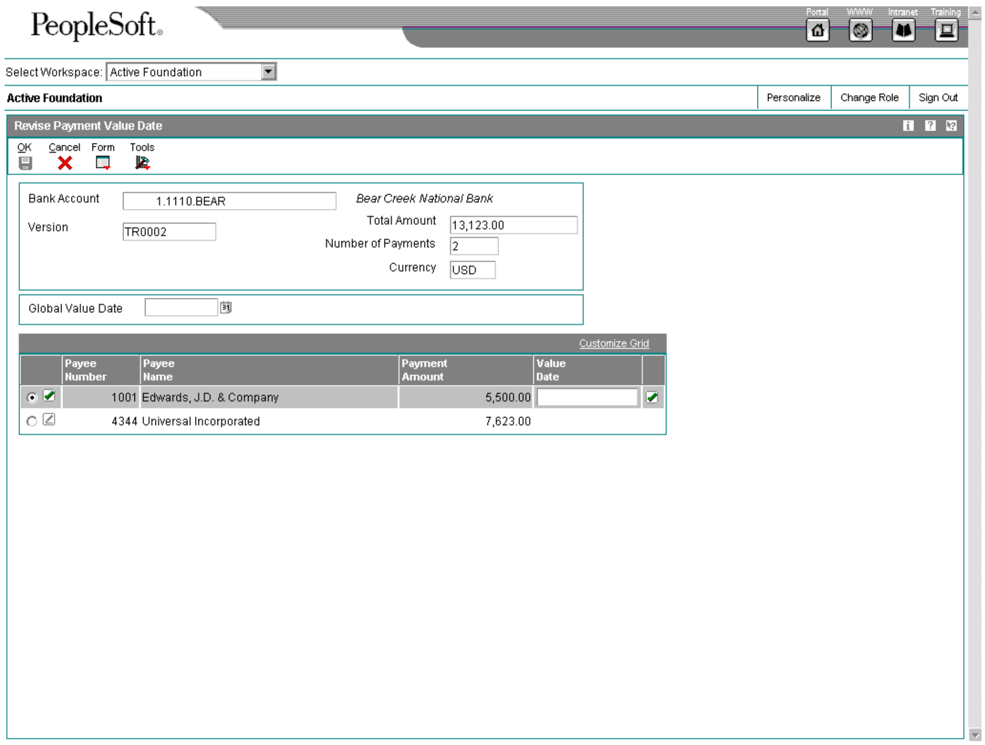
5. On Split Payment, complete the following fields and click OK:
   - Gross Amount
   - Discount Taken

► To revise the value date of a payment

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
2. On Work With Payment Group - Write Status, choose ValueDate from the Form menu.



3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group:
   - Global Value Date
4. Click Load Date to update the value date for each payment.
5. To revise the value date of an individual payment, complete the following field:
   - Value Date
6. Click OK.

► To remove a voucher pay item

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing vouchers.
2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.

4. On Undo Confirmation, click Yes.
5. On Reset Payments, click OK.

► To remove an unprocessed payment

If you do not want to make a payment, you can remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
2. On Work With Payment Group - Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

► To remove an entire payment group

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

1. On Work With Payment Groups, choose a payment group.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.

See Also

- ❑ *Reviewing Payments with a Write Status* in the *Accounts Payable Guide* for more information about how to review payments that are in a Write status
- ❑ *Reviewing Vouchers* in the *Accounts Payable Guide* for information about how to review vouchers

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup.

Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can perform either of the following actions:

- Write all payments in a payment group

- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Creates a matching document with a document type of PT (electronic funds transfer).
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.
- Prints attachments if needed

> **Note**
> Create Payment Control Groups (R04570) controls the printing of attachments. The J.D. Edwards standard payment processing is designed to print *ten* lines of detail on a payment stub.
>
> If there are more than ten lines of detail to print, and the R04570 processing option to print attachments is set, the payment stub will print “See Attachment” and all detail will print on the attachment.
>
> If the R04570 processing option for attachments is not set to print attachments and there are more than ten lines of detail for a single payment, the J.D. Edwards Auto Payments Write/Reset program (P04572) will print ten lines of detail on a stub, void the payment, print ten lines of detail on the next stub, void the payment, and so on until all lines of detail have been printed. The payment form following the last line of detail will print with the full payment amount. The P04572 will print up to 99 lines of detail on a single payment. If there are more than 99 lines of detail, the system will print multiple payments.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options by specifying a version of the Voucher Entry Master Business Function. On the Defaults tab for the Voucher Entry MBF enter a “1” in the Alternate Payee option to populate the alternate payee with the factor/special payee. Leaving this option blank will populate the alternate payee with the supplier number. You can override the alternate payee default when you enter the voucher.

The system does not update the Accounts Payable Ledger table (F0411), the Accounts Payable Matching Document table (F0413), or the A/P Matching Document Detail table (F0414) until the update process. The payments remain in the temporary workfiles: A/P Payment Processing - Header table (F04571), A/P Payment Processing - Summary table (F04572), and A/P Payment Processing - Detail table (F04573).

> **Note**
>
> When you write a payment whose amount, in words, exceeds the number of characters provided in the print program, the system prints checks with digits for the payment amount instead of words.

Record Reservation for Payments

Record reservation for payments is a process in which the system determines, prior to writing payments, how many payment numbers to reserve for a payment cycle. The system adds that number to the next payment number in the Bank Transit Master table (F0030). The F0030 table has a record for each bank account in the system. Payment numbers are reserved by bank account.

The purpose of using the record reservation process is to prevent more than one payment from having the same payment number. This is especially useful when more than one user is making payments from one bank account at the same time.

To use record reservation, the F0030 table must be added to UDC 00/RR.with the Special Handling Code set to 1.

After the user defined code is set up, when you write payments, the system determines the number of payments to be used and increases the value in the Next Check Number field in the F0030 table by that number. Thus, if the next payment number in the F0030 table for the bank account being used in the payment cycle is 258, and the record reservation process determines that 30 payment numbers are going to be used, the system updates the next payment number to 288. When another person writes payments from the same bank account, the next payment number will begin at 288. Payment numbers between 258 and 287 will be used only by the payment cycle that reserved those numbers.

If two users access the write payments process at the same time, the system activates the record reservation process for the first user and sends an error message to the second user. When the first user completes the record reservation process, the second user will be able to access a payment number record and reserve the number of payments needed for that payment cycle.

Payment ID Using Next Numbers

When a write payment program is run (R04572 or one of its variations, such as R04572A, R04572C, and so on), each payment is assigned a number that identifies it throughout the payment process and after the process finishes. This number is the Payment ID (PKID), and is a key to both the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables. The Payment ID prevents pay items in one payment from being mixed with pay items that are paid on a different payment.

The Accounts Payable system uses the Next Numbers - Automatic table (F0002) or the Next Numbers by Company/Fiscal Year – Automatic table (F00021) to assign Payment ID numbers. The table is locked while a number is being assigned to the pay items associated with one payment, and is unlocked immediately after the pay items have been assigned their identifying numbers.

Before You Begin

- ❑ Review payments and make any changes necessary.
- ❑ Verify control information for payment groups.

► To write all payments in a payment group

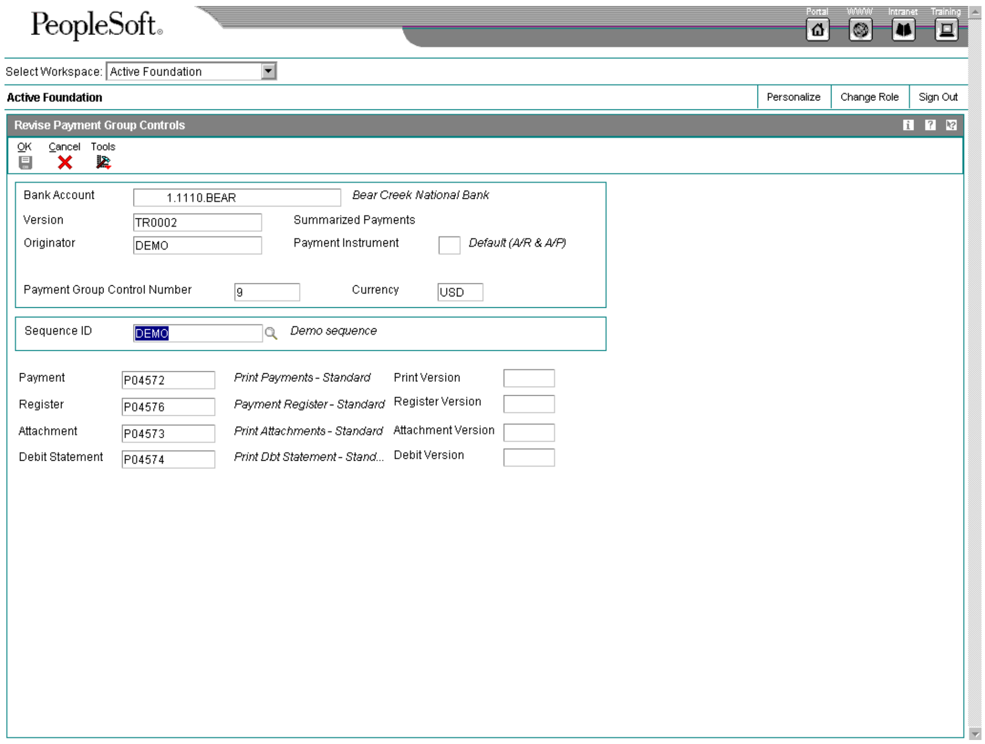
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work with Payment Groups, follow the steps for reviewing payment groups.

2. Choose one or more payment groups.

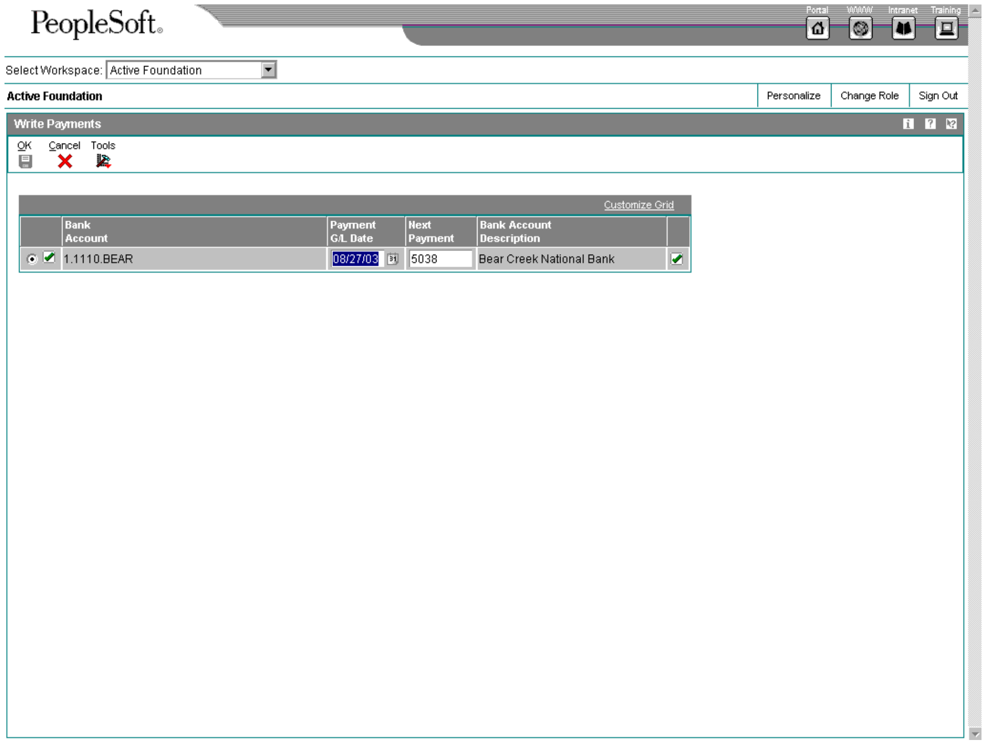
   If some payments in a group have already been written, the payment group appears as two lines on the Work With Payment Groups form, with the appropriate totals for each line. One line is at a WRT (write) status and the other line is at a UPD (update) status.

3. From the Row menu, choose Controls.



4. On Revise Payment Group Controls, verify that the following fields show the correct programs and versions and click OK:
   - Payment
   - Print Version
   - Register
   - Register Version
   - Attachment
   - Attachment Version
   - Debit Statement
   - Debit Version

5. On Work with Payment Groups, choose Write from the Row menu.



The Write Payments form displays one line for each bank account.

6. On Write Payments, verify the following fields and click OK:
   - Payment G/L Date
   - Next Payment

► To revise control information for a payment group

You can change the programs for printing payments, payment register, attachments, and debit statements by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the group's payments print.

The system uses payment instrument defaults to create the control information when you create payment groups. You can change this information before you write payments. Any change that you make affects the entire payment group.

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose a payment group.
3. From the Row menu, choose Controls.
4. On Revise Payment Group Controls, change the following field (optional):
   - Sequence ID

5. Change any of the following print program fields:
   - Payment
   - Print Version
   - Register
   - Register Version
   - Attachment
   - Attachment Version
   - Debit Statement
   - Debit Version
6. Click OK.

► To write selected payments in a payment group

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. On Work With Payment Group - Write Status, complete the following fields to limit your search and click Find:
   - Amount From
   - Through
3. Choose one or more payments.
4. From the Row menu, choose Write.
5. On Write Payments, verify the following fields and click OK:
   - Payment G/L Date
   - Next Payment

See Also

- ❑ *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to review payment groups after creating them

Resetting Payment Processing

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset them. Written payments have a next status of UPD (update). When you reset payments, you are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

If you need to undo or reset a payment, you can identify the tape affected on the Copy Bank Tape File to Tape program that you access from the Automatic Payment Processing menu (G0413). This program shows information, including the file ID and the member ID.

If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number, if that number was previously assigned.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the general ledger.

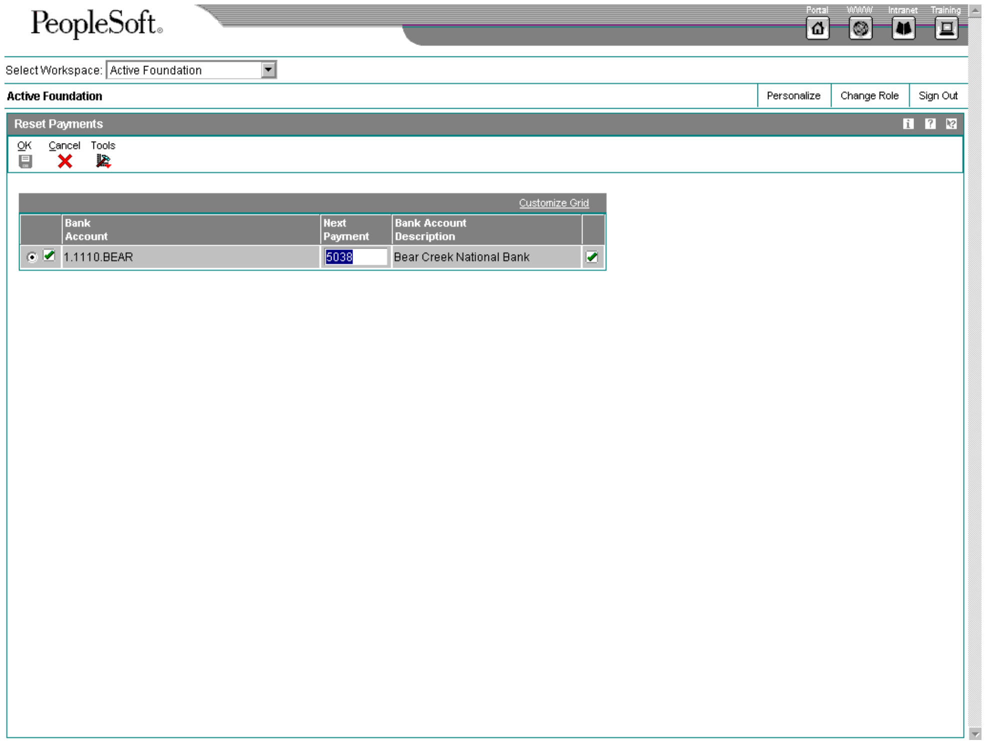
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► To reset payment processing

When you reset payment processing, the pay items return to open vouchers.

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.
3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
   - Beginning Payment
   - Ending Payment
5. Click Find.
6. Choose the payments to reset.
7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary, and click OK:
   - Next Payment

▶ To reset payment processing for a bank tape

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, click Find.
2. Choose the payment record you want to remove from the bank tape table and click Delete.
3. On Confirm Delete, click OK.

See Also

- ❑ *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to verify the information in payment groups

Removing Processed Payments

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- Voids the payment
- Removes the voucher pay items from the payment group

- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

► To remove processed payments

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. Perform one of the following actions:
   - Choose a payment group with a next status of UPD
   - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
   - Next Payment

   If you do not reset the next payment number, the system creates void payments.

   If you are resetting payments that were written to a bank tape, complete the following step to remove the payment record from the bank tape table.
6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

See Also

- ❑ *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to verify the data contained in payment groups

Copying Payments to Tape

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printed payments. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of the following tasks:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

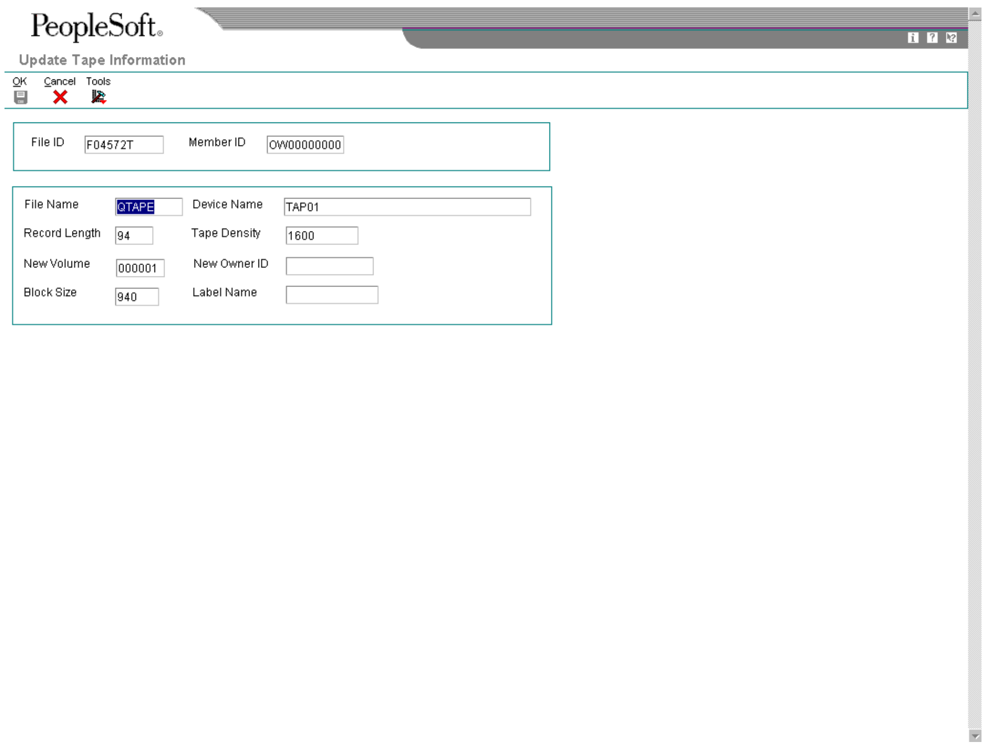
You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape table (F04572OW) is a multimember table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record using the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

▶ To review and change the status and detail for a tape table

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with and click Select.



3. On Update Tape Information, change any of the information in the following fields as needed:
   - File Name
   - Record Length
   - New Volume
   - Block Size

- Device Name
- Tape Density
- New Owner ID
- Label Name

4. Click OK.

Processing Options for Copy Bank Tape File to Tape (P0457)

BACS

1. Enter a '1' to display the BACS format

Display BACS Format

PROGRAM

1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE: This processing option is ignored if BACS processing is turned on.

Alternate Processing Program (FUTURE)

Version

1. Copy Bank File to Diskette Version (P0457D)

Blank = ZJDE0001

► To copy a tape table to tape or diskette

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row, and then click Find.
2. Choose the table that you want to work with, and then choose Diskette from the Row menu.
3. On Write Bank Diskette, enter the path and/or file name you want to generate.
4. Depending on how you want to use the tape table, select one of the following options:

- Generate New File
- Append Records

5. Click OK, and then click OK again when the “File created Successfully” message appears.

Processing Options for Copy Bank File to Diskette (P0457D)

Defaults Tab

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

---

1. Record Length

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

---

2. Insert Carriage Return

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

---

3. Default File Path/Name

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

For example:

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

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

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

Data Tab

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

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

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

Blank

Do not replace special characters

1

Replace special characters

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

2. Capitalize all alpha characters

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

3. Replacement Character (UDC 04/SC)

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

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

Additional Tape Copy Options

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

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

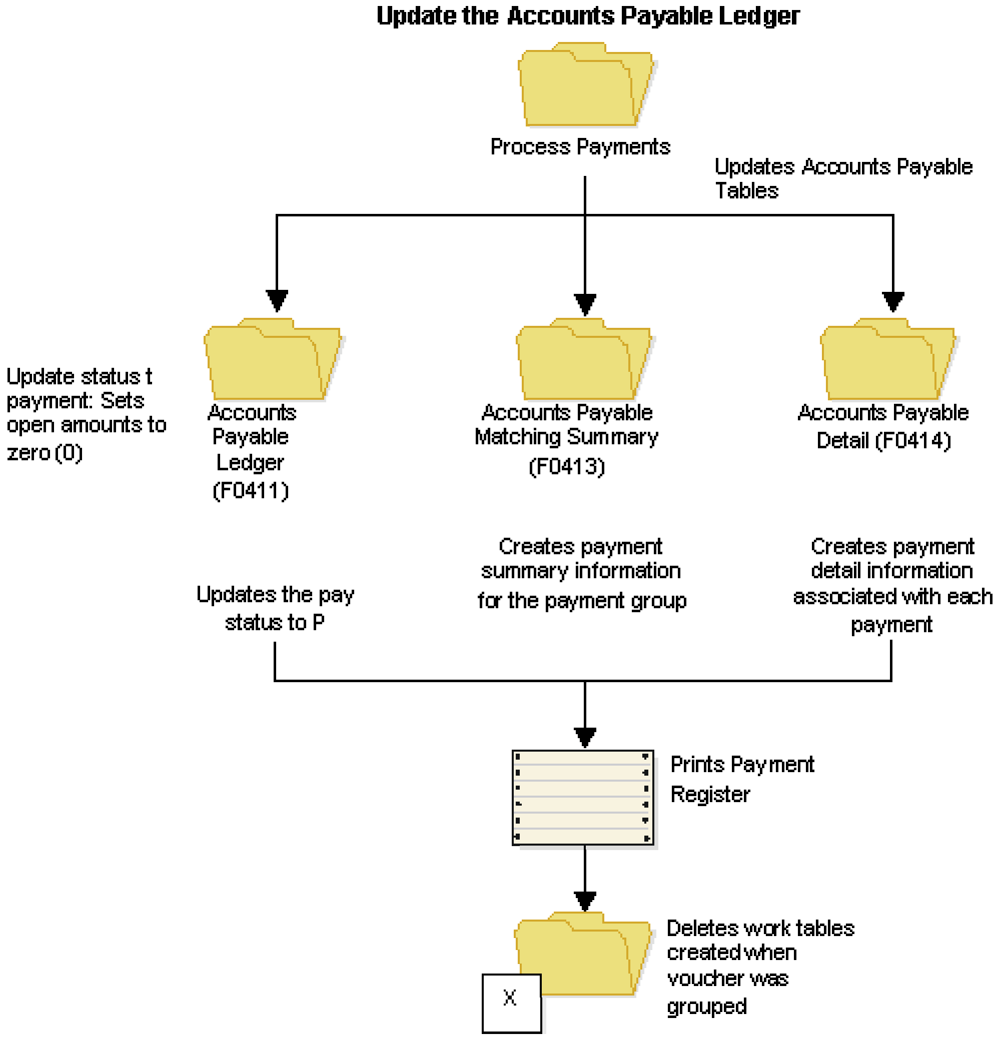
Updating the Accounts Payable Ledger

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

When you update the Accounts payable ledger, the system:

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

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



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

Before You Begin

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

► To update the Accounts Payable ledger

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

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

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options specify how the system prints payment groups.

---

1. Default Print Program Version

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

---

2. Payment Control Group Output

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

Valid values are:

Blank Separate files by PCG.

1 Separate files by bank account.

2 Send multiple PCGs in one spool file.

Save Spool File (FUTURE)

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

Valid values are:

Blank Do not save spool file.

1 Save spool file.

Hold Spool File (FUTURE)

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

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

Update Tab

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

1. Default Register Program Version

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

2. Post Void Payments

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

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

3. Submit Post Program

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

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

Display Tab

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

1. Display Business Units

Display Business Units

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

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

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

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

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

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

Valid values are:

Blank Do not display payment control groups at Update Status.

1	Display payment control groups at Update Status.

3. G/L Bank Account

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

Originator

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

Payment Control Group Version

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

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

Payment Instrument

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

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

Currency Code

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

Currency Code

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

Display Alternate Currency Amounts

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

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

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

Currency Tab

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

Effective Date

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

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

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

Use Voucher's Rate

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

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

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

1. Interactive Process

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

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

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

BACS Tab

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

1. BACS Processing

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

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

Application and Certificate Management (ACM)

Subcontractors in the construction industry can submit an application for partial payment to the contractor when the job is partially completed. The subcontractor indicates on the application what portion of the job has been completed. The contractor then sends a site engineer to the work site to certify the amount of work that has been completed.

You can use Application and Certificate Management (ACM) within the procure-to-pay system to manage applications and certificates. To work with ACM, complete the following general steps:

1. Enter a purchase order for the subcontracted work.
2. When you receive an application from the subcontractor, enter the amount of the application against the purchase order.
3. Print a pre-certificate that the site engineer uses to indicate the amount that is to be certified.
4. After the inspection, enter the certificate information against the purchase order.
5. Print a certificate for the subcontractor to notify him or her of the amount that was certified. You can create either an evaluated certificate or a non-evaluated certificate. For evaluated certificates, the system automatically generates a payment voucher. For non-evaluated certificates, the subcontractor must submit an invoice.
6. For non-evaluated certificates, enter a voucher after you receive the invoice.
7. Pay the voucher.

ACM Status Codes

When you enter a subcontractor's application for payment, the system creates a record in the ACM - Application / Certificate Master table (F74U0141) and assigns a blank ACM status to the record. As the record progresses through the ACM process, the system updates the ACM status of the record in table F74U0141.

The following table describes the ACM status flow for application and certificate entry:

Status Code	**Status Description**	**Event Causing Status Change**
	Application Entered	Application entered.
S	Application Superceded	A new application is entered that replaces an uncertified application. This step is optional.
N	Pre-Certificate Printed	Pre-Certificate Document (R74U0150) run.
C	Certificate Entered	Certificate information entered.

The following table describes the ACM status flow for non-evaluated receipts:

Status Code	Status Description	Event Causing Status Change
I	Non-Evaluated Certificate Print	ACM Certificate Print (R74U0152) run for non-evaluated receipts.
V	Voucher Created	Voucher matched to open receipt.
P	Payment	Payment generated.

The following table describes the ACM status flow for evaluated receipts:

Status Code	Status Description	Event Causing Status Change
V	Voucher Created	Evaluated Receipt Settlement (R43800) run.
P	Payment	Payment generated.
F	Evaluated Certificate Print	ACM Certificate Print (R74U0152) run for evaluated receipts.

The following table describes the ACM reverse status flow:

Status Code	Status Description	Event Causing Status Change
P	Payment	
V	Voucher Created	Payment voided.
C	Certificate Entered	Voucher reversed.
R	Reverse Receipt	Receipts reversed using Purchase Receipts Inquiry (P43214), version ZJDE7002.
	Application Entered	Certificate reversed.

Setting Up ACM Constants

You set up ACM constants to activate ACM processing, to set up default statuses for ACM processing, and to set up constants for business unit category codes.

You use business unit category codes to indicate whether purchase orders that are entered for a specific business unit are eligible for partial payment (measured progress), require applications for payment (application required), and are eligible to be certified for more than the application amount (over-certification). For each category (Measured Progress, Application Required, and Over Certification Allowed), you specify the business unit category code that holds the constant for that category at the default value of the constant. For example, if you want to apply Measured Progress to all business units that have a Y in category code 16, you would specify category code 16 for Measured Progress and Y as the default value.

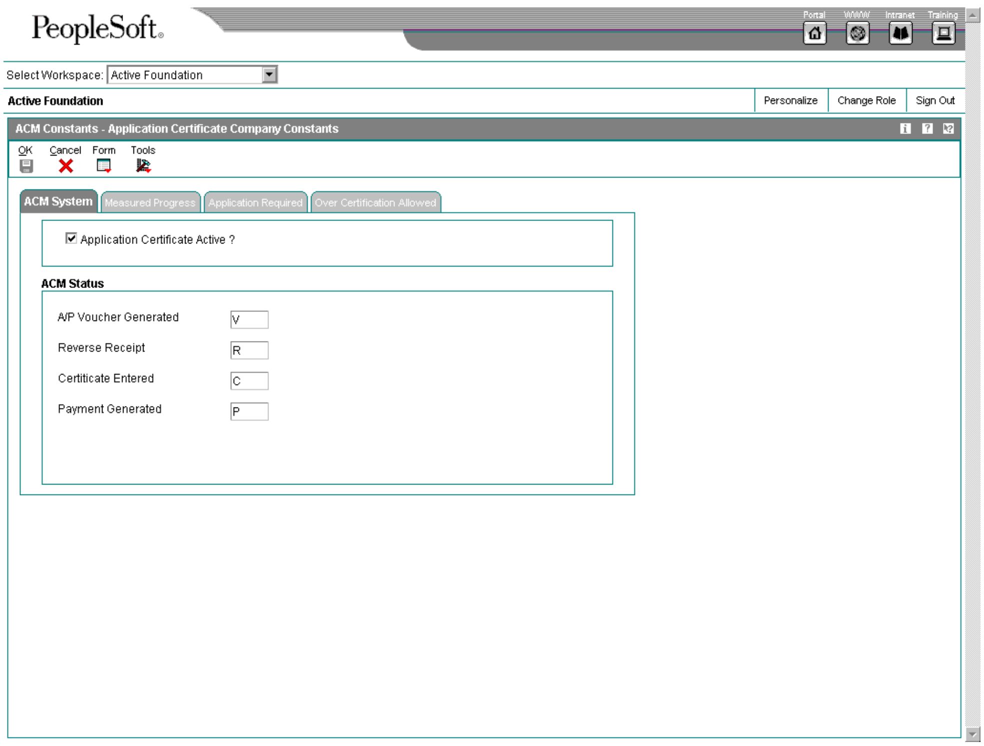
Before You Begin

- ❑ Set up UDC 74U/AS to specify ACM status codes. See *Setting Up User Defined Codes* in the *Global Solutions United Kingdom Guide.*
- ❑ Set up Business Unit category codes (00/01-20) to identify the following:
  - Jobs or business units that are eligible for measured progress
  - Jobs or business units that require ACM applications
  - Jobs or business units that are eligible for over-certification

► To set up ACM constants

From the System Setup menu (G74U0140), choose ACM Constants.

1. On Application Certificate Company Constants, on the ACM tab, click the Application Certificate Active ? option to turn on ACM processing.



2. Complete the following fields to specify the default statuses for ACM processing:
   - A/P Voucher Generated
   - Reverse Receipt
   - Certiticate Entered
   - Payment Generated
3. Click the Measured Progress tab.

4. Click the M/P Category Code option that corresponds to the business unit category code that you use to indicate whether purchase orders which are entered for the business unit are eligible for partial payments.
5. Enter the category code value that indicates eligibility in the following field:
   - Default Measured Progress Code
6. Click the Application Required tab.
7. Click the A/R Category Code option that corresponds to the business unit category code that you use to indicate whether purchase orders which are entered for the business unit require applications for partial payment.
8. In the following field, enter the category code value that indicates that applications are required:
   - Default Application Required Code
9. Click the Over Certification Allowed tab.
10. Click the O/C Category Code option that corresponds to the business unit category code that you use to identify business units that are eligible for over-certification. Purchase orders entered for business unit with a specific value in this category code can be certified for more than the application amount.
11. In the following field, enter the category code value that indicates that over-certification is allowed:
    - Default Over Certification Code
12. Click OK.

Setting Up Order Activity Rules for ACM

For ACM processing, you must distinguish construction purchase orders from other documents and set up specific order activity rules for those purchase orders. For these actions, you must create a special document type on UDC 00/DT for construction purchase orders. You must also set up the line type for non-stock items with a value of A in the Inventory Interface (IVI) field so that the system stores the G/L account number for construction industry scheme (CIS) processing.

You set up order activity rules for the special document type and non-stock line type to include the application/certificate status (381). You do not need to include a receipt status because the system generates receipts automatically when you add certificate information.

You should set up order activity rules as shown in the following table:

Order Type	Line Type	Last Status	Description	Next Status	Other 1	Ledger (Y/N)
OC	N	220	Enter Purchase Order	280		N
OC	N	280	Print Purchase Order	381		N
OC	N	381	Application / Certificate	999	381	N
OC	N	999	Complete – Ready to Purge			N

See Also

See the following topics in the *Procurement Guide*:

- *Setting Up Order Activity Rules* for more information on order activity rules and for specific steps
- *Setting Up Order Line Types*

Setting Up Order Line Types

Each purchase order you enter must contain details about the items or services you want to order. For each item or service, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. The system processes the detail line based on a line type.

The line type you enter for a detail line determines how the transaction affects other systems, such as:

- General Accounting
- Inventory Management
- Accounts Payable

For example, you might create a line type for stock items. When you set up the line type, you specify that it affects item availability in the Inventory Management system. You also specify that it affects the General Accounting and Accounts Payable systems. When you assign the line type to a purchase order detail line, the system:

- Increases the quantity of the item in the Inventory Management system (upon receipt)
- Creates ledger entries in the General Accounting system
- Creates ledger entries in the Accounts Payable system

The line type for a detail line also determines the cycle through which the system processes the line (based on order activity rules). Examples of other information you can specify for a line type includes:

- Whether the detail line is subject to taxes
- Whether the system applies freight charges to the detail line
- Whether a receipt is required for a detail line (this setting can apply to either two-way or three-way voucher match)

► To set up order line types

From the Procurement System Setup menu (G43A41), or the Sales Order Management Setup menu (G4241), choose Order Line Types.

1. On Work With Line Types, click Add.
2. On Line Type Constants Revisions, complete the following fields:
    - Line Type

- Inv. Interface
- G/L Offset
- Include in Tax 1
- Sales Journal Col

3. Choose any of the following applicable options and click OK:
    - G/L Interface
    - A/R Interface
    - A/P Interface
    - S/WM Interface
    - Text Line
    - Reverse Sign
    - Apply Freight
    - Apply Retainage
    - Generate Workorder
    - Include in Cash Discount
    - Include Sales/COGS for Gross Profit
    - Voucher Match Variance Account
    - Edit Item Master for Non-Stock Item
    - Protect Price on Sales Order
    - Generate Purchase Order
    - Call Materials Issue
    - Procurement Receipt Required

See Also

- Setting Up Order Activity Rules in the *Procurement Guide* for information about how the system processes order detail lines

Setting Up Order Activity Rules

For each item or service that you enter on a purchase order, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. You must set up order activity rules to establish the sequence of steps through which you process each detail line, for example:

- Enter order
- Approve order
- Print order
- Receive order

You can set up multiple sets of activity rules. You must assign each set of rules to a certain order type (purchase order, requisition, and so on) and line type. For example, you can specify that a set of activity rules apply only to purchase order detail lines that have a line type of S (for stock items).

To save time, you can copy an existing order activity rule by accessing a current combination of an order type and a line type and making the necessary changes.

You must assign status codes to each step in activity rules. Status codes identify the current status of a detail line and the next status to which to advance the line. You must define status codes in ascending numerical order. For example, you can set up status codes for purchase order stock line types as follows:

Last	**Next**	
220	230	(Enter Order)
230	280	(Approval Process)
280	400	(Print Purchase Order)
400	999	(Receive Order)

You can change the progression of steps by indicating alternate next status codes. For example, using the activity rules above, you can bypass the Print Purchase Order step for orders that you send electronically. To do this, you must assign an alternate next status code (400) to the Approval Process step. You can then assign the alternate code to detail lines in the approval process.

You can specify that the system write a record to the P. O. Detail Ledger File – Flexible Version table (F43199) when a detail line enters a certain step in the activity rules.

You cannot delete an order activity rule if there are records in the system whose status match any of the statuses that are assigned to the order activity rule.

Before You Begin

- ❑ Verify that you have set up status codes in user defined code table 40/AT. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.
- ❑ Verify that you have set up order types in user defined code table 00/DT. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

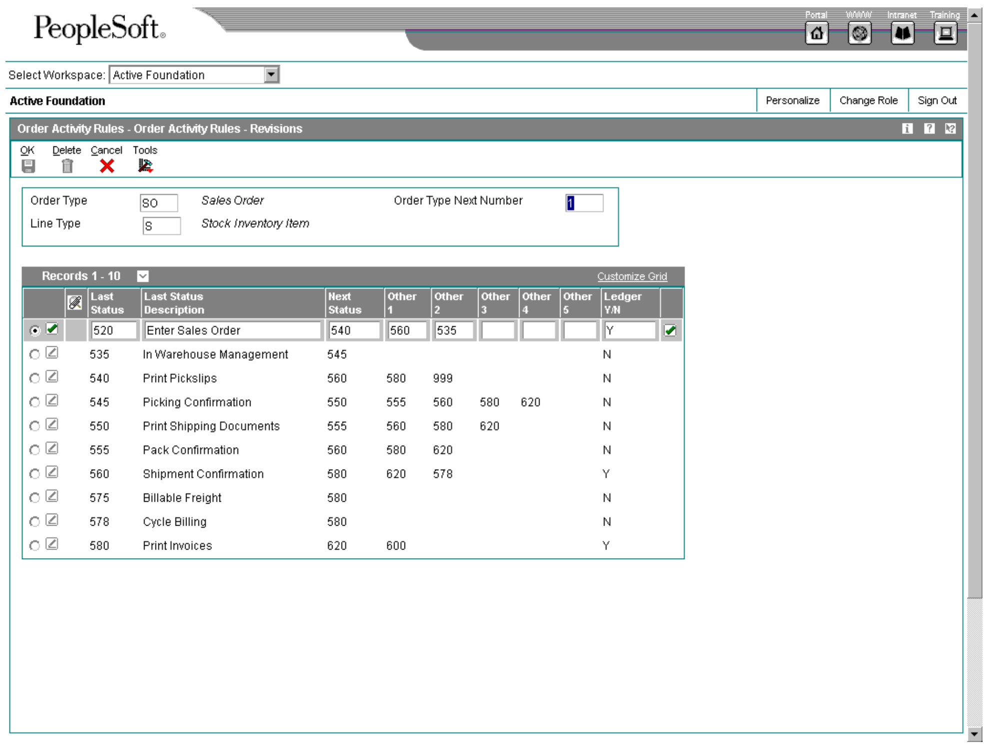
❑ Verify that you have set up order line types. See *Setting Up Order Line Types* in the *Sales Order Management Guide*.

► To set up order activity rules

From the Procurement System Setup menu (G43A41), choose Order Activity Rules.

Alternatively, from the Sales Order Management Setup menu (G4241), choose Order Activity Rules.

1. On Work With Order Activity Rules, click Add.



2. On Order Activity Rules - Revisions, complete the following fields and click OK:

- Order Type
- Line Type
- Order Type Next Number
- Last Status Description
- Next Status
- Other 1
- Other 2
- Other 3

- Other 4
- Other 5
- Ledger Y/N

Order Entry

Each time you want to purchase goods or services, you must enter an order. You enter orders to specify details about the goods or services you are purchasing, to indicate the supplier from whom you are purchasing, and to specify other pertinent information.

An order consists of two parts:

- Header information - general information that relates to the entire order, such as the supplier name and order dates
- Detail information - line-by-line details about the items or services you want to order, such as item numbers, quantities, and costs

You can enter header information and detail information separately. Depending on your volume of orders and the amount of header information you need to enter, you use processing options to choose one of the following methods to enter orders:

- Enter header information first, followed by detail information
- Enter detail information only, allowing the system to apply limited default values for header information

Several tools are available to help you create orders. These tools allow you to generate multiple orders at the same time, locate item and supplier information, and so forth.

You can have the system check orders to verify that costs do not exceed budget limits. You can place an order on hold if it exceeds budget or for any other reason. You can review up-to-date commitment, budget, log, and order hold information.

After you generate orders, you can make changes to the orders and print the orders.

The system maintains header and detail information in two separate tables:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)

Before You Begin

- ❑ Verify that item master information and item branch/plant information are set up for each of your inventory items.
- ❑ Verify that branch/plant constants are set up for each of your business units or branches (required for only inventory management).
- ❑ Set up order activity rules and order line types.
- ❑ Set up default location and printer information for your terminal or user profile (optional).
- ❑ Set up address book records for all suppliers.

- ❑ Set up procurement instructions for each supplier and ship-to address.

Entering Order Header Information

To generate an order, you must provide information about the supplier who is to fill the order, the branch/plant that is requesting the order, and the shipping address for the order. This information is called order header information.

The header information that you enter determines how the system processes the order. For example:

- Supplier information determines the address to which the order is sent, the payment terms for the order, and so forth.
- Origination information determines the business unit accountable for the order and the address to which the goods and services are to be delivered.
- Tax information determines how the system calculates taxes for the order.

Header information also includes the date the order is placed, the date the order is due, and reference information, such as the user entering the order.

Using the processing options for Order Entry, you can display a header form before the detail form. Depending on how you set the processing options, certain fields can display on the header form. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch/plant that you enter, the system applies default values to the fields on the header form.

If you purchase goods or services from international suppliers, you might need to enter order amounts in different currencies, such as Canadian dollars, Japanese yen, and the euro. Before you can do this, you must enter the following types of information on the header form:

- Whether the supplier uses a foreign currency
- The type of currency that the supplier uses (which defaults from the Supplier Master Information form)
- The base currency for your company
- The exchange rate for the currency (one of the predefined rates from the Multi-Currency Processing system)

You also can enter Advanced Pricing information by entering an adjustment schedule on the Additional Information form, which you can access from the Supplier Master Revision form. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

To use approval processing, which requires that orders be approved before continuing through the procurement cycle, you can set the approval processing options for Order Entry. If you use approval processing, the name of the approval route appears on the header form. Verify that the name of the approval route is correct when you set the processing options, because you cannot change the name after you enter an order.

To enter a special order, such as a requisition, blanket order, or quote order, you use a combination of processing options, order activity rules, and line types in the order entry program.

See Also

- *Creating an Approval Route* in the *Procurement Guide* for more information about approval processing
- *Entering Requisitions*, *Entering Blanket Orders*, and *Working with Quote Orders* in the *Procurement Guide* for more information about special orders
- *Setting Up Procurement Constants* in the *Procurement Guide* for more information about how to set up pricing constants
- *Setting Up Pricing Constants* in the *Advanced Pricing Guide* for more information about how to set up the Advanced Pricing system for Procurement

Entering Supplier Information for an Order

You might have different arrangements with each of your suppliers in regard to terms of payment, freight handling, invoice methods, and so forth. When you enter order header information, you must specify the supplier from whom you are requesting the order and any specific arrangements to which you and the supplier have agreed.

You can set up procurement instructions to specify the arrangements that you have with each of your suppliers. When you enter a supplier on an order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific order.

To enter a supplier for an order, the supplier must exist in the Address Book system. If this is not the case, you can enter the supplier in the Address Book system when you enter order header information. You can also enter master information for the supplier if the information does not already exist.

Before You Begin

- Set the appropriate processing option on the Processing tab to allow access to the Address Book.

► To enter supplier details

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

   The Order Header form appears if you have set the processing option to display header information before detail information.

2. On Order Header, complete the following fields:
   - Branch/Plant
   - Supplier
3. From the Form menu, choose Additional Info.
4. On Order Header - Additional Information, complete the following fields and click OK:
   - Print Message
   - Freight Handling Code

- Cost Rule
- Send Method
- Evaluated Receipt
- Payment Terms
- Supplier SO
- AIA Document

If you have set up purchasing instructions for a supplier, the system supplies default values for several fields above based on the supplier you enter for the order. You can access the Work With Supplier Master form through the Supplier Master form exit on the Order Header form.

► To enter supplier address information

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find to locate your order.
2. Choose the order and click Select.
3. On Order Header, choose Address Book from the Form menu.
4. On Work With Addresses, click Add to open Address Book Revision.
5. On Address Book Revision, on the Address Book tab, complete the following fields:
    - Alpha Name
    - Search Type
    - Tax ID
6. Click the Mailing tab and complete the following fields:
    - Mailing Name
    - Address Line 1
    - Address Line 2
    - Address Line 3
    - Address Line 4
    - City
    - State
    - Country
    - Postal Code

- Effective Date

7. Click the Additional tab and complete the following field:
    - Payables Y/N/M
8. Click the Related Address tab and complete the following fields:
    - Parent Number
    - 1st Address Number
    - 2nd Address Number
    - 3rd Address Number
    - 4th Address Number
    - Factor/Special Payee
9. Click the Cat Code 1-10 tab and complete the following field:
    - Category Code 01
10. Click the Cat Code 11-30 tab and complete the following field and click OK:
    - Category Code 11
11. On Order Header, return the address book number you created to the following field:
    - Supplier
12. To set up the master information for the new supplier, choose Supplier Master from the Form menu, complete the steps to set up the supplier, and then click OK.
13. On Order Header, complete the steps to enter supplier details.

See Also

- *Creating and Updating Address Book Records* in the *Address Book Guide* for complete instructions about the address book
- *Setting Up Supplier and Item Information* in the *Procurement Guide* if you need to set up the supplier information

► To enter a temporary address for a supplier

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

This type of address change applies only to the order you are entering. You can also enter a temporary address change for the ship-to entity.

1. On Work With Order Headers, click Find to locate your order.
2. Choose the order and click Select.
3. On Order Header, choose Order Addresses from the Form menu.
4. On Order Address Information, complete any of the following fields:

- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Postal Code
- City
- State
- Country
- County

5. Depending on the address number that you want to be temporary, choose either of the following options and then click OK:
   - Supplier
   - Ship To

Entering Origination Information for an Order

You generate an order for a specific branch/plant, business unit, project, or job within your company. In most instances, goods are shipped to the same branch/plant that requests the order. However, you might want to ship the goods to another location.

You must specify the branch/plant, business unit, project, or job for which you are placing an order. When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants provided that the ship-to address exists in the address book. If you want to ship the order to a different shipping address, you can override the ship-to address number.

You can enter instructions for the delivery of an order. For example, you can specify that goods be delivered to a certain dock at the warehouse. You can have the system retrieve default delivery instructions set up for the ship-to address in the Supplier Master table (F0401).

► To enter origination information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

2. On Order Header, complete the following fields:

- Supplier
- Branch/Plant
- Ship To

3. From the Form menu, choose Additional Info.
4. On Order Header - Additional Information, complete the following field and click OK:
   - Delivery Instructions
5. On Order Header, click OK.
6. On Order Detail, click Cancel.
7. On Work With Order Headers, click Cancel.

Entering Dates for an Order

When you enter an order, you might request that the supplier deliver the order by a specific date. If the supplier cannot deliver the order by the date you request, you can specify the date that the supplier promises to deliver the order. In addition, you can specify the date that you place the order and the date that the order expires.

The system automatically creates a corresponding direct ship purchase order when a direct ship sales order is created in Sales Order Management. If you change the date that the supplier promises to deliver for the direct ship purchase order, the system automatically changes the delivery date on the corresponding sales order.

► To enter dates for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.
2. Choose the order and click Select.

   The Order Header form appears if you have set processing options to display header information prior to detail information.
3. On Order Header, complete the following date fields as appropriate, and click OK:
   - Order Date
   - Requested
   - Scheduled Pick
   - Cancel Date

   If you do not enter an order date, a scheduled pick date, or a requested date, the system enters the current system date. If you do not enter a scheduled pick date, the system enters the requested date.

See Also

- *Setting Up Guidelines for Delivery Performance* in the *Procurement Guide* for information about how the system uses the promised delivery date to determine supplier performance

Entering Tax Information for an Order

In most business environments, you are required to pay taxes on the items you purchase. You can have the system calculate taxes for an order based on the tax information that you enter for the order.

The system provides default values for tax fields based on the master information that you have set up for the supplier. You can use the Purchase Order program (P4310) processing options to specify that the system retrieve the default value for the tax rate area from the master information for the ship-to address.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

Assuming that an order has more than one item, you can change tax information to accommodate each item or service. Then taxes are applicable for the item or service only if you have specified that the detail line is taxable.

► To enter tax information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.
2. Choose the order and click Select.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

3. On Order Header, complete the following fields, and then click OK:
   - Tax Expl Code
   - Tax Rate/Area
   - Certificate

Note

You can override the tax information when you enter the purchase order or match it to the voucher.

See Also

- *Entering Tax Information for a Detail Line* in the *Procurement Guide* for more information about specifying that an item or service is taxable

- *Vertex Quantum for Sales and Use Tax* in the *Procurement Guide* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Reference Information for an Order

At some point, you might need to include additional information in an order. For example, you might want to include:

- The individual who placed the order
- The buyer responsible for procuring items and services on the order
- The company responsible for delivering the order
- A confirmation number, document number, or job number for the order
- Miscellaneous notes

You can enter reference information for an order when you enter header information. The reference information is primarily for informational purposes.

You can attach miscellaneous notes to an order as notes to be printed on the order.

► To enter reference information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.
2. Choose an order and click Select.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

3. On Order Header, complete the following fields:
   - Carrier
   - Buyer

   The system enters an address number in the Ordered By field based on the system user who is entering the order.

4. From the Form menu, choose Additional Info.
5. On Order Header - Additional Information, complete the following field and click OK:
   - Reference
6. On Order Header, choose Attachments from the Form menu.
7. On Media Object Viewer, click Text.
8. Enter the appropriate text and click Save.
9. On Order Header, click OK.

Entering Order Detail Information

After you enter header information for an order, such as the supplier to fill the order and the branch/plant requesting the order, you must enter information about each item or service that you want to procure on the Order Detail form. For each item or service, you must enter a line of detail that describes:

- The item or service that you want to procure
- The quantity that you want to procure
- The cost of the item or service

Depending on your business objectives, you can use the following methods to enter order detail lines:

- By item number
- By general ledger account number

If you run an inventory operation in which you stock items for resale, internal use, or manufacturing purposes, you must enter detail lines by item number. If you purchase goods or services for internal use or for use on a certain job or project, you can enter detail lines by account number, item number, or both.

If the supplier has an Internet home page set up with items that it offers, you can preview supplier information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a form exit to preview supplier information.

The system provides default values for detail lines based on the header information on an order. You can add and change the information for each detail line based on what is relevant to your purchasing process. For example, if you purchase items for inventory, you must specify the unit of measure for the item. You can also specify the location where the item is stored upon receipt, and the weight, volume, lot, and manufacturing information for the item. You also can attach notes, or narrative text, to each detail line.

You can enter tax information for each detail line to have the system calculate taxes on the goods or services you are purchasing. If the supplier provides a discount on the order, you can enter the terms of the discount. By assigning reporting codes to a detail line, you can group items for reporting purposes.

If the supplier uses a different currency than your company's base currency, you must enter costs in foreign currency.

You can replace an existing item on a detail line with a substitute or replacement item. For example, if the supplier is out of the item you entered on a detail line, you can review a list of alternative items and choose a replacement item.

For an existing order, you can use the Order Detail form to review summary information such as items, account numbers, order quantities, prices, extended volumes and weights, total tax amount, and total dollar amount.

You might need to cancel a detail line if you no longer want to purchase the items or services that the line contains. When you cancel a line, the system closes the line and assigns it a last status of 980 (canceled order entry) and a next status of 999, which indicates that the purchasing process for the line is complete. If you want the closed line to appear when you are reviewing the order, you can set the processing options for Order Entry. If you want the closed line deleted from the system, you must run a purge.

The system provides four grid formats as tabs on the Order Detail form. Each tab displays the columns in the detail area of the form in a different order. In this guide, the stock based environment and forms are shown as examples.

Before You Begin

- ❑ You must set the Order Entry processing options to have the system enter a current status code and a next status code for each detail line. These codes determine the next process that the detail line goes through in the purchasing process. For more information about status codes, see *Setting Up Order Activity Rules* in the *Procurement Guide*.
- ❑ You must set the Order Entry processing options to indicate the method by which the system updates detail lines with changes to header information. If you do not set the processing options to automatically update the header information, you must do so manually on the Order Header form by choosing Header To Detail/Define, which allows you to specify which fields to update, and then Header To Detail/Populate from the Form menu.

See Also

- ❑ *Reviewing Open Orders* in the *Procurement Guide* for information about viewing pending orders

Entering Detail Lines by Item Number

If you work in an environment in which you stock items for resale, internal use, or manufacturing purposes, you enter the item numbers set up in the Inventory Management system to make purchases. After you enter an item number on a detail line, the system:

- Validates that the item exists in the Inventory Management system
- Retrieves information for the item from the Inventory Management system

The system retrieves information, such as the cost, description, and unit of measure for the item and enters it on the detail line. You can override these values and specify additional information, such as a storage location, a lot number, an asset identifier, manufacturing details, and landed cost rules.

The system automatically creates a corresponding direct ship purchase order when a direct ship sales order is created in Sales Order Management. If you change the cost values for the direct ship purchase order, the system automatically changes the cost values on the corresponding sales order.

After you enter all detail lines on the purchase order, the system displays a warning message if the value of the order either exceeds the maximum order value or is below the minimum order value that is specified for the supplier in the purchasing instructions.

You determine how the system processes information on each detail line. For example, you can direct the system to update the availability of an item in the Inventory Management system upon receipt. As another example, you can have the system retrieve the unit cost of the item you are ordering provided you assign a line type (such as Y, B, or D) to the detail line that tells the Procurement system to interface with the Inventory Management system. You must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

Another example of how the detail line information that you enter affects other systems is general ledger (G/L) information. The G/L class code that you enter for a detail line determines the inventory account and the received not vouchered account for which the system creates journal entries. The system creates these entries when you enter a receipt.

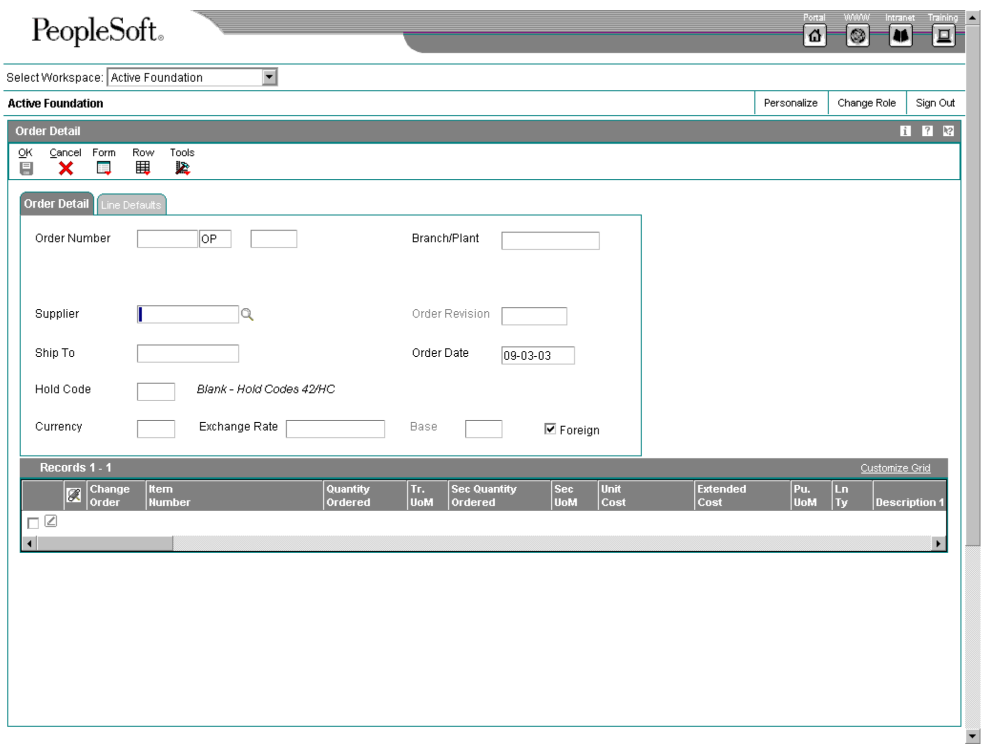
If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

▶ To enter detail lines by item number

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

   If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.



2. On Order Detail, enter header information on the Order Detail tab, as needed.
3. Choose the Line Defaults tab and enter information, as needed.
4. For each item complete a row with the following fields:
   - Item Number

- Quantity Ordered

5. For each item, complete the following fields, as required:
   - Tr. UoM
   - Unit Cost
   - Extended Cost
   - Pu. UoM
   - Ln Ty
   - Description
   - Account Number
   - Last Status
   - Next Status
   - G/L Offset

Note
You can click the Search button in the Tr. UoM field and Pu. UoM field to access the Unit of Measure Lookup form, where you can choose from a list of valid units of measure for the item that you are entering on the purchase order.

---

6. From the Row menu, choose Additional Info 1.
7. On Order Detail - Page I, complete the following fields and click OK:
   - Location
   - Asset ID
   - Print Message
8. On Order Detail, choose Additional Info 2 from the Row menu.
9. On Order Detail - Page II, complete the following fields and click OK:
   - Report Code 1
   - Extended Weight
   - Extended Volume
   - Freeze Code
10. On Order Detail, click OK.

See Also

- *Setting Up Landed Costs* in the *Procurement Guide* for more information about the different ways to assign landed costs and how the system applies landed costs
- *Entering Order Header Information* in the *Procurement Guide* for more information about how to enter supplier information
- *Setting Up Order Line Types* in the *Procurement Guide* for more information about line types

Entering Detail Lines by Account Number

If you work in an environment in which you purchase services or goods for internal use or for use in a certain job or project, you can charge purchases against general ledger account numbers. You enter a detail line for each account number against which you are purchasing. This allows the general ledger to reflect expenses by job or project.

When you enter detail lines by account number, you can have the system perform commitment and budget tracking. For example, a certain account number represents your office supply expenses. Each time you purchase goods against the account number, you can have the system:

- Track the amount and quantity of office supplies that you are committed to purchase
- Validate that the cost of the supplies does not exceed the budget for office supplies

You determine how the system processes information on each detail line. For example, you can require that the system process a line based on both an account number and an item number. You must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

If you are making an account-based entry, you must enter an inventory interface of A or B.

If you are entering a lump sum for a detail line, you must enter an inventory interface of A or N.

A final example of how the detail line information that you enter affects other systems is general ledger information. The system tracks purchasing expenses in the general ledger based on the G/L class code that you enter for a detail line. The G/L class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

► To enter detail lines by account number

Use one of the following navigations:

From the Services/Expenditures PO Processing menu (G43C11), choose Enter Purchase Orders.

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Add.

If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

2. On Order Detail, enter header information, as necessary.
3. Click the Line Defaults tab and complete the following applicable fields:
    - Account Number
    - Project Cost Center
    - Subsidiary
    - Obj Acct
4. Complete the following fields in the detail area, as required, and click OK:
    - Unit Cost
    - Quantity Ordered
    - Tr. UoM
    - Unit Cost
    - Extended Cost
    - Pu. UoM
    - Ln Ty
    - Description 1
    - Description 2
    - Subledger
    - Subledger Type
    - Last Status
    - Next Status
    - G/L Date
    - G/L Offset

Note
You can click the Search button in the Tr. UoM field and Pu. UoM field to access the Unit of Measure Lookup form, where you can choose from a list of valid units of measure for the item that you are entering on the purchase order.

See Also

- ❑ *Entering Detail Lines by Item Number* in the *Procurement Guide* for information about entering item information for detail lines

- *Working with Journal Entries for Receipt Transactions* and *Setting Up Automatic Accounting Instructions* in the *Procurement Guide* for additional general ledger information

Entering Shipment Information

If you use Transportation Management, you can set up processing so that the system automatically creates shipment for a purchase order based on the order type and line type combination that you define in the user defined code tables (49/SD). The shipment is a request to transport goods from the supplier to the branch/plant. If you do not enter a carrier and mode of transport during order entry, the system retrieves default carrier and transport information from any of the following:

- Item Branch/Plant Information
- Customer Master Information
- Inventory Commitment Preference

When you review routing options in Transportation Management, you can review and revise the carrier and mode of transport. If you do not specify a carrier in either of the master tables or during order entry, the system populates the carrier and mode of transport based on the Carrier transportation preference.

See Also

- *Planning Transportation* in the *Transportation Management Guide* for more information on entering shipment and load information

Entering Tax Information for a Detail Line

You can enter tax information that is specific to a detail line. This tax information determines whether taxes apply to the items or services on the detail line, and how the system calculates the taxes.

The system retrieves default tax information for each detail line based on the tax information that you entered for the order. If tax information for the detail line differs from that for the rest of the order, you can change the tax information to accommodate the detail line.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards' software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

► To enter tax information for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
   - Branch/Plant
   - Supplier
3. Select a detail line and choose Additional Info 1 from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:

- Taxable
- Expl Code
- Rate/Area

See Also

- *Vertex Quantum for Sales and Use Tax* in the *Procurement Guide* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Discount Terms for a Detail Line

You can enter discount terms on a detail line to have the system calculate a discount on the items that you purchase. For example, a supplier might offer a 10 percent discount on certain items.

You can enter a specific discount factor for a detail line. The system enters a cost for the item on the detail line based on the discount factor. For example, to specify a 10 percent discount for an item, you enter a discount factor of 0.90. If the unit cost for the item is usually 10.00, the system enters a unit cost of 9.00.

You can also specify a discount for an item based on a price rule. The system applies a discount to the unit cost of the item based on the discount set up for the price rule. The system retrieves a default price rule for an item if:

- You have attached a price rule to branch/plant information for the item.
- You have attached the price rule to the supplier from whom you are purchasing the item (or to the price group for the supplier).

► To enter discount terms for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
   - Branch/Plant
   - Supplier
3. Select a detail line and choose Additional Info 1 from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
   - Discount Factor
   - Item Price Group
   - Pricing Cat. Level

See Also

- *Creating Price Discount Rules for Purchasing* in the *Procurement Guide* for information about setting up discounts for price rules and price groups
- *Attaching Price Discount Rules to Items and Suppliers* in the *Procurement Guide* for information about setting up price rules

Entering Reporting Codes for a Detail Line

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical items so that you can produce a report that lists open order information for electrical items. To group detail lines, you assign reporting codes to each line. The reporting codes are default codes that are associated with the classification codes for an item on the Item/Branch Plant Info. form.

Five categories of reporting codes are available for purchasing. Each category represents a specific group of codes. For example, you might have a category for commodities. Within this category would be different codes, each of which represents a specific type of commodity, such as aluminum or copper.

► To enter reporting codes for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
   - Branch/Plant
   - Supplier
3. Select a detail line and choose Additional Info 2 from the Row menu.
4. On Order Detail - Page II, complete the following fields and then click OK:
   - Report Code 1
   - Report Code 2
   - Report Code 3
   - Report Code 4

   To complete each field, access the corresponding user defined code table and choose the appropriate code.

Entering Change Orders

You can change commitment details after you enter them by creating a change order, which updates the commitment information and creates a record of changes to the order. For example, to increase the committed amount for an order by 100, you enter a change order for 100.

You can set the display and process processing options for Order Entry to determine whether you can change original commitment information by line item or if you must enter a change order.

The system maintains a record after you make a change. After you enter change order information, you can enter descriptive text for each line item of the contract.

Note that if you are using the Advanced Pricing system for Procurement, change orders are not priced with adjustment schedules.

► To enter change orders

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find to locate the order for which you want to add a change order.
2. Choose the order that you want to change.
3. Choose Change Orders and then Add Change Order from the Row menu.
4. On Order Detail, complete the following fields, as required, and click OK:
    - Change Order
    - Quantity Ordered
    - Tr. UoM
    - Unit Cost
    - Extended Cost
    - Pu. UoM
    - Ln Ty
    - Description
    - Description 2
    - Account Number
    - Subledger
    - Sub Type
    - Branch/Plant
    - Last Status
    - Next Status

See Also

- *Entering Item Classification Codes (Optional)* in the *Inventory Management Guide* for more information on how to enter Procurement classification codes

Entering Substitute or Replacement Items

You might enter an order for an item, but the supplier does not have the quantity available to fill the order. You can review a list of substitute items and choose an item to replace the item on a detail line. If the system notifies you that the item on a detail line is obsolete, you can review and choose a replacement for the item.

The substitutes or replacements that the system displays are based on the cross-reference types from the Inventory Management system that you specify in the processing options for the Order Entry program and the Purchase Order Workbench program.

You can specify whether you want to review substitute or replacement items after you enter a detail line. You can have the system replace the item number, the item description, and the cost on a detail line with that of a substitute or replacement item.

► To enter substitute or replacement items

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, locate the order for which you want to enter a substitute or replacement item.
2. Choose the order, and then choose Detail Revision from the Row menu.
3. On Order Detail, choose the row that contains the item that you want to replace.
4. From the Row menu, choose either Substitute Items or Obsolete Items.
5. On Substitute Items, review the following fields for each item:
   - Item Number
   - Description
   - Cost
   - Quantity Available
6. Choose the row that contains the appropriate substitute or replacement item and click OK.
7. Return to Order Detail and review that the system has replaced the original item information with that of the substitute or replacement item you chose.

See Also

- *Setting Up Cross References for Promotional Items* in the *Inventory Management Guide* for information about promotional items

Entering Kit Orders

Kits are comprised of component items that are associated to a parent item. Kits are useful if your company sells combinations of products. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. The stereo kit can contain components such as speakers and a compact disc player, which you typically want to sell together. You can have an item number for the kit that you enter on a purchase order, but the parent item, stereo, is not stocked as an inventory item.

When you enter an item number for a kit, you can review the preselected components and the quantities that comprise the kit. You can also select any optional items that you want to include on the purchase order.

If you change quantity information for the kit, you must manually adjust the corresponding cost information. If you need to cancel component lines, you must cancel each line individually.

Before You Begin

- ❑ Verify that you have set the appropriate processing option in the Purchase Orders program (P4310) that displays kit component lines.
- ❑ Verify that kit items have been set up. See *Entering Kit Information* in the *Inventory Management Guide*.

► To enter kit orders

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
   - Branch/Plant
   - Supplier
3. In the detail area, enter a kit parent item in the following field:
   - Item Number
4. Choose the row that contains the kit parent item.
5. From the Row menu, choose Kits.
6. On Kit Selection, revise the following component information, as necessary:
   - O
   - Quantity
   - Request Date
7. To review features, double-click on the row with an F (Feature) in the O (Option) column.
8. To accept options, choose the row and click Select to display an asterisk in the following field:
   - Sel
9. Click OK.

The Order Detail form displays. If you would like to review the components or features that you selected for the kit order, click Cancel and inquire again on the kit order that you entered.

Processing Options for Purchase Orders (P4310)

Defaults Tab

These processing options allow you to enter default information that the system uses for purchase order processing.

---

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_ Accounts Payable documents

R_ Accounts Receivable documents

T_ Payroll documents

I_ Inventory documents

O_ Purchase Order documents

J_ General Accounting/Joint Interest Billing documents

S_ Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

---

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable,and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

S Stock item

J Job cost, subcontracts, or purchasing to the General Ledger

B G/L account and item number

N Non-stock item

F Freight

T Text information

M Miscellaneous charges and credits

W Work order

3. Beginning Status

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Override Next Status

Use this processing option to specify the next status code for all new or modified purchase order lines. You enter next status codes for combinations of order type and line type by using the Order Activity Rules program (P40204). If you leave this processing option blank, the system uses the next status code in the order activity rules as the default value.

Note: Do not use this processing option if you are using approval processing.

5. Unit of Measure

Use this processing option to indicate the unit of measure that will default into the Transaction Unit of Measure field. The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure field.

Note that if you choose an item from a catalog in Purchase Order Entry (P4310), the unit of measure in the catalog overrides is the default.

6. Line Number Increment

Use this processing option to automatically number the order lines by the increment that you choose. You should choose to increment by whole numbers,since other processes, such as kit entry, create decimal increments.

7. Default Tax Rate/Area

Blank = Supplier

1 = Ship To

Use this processing option to specify where the system locates default tax rate/area information to use as the default during order entry.

1 The system uses the default tax rate/area from the address book number for the Ship To. The information that the system uses is located in the tax information section of the Supplier Master table (F0401).

Blank The system uses the tax rate/area that is associated with the address book number for the Supplier.

The system retrieves the tax explanation code from the Supplier address book number record in the Supplier Master table (F0401).

Note that if this is the version that is being called from the Order Release program, then the tax information comes from the Supplier Master table (F0401)

and not from the original order

8. Transaction Unit of Measure

Blank = Purchasing Unit of Measure

1 = Primary Unit of Measure

Use this processing option to specify where the system locates transaction unit of measure information to use as the default during order entry.

1 The system uses the primary unit of measure from the Item Master table (F4101) as the default for the transaction unit of measure.

Blank The system uses the purchasing unit of measure from the Item Master table (F4101). The transaction unit of measure directly relates to the number that you have entered in the Quantity field on the Purchase Order Entry form.

If you choose an item from a catalog in Purchase Order Entry, the unit of measure in the catalog overrides that value that you enter in this field.

If you have entered a value in the Unit of Measure field, you should not enter a value in this field.

9. Landed Cost Rule

Use this processing option to specify the landed cost rule for the system to use on all orders that have been entered using this version.

If you leave this field blank, the system uses the landed cost rule from the Ship To information that is stored in the Address Book.

10. Header to Detail

Blank = Manually load header changes to detail

1 = Auto load header changes to detail

Use this processing option to specify whether the system updates information in the detail lines when you change header information.

1 The system automatically loads header changes to the detail lines.

Blank You must use the Populate form exit on the Order Header form to manually apply header to detail changes.

Use the Define form exit on the Order Header form to choose which fields on the Order Detail form you want to update with changes to header information.

After you make changes to the header information, the Order Detail form appears. Remember to click OK to record the changes that you have made on the Order Detail form. If you click Cancel, your changes will be lost.

11. Work Order Status

Use this processing option to specify the new work order status when the purchase order quantity or promise date changes.

This processing option pertains to purchase orders that have been created for outside operations by processing work orders with the Order Processing program (R31410). If you change the quantity or promise date after the system creates a purchase order, the system updates the work order status to the value that you have entered in this field.

If you leave this field blank, the system does not change the work order status.

12. Account Description

Blank = Business unit, object, subsidiary

1 = Business unit, subsidiary

Use this processing option to specify where the system locates the account description to use as the default in order entry.

1 The system retrieves the account description from the account that consists of the business unit and the subsidiary. Typically, the account is a non-posting header account. Note that the object account will not be used when the system retrieves the account description.

Blank The system retrieves the account description from the account that consists of the business unit, object, and subsidiary.

---

13. Line Sequence

Blank = Assigns unique line number continuously.

1 = Starts the sequencing process over for each change order.

Use this processing option to specify how the system assigns line numbers on a change order.

1 The system starts the sequencing process over for each change order. If you enter 1, the system retains and increments the line number sequence within each individual change order, but for the next change order, the system starts over with the line number sequencing.

Blank The system assigns unique line numbers on a continuous, incremental basis. When there are multiple change orders, the system assigns line numbers on a continuous, incremental basis rather than starting over with line number sequencing for each change order.

14. Cost Rule Selection

Blank = Supplier

1 = Ship To

Use this processing option to specify where the system locates default cost rule selection information to use as the default during order entry. Note that if this is the version that is being called from the Order Release program, then the cost rule information comes from the Supplier Master table (F0401) and not from the original order. Valid values are:

1

The system uses the default cost rule selection from the address book number for the ship to. The information that the system uses is located in the cost rule information section of the Supplier Master table (F0401).

Blank

The system uses the cost rule selection that is associated with the address book number for the supplier. The system retrieves the cost rule explanation code from the supplier address book number record in the Supplier Master table (F0401).

Display Tab

These processing options control the types of information that the system displays.

1.Suppress Closed Lines

Blank = Do not suppress

1 = Suppress

Use this processing option to specify if closed lines should be suppressed. Valid values are:

1

The system suppresses closed or cancelled lines. If you suppress closed or cancelled lines, any line with a status of 999 will not appear in the detail area. However, the record for the line remains in the Purchase Order Detail table (F4311).

Blank

The system does not suppress closed or cancelled lines.

---

2. Status Code Protection

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change status codes. Valid values are:

1

Status codes cannot be changed. You can review the codes, but you cannot change them. Regardless of the status code, the system protects the last and next status when you have activated status code protection.

Blank

Status codes can be changed.

3. Order Type Protection

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change order types.

1

The order type (also known as the document type) cannot be changed. You can review the order type, but you cannot change it.

Blank

You can change the order type.

4. Kit Display

Blank = Parent line

1 = Component lines

Use this processing option to specify whether the system displays kit component lines or only the parent line. Valid values are:

1

The system displays kit component lines. You must first create the purchase order and then inquire upon the purchase order to display the kit component lines.

Blank

The system displays only the parent line. However, both the parent line and all component lines are written to the Purchase Order Detail table (F4311).

5. Cost Protection

Blank = Display cost fields

1 = Disable cost fields

2 = Hide cost fields

Use this processing option to specify whether you can change costs. Valid values are:

1

The costs fields appear on the form, but cannot be changed.

2

The system hides cost information. The Cost field does not appear, although the system still writes the cost information to the Purchase Order Detail Table (F4311). The system uses cost information from the costs tables as the default. Examples of the costs tables are the Item Cost table (F4105) and the supplier Price/Catalog table (F41061). The cost table that the system uses for the default information depends on the way that your system is set up.

Blank

The cost fields appear on the form and can be overridden.

6. Detail Line Protection

Use this processing option to specify the next status at which detail lines are protected from being changed. The entire detail line is protected when the next status is greater than or equal to this status. If you leave this field blank, the system does not protect detail lines from being changed.

7. Free Goods Catalog

Blank = No Warning

1 = Issue Warning

Use this processing option to specify if you want Free Goods Catalog Warnings displayed. Valid values are:

Blank
No Warning

1
Issue Warning

8. Order Header Protection
 Blank = Do not protect
 1 = Protect

Use this processing option to determine whether order header information is read-only or can be modified. Valid values are:

Blank
Order header information can be changed.

1
Order header information is read-only.

Interfaces Tab

These processing options allow you to enter interface information.

1. Business Unit Validation

 Blank = Business Unit Master table

 1 = Inventory Constants table

Use this processing option to specify how the system validates the branch/plant. Valid values are:

1

The system validates the branch/plant against the Inventory Constants table (F41001). If you are performing stock purchasing, enter 1 for this processing option. When you enter 1, the system uses the address book number in the Inventory Constants table (F41001) as the default for the Ship To address book number.

Blank

The system validates the branch/plant against the Business Unit Master table (F0006). Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address book number defaults from the address book number in the Business Unit Master table (F0006). You can access the Business Unit Master table through the Revise Single Business Unit program.

2. PBCO Warning

Blank = Issue warning

1 = Do not issue warning

Use this processing option to specify whether you want to receive a PBCO (Post Before Cutoff) warning. Valid values are:

1

Do not issue the PBCO warning. Typically, you use this value when you are performing services or expenditure-type purchasing.

Blank

The system compares the G/L date on the purchase order to the general accounting period for the company and business unit that are on the purchase order. The PBCO warning ensures that you are not recording purchases in a prior general accounting period.

3. PACO Warning

Blank = Issue warning

1 = Do not issue warning

Use this processing option to specify whether you want to receive a PACO (Post After Cutoff) warning. Valid values are:

1

Do not issue the PACO warning.

Blank

The system compares the G/L date on the purchase order with the current period in the General Accounting Constants for the company and business unit that are on the purchase order. The PACO warning occurs when you try to create a purchase order with a G/L date that exceeds two periods beyond the current G/L period.

4. Quantity Update

Blank = Quantity on PO

1 = Quantity on Other POs

Use this processing option to specify which quantity fields the system updates. Before you set this processing option, always check the way that you have defined availability in the Branch/Plant Constants program. Valid values are:

1

Update the Quantity On Other POs field (alias OT1A) in the Item Branch or Location tables. Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect your current on-purchase order quantity.

Blank

The system updates the Quantity on PO field (alias PREQ).

5. Supplier Analysis

Blank = Do not capture

1 = Capture

Use this processing option to indicate whether you want the system to capture supplier analysis information. Valid values are:

1

The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090).To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.

Blank

The system does not capture supplier analysis information.

6. Edit Supplier Master

Blank = Do not edit

1 = Edit

Use this processing option to determine whether the system validates the supplier number against the Supplier Selection File table (F4330). Valid values are:

Blank

The system does not validate the supplier number.

1

The system validates the supplier number.

7. Financial AAIs

Blank = Branch/Plant

1 = Job

2 = Project

3 = Business Unit

Use this processing option to specify whether to use financial AAIs or distribution AAIs. Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Valid values are:

Blank

Branch/Plant.

1

Job. The system uses the financial AAIs CD, CT, or CR.

2

Project. The system uses distribution AAIs.

3

Business Unit.

Processing Tab

These processing options control how the system processes information.

1. New Supplier Information

Blank = Manually access Address Book Revisions

1 = Auto display Address Book Revisions

Use this processing option to specify whether you can add new supplier information through the Address Book Revisions program (P0101). Valid values are:

1

Automatically access the Address Book Revisions program (P0101). You can add a supplier as you need to, rather than having to stop the task that you are performing to add a supplier. Consider your security restrictions for your Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

Blank

The system does not access the Address Book Revisions program (P0101).

2. Order Templates

Blank = Do not display

1 = Display

Use this processing option to specify whether you want to review order templates. Valid values are:

1

Automatically display available order templates. If you set this processing option to automatically displays available order templates and you access the Order Header form, the system displays the order templates before displaying the Order Detail form. If you access the Order Detail form first, the system displays the order templates when you move your cursor to the detail area for the first time.

Blank

Do not display available order templates.

3. Subsystem Printing

Blank = Do not print

1 = Print

Use this processing option to specify whether you want to automatically print a purchase order using the subsystem. Valid values are:

1

Automatically print the purchase order by using the subsystem. Note that you need to submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.

Blank

Do not print a purchase order by using the subsystem.

4. Blanket Releases

Blank = Do not process

1 = Process and search all

2 = Process and search with Branch Plant

Use this processing option to specify whether the system automatically processes blanket releases. Valid values are:

Blank

The system does not automatically process blanket releases.

1

The system automatically processes blanket releases for all branch/plants. If more than one blanket order exists for the supplier/item combination, the system displays a checkmark in the row header that is located in the detail area and an "X" in the Blanket Exists column. To select a blanket order, choose the appropriate option from the Row menu.

2

The system automatically processes blanket releases for a specific branch/plant. If there is more than one blanket order for the supplier/item combination, then the system displays a check mark in the row header that is located in the detail area and an "X" in the Blanket Exists column. To select a blanket order, choose the appropriate option from the Row menu.

5. Header Display

Blank = Display Order Detail

1 = Display Order Header before Order Detail

Use this processing option to specify whether the Order Header form appears before the Order Detail form. Valid values are:

1

Display the Order Header form before the Order Detail form.

Blank

Display the Order Detail form.

6. Agreement Search

Blank = Do not search

1 = Assign one if there is only one

2 = Display all

3 = Assign agreement with the earliest expiration date

Use this processing option to indicate how the system searches for agreements. This processing option applies only if you are using the Procurement system in conjunction with the Agreement Management system. Valid values are:

Blank

Do not search for agreements.

1

Assign an agreement if there is only one agreement in the system. If the system finds multiple agreements, the system displays a check mark in the row header that is located in the detail area and an "X" in the Agreement Exists column. You must use a row exit to select an agreement.

2

Display all agreements.

3

Search for the agreement that has the earliest expiration date.

7. Base Order Protection

Blank = Do not protect

1 = Protected

Use this processing option to specify whether base order information can be changed. The base order is the original contract or order. The base order detail lines are identified as change order number 000. Typically, you use this processing option to prevent changes from being made to the original order. Valid values are:

1

The base order information cannot be changed.

Blank

You can change the base order information.

8. Business Unit

Blank = Different

1 = Same

Use this processing option to require that the values for the branch/plant and G/L account business unit are the same. Valid values are:

1

The values for the G/L account business unit and the header business unit (branch/plant, job, and so on) are the same.

Blank

The values for the G/L account business unit and the header business unit can be different.

9. Exclusive Adjustment Hold

Use this processing option to place the order on hold if you apply advanced pricing to the item and have chosen mutually exclusive adjustments for the item's adjustment groups.

Duplication Tab

These processing options allow you to enter default information that the system uses for duplicate orders.

1. Duplicate Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also ndicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P

Accounts Payable documents

R

Accounts Receivable documents

T

Payroll documents

I

Inventory documents

O

Purchase Order documents

J

General Accounting/Joint Interest Billing documents

S

Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Beginning Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

3. Next Status Code (Optional)

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

4. Copy Selection

Blank = Do not copy

1 = Line text

2 = Line and order text

3 = Order text

Use this processing option to specify the information that the system copies. You must activate this processing option if you want the system to copy line attachment text and order attachment text when generating quotes or requisitions into purchase orders. Valid values are:

1

Copy only line text.

2

Copy line text and order text.

3

Copy only order text.

Blank

Copy no information.

Cross Ref Tab

These processing options allow you to enter cross-reference codes.

1. Substitute Items

Use this processing option to specify the default cross-reference code that the system uses for retrieving substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one substitute item, the system displays a check mark in the row header that is ocated in the detail area and an "X" in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code for retrieving item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one replacement item, the system displays a check mark in the row header that is located in the detail area and an "X" in the Replacement Exists column.

3. Promotional Items

Use this processing option to specify the cross-reference code that the system uses to retrieve promotional items.

Order Inquiry Tab

These processing options allow you to enter status and date information.

1. From Status Code

Use this processing option to specify the first code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

2. Thru Status Code

Use this processing option to specify the last code in the range of status codes for order detail lines. Note that the system uses this status as the default on the Additional Selection form.

3. Last Status

Blank = Next Status Code

1 = Last Status Code

Use this processing option to specify whether the system uses the last status or next status for the Open Order Inquiry program (P4310). Valid values are:

1

The system uses the last status code as the default for the from and thru status codes.

Blank

The system uses the next status code as the default for the from and thru status codes.

4. Date

Blank = Requested Date

1 = Transaction Date

2 = Promised Date

3 = Original Promised Date

4 = Receipt Date

5 = Cancel Date

6 = G/L Date

Use this processing option to specify the date that the system checks to ensure that the date is within the date range. Valid values are:

1

The system checks the Transaction Date.

2

The system checks the Promised Date.

3

The system checks the Original Promise Date.

4

The system checks the Receipt Date.

5

The system checks the Cancel Date.

6

The system checks the G/L Date

Blank

The system checks the Requested Date.

Versions Tab

These processing options control which version of various programs the system uses.

1. Supply/Demand Inquiry (P4021)

Use this processing option to define the version that the system uses when you are using the Supply/Demand Inquiry program. When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Supplier Analysis (P43230)

Use this processing option to define the version that the system uses when you are using the Supplier Analysis program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Supplier Master (P04011)

Use this processing option to define the version that the system uses when you are using the Supplier Master program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. PO Print on Demand (R43500)

Use this processing option to define the version that the system uses when you are using the Purchase Order Print On Demand program. The system uses the version that you choose to print an order when you access the appropriate row exit on a form.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Item Availability Summary (P41202)

Use this processing option to define the version that the system uses when you are using the Item Availability program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

6. Approval Review (P43081)

Use this processing option to define the version that the system uses when you are using the Approval Review program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Open Receipts (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. Revision Audit Summary (P4319)

Use this processing option to define the version that the system uses when you are using the Revision Audit Summary program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

10. Purchase Ledger (P43041)

Use this processing option to define the version that the system uses when you are using the Purchase Ledger program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

11. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

12. Financial Status Inquiry (P44200)

Use this processing option to define the version that the system uses when you are using the Financial Status Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

13. Inbound Transportation (P4915)

Use this processing option to define the version that the system uses when you are using the Inbound Transportation applications.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

14. Preference Profile (R40400)

Use this processing option to determine which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

15. Configurator (P32942)

Use this processing option to determine which version the system uses when you are using the configurator program. When you choose a version, review the version's processing options to ensure that the version meets your needs.

16. Blanket Release (P43216)

Use this processing option to specify which version that the system uses with the Blanket Order Release program (P43060).

Currency Tab

These processing options allow you to enter currency information.

1. Tolerance

Use this processing option to specify a currency tolerance limit percentage to ensure that the currency amount does not fluctuate by an amount greater than the tolerance percentage as compared with the Currency Exchange Rates table (F0015).

If you work with multiple currencies, create a separate version of this program for each currency. The amount you specify in this processing option is currency specific.

2. Currency Code

Use this processing option to specify the currency code in which to view "as if" amounts.

This allows you to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered.

If you leave this processing option blank, the system displays "as if" amounts in the currency in which they were originally entered.

Note: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

3. As of Date

Use this processing option to specify an "as of" date for the "as if" Currency Code processing option. The system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the Currency Code processing option and leave this processing option blank, the system uses the system date.

Note: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of" date.

Approvals Tab

These processing options allow you to enter approval processing information.

1. Route Code

Blank = Do not perform

1 = Originator's address

2 = Originator's user profile

3 = Branch/Plant

4 = Default location

Use this processing option to specify which code the system uses for approval processing.

The Approval Route Code of your choice.

1 Use the Originator's address as the default value.

2 Use the Originator's user profile as the default value.

3 Use the Branch/Plant route code as the default value.

4 Use the Default Locations route code as the default value.

Blank The system does not perform approval processing.

2. Awaiting Approval Status

Enter the next status for the system to use when the order enters the approval route.

3. Approved Status

Enter the next status for the system to use when the order is automatically approved.

4. Reapprove Changed Lines

Blank = Do not reapprove

1 = Reapprove on change to any field

2 = Reapprove on change to user-activated critical fields only

3 = Reapprove on change to standard critical fields only

Use this processing option to specify whether the system activates approval processing for certain types of modifications to a purchase order line that already has been approved. Valid values are:

Blank

The system does not activate approval processing.

1

The system activates approval processing when any fields for the purchase order line have been modified.

2

The system activates approval processing only when certain critical fields, which are activated through the Approval Fields Constants program (P43080), have been modified.

3

The system activates approval processing only when the standard critical fields have been modified.

5. Approval Hold Code

Use this processing option to specify a hold code that the system uses when placing the order on hold for the approval process. If you leave this processing option blank, the system does not place the order on hold.

Budgeting Tab

These processing options allow you to enter budgeting information.

1. Budget Hold Code

Use this processing option to specify the hold code that the system uses for budget holds. After you enter a hold code, the system activates the budget checking process. Budget checking ensures that when a detail line exceeds the budget for an account, the system places the entire order on hold.

2. Budget Ledger Type

Use this processing option to specify the ledger type that contains your budgets.

If you specify a budget ledger type, the system retrieves only that budget ledger type. If you leave this processing option blank, the system retrieves all budget ledger types that were specified in the Ledger Type Master Setup program (P0025) and are contained in the Ledger Type Master table (F0025).

3. Level of Detail

Use this processing option to specify the value (3 through 9) for the level of detail that the system uses during the budget checking process. If you leave this processing option blank, the system uses a default value of 9.

Note: You can use this processing option with the processing option for level of detail accumulation.

4. Budget Total Method

1 = Job Cost budget

2 = Standard financial budget

3 = Standard financial spread

Use this processing option to specify the method by which the system calculates your budget. If you leave this processing option blank, the system uses the job cost budget calculation method. Valid values are:

1

The system uses the job cost budget calculation method:

Original budget + period amounts for the current year + prior year postings

2

The system uses the standard financial budget calculation method:

Sum of period amounts for the current year

3

The system uses the standard financial spread calculation method:

Original budget + period amounts for the current year

5. Period Accumulation Method

Blank = Total annual budget

1 = Through Current Period

Use this processing option to indicate the time period that the system uses when accumulating the budget.

1 Accumulate the budget through the current period.

Blank Use the total annual budget to accumulate the budget.

6. Tolerance Percentage

Use this processing option to specify the percentage by which the detail line amount can exceed your budget before the system places the order on budget hold.

7. Hold Warning

Blank = Do not display

1 = Display

2 = Display warning, but do not place order on hold

Use this processing option to specify whether the system displays a warning message about detail line amounts that exceed the budget. Valid values are:

Blank

The system does not display a warning, but it does place the order on hold.

1

The system displays a warning and places the order on hold.

2

The system displays a warning, but it does not place the order on hold.

8. Budget Accumulation Level of Detail

Blank = Do not accumulate

1 = Accumulate

Use this processing option to specify whether the system uses the value for the Level of Detail processing option (located on the Budgeting tab) to accumulate budget amounts. Valid values are:

Blank

The system uses the value for the Level of Detail processing option.

1

The system accumulates budget amounts starting from the level of detail that has been specified for the purchase order detail line up to the value for the Level of Detail processing option.

9. Exclude Subledger/Type

Blank = Include

1 = Exclude

Use this processing option to specify whether the system excludes the subledger and subledger type when validating the budget information. Valid values are:

Blank

The system includes the subledger and subledger type.

1

The system excludes the subledger and subledger type. The system calculates the total of budgets for all subledgers for the detail line account to determine whether the line exceeds the budget.

10. Job Cost Account Sequence

Blank = Standard

1 = Job cost

Use this processing option to specify the job cost account sequence that the system uses for budgeting. Valid values are:

Blank

The system uses the standard account sequence (for example, cost center, object, and subsidiary).

1

The system uses the job cost sequence (for example, job, cost code, and cost type).

11. Include Taxes
Blank = Exclude
1 = Include

Use this processing option to determine whether the system includes taxes for taxable lines in budget calculations. Valid values are:

Blank
Do not include taxes.

1
Include taxes.

Interop Tab

This processing option allows you to enter interoperability information.

1. Purchase Order Before/ After Image Processing
Blank = After Image
1 = Before and After Image

Use this processing option to specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

1 Capture two records; one record of the transaction before it was changed and one record after it was changed.

Blank Capture a record of a transaction after the transaction was changed.

2. Purchase Order Transaction Type

Use this processing option to enter a transaction type for the export transaction.

If you leave this field blank, the system does not perform export processing.

3. Work Order Before/ After Image Processing

Blank = After Image

1= Before and After Image

Use this processing option to specify whether the system writes the before image for the work order header. Valid values are:

1 The system includes the image.

Blank The system does not include the image.

4. Work Order Transaction Type

Use this processing option to specify the default transaction type for the work order header that the system uses when processing export transactions. If you leave this field blank, the system does not perform export processing.

Order Revision Tab

These processing options allow you to control revisions to orders.

1. Revision Tracking

Blank = Do not perform

1 = Existing orders

2 = Existing orders and addition of new lines to the order

Use this processing option to specify whether the system allows revisions to an order.

1 Allow revisions to existing orders only.

2 Allow both revisions to an existing order as well as the addition of new lines to the order.

Blank The system does not perform order revision tracking.

2. Next Status

Use this processing option to specify the next status code at which the system begins tracking order revision audit information. The system does not record revisions to detail lines if the lines' statuses precede the status code that you enter in this processing option.

The system stores revision information in the Purchasing Ledger table (F43199). You can access this table through the Order Revision Inquiry program (P4319).

3. Text Entry

Blank = Disallow

1= Allow

Use this processing option to specify whether the system allows you to enter text when you are entering a revision.

1 Allow users to automatically enter text when entering a revision.

The system displays a text entry window when the order is accepted.

Blank Do not allow users to enter text when they are entering a revision.

Self-Service Tab

This processing option allows you to specify whether the system activates self-service functionality.

1- Enter a '1' to activate supplier self service. If left blank, no activation.

Use this processing option to activate Supplier Self-Service for use in a Java/HTML environment. This functionality allows suppliers to view their orders online.

Valid values are:

Blank Do not activate Supplier Self-Service.

1 Activate Supplier Self-Service.

Matrix Tab

Use this processing option to specify the parent that the system processes.

Inventory Parent

Workflow Tab

Use these processing options to specify how the system processes workflow information.

---

1. Price Changes Notify

Blank = Do not send any notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer
4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the unit cost/lump sum changes on the order. Valid values are:

1
Send e-mail to purchase order originator.

2
Send e-mail to project manager (MPM only).

3
Send e-mail to buyer.

4
Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank
Do not send e-mail.

---

2. Planned Delivery Date Changes Notify

Blank = Do not send any notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer

4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the promised delivery date on the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

3. Quantity Changes Notify

Blank = Do not send notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer
4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the quantity of the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank
Do not send e-mail.

4. Order Hold Notify

Blank = Do not send notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer
4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the order goes on hold. Valid values are:

1
Send e-mail to purchase order originator.

2
Send e-mail to project manager (MPM only).

3
Send e-mail to buyer.

4
Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank
Do not send e-mail.

Transfer Order Tab

Use these processing options to specify how the system processes transfer orders.

1. Create Item Branch Record if one does not exist for the receiving B/P when Entering a Transfer Order

Blank = Create Item Branch Record
1 = Do not Create Item Branch Record

Use this processing option for transfer orders to determine whether the system creates an item branch record if one does not already exist in the receiving branch/plant.

2. Project Transfer Order Line Type

Use this processing option to specify the line type that the system uses for the purchase order that is created from a sales transfer order. Ensure that the line type has been defined with an inventory interface of C by accessing the Line Type Constants program (P40205). When the line type has an inventory interface of C, the system performs financial commitments for purchase orders that are associated with the Engineering Project Management system.

Copying Change Orders

You can copy a change order and then modify it to suit your needs. This feature saves you time when you have similar change orders for many orders.

► To copy a change order

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, locate the order for which you want to copy a change order.
2. Choose the order and then choose Change Orders and then Copy Change Order from the Row menu.
3. On Order Detail, complete the following fields, as required, and then click OK:
    - Quantity Ordered
    - Unit Cost
    - Extended Cost

Note

If you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

See Also

- *Setting Up Commitments* in the *Procurement Guide* for more information about commitment details

Printing Orders

After you enter orders, you can print them to review the orders and then send them to the appropriate suppliers. The system prints the orders in the language that is specified for the supplier in the Supplier Master table.

You can also print orders to a work file, which enables you to customize the report. Before you customize a report, you must retrieve the appropriate address information and attachments or notes.

You cannot print orders on hold.

Printing by Batch

From the Purchase Order Processing menu (G43A11), choose Print Purchase Orders.

You can print orders by batch so you can review the orders and then send them to the appropriate suppliers.

Use the processing options to specify which information prints on orders. You can have the system print:

- Taxes
- Open item information only
- Supplier item numbers
- Foreign and domestic currencies
- Exchange rates (for foreign currency users)
- Messages

The system can automatically print adjustments on the report if you set the Price Picklist field to print prices and adjustments when you define the purchasing instructions.

See Also

- *Defining Supplier Purchasing Instructions* in the *Procurement Guide* for more information on setting the Price Picklist field

Processing Options for Purchase Order Print (R43500)

Status Codes Tab

These processing options allow you to specify the range of status codes that you want the system to update when you print purchase orders, and whether you want the system to update the status codes.

---

1. Next Status Code From (optional)

Use this processing option to indicate the start of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

---

2. Next Status Code Thru (required)

Use this processing option to indicate the end of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

---

3. Next Status Code Override

(optional)

Use this processing option to indicate the next status code that you want the system to update. The override status is another allowed step in updating status codes. You must enter a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

---

4. Status Update

Blank = Update to Next Status

1 = Do not update to Next Status

Use this processing option to prevent the system from updating the status on an order. Status codes are user defined codes (40/AT) that you set up on the Order Activity Rules form for the order type and line type that you are using.

Valid values are:

Blank Update to next status

1 Prevent updating to the next status

Tax Information Tab

This processing option allows you to specify the tax information that the system includes when printing a purchase order.

1. Print Tax
   1 = By Group
   2 = By Area
   3 = By Authority

Use this processing option to specify the tax information that the system includes when printing a purchase order. Valid values are:

1 Tax information prints by group.

2 Tax information prints by area.

3 Tax information prints by authority.

Report Display Tab

These processing options allow you to select the information that the system includes in the report, such as quantities and amounts, exchange rates, global messages, and notes.

1. Quantity && Amount Display

   Blank = Original Quantity and

   Amount

1 = Open Quantity and Amount

Use this processing option to specify whether the system prints the original quantity and amount or the open quantity and amount. Valid values are:

Blank Print original quantity and amount.

1 Print open quantity and amount.

2. Exchange Rate Display

Blank = Do not print Exchange

Rate

1 = Print Exchange Rate

Use this processing option to specify whether the system prints the exchange rate. Valid values are:

Blank Do not print the exchange rate.

1 Print the exchange rate.

3. Global Message to be printed

Use this processing option to indicate the text messages that you want the system to print on each order. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

Text messages are user-defined codes that are set up in 40/PM.

4. Purchase Order Note Display

Blank = Do not print Purchase

Order Note

1 = Print Purchase Order Note

Use this processing option to specify whether the system prints the purchase order note. Examples of notes are the name of the individual who placed the order, the buyer responsible for procuring the items and services on the order, the company responsible for delivering the order, confirmation numbers and job numbers. Valid values are:

Blank Do not print the purchase order note.

1 Print the purchase order note.

5. Report Heading Display

Blank = Default

1 = Suppress title && Company

name

Use this processing option to suppress the printing of the report title and company name when you use preprinted forms. Valid values are:

Blank Print the default report title and company name.

1 Do not print the report title and company name.

6. Purchasing Agent Name Display

Blank = Do not print Agent name

1 = Print Agent name

Use this processing option to specify whether the system prints the purchasing agent on the purchase order. Valid values are:

Blank Do not print the purchasing agent name on the purchase order.

1 Print the purchasing agent name on the purchase order.

Item Number Display Tab

These processing options allow you to specify how the system displays item numbers.

1. Item No. Display

1 = Print ours

2 = Print ours and supplier's

Use this processing option to specify whether the system prints either your item number only or both your item number and the supplier's item number.

Valid values are:

1 Print only your item number.

2 Print both your item number and the supplier's item number.

2. Enter Cross Reference Type

Use this processing option to specify the type of cross reference that the system uses when printing a supplier's item number. The system stores the cross reference information in the Order Processing Cross Reference table (F4013).

Cross reference information are user-defined codes that are set up in 41/DT.

Order Revision Tab

These processing options allow you to specify both the order revisions that the system prints and which order lines appear.

1. To print Order Revision

   Enter specific order revision

   number (or)

   Blank = Print all revisions

   * = Print last revision

Use this processing option to specify whether the system prints a specific order revision, the entire purchase order, or the latest order revision. To print a specific order revision, enter the order revision number. Other valid values are:

Blank Print the entire purchase order.

*   Print the latest order revision.

2. Lines for a Revision

   Blank = Print only revised lines

   1 = Print all lines

Use this processing option to specify whether the system prints only revised order lines or all order lines. Valid values are:

Blank Print only revised lines for a revision.

1 Print all lines on the order for a revision.

Currency Tab

This processing option allows you to specify whether the system prints amounts in domestic or foreign currency.

1. Amount Display

   Blank = Print amounts in

   Domestic mode

   1 = Print amounts in Foreign

   mode

Use this processing option to specify whether the system prints amounts in domestic or foreign currency. Valid values are:

Blank Print amounts in domestic currency.

1 Print amounts in foreign currency.

EDI Tab

These processing options allow you to specify which EDI information the system displays.

1. EDI Processing Selection

   Blank = Purchase Order

   1 = EDI/Purchase Order

   2 = EDI only

Use this processing option to specify whether the system prints a purchase order or uses EDI processing or both. Valid values are:

Blank Print purchase order only.

1 Print purchase order and create output to EDI.

2 Use EDI processing only.

2. EDI Transaction

1 = Purchase Order

2 = Quote Order

Use this processing option to specify whether the system enters the EDI transaction as a purchase order or a quote order. Valid values are:

1 Enter the EDI transaction as a purchase order.

2 Enter the EDI transaction as a quote order.

3. EDI Document Type

Use this processing option to specify the EDI document type that the system creates in an EDI transaction.

In a non-EDI environment, the document type would be consistent with the order type (DCTO) assigned at order entry time, an invoice document type, a voucher document type, and so on.

4. EDI Transaction Set Number

Use this processing option to specify how the system categorizes the type of EDI transaction.

5. EDI Transaction Format

Use this processing option to specify a specific mapping structure used to process both inbound and outbound EDI transactions. This option does not apply to non-EDI transactions.

6. Trading Partner ID

Use this processing option to specify the party with whom you are trading documents in this EDI transaction.

7. Transaction Set Purpose

Use this processing option to specify the purpose of the transaction set.

Transaction set purpose codes are user-defined codes that you set up in 47/PU when you send and receive EDI documents. The system uses the action code each time the Transaction Set Purpose field appears in a table.

8. EDI Shipping Schedule Message

Blank = Do not create Schedule

Message

1 = Create Schedule Message

Use this processing option to specify whether the system creates an EDI shipping schedule message. Valid values are:

Blank Do not create an EDI shipping schedule message.

1 Create an EDI shipping schedule message.

9. Shipping Schedule Qualifier

Blank = 'KB' will be used

(or)

Enter a valid Schedule Qualifier

Use this processing option to specify a shipping schedule qualifier. Shipping schedule qualifier codes identify the type of date used when defining a shipping or delivery time in a schedule or forecast. You can enter a valid qualifier value or leave the option blank. Valid qualifier values are:

AB Authorized Delivery Based

AS Authorized Shipment Based

BB Production Based

DL Delivery Based

JS Buyer Production Sequence Schedule

KB Kanban Signal

PD Planned Delivery

PS Planned Shipment

SH Shipment Based

ZZ Mutually Defined

Blank The system uses Kanban.

Versions Tab

These processing options allow you to customize your printed purchase orders.

1. Print Option

Blank = Print R43500

1 = Print from second UBE

Use this processing option to direct the system to route the purchase order information to a workfile and launch a second UBE to read the workfile and print the purchase order. For example, use this option when you need to customize the layout of the Purchase Order Print program.

The Print Purchase Orders program (R43500) processes the orders and performs the necessary logic (such as calculating taxes). Valid values are:

Blank Launch the Purchase Order Print program (R43500).

1 Launch a secondary UBE.

NOTE: If you leave this option blank, the system will not route the purchase order information to a workfile and will not launch a second UBE.

2. Name of 2nd UBE

This processing option works in conjunction with the Print Option processing option. Use this processing option to specify the name of the second UBE program to be launched. If you leave this option blank, the system launches the default Print Purchase Order Print program (R43501).

3. Second UBE Version

Enter version to be run (or)

Blank = XJDE0001

Use this processing option to define the version that the system uses when you use the Purchase Order Print program (R43501). Enter a valid version or leave this option blank. If you leave this option blank, the system uses the ZJDE0001 version.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

NOTE: If you set the Print Option processing option to 1 and leave the Name of 2nd UBE processing option blank, the system uses the default Print Purchase Orders program (R43501).

Printing Individually

You can print orders individually so you can review them before sending them to the appropriate suppliers. If you have set the processing options in Order Entry for the system to store purchase order information for Electronic Data Interchange (EDI), you can send the orders to your suppliers using the Electronic Commerce system.

You can have the system print three types of messages on an order:

- Print messages
- Attachments
- Global messages

You create print messages using the Purchase Orders program (P4310). After you create a print message, you can assign it to an order or detail line during order entry.

You use processing options in Order Entry to specify whether attachments print. You can assign an attachment to an order or to detail lines during order entry.

You also use processing options to specify whether global messages print. Global messages always print at the top of orders.

Printing orders is usually a step in the sequence of processing orders. You set up these steps in Order Activity Rules. Once you print an order, you can have the system move the order to the next step in the process, or you can leave the order where it is so that you can print it again. You use processing options in Order Entry to specify whether the system updates status codes for orders after they print.

You might want to print orders twice, once to review the orders and again to update status codes. You can access the following two versions of the print program through the processing options for Order Entry:

- Print Purchase Orders
- Reprint Purchase Orders

You might want to use one version to review orders and the other to update status codes for orders.

If you print an order that is on hold, the system prints a blank page.

► To print individually

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, locate the order you want to print.
2. Select the order and choose Detail Revision from the Row menu.
3. On Order Detail, select the detail line and choose Print Order from the Form menu.

   Alternately, on Work With Order Headers, select the detail line and choose Print Order from the Row menu.

4. On Printer Selection, specify information such as printer name and paper size on the appropriate tab and click OK.

Entering an Application

When a subcontractor has completed a portion of a contracted job, the subcontractor can submit an application for partial payment. On the application, the subcontractor indicates the amount of work completed as a flat monetary amount, a percentage, or as a number of units. You can enter either the cumulative quantity or amount that has been completed for the purchase order, or the quantity or amount that has been completed during the period.

When you enter an application, you create a subcontractor document with a blank ACM status. Subcontractor documents are stored in the ACM - Application / Certificate Master table (F74U0141) and are associated with purchase orders.

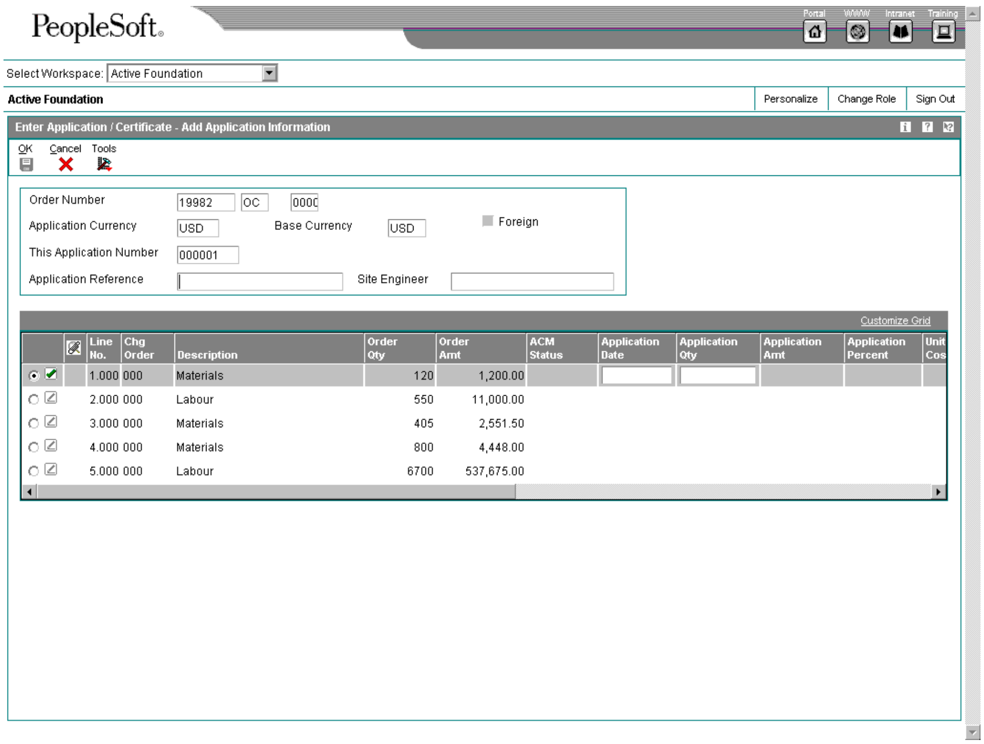
Before You Begin

- ❑ Enter and print a purchase order for the contracted job.

► To enter an application

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the purchase order, and then click Find.
2. Choose one of the line items for the purchase order, and then choose Add Applications from the Row menu.



3. On Add Application Information, complete the following fields in the header area:
   - Application Reference
   - Site Engineer
4. Complete the following field in the detail area for each line item for which payment is requested:
   - Application Date

   If you leave the Application Date blank, the system uses the current date.
5. To enter application amounts for a specific period, complete the following field for each line in the detail area:
   - Application Qty

   The system calculates the corresponding amount and percentage.

6. To enter application amounts on a cumulative basis, complete the following field for each line in the detail area:

   - Application Cume Qty

   The system calculates the values for the Application Cume Amt and Application Cume % fields.

7. If you make a mistake entering a value, clear all of the following fields for the line, and then enter the correct value in one of the following fields:

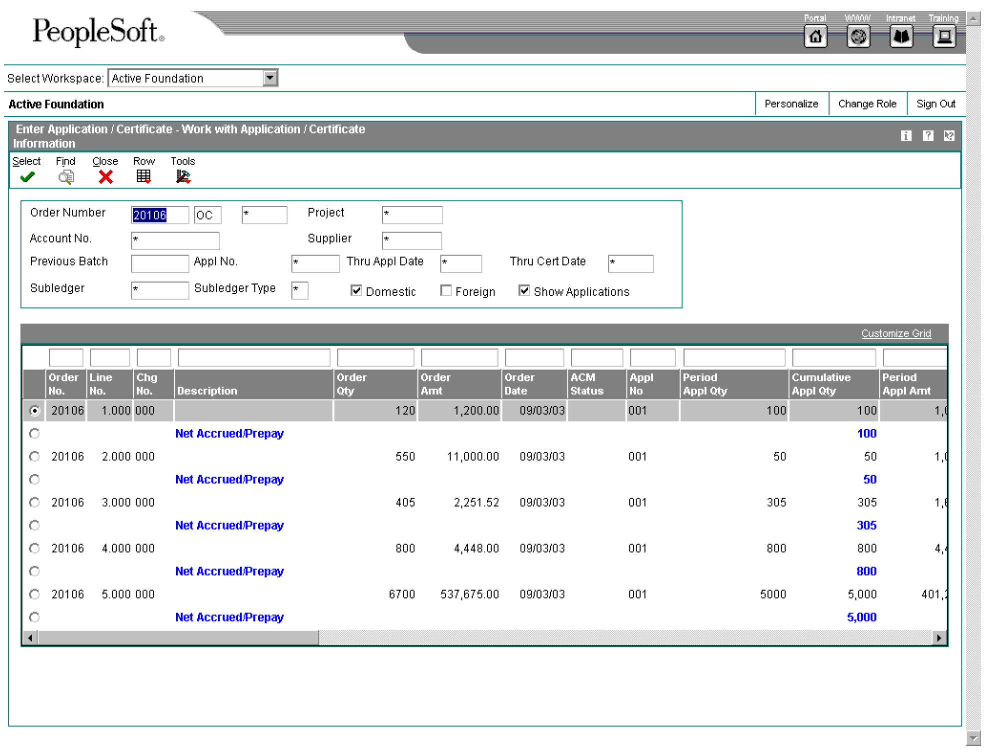
   - Application Qty

   - Application Cume Qty

   You must clear all application amounts for the system to recalculate the amounts that you leave blank.

8. Click OK.

9. On Work with Application / Certificate Information, click Find.



The system displays a new line labeled "Net Accrued/Prepay." This line shows the amount for which the subcontractor has applied against the amount that has been certified. When you first enter an application, this amount is the same as the application amount because the application has not been certified.

10. Click Close.

Processing Options for Enter Application/Certificate (P74U0141)

Defaults

1. Inquiry Order Type

2. Superceded Applications

Status Default

1. Acceptable Incoming Status Code 1

2. Acceptable Incoming Status Code 2

3. Acceptable Incoming Status Code 3

4. Acceptable Incoming Status Code 4

5. Allowable Certificate Maintenance ACM Status

6. Pre-Certificate Print Status

Versions

1. Certificate/Receipt Processing (P74U0142)

2. Purchase Order (P4310)

3. Receipts By PO (P4312)

4. Open Receipts (P43214)

Printing Pre-Certificates

From the Daily Processing menu (G74U0110), choose Pre Certificate Print.

You print a pre-certificate after you have received and entered a subcontractor's application. The pre-certificate shows details about the application and the purchase order. The site engineer uses the pre-certificate as a turnaround document to record the actual amount that is certified for the application.

Printing a pre-certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is blank (Application Entered), and the default outgoing status is N (Pre Certificate Print).

Processing Options for Pre Certificate Print (R74U0150)

Status Default

1. Incoming ACM Status

2. Outgoing ACM Status

Entering Certification Information

After the site engineer has visited the work site and verified the amount of work that has been done, you enter the amount that the site engineer has certified. This amount is used to generate a receipt and can be cross-referenced when you create a voucher to pay the subcontractor.

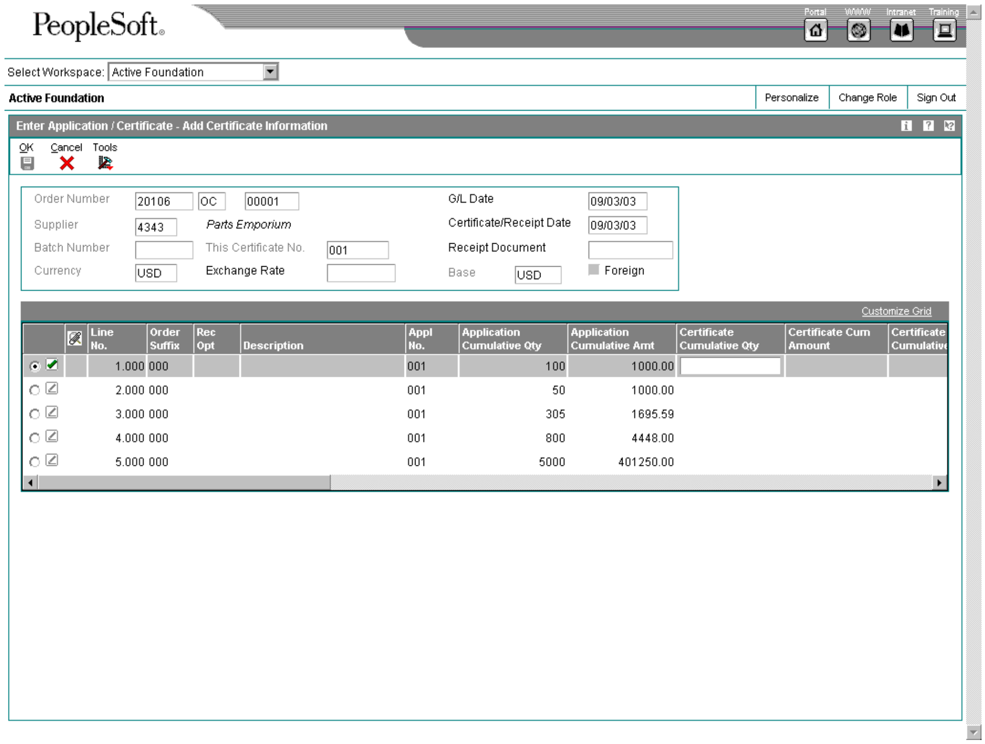
When you enter certification information, the system automatically creates a receipt for the work that is completed.

Entering certificate information advances the subcontractor document to Certificate Entered status that you set up in ACM – Work With Application Certificate Constants (P74U140). The default status is C (Certificate Entered).

► To enter certification information

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the subcontractor document, and then click Find.
2. Choose one of the line items for the subcontractor document, and then choose Add Certificates from the Row menu.



3. On Add Certificate Information, complete the following fields in the header area:
   - G/L Date
   - Certificate/Receipt Date
4. Complete the following optional field in the header area:
   - Receipt Document

   If you do not complete the Receipt Document field, the system assigns the receipt document number through next numbers.
5. To enter certification amounts, complete one of the following fields for each line in the detail area:
   - Certificate Cumulative Qty
   - Certificate Cum Amount

   The system calculates the value for the field that you do not complete and for the Certificate Cumulative % field.
6. Click OK.
7. On Work with Application / Certificate Information, click Find.

   Notice that the status of each line item has changed to a status that indicates that the amount has been certified.

   The Net Accrued/Prepay line shows the difference between the amount of pay that the subcontractor has applied for and what has been certified.

8. Click Close.

Processing Options for Certificate/Receipt Processing (P74U0142)

Defaults

1. Receipt Document Type

Status Default

1. Next ACM Status (Certificate)

2. Deleted Ceritificate ACM Status

Process

1. Pre-Certificate ACM Status

Versions

1. PO Receipts (P4312)

Reviewing Open Receipts

You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt.

If you need to check an order to see whether any vouchers have already been created, you can use the Vouchered option on the Work With Purchase Receipts form to search for order detail lines for which a voucher has been created. The system displays the order detail lines with the quantity and amount that are entered on the voucher.

► To review open receipts

From the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

1. On Work With Purchase Receipts, complete one or more of the following fields to locate open receipts and click Find:
    - Order Number

- Supplier Remark
- Item Number
- Account
- Branch/Plant

2. Review the following fields for each receipt:
   - Quantity Not Vouchered
   - Amount Not Vouchered
3. To review detailed information for a receipt, select the row and choose the option from the Row menu that corresponds to the information that you want to review.

Working with Non-Evaluated Certificates

You print non-evaluated certificates for subcontractors who want to verify the certificate and submit an invoice before being paid. The system creates an open receipt for the amount of the certificate when you print a non-evaluated certificate. When you receive an invoice for the certified work, you enter a voucher and match it to the open receipt.

Printing Non-Evaluated Certificates

From the Daily Processing menu (G74U0110), choose Certificate Print.

You print certificates after the site engineer has inspected the work site and you have entered the certificate information. You give the certificate document to the subcontractor as a record of the certified value that is due for payment.

You print non-evaluated certificates for subcontractors who want to verify the certificate and submit an invoice before being paid. The system creates an open receipt for the amount of the certificate when you print a non-evaluated certificate. When you receive an invoice for the certified work, you enter a voucher and match it to the open receipt.

Printing a non-evaluated certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is C (Certificate Entered), and the default outgoing status is I (Non-Evaluated Certificate Print).

Caution

You should not use the Speed Change program (P0411S) during ACM processing.

Processing Options for ACM Certificate Print (R74U0152)

Default Status

1. Non Evaluated Receipt Incoming ACM Status

2. Non Evaluated Receipt Outgoing ACM Status

3. Evaluated Receipt Incoming ACM Status

4. Evaluated Receipt Outgoing ACM Status

Process

Choose Process

Blank = Non Evaluated

1 = Evaluated

Choosing Receipt Records to Match to a Voucher

For the three-way voucher match (formal receipt process), you create a voucher from an invoice. You must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice. Note that you can choose multiple receipt records to match on a single voucher.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the voucher in Match Voucher to Open Receipt (P0411) and then reverse the receipt in Open Receipts by Supplier (P43214).

The system creates a voucher interactively when you match receipt records to an invoice.

► To choose receipt records to match to a voucher

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternatively, from the Subcontract Processing menu (G43D11), choose Progress Payments.

If you use Match Voucher to Open Receipt, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.
2. On Voucher Match, complete the following fields to enter record information:
   - Supplier
   - Invoice Num.
   - Invoice Date
   - G/L Date
   - Co.
   - Branch/Plant

   You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.
3. Choose Receipts To Match from the Form menu.
4. On Select Receipts to Match, complete the following optional fields and click Find:
   - Expense Account
   - Item Number
5. Choose the receipt records that correspond to the invoice and click OK.

   The system returns the lines you selected to the Voucher Match form.
6. On Voucher Match, complete the following field:
   - O P
7. Complete the following optional fields for receipt records to reflect the invoice, as necessary:
   - Amount To Voucher
   - Quantity To Voucher
   - Retained Amount
   - Percentage Retained
   - Tax Y/N

- Tax Area
- Tax Expl
- Tax
- Discount Amt.

  If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

8. Click OK.
9. To review the resulting voucher, on Supplier Ledger Inquiry, click Find, choose the voucher, and click Select.

Working with Evaluated Certificates

Evaluated certificates are typically used for small subcontractors who are not able to produce their own invoices. You print evaluated certificates, also known as authenticated receipts, after you have processed the payment for the subcontractor. You give the certificate to the subcontractor as a record of the value of the certificate that is due to the subcontractor.

Settling Evaluated Receipts

From the Receipts Matching and Posting menu (G43A15), choose Evaluated Receipt Settlement.

You print certificates after the site engineer has inspected the work site and you have entered the certificate information. Evaluated certificates are typically used for small subcontractors who are not able to produce their own invoices.

To create an evaluated certificate for a subcontractor, you must first settle the receipt that the system created when you entered certificate information. Settling the receipt generates a corresponding voucher in the Accounts Payable Ledger table (F0411). You then generate a payment for the subcontractor and print an evaluated certificate to accompany the payment.

Caution

You should not use Speed Release during ACM processing.

Settling evaluated receipts advances the subcontractor document from the Certificate Entered status to the A/P Voucher Generated status. You set up both statuses in ACM – work With Application Certificate Constants (P74U0140).

Before You Begin

- ❑ Use the Evaluated Receipt (AVCH) field on the Supplier Master to set up subcontractors to receive evaluated receipts.

Processing Options for Evaluated Receipt Settlement (R43800)

Versions Tab

1. In-bound Match Program (R470412)

Blank = Use version number XJDE0001 (default)

Or, enter a specific version number

Use this processing option to specify the version of the In-bound Match program.

Processing Tab

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1. Invoice Number

Blank = Assign using EDI Next Numbers

1 = Use the Supplier Remark field

Use this processing option to specify the method that the system uses to assign an invoice number. Valid values are:

Blank

The system assigns invoice numbers by using EDI next numbers.

1

The system assigns invoice numbers by using values in the Supplier Remark field.

2. G/L Date Defaults

Blank = Use Receipt Date

1 = Use Today's Date

2 = Use the date specified in the G/L Date processing option

Use this processing option to specify the general ledger date that the system uses on the voucher. The system uses this processing option with the processing option for the G/L date. Valid values are:

Blank

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

1

The system uses today's date as the G/L date.

2

The system uses the date that is specified in the processing option for G/L date.

3. G/L Date

Blank = Use the date based on the G/L Date Defaults processing option

Or, specify a date

Use this processing option to specify the general ledger date that you want the system to use when it creates a voucher. If you leave this processing option blank, the system uses the G/L Date Defaults processing option to determine the date.

4. Receipt Summary Method

Blank = By Order

1 = By Supplier

2 = By Invoice

Use this processing option to specify the method that the system uses to summarize the receipt. Valid values are:

Blank

Summarize by order.

1

Summarize by supplier.

2

Summarize by invoice.

5. Invoice Date Defaults

Blank = Use Receipt Date

1 = Use Today's Date

2 = Use the date specified in the Invoice Date processing option

Use this processing option to specify the date that the system uses for the invoice date on the voucher. Valid values are:

Blank

The system uses the receipt date.

1

The system uses today's date.

2

The system uses the date that is contained in the processing option.

6. Invoice Date

Blank = Use the date based on the Invoice Date Defaults processing option

Or, specify a date

Use this processing option to specify the invoice date that the system uses when creating a voucher. If you leave this processing option blank, the system uses the date that is contained in the processing option for invoice date defaults. Otherwise, you can manually enter a date.

Printing Evaluated Certificates

From the Daily Processing menu (G74U0110), choose Certificate Print.

You print evaluated certificates, also known as authenticated receipts, after you have processed the payment for the subcontractor. You give the certificate to the subcontractor as a record of the value of the certificate that is due to the subcontractor.

Printing an evaluated certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is P (Certificate Entered), and the default outgoing status is F (Evaluated Certificate Print).

See Also

- *Printing Non-Evaluated Certificates* in the *Global Solutions United Kingdom Guide* for the processing options for Certificate Print (R74U0152)

Before You Begin

- Process payments for the subcontractor.

Reversing Applications and Certificates

If an application has not yet been certified, you can correct an application amount that was entered in error, or enter an updated application that the subcontractor has submitted. If you need to change an application that has been certified, if you need to change the certificate; or if you decide not to honor the certificate for some reason, you must reverse both the receipt and the certificate.

Correcting an Uncertified Application

If you make a mistake when you enter an application amount, you can update the application amount if the application has not yet been certified.

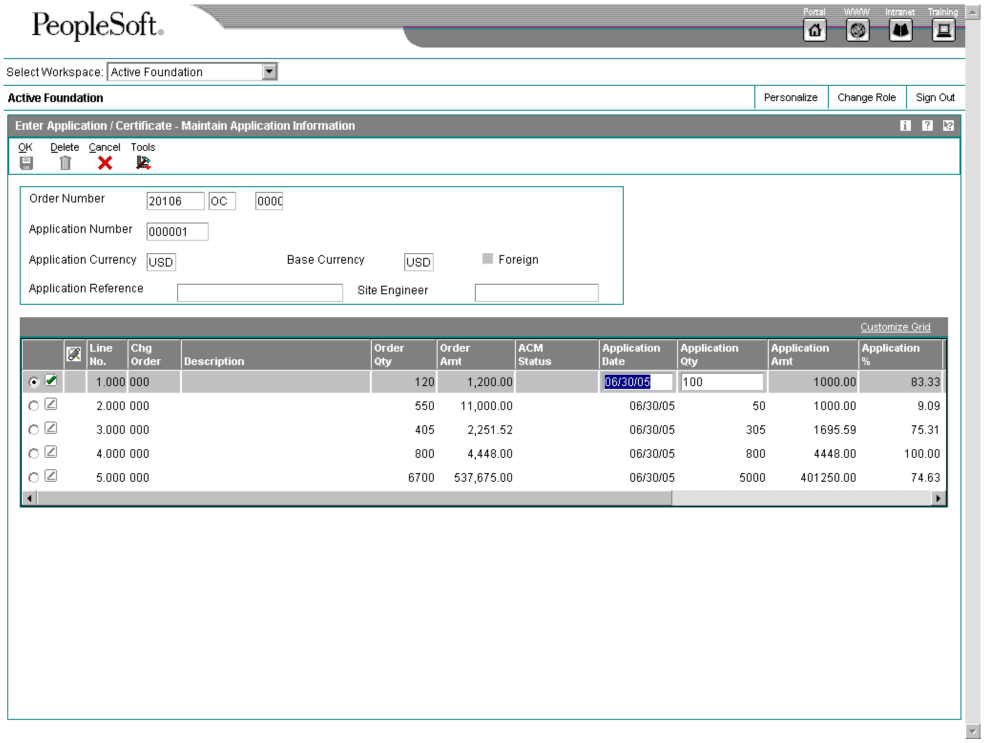
► To correct an uncertified application

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the purchase order, and then click Find.

   The system enters values in the ACM Status field as the subcontractor document progresses through the ACM process. You use this procedure to correct application amounts only for subcontractor documents with a blank ACM status, which indicates that the application has not been certified.

2. Choose one of the line items for the purchase order, and then choose Maintain Applications from the Row menu.



3. On Maintain Application Information, clear the amounts in the following fields for the line item you are updating:

   - Application Qty

   - Application Cume Qty

   You must clear all application amounts for the system to recalculate the amounts that you leave blank.

4. Enter the updated quantity in either of the following fields:

   - Application Qty

   - Application Cume Qty

   The system updates the field that you left blank.

   You can also delete specific application line items.

5. Click OK.

Superceding an Uncertified Application

If a subcontractor submits an updated application before the existing application is certified, you can add the updated application to the subcontractor document. The system maintains a record of the original application and assigns it an ACM status of S (Application Superceded). The new application replaces the superceded application.

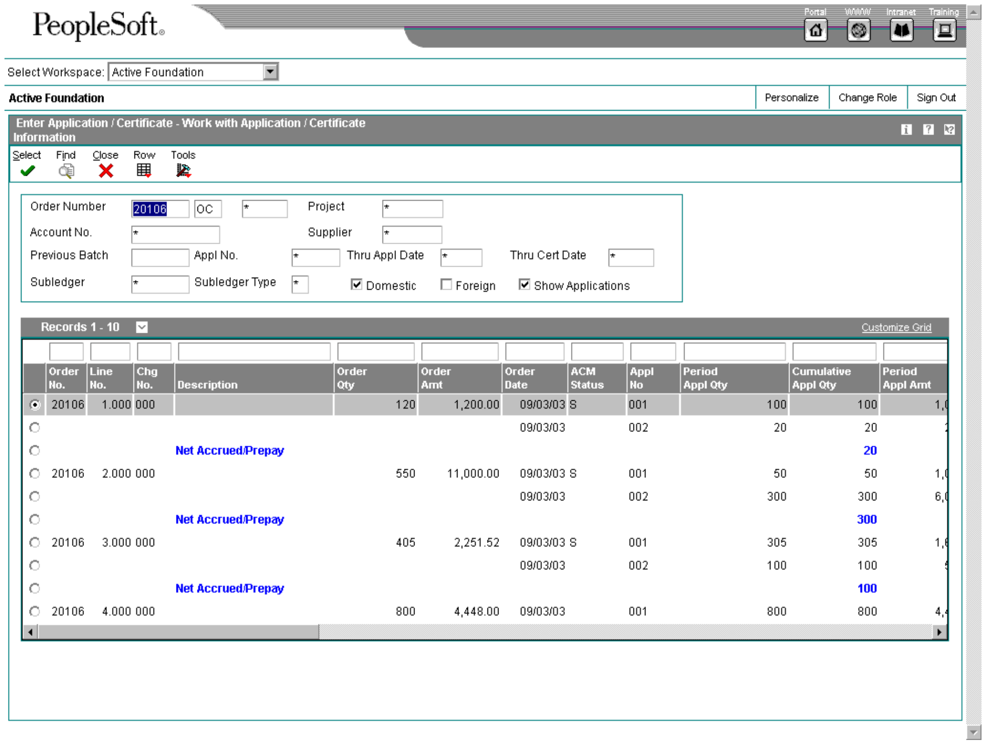
► To supercede an uncertified application

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the subcontractor document, and then click Find.

   The system enters values in the ACM Status field as the subcontractor document progresses through the ACM process. You can supercede application amounts only for subcontractor documents with a blank ACM status (Application Entered) or an ACM Status of N (Pre- Certificate Print). You cannot supercede an application that has been certified.

2. Choose one of the line items for the document, and then choose Add Applications from the Row menu.
3. On Add Application Information, complete the following fields in the header area:
   - Application Reference
   - Site Engineer
4. Complete the following field for each line in the detail area for which you are superceding application amounts:
   - Application Date
5. Enter the updated application amount in one of the following fields for each line in the detail area:
   - Application Qty
   - Application Cume Qty
6. Click OK.
7. On Work with Application / Certificate Information, click Find.



The system changes the ACM status of the original application to S and enters a new line for the updated application amount. The Net Accrued/Prepay line reflects the value of the updated application.

8. Click Close.

Reversing a Certificate

When you enter certificate information, the system automatically creates a receipt for the work that has been completed. If you discover an error in the application or certificate, or if you decide not to honor the certificate for some reason, you must reverse both the receipt and the certificate. You can then perform any of the following tasks:

- Delete the application.
- Correct the application.
- Delete the certificate.
- Correct the certificate.
- Close the purchase order.

Note

To change a certificate, you must reverse all certificates, receipts, and vouchers that are subsequent to the certificate that you are changing.

See Also

- *Reversing a Receipt* in the *Procurement Guide* for more information on reversing receipts.

Note

You must use version ZJDE7002 of Purchase Receipts Inquiry (P43214) to reverse receipts for subcontractor documents. You can access this version by following the steps below. Do not access Purchase Receipts Inquiry from a menu.

Before You Begin

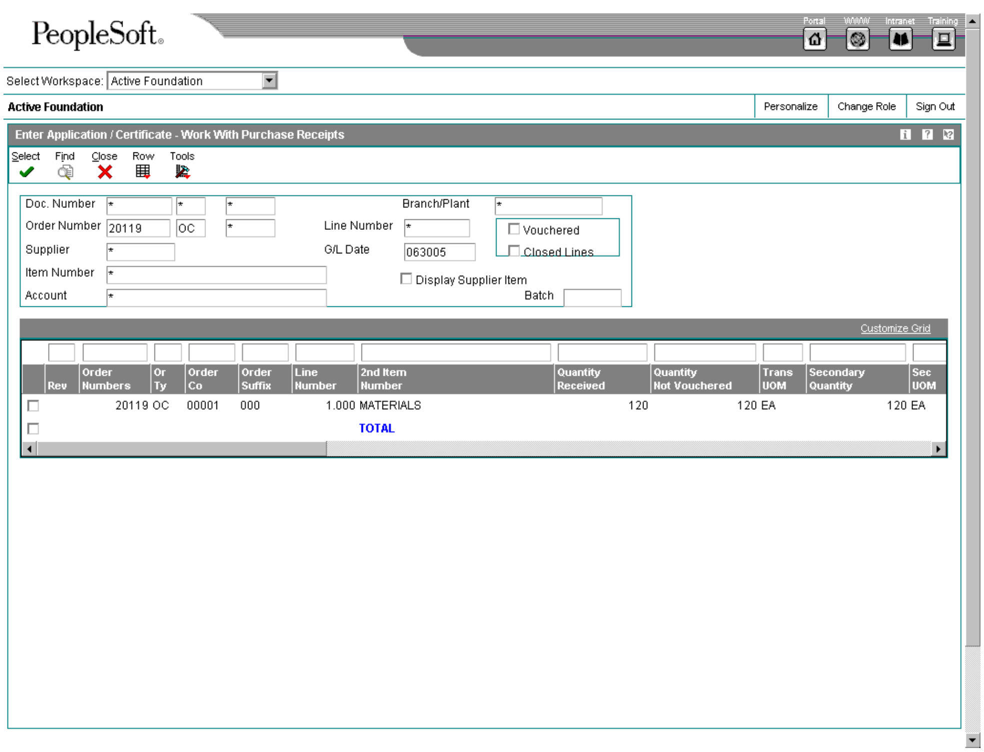
- If you have created a voucher to pay the certified amount, delete or void the voucher. See *Deleting Unposted Vouchers* or *Voiding Posted Vouchers* in the *Accounts Payable Guide*.
- Set up your user preferences with a country preference code of UK. See *Setting Up User Display Preferences* in the *Global Solutions United Kingdom Guide*.

▶ To reverse a certificate

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the subcontractor document, and then click Find.
2. Choose one of the line items for the document and choose Open Receipts from the Row menu.

   The system displays all of the open receipts that are associated with the subcontractor document which you chose.



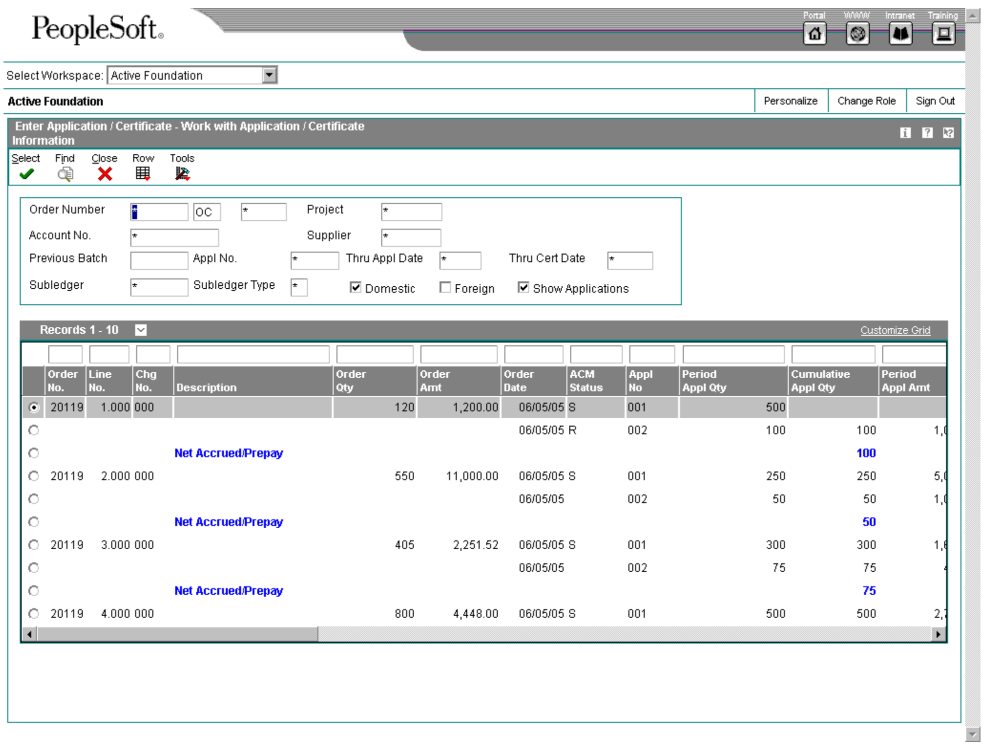
3. On Work With Purchase Receipts, choose all of the lines in the detail area, and then choose Reverse Receipt from the Row menu.

   The system enters a Y in the Rev field for each selected row, indicating that the receipt is reserved when you close the application.

4. Click Close.
5. On Reversal Verification, click OK.

   At this point, the system has reversed the receipt, but the certificate still exists. Complete the remaining steps to reverse the certificate.

6. On Work with Application / Certificate Information, click Find.



The subcontractor document has an ACM Status of R (Reverse Receipt), indicating that the receipt has already been reversed.

7. Choose one of the line items for the document, and then choose Cert/Rcpt Reversal from the Row menu.
8. On Maintain Certificate Information, perform one of the following actions:

   - To delete the certificate, click OK. The system returns the subcontractor document to a blank status (Application Entered). You can now enter a new certificate or delete the application.

   - To revise the certificate and generate a corresponding receipt, enter 1 in the Rec Opt field for each line that you want to revise or retain, enter the correct certificate amounts, and click OK. The system returns the subcontractor document to a status of C (Certificate Entered) and generates a receipt.

Caution
If you leave the Rec Opt field blank for any line, the system deletes the certificate values for that line.

- To close remaining open values, enter 7 in the Rec Opt field for each line that you want to close and enter the correct certificate amounts.

Construction Industry Scheme (CIS)

The economic environment in the United Kingdom construction industry is diverse and complex. A business owner or main contractor can employ many subcontractors to complete a contract. To meet statutory requirements, especially in the area of taxation, contractors must maintain careful records of the subcontractors whom they employ and the withholding tax that the contractor is required to pay.

Withholding tax for subcontractors in the construction industry is administered under the Construction Industry Scheme (CIS). Under CIS, subcontractors must be registered with the Inland Revenue Service and hold a valid tax certificate or card.

Subcontractors who hold registration cards are subject to a withholding tax deduction from qualifying payments. The withholding tax is deducted before VAT is calculated. For these payments, the contractor must produce a Tax Payment Voucher to accompany the tax remittance.

Payments to subcontractors who hold certificates can be made without deduction. Depending on the type of certificate held by the subcontractor, the contractor must either produce a Construction Gross Payment Voucher or receive a Gross Payment Voucher from the subcontractor.

At the end of each tax month, any withholding tax that was deducted under the rules of the scheme, as well as the payment vouchers (those created by the contractor and those received from the subcontractor), must be remitted to the Inland Revenue Service. At the end of the tax year, all payments must be reported to the Inland Revenue Service.

Consult the Inland Revenue Service for information about current rules and regulations, including current withholding tax rates.

Example: Withholding Tax Process Flow in the CIS System

The voucher (purchase invoice) has pay items for material and labor, and the withholding tax rate is 18%. The subcontractor has a Registration Card and is, therefore, subject to a withholding tax deduction.

Activity		Taxable Amount	Pay Status	Withhldg. Deduction	Withhldg. Payable	Alternate Payee	CIS Status
Voucher Entry							
	Material	1000	H				-
	Labor	1000	H				-
Validate Payment							
	Material	1000	A				C
	Labor	1000	%				C
Calculate UK Withholding							
	Material	1000	A				W
	Labor	1000	A				W
		180-	A	180-			
		180	H		180	Inland Revenue	

Activity	Taxable Amount	Pay Status	Withhldg. Deduction	Withhldg. Payable	Alternate Payee	CIS Status
Update Payment		P				Q
Tax Payment Voucher Printing		P				P

CIS Rules

The CIS covers payments made to the following subcontractors working in the construction industry:

- CIS4 Registration Card holders, usually individuals
- CIS5 Certificate holders, usually large multinational corporations
- CIS6 Certificate holders, usually teams of subcontractors who work with other subcontractors

No payments are allowed to any subcontractors who do not hold one of these cards or certificates.

Any payments made to holders of valid CIS4 Registration Cards are subject to a withholding tax deduction on labor costs and on certain categories of expenses, such as those incurred during the provision of labor. All payments to CIS5 and CIS6 Certificate holders can be made without deduction if the subcontractor's certificate is valid at the time of payment.

The CIS imposes the following obligations at the time of payment:

- CIS4 Registration Card holders. The contractor must send an accompanying CIS25 Tax Payment Voucher to the subcontractor at the time of payment.
- CIS5 Certificate holders. The contractor must create a CIS23 Construction Gross Payment Voucher, but he or she does not need to send this document to the subcontractor with the payment.
- CIS6 Certificate holders. The subcontractor must complete a CIS24 Gross Payment Voucher and return that document to the contractor who is making the payment. The contractor might not make any subsequent payments until the CIS24 is received.

At the end of each tax month, the contractor must remit any withholding tax that the contractor has deducted to the Inland Revenue along with any CIS23, CIS24, and CIS25 documents that the contractor created or received during the tax month.

At the end of the tax year, the contractor must submit CIS36 End of Year Returns for all payments made within the scheme to the Inland Revenue.

Setting Up the Construction Industry Scheme (CIS)

To process CIS vouchers, you must set up a variety of system constants as well as CIS document types and subcontractor documents.

Setting Up CIS Constants

CIS system constants provide the basic framework for how the CIS operates for your business needs. These parameters let you:

- Activate the scheme.
- Define how you want to identify subcontractors within the scheme.
- Define which G/L accounts fall within the scheme.
- Provide system process defaults, and warning and error message settings.

Caution

After you set up CIS Constants, you must update the Account Master record with the category code value that you specify on CIS Constants for all G/L accounts that fall within the CIS. You must also update the Address Book records with the category code value that you specify on CIS Constants for all subcontractors within the scheme.

Note

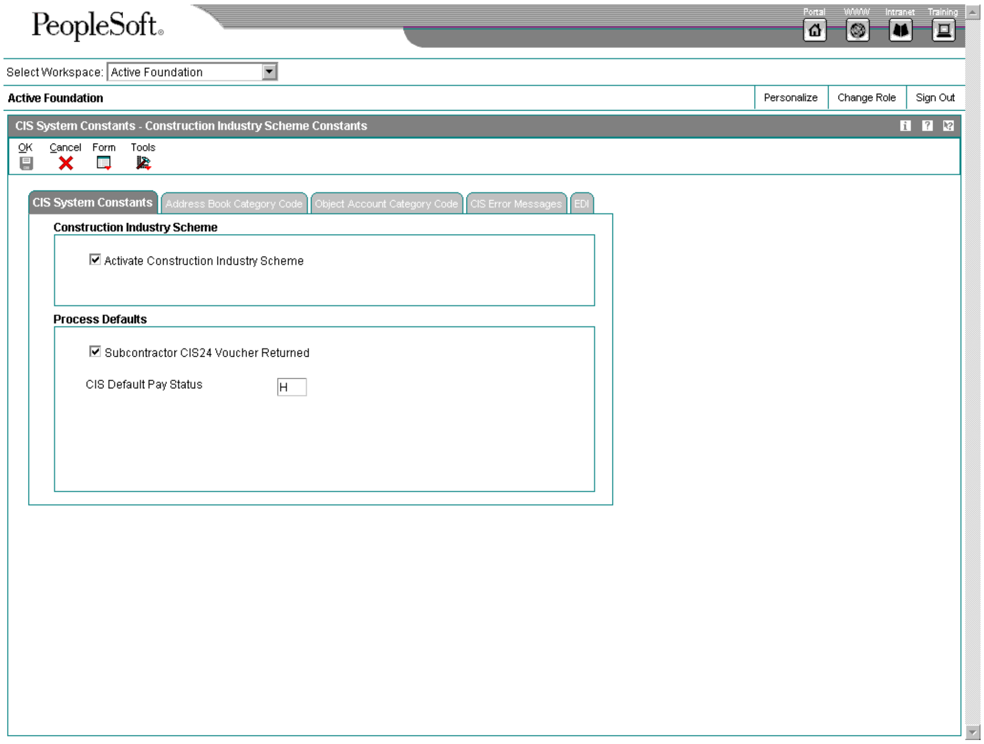
To include only selected vouchers from a specific supplier in the CIS, you must set up two Address Book records for that supplier: one with the subcontractor category code value and one without it. You might label the suppliers Supplier 1 - CIS and Supplier 1 - No CIS, for examples. You must then train your A/P and Purchasing clerks on when to use each supplier record. See *Entering Supplier Master Records* in the *Accounts Payable Guide*.

Before You Begin

- ❑ Set up the following category codes:
  - An Address Book category code (01/01-30) to identify subcontractors
  - An Account category code (09/01-23) to identify G/L accounts that fall within CIS

► To set up CIS constants

From the System Setup menu (G74U0240), choose CIS System Constants.



1. On Construction Industry Scheme Constants, on the CIS System Constants tab, click Activate Construction Industry Scheme.
2. To disallow payments to CIS6 subcontractors when they have not returned CIS24 payment vouchers for previous payments, click Subcontractor CIS24 Voucher Returned.
3. Complete the following field:
   - CIS Default Pay Status
4. Click the Address Book Category Code tab.
5. Click the A/B Category Code option that corresponds to the address book category code that you use to identify subcontractors.
6. Enter the category code value for subcontractors in the following field:
   - Designated Flag A/B
7. Click the Object Account Category Code tab.
8. Click the O/A Category Code option that corresponds to the G/L account category code that you use to identify taxable G/L accounts.
9. Enter the category code value for taxable G/L Accounts in the following field:
   - Designated Flag O/A
10. Click the CIS Error Messages tab.
11. To disallow voucher entry in any of the situations described by the following options, click the option:

- No CIS Document
- CIS Document Invalid
- Invalid Tax Certificate Valid Reg. Card
- CIS Document has Future Start Date

If you leave any of these options unchecked, the system issues a warning when the situation that is associated with the option occurs, but it still allows voucher entry.

The EDI tab is for future use. EDI functionality is not currently enabled.

12. Click OK.

Setting Up CIS Company Constants

You use CIS Company Constants to enter the contractor CIS tax reference number for each company that operates within the scheme.

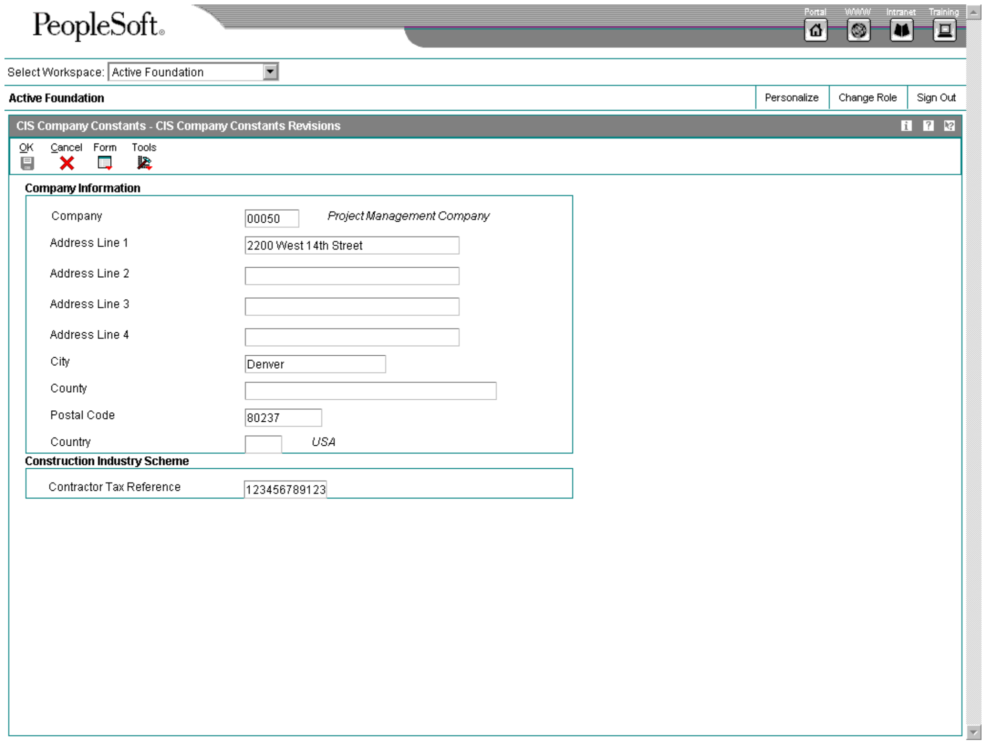
Before You Begin

- ❑ Set up the company's mailing address in the Address Book (P01012). See *Address Book Maintenance* in the *Address Book Guide*.
- ❑ Set up the company in Companies (P0010). See *Setting Up Companies* in the *General Accounting Guide*.

► To set up CIS company constants

From the System Setup menu (G74U0240), choose CIS Company Constants.

1. On Work With CIS Company Constants, click Add.



2. On CIS Company Constants Revisions, complete the following field:

   - Company

   The system populates the address fields with information from the Address Book.

3. Complete the following field and click OK:

   - Contractor Tax Reference

Setting Up CIS Payment Voucher Constants

You use CIS payment voucher constants to set up the following payment vouchers:

- CIS23 - Construction Gross Payment Voucher
- CIS24 - Subcontractor Gross Payment Voucher
- CIS25 - Tax Payment Voucher

You must set up payment voucher constants separately for each company that operates within the scheme.

See Also

- *CIS Rules* in the *Global Solutions United Kingdom Guide* for an explanation of each payment voucher

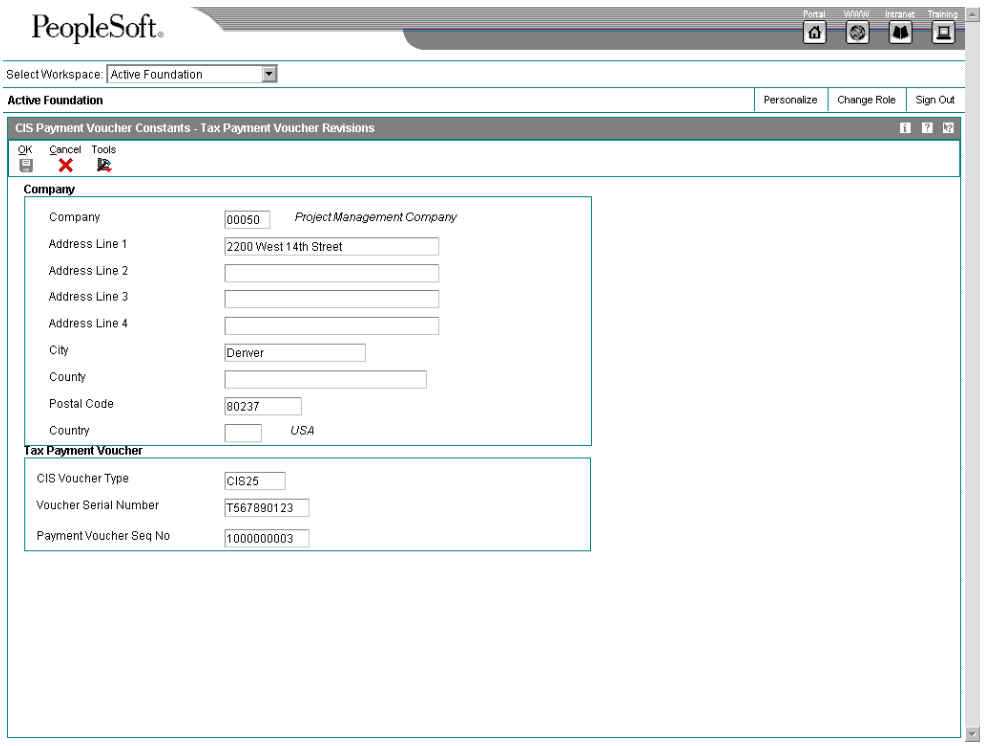
Before You Begin

- ❑ Set up the company's mailing address in the Address Book (P01012). See *Address Book Maintenance* in the *Address Book Guide*.
- ❑ Set up the company in Companies (P0010). See *Setting Up Companies* in the *General Accounting Guide*.

► To set up CIS payment voucher constants

From the System Setup menu (G74U0240), choose CIS Payment Voucher Constants.

1. On Tax Payment Voucher Constants, click Add.



2. On Tax Payment Voucher Revisions, complete the following field:
   - Company

   The system populates the address fields with information from the Address Book.

3. Complete the following fields and click OK:
   - CIS Voucher Type
   - Voucher Serial Number
   - Payment Voucher Seq No

Setting Up CIS Document Types

You use CIS Documents to set up the CIS document types that enable subcontractors to carry out construction work within the CIS. Valid document types include the following:

- CIS4T - Temporary Registration Card
- CIS4P - Permanent Registration Card
- CIS5 - Construction Tax Certificate
- CIS6 - Subcontractors Tax Certificate

For each document type, you can specify which fields are required, determine the priority for searching and validating documentation for a subcontractor who holds multiple documents, and indicate whether tax is deductible for subcontractors who hold the document type.

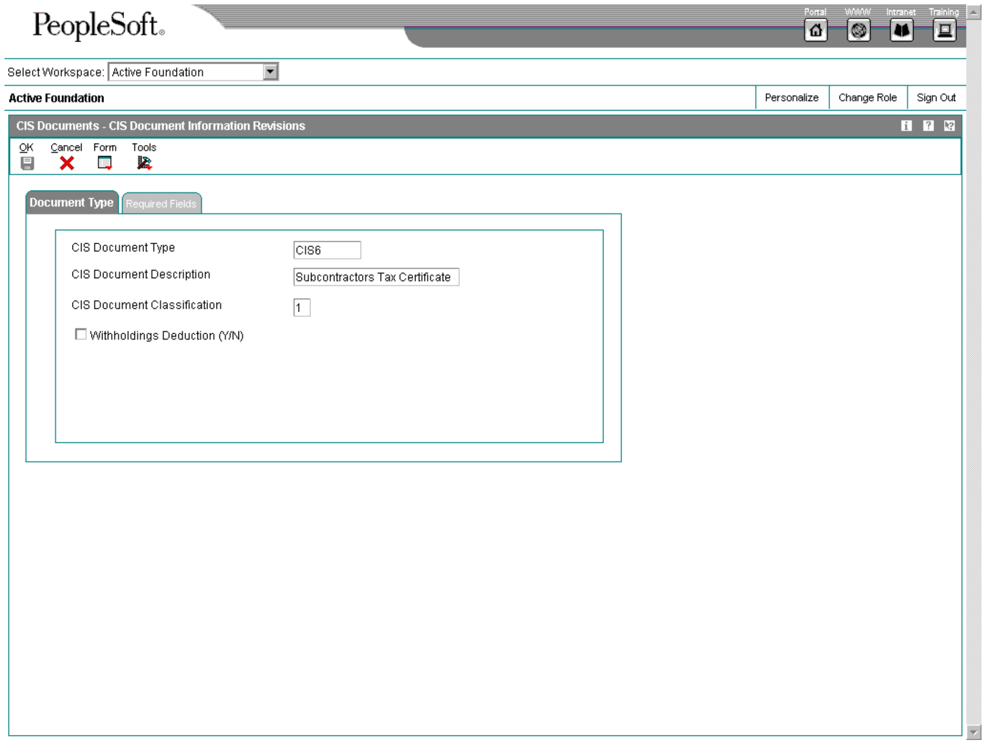
The following table indicates the fields that are typically required for each document type:

	CIS4T	**CIS4P**	**CIS5**	**CIS6**
Company Registration Number			X	
Insurance Number		X		X
Start Date			X	X
Expiry Date	X		X	X
Acting For				X
Trading As	X	X	X	X
CIS Voucher Returned				X

► To set up CIS document types

From the System Setup menu (G74U0240), choose CIS Documents.

1. On Work With CIS Document Information, click Add.



2. On CIS Document Information Revisions, on the Document Type tab, complete the following fields:
   - CIS Document Type
   - CIS Document Description
3. To specify the priority of the document type for subcontractors who hold multiple documents, complete the following field:
   - CIS Document Classification

Caution
Use document classification 9 for Registration Cards (CIS4P and CIS4T). Use document classification 1 for Tax Certificates (CIS5 and CIS6). Using other document classifications produces unpredictable results.

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4. If subcontractors who hold the document type that you are setting up should have tax withheld by the contractor, click the following option:
   - Withholdings Deduction (Y/N).
5. Click the Required Fields tab.

   The options on the Required Fields tab allow you to determine how to handle the fields on the CIS Subcontractor Document Revisions form for each CIS document type. For example, if you specify that the Insurance Number is required for CIS4P documents, you are required to enter an Insurance Number for each CIS4P document that you enter for a subcontractor.

6. Click any of the following options to indicate that the specified field is required on the CIS document type that you are setting up:
   - Company Registration Number
   - Insurance Number
   - Start Date
   - Expiry Date
   - Trading As
7. Click the following option if the Acting For field should appear on the CIS document type that you are setting up:
   - Acting For
8. If you are setting up the CIS6 document type, click the following option if you want to have the option to specify whether to disallow payments for each CIS6 subcontractor when he or she has not returned CIS24 payment vouchers for previous payments:
   - CIS Voucher Returned (Y/N)
9. Click OK.

See Also

- ❑ *Entering CIS Subcontractor Documents* in the *Global Solutions United Kingdom Guide* for information about requirements for CIS subcontractor documents

Entering CIS Subcontractor Documents

You enter CIS subcontractor documents to record the registration cards (CIS4) or tax certificates (CIS5 and CIS6) that are held on behalf of each subcontractor. These cards and certificates authorize subcontractors to work in the construction industry. No payments are allowed to any subcontractors who do not hold one of these cards or certificates.

The system lets you enter multiple authorized users and the CIS documents held by each on behalf of a subcontractor.

Caution

Under the CIS, you must see the authorized user's original CIS document before making a payment to a subcontractor. A copy is not acceptable.

See Also

- ❑ *Setting Up CIS Document Types* in the *Global Solutions United Kingdom Guide* for information about requirements for CIS document types

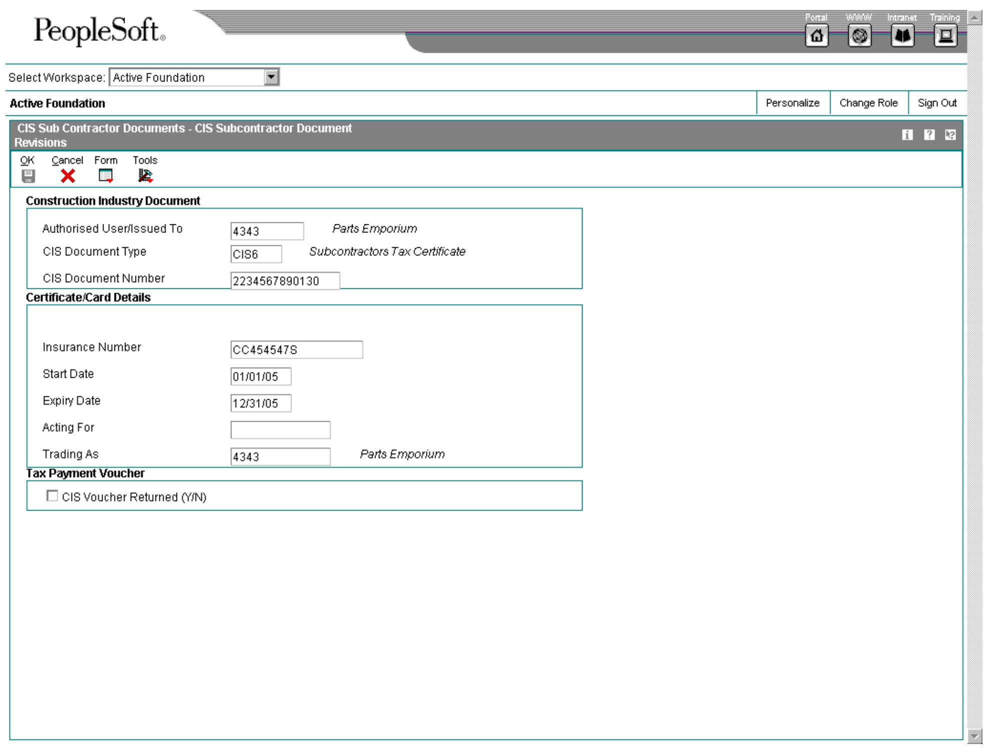
Before You Begin

- ❑ Set up authorized users in the Address Book and use category codes to identify them as subcontractors.
- ❑ If an authorized user is representing a subcontractor, verify that the subcontractor's trading name exists in the Address Book, has a search type of V (supplier), and is identified in the category codes as a subcontractor. See *Setting Up CIS Constants* in the *Global Solutions United Kingdom Guide* and *Address Book Maintenance* in the *Address Book Guide*.
- ❑ Set up CIS document types.

► To enter CIS subcontractor documents

From the System Setup menu (G74U0240), choose CIS Sub Contractor Documents.

1. On Work With CIS Subcontractor Documents, click Add.



2. On CIS Subcontractor Document Revisions, complete the following fields:
   - Authorised User/Issued To
   - CIS Document Type
   - CIS Document Number

   The system activates the remaining fields on the form, based on the CIS Document Type field. The fields that appear depend on the fields that you indicated were required or available when you set up the CIS document type.

3. To prompt the system to activate the remaining fields, choose Refresh from the Tools menu.
4. Complete any of the following required fields that are displayed on the form:
    - Company Registration Number
    - Insurance Number
    - Start Date
    - Expiry Date
    - Trading As
5. Complete the following field if it is available, and if the card or certificate holder is acting for a subcontractor:
    - Acting For
6. If you are setting up a CIS6 document and the following option is available, click the option to disallow payments to the document holder when the document holder has not returned CIS24 payment vouchers for previous payments:
    - CIS Voucher Returned (Y/N)
7. Click OK.

Related Tasks

You can access the Work With CIS Subcontract Documents form to add or revise CIS subcontractor documents by choosing Regional Info from the Row or Form menu on any of the following forms:

- Work With Addresses
- Address Book Revision
- Supplier Master Information
- Supplier Master Revision

To access the Work With CIS Subcontractor Documents form, the selected address book or supplier master record must be for a supplier (search type V) and have the appropriate category code for CIS subcontractors.

Reviewing the Supplier Analysis Report

From the Accounts Payable Reports menu (G74U0214), choose Supplier Analysis Report.

Use the Supplier Analysis Report (R74U0138) to print a detailed list of your CIS subcontractors, including information about their CIS subcontractor documents. The list includes warning messages for missing, expired, or invalid documents.

Entering CIS Vouchers

When you enter CIS subcontractor vouchers through Standard or Speed Voucher Entry, or through Voucher Match, the system creates a record in the F0411 CIS Tag Table (F74U0116) and assigns the CIS Default Status that is defined in CIS Constants to the record. As the record progresses through the CIS payment process, the system updates the CIS status of the record in table F74U0116.

The following table describes typical status codes:

Status Code	Status Description	Event Causing Status Change
		Voucher entered.
C	Validation Complete	CIS Payment Validation run.
W	Withholdings	Calculate Withholdings - UK run.
Q	Checks/BACS Run	Update Payments.
P	CIS25/23 Printed	CIS Payment Vouchers printed.
R	CIS24 Received	Gross Payment Voucher received.
Z	CIS36 Raised	End-of-Year Return generated.
D	F0411 Deleted	Originating F0411 record deleted.

Note

Running CIS Pre Withholding Validation (R74U0130) changes the Pay Status (PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment).

Note also that because the CIS system does not support alternate currency payments and because CIS reports must display amounts in British pounds (GBP), the system supports only CIS transactions with a domestic currency of GBP.

Entering Vouchers for Subcontractors

When you receive a subcontractor's application for payment, you must create a voucher before you can issue payment. The payment amount and the pay item information that you enter are typically based on the application and certification process.

Contractors are required to withhold certain amounts from a subcontractor's payment, depending on the type of tax regulations that apply to the subcontractor. To determine the total amount of the payment that is eligible for withholding, the contractor must distinguish between the taxable and non-taxable portions of each voucher.

You can enter vouchers for subcontractors using any of the following programs:

- A/P Standard Voucher Entry (P0411)
- A/P Speed Voucher Entry (P0411SV)
- Match Voucher – Application Certificate Management (P0411, version ZJDE7002)

If you use A/P Standard Voucher Entry or A/P Speed Voucher Entry, you are prompted to indicate whether each line is a taxable supply within the scope of the scheme. If you use Match Voucher - Application Certificate Management, the system identifies taxable supplies automatically, based on the Object Account category code that is specified in CIS Constants.

The system marks all voucher pay items with a status that is specified in the CIS Constants, usually H (Held). When you run Construction Industry Payment Validation (R74U0130), the system marks pay items that you specified as eligible for withholding tax with a pay status of %. Only vouchers with a pay status of % are processed by Calculate Withholding – United Kingdom (R74U04580).

Note

The following steps describe how to enter vouchers for subcontractors using A/P Standard Voucher Entry or A/P Speed Voucher Entry. For information on using Match Voucher – Application Certificate Management, see *Choosing Receipt Records to Match to a Voucher* in the *Procurement Guide*.

Before You Begin

- ❑ Set up your user preferences with a country preference code of UK. See *Setting Up User Display Preferences* in the *Global Solutions United Kingdom Guide.*
- ❑ Set up supplier master records for your subcontractors. You must use a category code to identify subcontractors. See *Setting Up CIS Constants* in the *Global Solutions United Kingdom Guide*.
- ❑ Review the steps for entering vouchers. See *Working with Standard Vouchers* or *Entering Speed Vouchers* in the *Accounts Payable Guide*.

► To enter vouchers for subcontractors

From the Supplier & Voucher Entry menu (G74U0211), choose Speed Voucher Entry or Standard Voucher Entry.

1. Complete the steps to enter a standard or speed voucher.

   If you are entering a standard voucher, the system displays the Withholdings Confirmation window for each pay item.

   If you are entering a speed voucher, the system displays the Withholdings Confirmation window for the entire voucher.

2. On Withholdings Confirmation, if the line item (for Standard Voucher Entry) or the whole voucher (for Speed Voucher Entry) is eligible for withholding tax, click Yes.

Creating Vouchers Using Standard Voucher Entry

After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment, or you can allow this information to be supplied automatically from the supplier record.

To enter a voucher using the Standard Voucher Entry program (P0411), you perform the following tasks:

- Enter voucher information
- Enter general ledger information

When you enter general ledger information, you typically enter a debit to an expense account. When you post, the system creates an offset to a liability account.

When you finish creating a voucher, the system displays the assigned document type and document number. You can use this information to locate and review the voucher.

The system assigns a batch type of V for vouchers. When you create a voucher, the system marks it as unposted and adds the general ledger information to the Account Ledger table (F0911) and the voucher information to the Accounts Payable Ledger table (F0411). When you post the voucher, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and Accounts Payable Ledger tables. The system also creates the offset to the liability account designated in the AAIs.

A supplier record must exist in the Address Book Master (F0101) and Supplier Master (F0401) tables before you can enter a voucher. Typically, you create a supplier record first, and then you enter the voucher. However, you can create a supplier record at the time you enter the voucher. To do so, choose Address Book from the Form menu on the Enter Voucher - Payment Information form. Then follow the steps to enter a supplier record.

The Header and Detail Areas of a Voucher

Typically, you enter information in the header area of a voucher and then move to the detail area. Certain information, such as payment terms, is associated with the supplier master record and automatically completed by the system in the detail area as well as in the header.

If you have moved your cursor to the detail area of a voucher and then determine that it is necessary to change either the supplier number or the company number, you can return to the header area as long as you have not entered any information in the detail area. Information that is associated with the supplier number or the company number in the supplier master record or the company master record will refresh in the header area and in the detail area as well.

If you have entered information in the detail area, such as an amount in the Gross Amount field, the header information will be locked. You will not be able to make any changes. If you determine that header information is incorrect before completing the voucher, you can cancel the transaction and begin again.

Payment Terms

When you enter a voucher, the payment terms on the header area are provided by default from the supplier master record of the supplier. You can modify the default payment terms for individual pay items in the detail area of the voucher.

Payment terms can determine the due date of a pay item on a voucher, as well as the discount allowed and the discount due date. The due date is the date that the pay item is due and payable (for example, 30 days from the invoice date). It is entered in the field DDNJ on the voucher entry form. The discount due date is the final date that the pay item must be paid to receive a discount from the supplier. That date is in the Accounts Payable Ledger table (F0411) in the field DDJ, but does not appear on any voucher entry form.

Related Tasks for Creating Vouchers Using Standard Voucher Entry

To change the payment terms of a pay item, go to that pay item in the detail area of the voucher and enter the desired pay terms over the payment item that has been supplied from the header area. The default terms in the header area will not change, but any payment terms that you change in the detail area will be associated with the individual pay item.

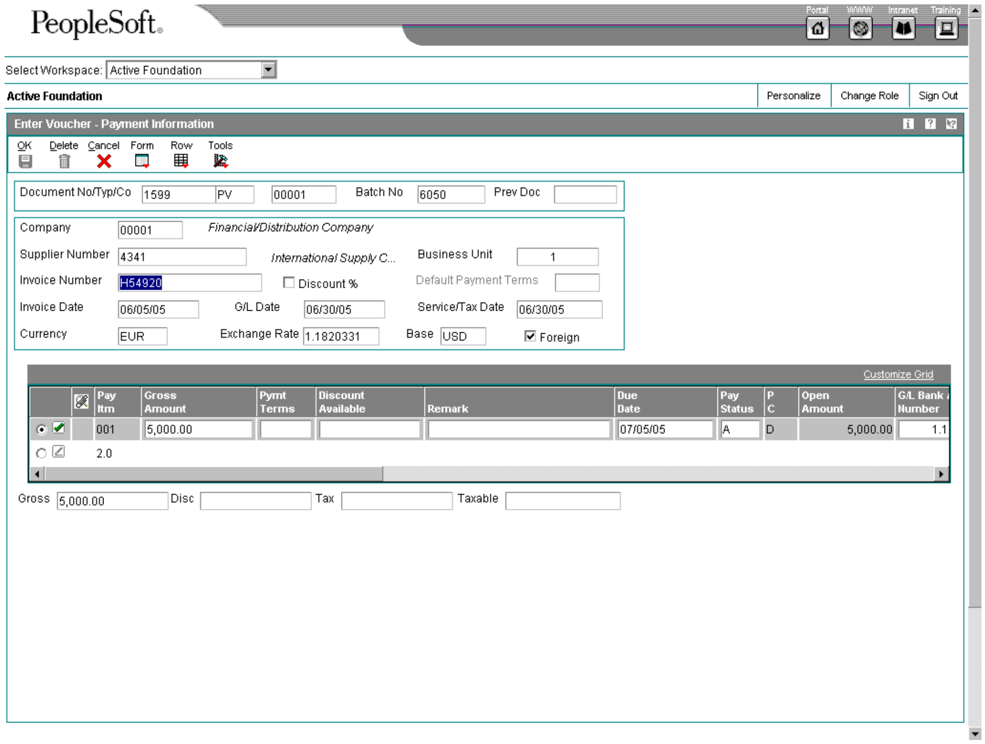
See Also

- *Processing Options for Supplier Master Information* in the *Accounts Payable Guide* for information about setting up suppliers using Supplier Master Revision (P04012)
- *Working with AAIs* in the *Accounts Payable Guide* for information about verifying that the following AAIs are set up correctly:
  - PC (payables trade)
  - PB (payables bank)
  - PKD (payables discounts available)
  - PKL (payables discounts lost)
  - PT (payables tax)

► To enter a voucher

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

1. On Supplier Ledger Inquiry, click Add.



2. On Enter Voucher - Payment Information, complete the following fields:
   - Company
   - Supplier Number
   - G/L Date

   If you make errors during data entry on fields in the header area, you must correct them in the header area. The system does not allow you to change the detail area until you make corrections to fields in the header area. When you make corrections to fields in the header area, the system automatically updates the corresponding data in the detail area.

3. You can also complete any of the following optional fields:
   - Document No/Typ/Co
   - Business Unit
   - Invoice Number
   - Payment Terms
   - Invoice Date
   - Service/Tax Date

4. In the detail area, complete the following field:

- Gross Amount

5. In the detail area, complete any of the following optional fields for each pay item:

   - Pymt Terms

     If you leave this field blank, the system uses the payment term from the header.

     If you enter a payment term in this field, the system disables the payment term field in the header.

   - Discount Available
   - Remark
   - Due Date
   - Pay Status
   - P C
   - Open Amount
   - G/L Bank Account Number
   - Payee Number
   - G/L Offset
   - Tax Ex
   - Tax Rate/Area
   - Tax Amount
   - Taxable Amount

     Note
     If you are entering a voucher with Vertex tax calculation turned on, you must enter a value in the Taxable Amount field. Vertex does not calculate taxes based on gross amount.

   - Adjust Doc Ty
   - Recur Freq
   - No. Pym
   - Hdl Cod
   - Cat Cd 07

- 1099 Flag
- Pay Ext
- C/R I/R
- Closed Item

If multiple pay items exist, the system assigns pay item numbers that are sequential. Recurring vouchers can have only one pay item.

6. Click OK to enter the information in the system and then click OK again.

   The Enter Voucher - G/L Distribution form appears.

7. On Enter Voucher - G/L Distribution, complete the following fields for each detail line:

   - Account Number
   - Amount

   After you enter an account number, the system validates it against the chart of accounts in the Account Master table (F0901). If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

   The total amount that you enter for the G/L distribution lines must equal the total amount that you entered in the gross amount fields for the voucher, or the system returns an error message. The Amount field on the bottom of the form displays the total amount to distribute. The Remaining field provides you with an ongoing tally of the amount that is required to equal the gross amount of the voucher.

8. Complete the following optional field for each detail line:

   - Explanation -Remark-

9. Click OK.

See Also

- *Setting Up Constants* in the *Advanced Cost Accounting Guide* for more information about the Cost Management constants
- *Setting Up Cost Object Types* in the *Advanced Cost Accounting Guide* for more information about cost object types
- *Entering Invoices and Vouchers with Taxes* in the *Tax Reference Guide* for more information about how to enter a voucher with taxes

Processing Options for Standard Voucher Entry (P0411)

Display Tab

These processing options specify how the system groups and displays data on the Supplier Ledger Inquiry form.

1. Recurring Vouchers

Blank = No default criteria

1 = Show only recurring vouchers

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

Blank = Do not display fields

1 = Display fields

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

Blank = Do not display fields

1 = Display fields

Use this processing option to specify whether the system displays both domestic and foreign amount fields

in the detail areas of the standard and multi-company voucher entry forms. If you choose to display the

fields, the following fields will appear on the form:

o Domestic Gross Amount

o Domestic Discount Available

o Domestic Taxable Amount

o Domestic Tax

o Domestic Non-Taxable

o Foreign Gross Amount

o Foreign Discount Available

o Foreign Taxable Amount

o Foreign Tax

o Foreign Non-Taxable

Valid values are:

Blank Do not display domestic and foreign amount fields

1 Display domestic and foreign amount fields

Currency Tab

These processing options allow you to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the Standard Voucher Entry program.

1. As If Currency

Blank = The As If currency grid column does not appear

Or, enter the currency code for As If currency

Use this processing option to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to view the "as if" currency. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

NOTE: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

2. As Of Date

Blank = The system uses the Thru date

Or, enter the As Of date

Use this processing option to specify an "as of" date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

NOTE: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of " date.

Manual Payments Tab

These processing options control the creation of manual payments. Use these processing options only on the version of the Standard Voucher Entry program that you use for Manual Payments without Voucher Match.

1. Manual Payment Creation

Blank = No payment information appears

1 = Generate manual payments

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes.

Valid values are:

Blank No payment information appears.

1 Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

3. Automatic Payment Number Assignment

Blank = Manually assign payment numbers

1 = Assign payment numbers based on the

bank account's next number

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

Blank Error

1 Warning

3. Automatic Payment Number Assignment

Blank = Manually assign payment numbers

1 = Assign payment numbers based on the

bank account's next number

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number.

Valid values are:

Blank You manually assign payment numbers (default).

1 The system assigns payment numbers based on the bank account's next number.

Purchasing Tab

This processing option specifies how the program processes vouchers that contain purchase order information.

1. Voucher Delete

Blank = No edit

1 = Warning

2 = Error

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank Do not permit editing (default)

1 Warning

2 Error If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in

Voucher Message processing options.

Voucher Match Tab

These processing options allow you to process matched vouchers from the procurement system rather than standard vouchers.

1. Match Processing

Blank = Run Standard Voucher Entry (P0411)

1 = Run Voucher Match (P4314)

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program,you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank Run Standard Voucher Entry (P0411)

1 Run Voucher Match (P4314) in the Procurement system Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

o Receive & Voucher POs

o Match Voucher to Open Receipt The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

NOTE: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

Valid values are:

Blank Use version number ZJDE0001.

Or, enter a specific version number.

Multi Company Tab

This processing option allows you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier

Blank = Enter a standard voucher

1 = Enter a Multi-Company Single Supplier voucher

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts,but to the same supplier.

Valid values are:

Blank Enter a standard voucher.

1 Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers Tab

This processing option specifies whether to enter multiple vouchers or standard vouchers.

1. Multiple Vouchers

Blank = Enter a standard voucher

1 = Enter multiple vouchers with a single supplier

2 = Enter multiple vouchers with multiple suppliers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

Blank Enter a standard voucher.

1 Enter multiple vouchers with a single supplier.

2 Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

These processing options allow you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

Blank = Enter a standard voucher

1 = Enter a logged voucher

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank Enter a standard voucher (default).

1 Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Blank = Enter date manually during the date entry

process

1 = Use the system date as the default G/L date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.

1 Use the system date as the default G/L date.

NOTE: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments Tab

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

---

1. G/L Offset Account

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

o Blank or 4110 - Trade Accounts Payable

o RETN or 4120 - Retainage Payable

o OTHR or 4230 - Other Accounts Payable (see A/P class code - APC)

o PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

NOTE: If WorldSoftware and OneWorld software coexist, do not use code 9999. In WorldSoftware this code is reserved for the post program and indicates that offset accounts should not be created.

---

2. G/L Distribution Account

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

o Structured account (business unit.object.subsidiary)

o 25-digit unstructured number

o 8-digit short account ID number

o Speed code The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

P The voucher is paid in full.

A The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H The voucher is on hold pending approval.

R Retainage.

% Withholding applies to the voucher.

? Other codes. All other codes indicate reasons that payment is being withheld.

NOTES:

o The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.

o Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

o If WorldSoftware and OneWorld software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if WorldSoftware and OneWorld software coexists.

5. Tax Area

Blank = Do not show the Tax Area field

1 = Show the Tax Area field

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

Blank Do not show the Prepayment Tax form.

1 Show the Prepayment Tax form.

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

6. Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

7. Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

MBF Version Tab

These processing options allow you to override the default Master Business Function version ZJDE0001 for standard voucher and journal entry processing.

1. Voucher Master Business Function Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function

Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

NOTE: Only persons responsible for system-wide setup should change this version number.

Process Tab

These processing options specify whether to allow changes to vouchers when you are reviewing them and whether to activate supplier self-service.

1. Voucher Entry Mode

Blank = Allow changes to the selected voucher

1 = Do not allow changes to the selected voucher

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

Valid values are:

Blank Allow changes to the selected voucher.

1 Do not allow changes to the selected voucher.

2. Supplier Self Service Mode

Blank = Do not allow suppliers to view information

1 = Allow suppliers to view their vouchers and payments

Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments.

Valid values are:

Blank Do not activate Supplier Self-Service function.

1 Activate Supplier Self-Service function.

Edits Tab

This processing option specifies whether to require an asset ID upon entry of the G/L portion of a voucher.

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1. Fixed Asset ID

Blank = Fixed Asset ID not required in entry
1 = Fixed Asset ID is required in entry

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range.

Valid values are:

Blank
Do not require an Asset ID in the journal entry.

1
Require an Asset ID in the journal entry.

Entering Speed Vouchers

As an alternative to entering standard vouchers, you can use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and G/L distribution information on one form. Consider using this method for a voucher that has:

- A single pay item (which has a single due date and tax rate/area)
- Simple accounting instructions

You cannot use the speed method for multiple pay items or for changing or deleting vouchers. You must use the standard voucher entry or speed release program.

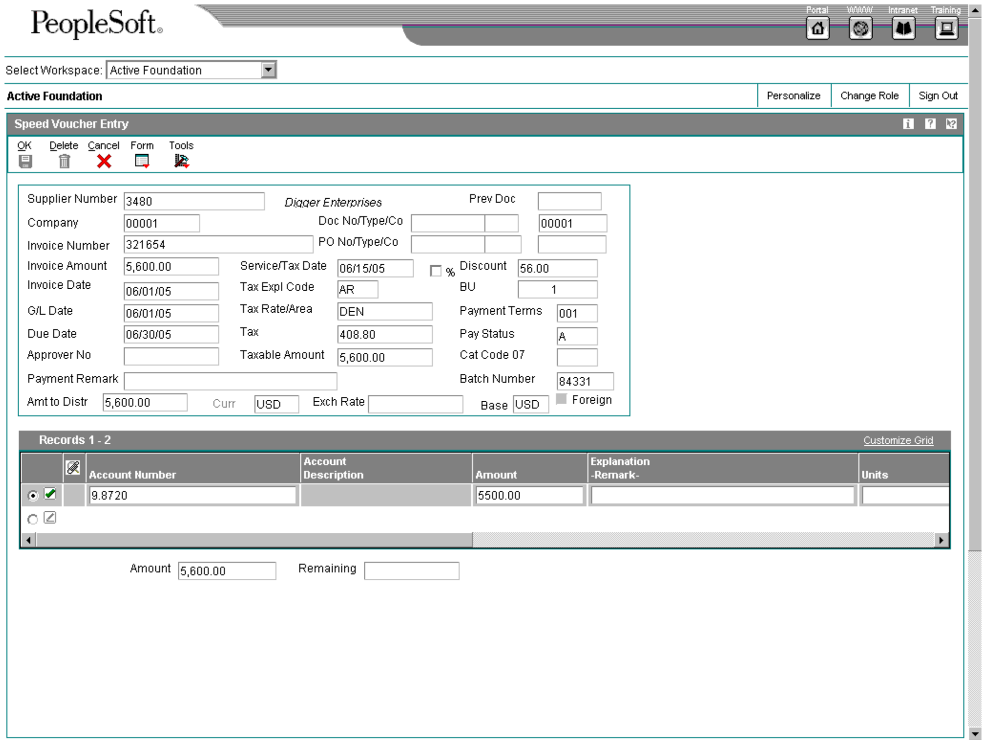
As with standard vouchers, speed voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Before You Begin

- ❑ Set up supplier master records. See *Entering Supplier Master Records* in the *Accounts Payable Guide*.
- ❑ Set the appropriate processing options.
- ❑ Verify that the following AAIs are set up correctly:
  - PC (payables trade)
  - PB (payables bank)
  - PKD (payables discounts available)
  - PKL (payables discounts lost)
  - PT (payables tax)
- ❑ See *AAIs for Accounts Payable* in the *Accounts Payable Guide*.

► To enter a speed voucher

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



1. On Speed Voucher Entry, to identify the invoice, complete the following fields:
    - Supplier Number
    - Invoice Amount
2. You can also complete the following optional fields to identify the invoice:
    - Invoice Number
    - Invoice Date

    If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the grid until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.
3. To specify how to process the voucher, complete the following fields:
    - Company
    - G/L Date
4. You can also complete the following optional fields to specify how to process the voucher:
    - Discount Available
    - Payment Terms

- Pay Status
- Payment Remark
- PO No/Type/Co

Note
The software will zero-fill the PO Number to the left. You can enter blanks to override the zeros the software inserts.

5. To enter general ledger information, complete the following fields:
   - Account Number
   - Amount
6. You can also complete the following optional field to enter general ledger information:
   - Explanation -Remark-

   After you complete a speed voucher, you can choose Exit Out Of Balance from the Form menu.
7. Click OK.

Processing Options for Speed Voucher Entry (P0411SV)

Manual Checks

1. Enter a '1' for manual checks

1 = Manual Check Creation

2. Enter a '1' to automatically assign payment number based on the bank account's next payment number

1 = Auto Payment Numbers

MBF Version

1. Enter the version of the Voucher Entry Master Business Function to be used for Speed Voucher Entry. If left blank, version ZJDE0001 (of application P0400047) will be used.

Version

See Also

- *Entering Invoices and Vouchers Out of Balance* in the *Accounts Payable Guide* for more information about the purpose, function, and potential hazards of exiting out of balance

Using the Batch Review Program

After you enter transactions into the system, you might want to review them before you post them to the general ledger. Additionally, depending on the settings in your constants, you might need to approve the batch. You use the same program, Batches (P0011), when you review transaction batches online; therefore, the process to review transactions and approve batches is the same, regardless of the system. The only difference between the various batch review programs is the default batch type that displays on the form, which you can override. You can review all batch types from any batch review program.

Because invoices and vouchers are two-sided entries, you can review the invoice or voucher, as well as the G/L distribution (journal entry).

See Also

- *Using Batch Control to Manage the Entry Process* in the *Accounts Payable Guide* for a detailed discussion of batch control
- *Working with Batch Headers* in the *General Accounting Guide* for information about creating and revising batch header records
- *Printing Voucher Journals* in the *Accounts Payable Guide* for information about setting up and printing voucher journal reports
- *Revising Unposted Vouchers* in the *Accounts Payable Guide* for information about changing vouchers that have not been posted
- *Revising Posted Vouchers* in the *Accounts Payable Guide* for information about changing vouchers that have been posted
- *Setting Up Accounts Payable Constants* in the *Accounts Payable Guide* for information about manager approval

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

Reviewing Transaction Batches

You use the Batches program (P0011) to review transaction batches. You can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

Note

If the batch review security feature is activated, the system might not display all batches. Instead, the system displays only the batches that you are authorized to review and approve.

When you review a list of batches, you can access transaction detail for a specific batch. For example, you can review the number of invoices, vouchers, and journal entries within a batch and the total amount of the transaction. You can also select a specific transaction to review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

The batch review program displays information in the Batch Control Records table (F0011).

► To review transaction batches

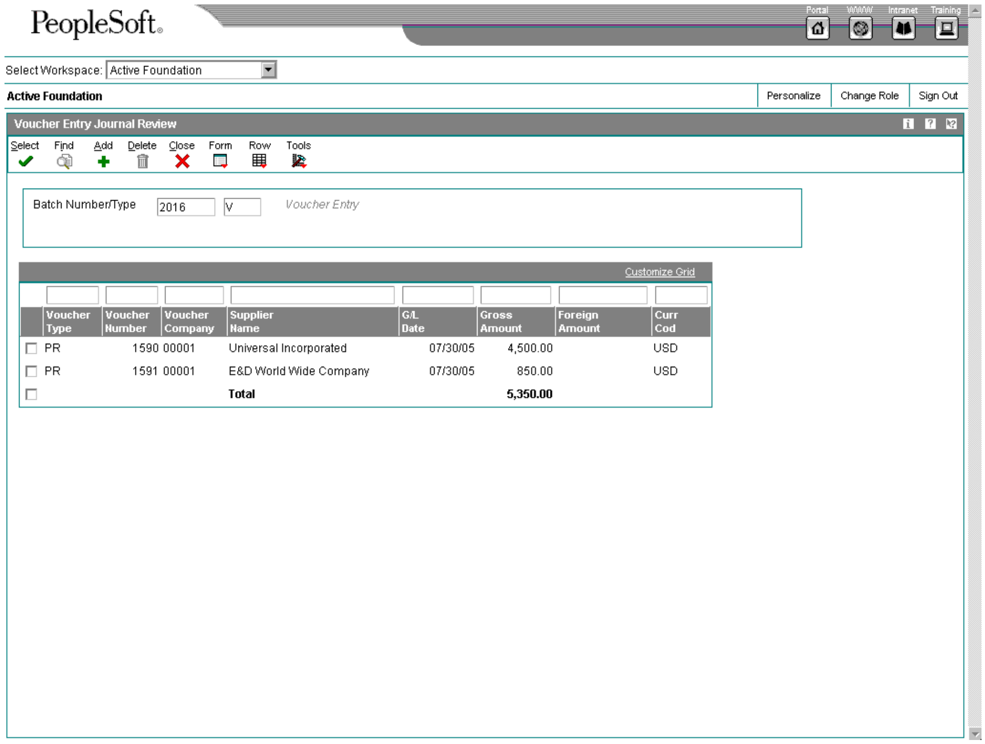
From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:
   - User ID
   - Batch Number / Type
2. To review only posted, unposted or pending batches, click one of the following options:
   - Posted Batches
   - Unposted Batches
   - Pending
3. To limit the search further, complete one or both of the following fields:
   - Batch Date
   - Batch Status
4. Click Find.

► To review or revise voucher information

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.

1. On Work With Batches, follow the steps to review a batch.
2. Choose a batch and click Select.



3. On Voucher Entry Journal Review, choose the voucher that you want to review or revise, and click Select.

   When you view batch amounts, the gross amount of the voucher appears even if part of the voucher has been paid. The batch total amount includes debit memos.

   Choose Payment Inquiry from the Form menu to see more detailed information about a manual payment without matching voucher (batch type W).

4. On Enter Voucher - Payment Information, change the information in any field that the system allows, and click OK.

Note
If you revise a voucher that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/P constants.

If you revise an amount, you must post the batch again to update the ledger and Account Balances table (F0902). The post processes only the changed transaction. See *The Financial Post Process* in the *Accounts Payable Guide*.

See Also

- *Reviewing Transaction Batches* in the *Accounts Payable Guide* for information about how to review batches that have been entered

- *Revising Unposted Vouchers* in the *Accounts Payable Guide* for information about how to make changes to vouchers that have not yet been posted

► To review or revise voucher G/L information

1. On Work With Batches, follow the steps to review transaction batches.
2. Choose a batch, and click Select.
3. On Voucher Entry Journal Review, to verify that the amount of the journal entry is equal to the amount of the voucher, review the following field.
   - J.E. Bal
4. To review general ledger information, choose G/L Distribution from the Row menu.
5. Click Cancel to return to Voucher Entry Journal Review.
6. To revise information on the G/L Distribution form, choose Voucher from the Row menu.
7. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu.
8. On G/L Distribution, revise the information in any available field and click OK.

Note
If you revise a voucher that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/R constants.

If you revise an amount, or account number, you must post the batch again to update the ledger and Account Balances table (F0902). The post processes only the changed transaction.

See Also

- *Reviewing Transaction Batches* in the *Accounts Payable Guide* for information about how to review batches of information that have been entered
- *The Financial Post Process* in the *General Accounting Guide* for information about the process to post data from transaction tables to account balance tables

Adding Transactions to an Existing Batch

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

Approving Transaction Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

See Also

- *Reviewing Transaction Batches* in the *Accounts Payable Guide* for information about how to review batches of accounts payable transactions

► To approve transaction batches

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, follow the steps to review the batch:
2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.
4. On Batch Approval, click the following option and click OK:
   - Approved - Batch is ready to post

     To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.
5. To verify the approval, review the following fields on Work With Batches:
   - Batch Status
   - Status Description

The Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Plant & Equipment Management system with current transaction records.

The post program performs the following tasks in sequential order:

1. Selects Data to Post

The program takes the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

2. Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program edits for and verifies that:

- The processing option versions and constants are valid.
- Transaction data is valid and can include the following information:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).
  - The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, it:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints an Out of Balance Post Error Report (R09801E) if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

3. Creates Automatic Entries

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post accounts receivable or accounts payable transactions, the system creates automatic entries for the A/P and A/R trade accounts. For more information about the type of automatic entries that the post creates, see the corresponding concept that is associated with posting specific types of transactions.

4. Updates the Posted Codes

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report (R09801)

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

5. Updates the Taxes Table

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

6. Updates the Batch Status

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control Records table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

7. Updates the Line Extension Code Field

When the post generates Account Ledger table (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This update differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post--such as payments, automatic entries, and receipts.

8. Initiates Programs Defined in Processing Options

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Fixed Asset Post program updates asset information if you set that processing option.
- The 52 Period Post program updates the Account Balances - 52 Period Accounting table (F0902B) if you set that processing option.

Before You Begin

- ❑ Verify that the batch has an approved status.
- ❑ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.
- ❑ Verify the offset method in A/P and A/R constants.

Posting Financial Batches

You can access the General Ledger Post Report program (R09801) in either of the following ways:

From menu selections that describe the process that you want to run, such as Post General Journal, Post Vouchers to G/L, or Post Receipts to GL. This allows you to post directly from a menu.

From one of the versions of the Batches program (P0011), such as Invoice Journal Review or Review Payments. This allows you to post without exiting the Batches program.

The way that you access the General Ledger Post Report program determines the methods that are available for posting batches.

When you run the General Ledger Post Report program from a menu selection that describes the process that you want to run, the system accesses the Work With Batch Version – Available Versions form. The following method is available for posting batches:

G/L Post by Version	From the Work With Batch Versions - Available Versions form, choose and run a version of the post. Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.

When you choose to run the post program from a version of the Batches program (P0011), the system accesses the Work With Batches form. The following methods are available for posting batches:

Post by Version	From the Work With Batches form, choose Post by Version from the Form menu. You then choose and run a version of the post. This method works the same way as starting the post from the Post Invoices to G/L menu selection. Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches. Another advantage is that you can run the post by version locally or on a server.
Post by Batch	From the Work With Batches form, choose one or more batches, and then choose Post by Batch from the Row menu. The program selects the version to run that is based on the batch type and sends the data selection to a version for you. Advantage: Data selection occurs automatically. Disadvantage: You cannot run the Post by Batch selection locally.
Subsystem G/L Post	From the Work With Batches form, choose one or more batches, and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table. Advantage: Data selection occurs automatically, and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Each version of the post program has data selection set for a specific batch type. The following table lists the system, the version of the post program, and the corresponding batch type for each financial post program:

System	Description of Transaction	Version	Batch Type
General Accounting	Journal Entries	ZJDE0001	G
	Allocations	ZJDE0010	D
Accounts Payable	Vouchers	ZJDE0002	V
	Automatic Payments	ZJDE0003	K
	Manual Payments with Voucher Match	ZJDE0004	M
	Manual Payments without Voucher Match	ZJDE0005	W
Accounts Receivable	Invoices	ZJDE0006	IB
	Receipts	ZJDE0007	RB
	Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the post that corresponds to the type of batch that you want to post.

Caution

The post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe the following constraints:

- Do not customize the programming.
- Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program while it is running.

Automatic Entries for Voucher Batches

The program selects the unposted transactions for the selected batch from the Accounts Payable Ledger table (F0411).

Next, the program creates transactions for automatic offset amounts. It also creates other related entries, such as taxes and intercompany settlements.

The automatic offset amount is a debit or credit to the A/P trade account and is controlled by the AAI item PC. The program uses the company number and the G/L offset from each voucher to locate the AAI item PC. This item contains the offset account to which you are posting.

Note

If you choose the batch offset (B) method, you cannot use the detail method (2) of intercompany settlements.

During the post process, the system retrieves the following information for the automatic offset:

- Automatic offset method. This method is based on the offset method in A/P Constants.
- Document type. The document type is AE (automatic entry) and includes intercompany settlements and automatic offsetting entries for A/P and A/R.

Note

Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE document types for A/P and A/R.

- Document number. This number is based on the offset method in the A/P constants. If you post in detail (Offset Method Y), an offset document is created for each document number. When you post the document number in batch (Offset Method B), the document number corresponds to the batch number.
- Account description/explanation. For example:
  - Accounts Payable Trade/Post Offset by Batch V (batch number)
  - Accounts Payable Trade/Post Offset by Doc V (voucher number)

If the voucher includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item PT (payables tax). Later in the process, the system records the tax amount in the Sales/Use/V.A.T. Tax File table (F0018), based on a processing option.

See Also

- *Submitting a Report* in the *Enterprise Report Writing Guide* for more information about using the Work with Batch Versions form
- *Posting Foreign Currency Vouchers* in the *Multicurrency Guide* for information about posting vouchers that use more than one currency

Processing Options for General Ledger Post Report (R09801)

Print Tab

1. Account Format

Blank = Default Account Format

1 = Structured Account

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Blank = No error message will print

1 = Error message will print

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

Versions Tab

1. Detail Currency Restatement Version

Blank = No Detail Currency Restatement entries created

Enter a version of Detail Currency Restatement (R11411) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Blank = No Fixed Asset entries created

Enter a version of FIxed Asset Post (R12800) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Blank = No 52 Period Post entries created

Enter a version of 52 Period Post (R098011) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the 52 Period Post program (R098011) to update the Account Balances table and the Account Balances - 52 Period Accouting table. If you leave this field blank, the 52 Period Post Program does not run and does not update the tables.

Edits Tab

1. Update Transaction

Blank = No editing

1 = Update transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

Taxes Tab

1. Update Tax File

Blank = No update to Tax File

1 = VAT or Use Tax only

2 = For all Tax Amount

3 = For all Tax Explanation Codes

Use this processing option to specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

- o Tax on Gross Including Discount
- o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

- Adjustment to the gross amount (extended price) = discount taken
- Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken
- Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- Adjustment to the Gross Amount = 12.50
- Adjustment to the Taxable Amount = 10.00

- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50
- o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00
- o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

3. Update VAT Receipts and W/O

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

- o Adjustment to the gross amount (extended price) = write-off amount
- o Adjustment to the taxable amount = (taxable amount / gross amount) x write-off

amount

- o Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50
- o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00
- o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

Process Tab

1. Explode parent item time

Blank = No exploding

1 = Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

Cash Basis Tab

1. Units Ledger Type

Blank = ZU

Enter a valid value from the UDC 09/LT or blank will default the ZU ledger type.

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must use a valid ledger type from UDC 09/LT. If you leave this processing option, the system uses a default ledger type of ZU.

Verifying the Post

After posting your transactions, verify that your batches posted successfully. If any of the batches did not post, you must correct all of the errors and set the batch to approved status before the program will post the batch. The system creates a variety of messages and reports to help you verify the posting information.

Reviewing Your Workflow Messages

The post program sends workflow messages when a job either completes normally and errors occur. After you run the post program, review your workflow messages to determine the status of a job.

If a job did not complete normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively.

See Also

- *Messages and Queues* in the *Foundation Guide* for more information about how to review error messages

Reviewing the General Ledger Post Report

To verify the transactions that were posted to the Account Balances and the Account Ledger tables, review the General Ledger Post Report (R09801).

The General Ledger Post Report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. From that point, you can access the Work With Batches and Journal Entry forms, where you can correct errors.

A General Ledger Post Report that contains only heading information indicates that the Post program could not post any batches and has sent messages to your electronic mail.

If you use Fixed Assets, the program produces a separate General Ledger Post Report.

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

Revising Batches to Post Out of Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out of balance. In some cases, you might need to post an out-of-balance journal entry. The following are examples:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

► To revise batches to post out of balance

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

1. On Work With Batches, complete the following field to narrow your search, and then click Find to locate the batch.
   - Batch Type
2. Choose the batch and then choose Revise from the Row menu.

3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, turn on the following options and click OK:
   - Allow batch to post out of balance
   - Exclude batch from integrity report

Related Information for Revising Batches to Post Out of Balance

Preventing a batch from posting	To prevent an approved batch from posting, change its status to pending.

Working with Logged CIS Vouchers

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. This action is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a G/L suspense account. Later, you review and redistribute the voucher to the correct G/L accounts.

To view those vouchers that are assigned to a suspense account, print a report from the Voucher Detail Report program (P04428). These reports show transaction totals from the Accounts Payable Ledger table (F0411).

When you enter a logged voucher, the system:

- Creates a voucher with a voucher number and document type of PL.
- Distributes the total amount of the voucher to a G/L suspense account. The default for this suspense account is specified in AAI item PP.
- Records the offset amount, based on the A/P trade account (AAI item PC) or the A/P trade suspense account (AAI item PQ), depending on which method is designated on Company Numbers and Names.

Information about logged vouchers is maintained in table F0411 and the Account Ledger table (F0911).

You run CIS Pre Withholding Validation (R74U0130) for logged vouchers *after* you have distributed the vouchers to the correct G/L accounts.

Before You Begin

- ❑ Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).
- ❑ Activate the Use Suspense Account option on Company Names and Numbers (optional).

- Set up AAI item PP and, if you use the trade suspense account, item PQ. See *AAIs for Accounts Payable* in the *Accounts Payable Guide.*
- Assign an approver number to each supplier (optional).
- Run Update Approver/Category Code 7 (optional). See *Updating the Accounts Payable Ledger from the Address Book* in the *Accounts Payable Guide*.

Setting Up Logged CIS Vouchers

Logged vouchers are processed through the CIS system like other vouchers, except that they must be redistributed to the correct G/L accounts before they are validated for withholding.

Omitting Undistributed Vouchers from Withholding Validation

To ensure that logged vouchers that have not been distributed are not selected by CIS Pre Withholding Validation (R74U0130), you must set the data selection on CIS Pre Withholding to *exclude* vouchers with an A/R - A/P - Cash Rcpts/Inv Reg Code of P.

Setting Up Distributed Vouchers for Withholding Validation

Running CIS Pre Withholding Validation (R74U0130) changes the Pay Status (PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment). Therefore, vouchers must have a pay status of H before they can be processed by CIS Pre Withholding Validation. You can ensure that logged vouchers have a pay status of H by setting the following processing options:

- On Voucher Match (P4314), set the Pay Status Code processing option on the Logs tab to H. On the Voucher Match tab of the processing options for Match Voucher to Open Receipt (P0411), specify the version of Voucher Match on which you set the Pay Status Code processing option.
- On A/P Voucher Journal Entry Redistribution (P042002), set the pay status processing option (processing option 2 on the Defaults tab) to H.

Entering Logged Vouchers

Occasionally, you might not know which G/L account to distribute a voucher to. To maintain accurate accounts payable information, you can enter a logged voucher. When you log a voucher, the accounts payable information is recorded in the Accounts Payable Ledger table (F0411), and the expense is recorded in a temporary holding account, one that is used for all logged vouchers.

Logged vouchers require a step after their initial entry, which is called “redistribution”. When a logged voucher is redistributed, the expense is removed from the temporary holding account and is moved to the actual account where the expense would properly reside. The F0411 information does not change when a logged voucher is redistributed.

A logged voucher is created with the document type PL to distinguish it from other vouchers.

Before You Begin

- ❑ Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).
- ❑ Activate the Use Suspense Account option on the Company Names & Numbers program.
- ❑ Set up AAI item PP and, if you use the trade suspense account, item PQ. Assign an approver number to each supplier (optional).
- ❑ Run Update Approver/Category Code 7 (optional).

See Also

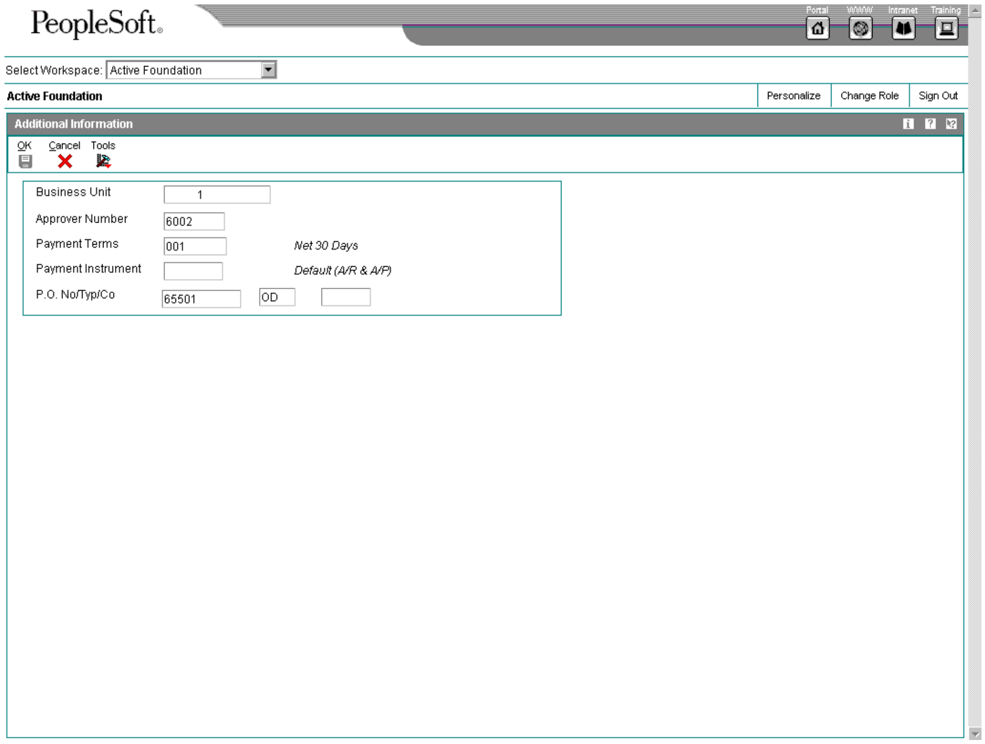
- ❑ *AAIs for Accounts Payable* in the *Accounts Payable Guide*
- ❑ *Updating the Accounts Payable Ledger from the Address Book* in the *Accounts Payable Guide*

► To enter a logged voucher

You must access the Supplier Ledger Inquiry form by choosing the Voucher Logging Entry menu selection. If you do not, the system will not prompt you to enter a preliminary distribution account for the voucher.

From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.
2. On Enter Voucher - Payment Information, in addition to the steps for entering a standard voucher, complete the following optional field:
   - Approver
3. To enter purchase order information, choose Additional Information from the Form menu.



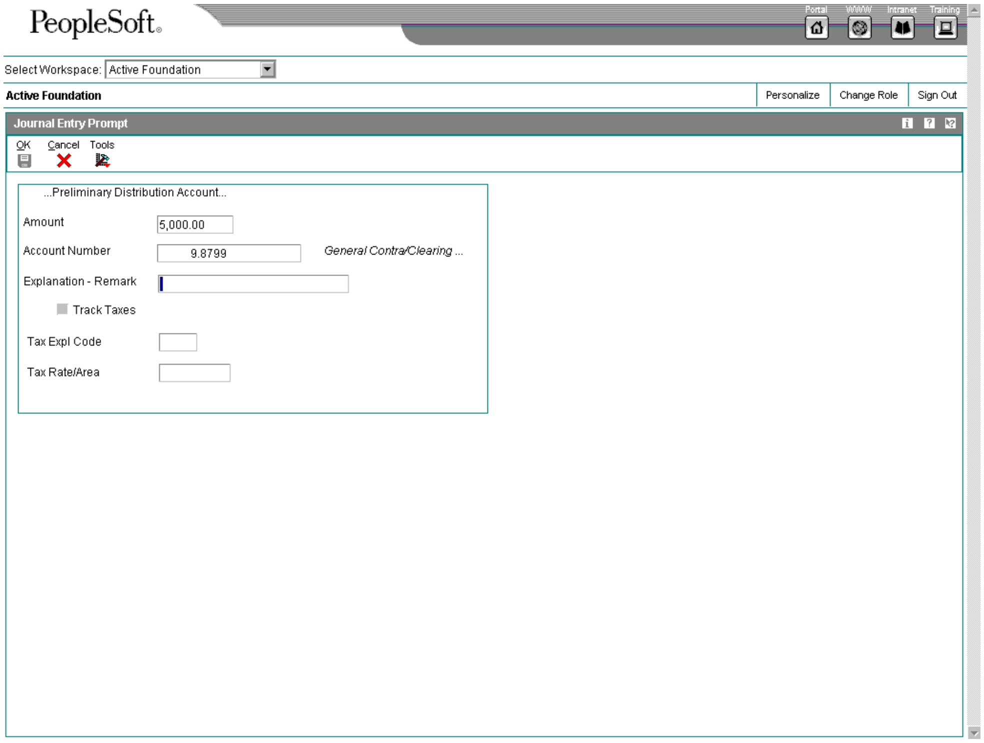
4. On the Additional Information form, complete the following optional field for a purchase order voucher:

   - P.O. No/Typ/Co

   Entering a purchase order number allows you to easily redistribute the logged voucher using voucher match.

5. Click OK to return to Enter Voucher - Payment Information.

6. To access Journal Entry Prompt, click OK on Enter Voucher - Payment Information.



7. On Journal Entry Prompt, the expense suspense account set up for AAI item PP appears in the following field:

   - Account Number

   You can override the value in this field. If item PP is not set up, an error message appears.

8. Complete the following optional field:

   - Explanation - Remark

9. Click OK.

Note

You can revise a logged voucher before you redistribute it as long as the voucher remains unposted. After a logged voucher is posted, the only way to change it is to void and re-enter it. You cannot void a single pay item.

See Also

- *Working with Standard Vouchers* in the *Accounts Payable Guide* for information about how to enter vouchers
- *Redistributing a Purchase Order Voucher* in the *Accounts Payable Guide* for information about how to redistribute a voucher that has been entered through the Purchasing system

Printing Voucher Detail Reports

From the Other Voucher Entry Methods menu (G04111), choose Voucher Detail Report.

The voucher detail reports print by approver number and show due dates and expense suspense accounts along with the open amount. You can print either of the following reports:

- A/P Detail by Approver with Remarks
- A/P Detail by Approver with Aging

These reports are similar to the Open A/P Details with Aging Report.

See Also

- ❑ *Printing Open A/P Detail Reports* in the *Accounts Payable Guide* for information about the different versions of Open A/P Detail reports
- ❑ *Multicurrency Reports for Accounts Payable* in the *Multicurrency Guide* for information about the A/P Detail by Approver with Foreign Currency Aging report

Processing Options for A/P Detail by Approver with Remarks (R04428A)

Print

1. Hold Payment

   Blank = Print all suppliers

   1 = Exclude suppliers on hold

Processing Options for A/P Detail by Approver with Aging (R04428B)

Aging Tab

1. Aging Specifications

Use this processing option to retrieve aging specifications from the General Constants table (F0009) instead of the aging processing options. Valid values are:

Blank

The system ages transactions based on the information set up in the processing options.

1

The system ages transactions based on the due date using the aging days in the accounts payable constants.

---

2. Aging Date

Use this processing option to specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If you leave this option blank, the system compares the current date to the date on the voucher to determine the aging category.

---

3. Date Type

Use this procesing options to specify which date on the voucher the system uses to age open balances if the aging specifications processing option is set to use the aging processing options. The system compares this date to the aging date to determine the aging period in which to place each transaction. Valid values are:

Blank or D

Use the due date to age vouchers.

G

Use the G/L date to age vouchers.

I

Use the invoice date to age vouchers.

4. Aging Method

Use this processing option to specify which aging periods the system uses if the aging specifications processing option is set to use the aging processing options.

If the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores the values in this processing option. Valid values are:

Blank or 1

Aging days

2

Fiscal periods

3

Calendar months

Aging Category 1

Use this processing option to determine the first aging interval if the aging specifications processing option is set to use the aging processing options and the aging method processing option is set to use aging days. For example, if the aging days specified in these processing options are 30-, 0, 30, and 60, then the first aging interval will be "Current."

The system ignores this processing option if the aging specifications processing option is set to use the aging specifications in the accounts payable constants, or if the aging method is either fiscal periods or calendar months.

Aging Category 2

Use this processing option to determine the first aging interval if the aging specifications processing option is set to use the aging processing options and the aging method processing option is set to use aging days. For example, if the aging days specified in these processing options are 30-, 0, 30, and 60, then the second aging interval will be 1-30.

The system ignores this processing option if the aging specifications processing option is set to use the aging specifications in the accounts payable constants, or if the aging method is either fiscal periods or calendar months.

Aging Category 3

Use this processing option to determine the first aging interval if the aging specifications processing option is set to use the aging processing options and the aging method processing option is set to use aging days. For example, if the aging days specified in these processing options are 30-, 0, 30, and 60, then the third aging interval will be 30-60.

The system ignores this processing option if the aging specifications processing option is set to use the aging specifications in the accounts payable constants, or if the aging method is either fiscal periods or calendar months.

Aging Category 4

Use this processing option to determine the first aging interval if the aging specifications processing option is set to use the aging processing options and the aging method processing option is set to use aging days. For example, if the aging days specified in these processing options are 30-, 0, 30, 60, and 90, then the fourth aging interval will be 60-90.

The system ignores this processing option if the aging specifications processing option is set to use the aging specifications in the accounts payable constants, or if the aging method is either fiscal periods or calendar months.

6. Age Credits

Use this processing option to specify how the system ages credits. Valid values are:

Blank

Apply credits to the Current aging column.

1

Age credits.

Print Tab

1. Hold Payment

Use this processing option to specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the Supplier Master table (F0401). Valid values are:

Blank
Print all suppliers.

1
Exclude suppliers that are on payment hold.

Redistributing Logged Vouchers

After you enter a logged voucher, you review and redistribute the amounts from the suspense accounts to the correct G/L accounts. The redistribution reverses the original preliminary distribution and redistributes the voucher amount to expense accounts that you designate in the amount you specify.

You can redistribute a voucher using a G/L date prior to the voucher's G/L date. To do so, J.D. Edwards recommends that you post the voucher before you redistribute it.

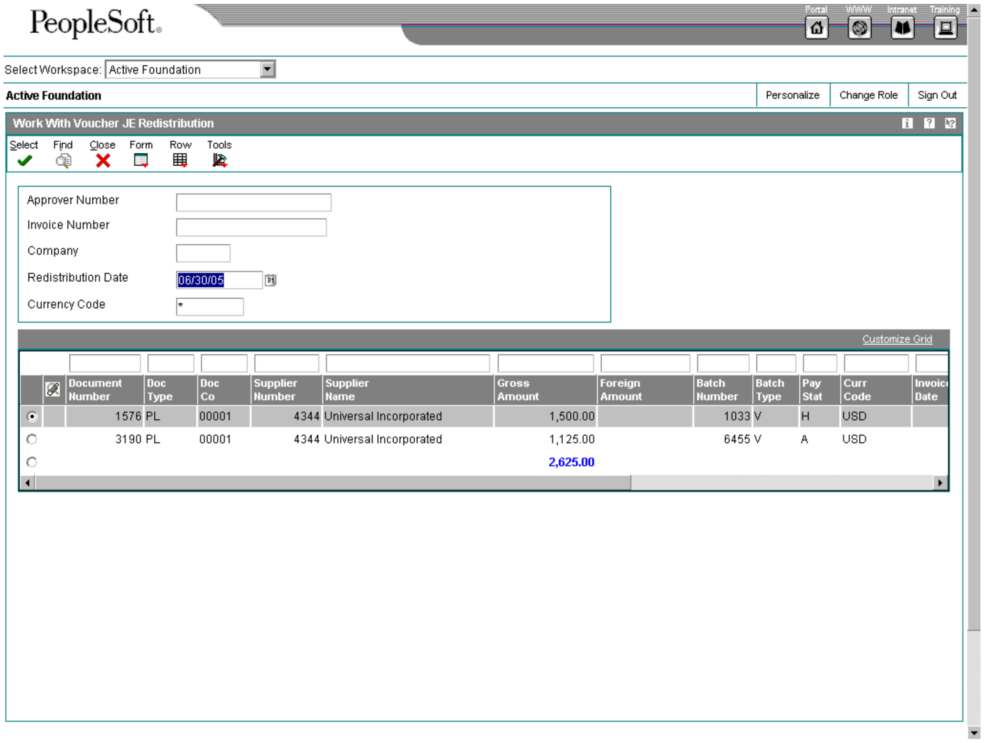
If you enter an approver number in the processing options, the system preloads that number so that the undistributed vouchers assigned to that approver can be easily reviewed and redistributed.

Caution

After a voucher has been redistributed, the system will not allow changes to the preliminary distribution line if its G/L date is different from that of the redistribution lines. Changes will be allowed to the redistribution lines.

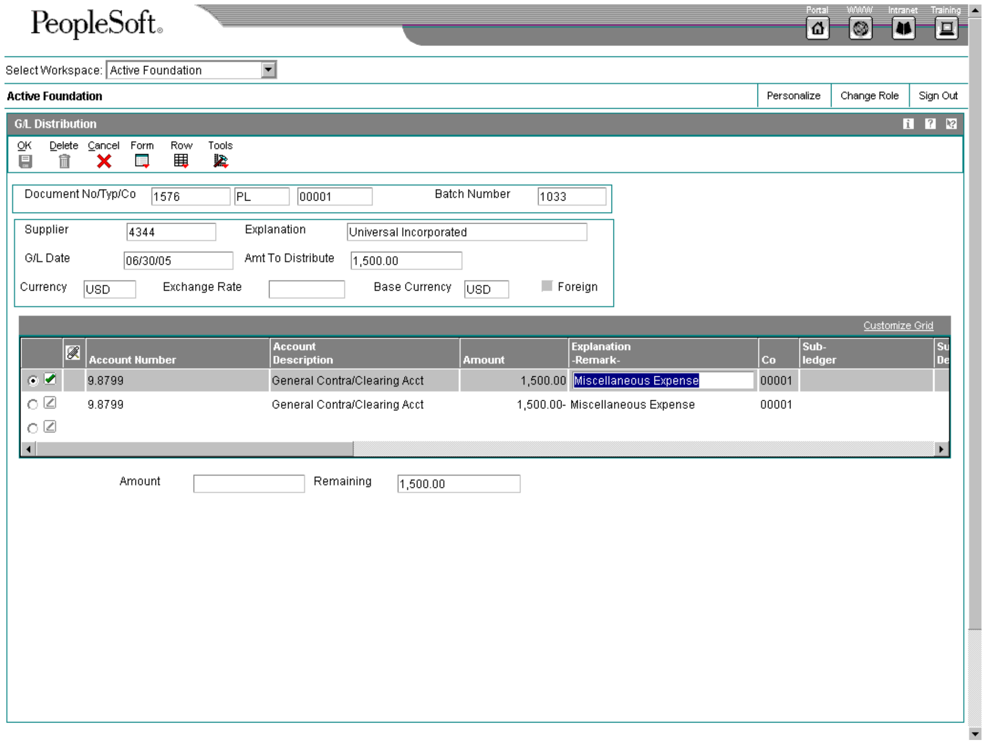
► To redistribute a logged voucher

From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.



	Document Number	Doc Type	Doc Co	Supplier Number	Supplier Name	Gross Amount	Foreign Amount	Batch Number	Batch Type	Pay Stat	Curr Code	Invoice Date
◉	1576	PL	00001	4344	Universal Incorporated	1,500.00		1033	V	H	USD	
○	3190	PL	00001	4344	Universal Incorporated	1,125.00		6455	V	A	USD	
○						2,625.00						

1. On Work With Voucher JE Redistribution, click Find to display all undistributed vouchers, or complete any of the following fields to limit your search and click Find:
   - Approver Number
   - Invoice Number
   - Company
2. Change the following optional field:
   - Redistribution Date
3. From the Row menu, choose Journal Entry.



The system automatically reverses the original suspense account distribution. The G/L date is the redistribution date that you entered on the Work With Voucher JE Redistribution form.

4. On Enter Voucher - G/L Distribution, complete the following fields on the first blank line and click OK:
   - Account Number
   - Amount

   The system will not permit any changes to the preliminary distribution line of a logged voucher if the redistribution has a G/L date different from that of the preliminary distribution.

Redistributing a Purchase Order Voucher

After you have entered a logged purchase order voucher, you can redistribute the amounts to the correct accounts. For you to accomplish the process, the purchase order must originate in the Procurement system. A purchase order voucher that originates in the Procurement system will begin with the document type prefix of O (for example, OV).

► To redistribute a purchase order voucher

From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.

1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:

- Approver Number
- Invoice Number
- Company

2. Choose a voucher with a Doc Type prefix that begins with O.
3. From the Row menu, choose Redistribute PO.
4. On Voucher Match, change the G/L Date to reflect the new redistribution date.
5. Click OK.

See Also

- *Processing Options for Standard Voucher Entry (P0411)* in the *Accounts Payable Guide* for information about options available for entering vouchers for purchasing

Processing Options for Voucher JE Redistribution (P042002)

Defaults

1. Enter the Approver Number you wish to default.

2. Enter the Pay Status code to be assigned to the voucher after it has been redistributed. If left blank, the voucher's Pay Status will not be changed. This applies to A/P voucher redistribution only.

Versions

1. Enter the version to be used for Voucher Match (P4314). If left blank, ZJDE0003 will be used.

Voucher Match version

Processing CIS Vouchers for Payment

To process withholding amounts for subcontractors, you must first determine whether withholding tax applies to your subcontractor's vouchers, and then create the journal entries for the amount that is to be withheld from the total payment to the subcontractor.

The system determines whether withholding tax is applicable, based on the country-specific rules that are associated with a subcontractor's tax certificate. After vouchers are evaluated for withholding tax eligibility, the system calculates the actual withholding tax amounts for each voucher.

The purpose of CIS is to calculate any withholding tax liability at the point of payment, not at the point of voucher entry. Therefore, you must run CIS Pre Withholding Validation (R74U0130) and CIS Calculate Withholding (R74U04580) as part of the pre-payment cycle.

When you have processed the withholding amounts for your subcontractor, you can run the create payment groups process to process payments as usual.

Validating Construction Industry Payments

From the Automatic Payment Processing menu (G74U0213), choose CIS Pre Withholding Validation.

Before you make any payments to CIS subcontractors, you must run CIS Pre Withholding Validation (R74U0130) to evaluate each voucher. The program selects and validates any open A/P vouchers that are due for payment, based on the pay-through date that is specified in the processing options, and that have a CIS status of blank in the F0411 CIS Tag Table (F74U0116). The program then determines whether a valid card or certificate exists for the subcontractor as of the current date.

The program produces a report of all processed vouchers, sequenced by subcontractor, that includes the following information:

- Warning messages that are associated with the validation of a subcontractor's card or certificate
- Information about tax being withheld

You can use the processing options for CIS Pre Withholding Validation to:

- Process transactions in proof or final mode.
- Enter a pay-through date that the system uses to select vouchers that are due for payment.
- Specify whether to make payments to or withhold tax from a subcontractor whose card or certificate meets any of several invalidation conditions.

Processing CIS Pre Withholding Validation in proof mode produces a report only. Processing CIS Pre Withholding Validation in final mode produces a report and updates the pay status for individual pay items in the Accounts Payable Ledger table (F0411) as follows:

- Pay items that can be paid and that should have no tax withheld are assigned a pay status of A.
- Pay items that can be paid and that should have tax withheld are assigned a pay status of %.

Processing CIS Pre Withholding Validation in final mode also updates the CIS status of vouchers in table F74U0116 to C (Validation Complete).

Processing Options for CIS Pre Withholding Validation (R74U0130)

Date

1. Pay Through Date

Process

1. Mode

Blank = Proof

1 = Final

Defaults

1. No CIS Document/s

Blank = No payment

1 = Allow payment with deductions

2 = Allow payment without deductions

2. CIS Document Invalid

Blank = No payment

1 = Allow payment with deductions

2 = Allow payment without deductions

3. Invalid Tax Certificate but Valid Registration Card

Blank = Allow payment with deductions

1 = Allow payment without deductions

4. CIS Document Has Future Start Date

Blank = No payment

1= Allow payment with deductions

2 = Allow payment without deductions

5. Future Certificate Start Date, Valid Registration Card

Blank = Allow payment with deductions

1 = Allow payment without deductions

6. CIS Voucher Status

Calculating Withholding

From the Automatic Payment Processing menu (G74U0213), choose CIS Calculate Withholding.

You must withhold applicable tax amounts when you make a payment to a subcontractor.

You must withhold applicable tax amounts from payments to subcontractors and remit that amount to the Inland Revenue. After you validate vouchers for withholding tax eligibility, you use CIS Calculate Withholding (R74U04580) to calculate applicable withholding tax amounts. This program:

- Selects any open A/P vouchers that have a pay status of %.
- Calculates the amount of tax to withhold, based on the withholding tax percentage from the subcontractor's record in the Supplier Master table (F0401).
- Calculates withholdings on a net basis (before VAT) or on the gross amount, based on the processing options.
- Updates the pay status of the original voucher pay item in the Accounts Payable Ledger table (F0411) from % to the value that you specify in the processing options.
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.
- Creates a positive pay item for the withholding amount with the tax authority that is associated with the subcontractor in the Supplier Master table as the alternate payee, with the same due date as the original voucher pay item.

The net effect of the two pay items is zero, but the subcontractor's payment is reduced by the negative pay item.

The CIS Calculate Withholding program produces a report that lists the new pay items and the pay status of each item. If applicable, the program also produces an error report that lists the vouchers that were not released for payment, and the error associated with each voucher or pay item.

Note

The abbreviation “PS” on the Calculate Withholding Status Report stands for "pay status."

Data Sequence

You can modify the data sequence of your version of CIS Calculate Withholding so that the output more closely matches your reporting needs. For example, you might choose to list document number before document type.

Before You Begin

- ❑ Identify the tax withholding rate and the tax authority for each subcontractor. See *Entering Supplier Master Records* in the *Accounts Payable Guide*.

- Set up a G/L account for withholding tax, if required.
- Set up a non-blank G/L offset in AAI item PCyyyy for withheld credits.
- Run CIS Pre Withholding Validation (R74U0130). See *Validating Construction Industry Payments* in the *Global Solutions United Kingdom Guide*.

Processing Options for CIS Calculate Withholding (R74U04580)

Pay Status

1. Enter the Pay Status to assign to the voucher to be released for payment. If left blank, the data dictionary default will be assigned. If the data dictionary default is blank, an 'A' will be assigned.

Pay Status Code

2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned.

Pay Status Code

G/L Offset

3. Enter the G/L Offset, AAI PC, to be assigned to the withheld pay item. This offset should represent the withholding account and is required.

G/L Offset

4. Enter the G/L account for the zero balance records if any are created. (This must be the SHORT account number and is required).

Account ID

Tax Authority

5. Enter an override Tax Authority to be assigned to the Alternate Payee field in the withholding entry. Leave blank to retrieve Tax Authority from supplier's address book record.

Tax Authority for A/P Withholding

Process

1. G/L Bank Account Override

2. Net Or Gross Amount

Blank = Gross

1 = Net

3. CIS Voucher Status

Options for Paying Withholding Tax to the Revenue Authorities

You can pay withholding tax that you have deducted from subcontractors' payments using either of the following methods:

- Accounts Payable
- General Ledger

Accounts Payable

Processing withholding tax payments through Accounts Payable normally means that you pay your withholding tax as a separate payment to the Inland Revenue. The withholding tax payment is not included with your monthly PAYE (Pay As You Earn) payment.

To process withholding tax payments through Accounts Payable, complete the following steps:

1. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue) with a pay status of H (hold).
2. When you are ready to make a payment run, release your pay items through Speed Release (P0411S).
3. Run Create Payment Control Groups (R04570) with the Payee processing option on the Process By tab set to 1 to create payment groups by payee.
4. Write and update a payment using a UK cheque (P04572U1 or P04572U2), a BACS payment (P04572B), or another payment print program to create your payment to the Inland Revenue.
5. Send this payment to the Inland Revenue.

General Ledger

Processing withholding tax payments through the general ledger allows you to include your withholding tax in your monthly PAYE payment to the Inland Revenue. This method is a common practice in the United Kingdom.

To process withholding tax payments through the general ledger, complete the following steps:

1. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue) with a pay status of H (hold) and an alternate bank account, such as a withholding tax account.
2. When you are ready to make a payment run, release your pay items through Speed Release (P0411S) and change your bank account to a withholding tax account, if you have not already done so.
3. Run Create Payment Control Groups (R04570), selecting your withholding tax account as the bank account and the Inland Revenue as a special payee.
4. Use Automatic Payment Groups (P04571) to write and update the withholdings payment, but do not print or send the A/P payment.
5. Process your normal Inland Revenue payment through the general ledger by creating a journal entry to debit your tax withholdings account and your PAYE account, and crediting your normal bank account with the sum of all payments to the Inland Revenue.
6. Create a physical payment to the Inland Revenue outside of the system, such as by writing a cheque manually.
7. Send this payment to the Inland Revenue.

See Also

See the following topics in the *Global Solutions United Kingdom Guide*:

- *Working with Payment Groups*
- *Working with Automatic Payments*

Completing the CIS23 and CIS25 Payment Vouchers

The following reports provide the information that is necessary to complete your construction gross payment vouchers and your tax payment vouchers, both of which you must submit to Inland Revenue on a monthly basis:

- The Construction Gross Payment Voucher CIS23 report (R74U0136)
- The Tax Payment Voucher CIS25 report (R74U0135)

See Also

- *Setting Up CIS Payment Voucher Constants* in the *Global Solutions United Kingdom Guide* for information about voucher sequence numbers

Printing the Gross Payment Voucher CIS23 Report

From the Accounts Payable Reports menu (G74U0214), choose Gross Payment Voucher CIS23.

Print the Construction Gross Payment Voucher CIS23 report (R74U0136) to list gross payment details that relate to subcontractors who hold construction tax certificates (CIS5). This listing provides the information that is necessary to complete your construction gross payment vouchers.

The listing covers the tax month from the 6th of one month to the 5th of the next month. You should complete your construction gross payment vouchers from the report, send a copy of the payment vouchers to the Inland Revenue, and keep a copy.

The processing options for the Gross Payment Voucher CIS23 report control the selection date, the gross payment voucher type, company number, and the processing mode (proof or final). Running the report in proof mode produces the report only. Running the report in final mode produces the report and updates the CIS status of selected vouchers.

Printing the Tax Payment Voucher CIS25 Report

From the Accounts Payable Reports menu (G74U0214), choose Tax Payment Voucher CIS25.

Print the Tax Payment Voucher CIS25 report (R74U0135) to list tax payment details that relate to subcontractors who hold registration cards (CIS4). This listing provides the information that is necessary to complete your tax payment vouchers.

The listing covers the tax month from the 6th of one month to the 5th of the next month. You should complete your tax payment vouchers from the report, send copies of the payment vouchers to the Inland Revenue and to the subcontractors, and keep a copy.

The processing options for the Tax Payment Voucher CIS25 report control the selection date, the gross payment voucher type, company number, and the processing mode (proof or final). Running the report in proof mode produces the report only. Running the report in final mode produces the report and updates the CIS status of selected vouchers.

When you run the report in final mode, the voucher sequence number from the CIS Tax Payment Voucher Constants (P74U0102) is included on the report.

Processing Options for Gross Payment Voucher CIS23 (R74U0136) and Tax Payment Voucher CIS25 (R74U0135)

Date

1. Month

2. Century/Year

Process

1. Mode

Blank = Proof

1 = Final

2. CIS Voucher Type

3. Company

4. CIS Voucher Status

Maintaining CIS Voucher History

You can view the CIS purchase voucher history, including all of the status changes that each purchase voucher has passed through in the CIS system. You can also review payments made to subcontractors.

When you receive a CIS24 gross payment voucher from a subcontractor, you enter information from the CIS24 voucher. You should not make additional payments to a CIS6 certificate holder until you have received a CIS24 voucher for the previous payment.

Reviewing CIS Voucher History

Use CIS History Revision (P74U0118) to view the CIS purchase voucher history that is held in the Payment Voucher Status History table (F74U0118). This table contains an audit record of all of the status changes that each purchase voucher has passed through in the CIS system.

► To review CIS voucher history

From the Advanced & Technical Operations menu (G74U0230), choose CIS History Revision.

1. On Work with CIS Voucher Status History, complete any of the following fields to narrow your search and click Find:
   - Document Company
   - Document Number
   - Document Type
2. Review the information in the following fields and click OK:
   - Doc Co
   - Document Number
   - Do Ty
   - Pay Itm

- Pay Ext
- Begin Date
- Beg Time
- Pay Stat
- CIS Voucher Status
- Ending Date
- End Time
- Remark

Reviewing Payments to Subcontractors

You can use CIS Tax Payment Vouchers (P74U0119) to review payments made to subcontractors.

You can view all payments, only those payments that require the return of a CIS24 voucher, or only those payments that do *not* require a CIS24 voucher.

See Also

- *Entering CIS24 Voucher Details* in the *Global Solutions United Kingdom Guide* for information on entering CIS24 voucher information for payments

► **To review payments to subcontractors**

From the Automatic Payment Processing menu (G74U0213), choose CIS Tax Payment Vouchers.

1. On Work With Tax Payment Voucher, click one of the following options to specify whether you want to view payments that require the return of a CIS24 voucher:
   - All
   - Voucher Returns
   - No Voucher Returns
2. Complete any of the following fields to narrow your search and click Find:
   - Payee Number
   - Payment ID
   - G/L Bank Account
3. Review payment information in the detail area.

4. To review the vouchers that were paid by a specific payment, choose the payment and click Select.
5. On Payment Review, review the voucher information in the detail area and click Close.

Entering CIS24 Voucher Details

CIS6 certificate holders are required to complete and return a CIS24 gross payment voucher upon receipt of payment. A contractor should not make additional payments to a CIS6 certificate holder until a CIS24 voucher for the previous payment has been received.

When you receive a CIS24 gross payment voucher from a subcontractor, you use the CIS Tax Payment Voucher program (P74U0119) to enter information from the CIS24 voucher.

Caution

The CIS system does not handle partial payments to subcontractors. If any subcontractor vouchers have been partially paid, they should be voided and re-entered with the payment amount. Similarly, if any partial payments are recorded, they should be voided and re-applied to a voucher that corresponds to the total payment amount.

► To enter CIS24 voucher details

From the Automatic Payment Processing menu (G74U0213), choose CIS Tax Payment Vouchers.

1. On Work With Tax Payment Voucher, click the Voucher Returns option, complete the following fields in the header area, and then click Find:
   - Payee Number
   - Payment ID
   - G/L Bank Account
2. Choose the payment to which the CIS24 voucher applies, and then choose Voucher Returns from the Row menu.
3. On Tax Payment Voucher Returned Revisions, in the Tax Payment Voucher area, complete the following fields with information from the CIS24 voucher:
   - Voucher Serial Number
   - National Insurance Number
   - Gross Payment
   - Reference Number
   - Payment Cover
4. In the Status History area, complete the following optional field:

- Remark

5. Click OK.

Processing Options for CIS Tax Payment Vouchers (P74U0119)

Default

1. Payment Cover Date

Blank = Hard Error

1 = Soft Error

2. CIS Voucher Status

Working with the CIS Tag Table

The F0411 CIS Tag Table (F74U0116) contains detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate, and whether a pay item should have tax deducted and the CIS voucher status. You should not revise table F74U0116 for any reason other than correction.

Adding CIS Document Information to the CIS Tag Table

The F0411 CIS Tag Table (F74U0116) contains detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate. You can enter information from the subcontractor's registration card or certificate directly into table F74U0116 if that information was not available when you entered the voucher.

Caution

Only authorized personnel should have access to change table F74U0116. Changes to table F74U0116 might produce unpredictable results.

► **To add CIS document information to the CIS tag table**

From the Advanced & Technical Operations menu (G74U0230), choose CIS Tag File Revision.

1. On Work With F0411 Tag File Data, complete any of the following fields to narrow your search and click Find:

- Trading As
- Authorised User/Issued To
- CIS Document Number
- CIS Document Type

2. Choose a record in the detail area and choose Tag File Update from the Row menu.
3. On F0411 Tag File Revisions, in the Document Details area, complete the following fields as appropriate and click OK:
   - Authorised User/Issued To
   - CIS Document Type
   - Document Number
   - National Insurance Number
   - Company Registration Number
   - Acting For

   The fields that appear on the form depend on the CIS Document Type that you select.

Correcting the CIS Tag Table

The F0411 CIS Tag Table (F74U0116) contains detailed information about CIS subcontractor vouchers, including whether a pay item should have tax deducted and the CIS voucher status. Table F74U0116 is populated automatically during various stages of CIS processing. However, you can have cause to correct table F74U0116.

The system allows you to record the return of a CIS24 gross payment voucher and change the taxable status of pay items. You should not revise table F74U0116 for any reason other than correction.

Caution

Only authorized personnel should have access to change the F74U0116 table. Changes to table F74U0116 might produce unpredictable results.

► To correct the CIS tag table

From the Advanced & Technical Operations menu (G74U0230), choose CIS Tag File Revision.

1. On Work With F0411 Tag File Data, complete any of the following fields to narrow your search and click Find:

- Trading As
- Authorised User/Issued To
- CIS Document Number
- CIS Document Type

2. Choose a record in the detail area and click Select.
3. On F0411 Tag File Detail Revisions, revise either or both of the following fields in the detail area, and then click OK:
   - T/P Voucher Returned
   - Taxable Status

Updating the CIS Status for One Voucher

As a voucher progresses through the CIS payment process, the system updates the CIS status of the record in the F0411 CIS Tag Table (F74U0116). The system allows you to revise the current CIS status of a voucher to either reverse or bypass steps in the CIS process.

Caution

Only authorized personnel should have access to change table F74U0116. Changes to this table might produce unpredictable results.

► To update the CIS status for one voucher

From the Advanced & Technical Operations menu (G74U0230), choose CIS Tag File Revision.

1. On Work With F0411 Tag File Data, complete any of the following fields to narrow your search and click Find:
   - Trading As
   - Authorised User/Issued To
   - CIS Document Number
   - CIS Document Type
2. Choose a record in the detail area and choose Status Change from the Row menu.
3. On CIS Voucher Status History Revisions, in the Change Details area, complete the following fields and click OK:

- CIS Voucher Status
- Remark

Updating the CIS Status for Multiple Vouchers

From the Advanced & Technical Operations menu (G74U0230), choose CIS Tag File History Change.

You can use CIS Tag File History Change (R74U0134) to globally update records in the F0411 CIS Tag Table (F74U0116) with a new CIS voucher status code. Valid CIS status codes are stored in UDC 74U/VS.

You should use this program to correct errors or discrepancies in CIS vouchers.

This program produces a report that provides detailed information about all selected vouchers. You can run this process in proof to generate the report only, or in final mode to generate the report and update the tag file.

Processing Options for F0411 - CIS Tag File Status History Change (R74U0134)

CIS Status

1. CIS Voucher Status

Process

1. Mode

Blank = Proof

1 = Final

Generating Year-End Tax Documents

From the Periodic Processing menu (G74U0220), choose one of the following options:

End of Year Return CIS36

End of Year Return CIS36 - CIS4

End of Year Return CIS36 - CIS5

End of Year Return CIS36 - CIS6

Inland Revenue requires end-of-year returns that cover all of the payments made to subcontractors who operate within the construction industry scheme. You should send your CIS 36 returns to Inland Revenue at the end of the tax year, which runs from 6 April through the following 5 April.

Each of the programs described below provides information that is necessary to complete your CIS36 return. Each program also runs the Annual Contractor's Report - Summary (R74U0137AA), which produces an annual summary report for each card or certificate type.

The processing options for each program control the selection dates, processing mode, and CIS voucher status code to apply to processed documents.

End of Year Return CIS36 - CIS4 (R74U0137A)

This program generates an annual report that summarizes payments and deductions made during the tax year to your CIS subcontractors who hold CIS4 registration cards.

End of Year Return CIS36 - CIS5 (R74U0137B)

This program generates an annual report that summarizes payments and deductions made during the tax year to your CIS subcontractors who hold CIS5 construction tax certificates.

End of Year Return CIS36 - CIS6 (R74U0137C)

This program generates an annual report that summarizes payments and deductions made during the tax year to your CIS subcontractors who hold CIS6 subcontractor tax certificates.

End of Year Return CIS36 (R74U0137)

This program generates an annual report that summarizes payments and deductions made during the tax year to all of your CIS subcontractors, regardless of the card or certificate that they hold. You can use the data selection to select subcontractors who hold specific cards or certificates, or you can select all subcontractors.

Processing Options for End of Year Return CIS36 (R74U0137, R74U0137A, R74U0137B, and R74U0137C)

Dates

1. Date - From

2. Date Thru

Process

1. Mode

Blank = Proof

1 = Final

2. CIS Voucher Status

Working with European Union Reporting

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

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

- Intrastat Report
- EC Sales List

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

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

Before You Begin

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

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

Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the EU disappeared in 1993 with the creation of the single European market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

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

In compliance with the Intrastat system, information on intraunion trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intraunion trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

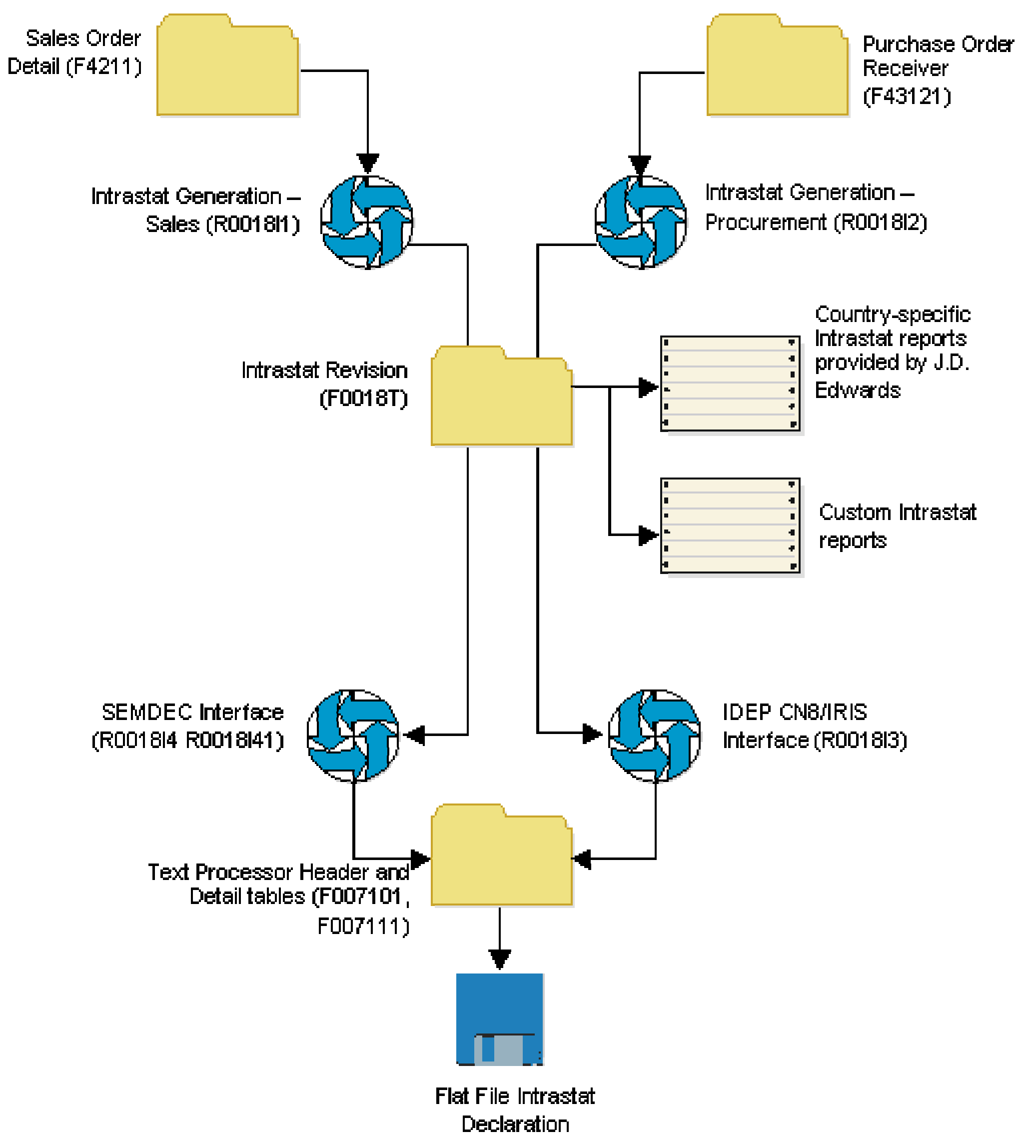
The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all of the information that is necessary to meet Intrastat reporting requirements.

Note

The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not apply to the movement of monetary amounts or the placement of orders between member countries.

The following graphic illustrates the J.D. Edwards Intrastat reporting process:

Intrastat Reporting Process



Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member nation, however, continues to determine its own Intrastat requirements.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which you do business. The following examples describe situations that might apply to your company:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit reports in an alternate currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat generation programs (R0018I1 and R0018I2) provide a simplified approach to reviewing and printing amounts in a currency that is different from your base currency.

Considerations for Creating Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, you should approach your Intrastat reporting carefully. You should always be aware of each company's base currency, and whether Intrastat reports must be in the euro or an alternate. This information helps to ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which you do business, you can use the processing options and data selection to create different versions of Intrastats - Tax Update – Sales (R0018I1) and Intrastats – Tax Update – Purchasing (R0018I2).

See Also

- ❑ *Updating Intrastat Information* in the *Global Solutions Spain Guide* for information about euro considerations when updating the Intrastat Revision table (F0018T)

Updating Intrastat Information

Use one or both of the following navigations:

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Sales.

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Purchase.

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. When you do this action, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the F0018T table.

Use the following programs to update the F0018T table:

Intrastat Workfile Generation - Sales

Updates the F0018T table with sales information based on the following tables:

- Sales Order Header File (F4201)
- Sales Order Detail File (F4211)

Intrastat Workfile Generation - Purchase

Updates the F0018T table with purchase information based on the following tables:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)
- Purchase Order Receiver File (F43121)

In addition, the update programs collect information from the following tables:

- Intrastat Supplier/Item Cross Reference Table (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates File (F1113)
- Item Master (F4101)
- Item Branch File (F4102)
- Address Book Master (F0101)
- Address by Date (F0116)
- Order Address Information (F4006)
- Item Units of Measure Conversion Factors (F41002)
- Unit of Measure standard conversion (F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options and data selections to select transactions that are based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables that are based on the order activity rule which corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for

Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

To ensure that table F0018T contains the most current information, you should periodically update the information in table F0018T. The update program for sales accesses the detail for your sales transactions in table F4211. If you automatically purge the sales details to the Sales Order History File table (F42119) when you run the Sales Update program (R42800), run the Intrastat generation program for sales after you confirm shipments and before you update sales information. You should update table F0018T at least once per reporting period, after all sales order and purchase order transactions are entered and finalized.

Note

If you change sales order or purchase order information after you generate table F0018T, your changes are not reflected in the F0018T table unless you regenerate the table or manually edit the table using the Intrastat Revision program (P0018T). See *Revising Intrastat Information* in the *Global Solutions Spain Guide* for information about manually editing the Intrastat Revision table.

Transaction Eligibility

Sales Order transactions are *not* eligible for Intrastat reporting if either the Sold To country or the Ship To country is the same as the Declarant country, or if any of these countries (Sold To, Ship To, or Declarant) is not in the European Union.

Procurement transactions are *not* eligible for Intrastat reporting if either the Supplier country or the Ship From country is the same as the Declarant country, or if any of these countries (Supplier, Ship From, or Declarant) is not in the European Union.

The system retrieves the Ship To country from the Order Address Information table (F4006), if a record exists. Otherwise, the system retrieves the Ship To country from the Sales Order Detail File table (F4211).

The system retrieves the Ship From country by searching the following tables in sequence:

1. Country (CTR) in the Address by Date table (F0116), using the supplier’s address book record
2. Country (CTR) in the Order Address Information table (F4006)
3. Country of Origin (ORIG) in the Intrastat Supplier/Item Cross Reference table (F744101)

In table F744101, the Country of Origin (ORIG) is used to determine transaction eligibility for Intrastat reporting. The Original Country of Origin (ORGO) is for information only. The Original Country of Origin field is populated by the Country of Origin (ORIG) field in the Item Branch File table (F4102) when you generate table F0018T.

Note

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

Caution

Changes to transaction eligibility that occur *after* you generate table F0018T are *not* recognized when you regenerate table F0018T using the processing option to refresh it. J.D. Edwards recommends that you generate table F0018T only after you have completed all relevant changes to shipping and receiving information for the reporting period. If you must override addresses and change the transaction eligibility after generating table F0018T, you should clear and completely regenerate table F0018T.

Triangulation

The Intrastats – Tax Update - Sales program (R0018I1) includes processing options for triangulation. However, the program has no logic to identify triangulation. Rather, the processing options allow you to indicate how to process interbranch records. If you use the processing options, the header branch/plant from table F4211 is written to table F0018T as the declaring company. Using the processing options also affects the document type and the taxable amount. Three separate taxable amounts can be written to the TAXA field in the Intrastat Revision table:

- The amount extended price (AEXP)
- The amount original cost (ECST)
- The amount total extended cost (TCST)

The amounts are retrieved for the header or detail branch/plant, depending on the processing option fields that you choose.

If you do not use the triangulation processing options, the detail branch/plant from table F4211 is always written to table F0018T as the declaring company; and the document type is always the type that is entered on the sales order.

For the Intrastats - Tax Update - Purchase program, you can specify the actual Ship From in table F4006. For example, suppose that the purchase order specifies the branch/plant (declarant) as Italy, and the supplier as Switzerland. However, when the goods are received, the customs note indicates that the goods were shipped from France. You should specify the actual Ship From in the Order Address table as France to ensure that the transaction is included in the Intrastat Revision table correctly.

Multicurrency Environments

In multicurrency environments, the system creates records in table F0018T based on the base currency of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this restatement, use the processing options on the Currency tab to indicate the exchange rate type and the date for the exchange rate. The system recalculates the domestic amount based on the rate and date that are indicated in the processing options. The exchange rate is taken from table F1113.

“As If” Currency Processing

To use "as if" currency processing for the Intrastats – Tax Update - Sales and Intrastats – Tax Update - Purchasing programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between table F0018T and the original tables in the Sales Order Management and Procurement systems.

Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time that is required to run the Intrastat Generation programs varies. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to table F0018T.
- Update table F0018T as part of your nightly operations.

Before You Begin

- ❑ Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting* in the *Global Solutions Spain Guide*.
- ❑ Set up commodity codes. See *Setting Up Commodity Code Information* in the *Global Solutions Spain Guide*.
- ❑ For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit), and customer in the Address Book. See *Creating and Revising Address Book Records* in the *Address Book Guide*.
- ❑ For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers* in the *Global Solutions Spain Guide*.

Processing Options for Intrastat Workfile Generation – Sales (R0018I1)

Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

2. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1   = Required

3. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant * Net Mass in KG + Taxable Amount.

3. To use the percentage method, enter the percentage to   be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

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

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Rate Type

Date - Effective

Process

TRIANGULATION RECORDS:

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created

'1' = Price

'2' = Cost

'3' = Transfer Cost

Leave the document blank to use the original document type.

Examples:

"3SI" = Transfer Cost, Document Type SI

"2 "   = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import from Header to Detail

2. Header Branch and Detail Branch in the same country, Customer in a different country:

Export from Header to Customer

Export from Detail to Customer

3. Header Branch, Detail Branch and Customer in different countries:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import to Header from Detail

Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)

Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;

- Or -

Enter the User Defined Code table which contains the Nature of the Transactionto. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.

4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Original Country of Origin.

Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required 1 = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant * Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.

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

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Exchange Rate Type	
Date Exchange Rate Effective	

Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this revision to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to enter information in fields that are required by the authorities but are not populated by the J.D. Edwards system. You can also use the Intrastat Revision program (P0018T) to update sales order or purchase order information that has changed since you generated table F0018T.

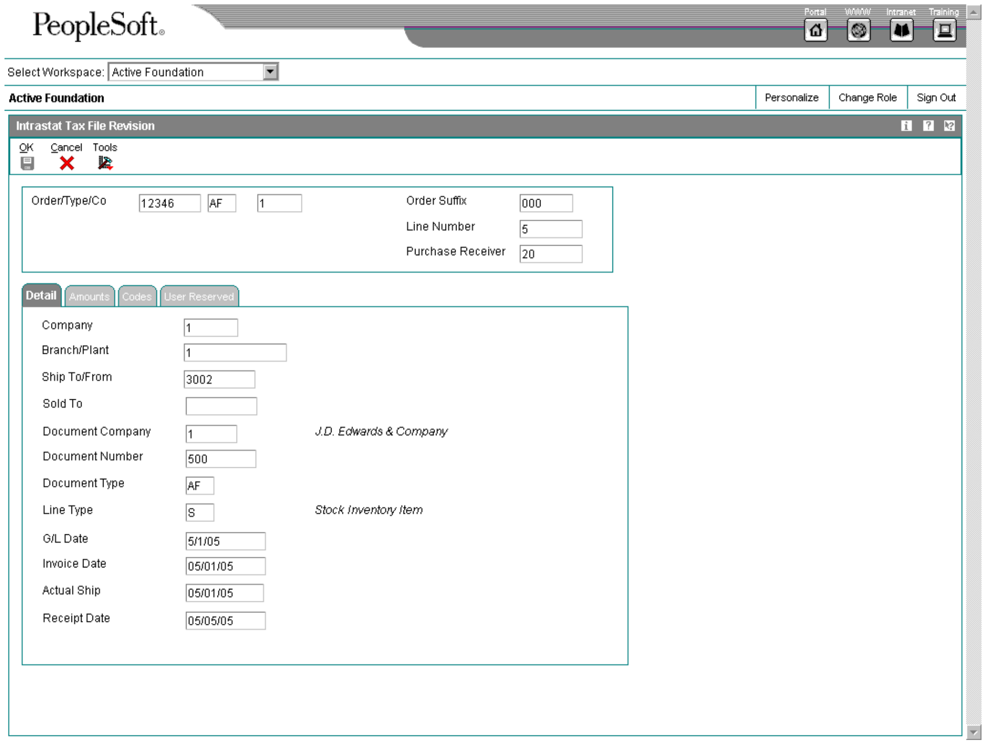
Before You Begin

- ❑ Run the Intrastats – Tax Update - Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information* in the *Global Solutions Spain Guide*.

► To revise Intrastat information

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Revision.

1. On Work with Intrastat Tax File - 1993 EEC, locate and choose a record, and then click Select.



2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:
    - Company
    - Branch/Plant
    - Ship To/From
    - Document Company
    - Document Number
    - Document Type
    - Line Type
    - G/L Date
    - Invoice Date
    - Actual Ship
    - Receipt Date
3. Click the Amounts tab and revise the information in any of the following fields:
    - Net Mass in KG

- Base Currency
- Taxable Amount
- Statistical Value Amount
- Transaction Currency
- Foreign Taxable Amount
- Foreign Statistical Value
- Supplementary Units

4. Click the Codes tab, revise the information in any of the following fields, and then click OK:
    - Country of Origin
    - Original Country of Origin
    - Region of Origin or Destination
    - Mode of Transport
    - Conditions of Transport
    - Nature of Transaction
    - Port of Entry or Exit
    - Nature of VAT Regime
    - Nature Code
    - Process Indicator
    - Commodity Code

Purging Records from the Intrastat Table

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.

The Intrastat Revision table (F0018T) is a temporary workfile that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted by the tax authority, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from table F0018T. You can use data selection to purge all of the records in the file or purge only selected records. You can specify selection criteria based on the invoice date, general ledger date, procurement date, or shipment date. For example, you might purge records with shipment dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode or final mode. Run the program in proof mode to review which records will be deleted. No records are deleted until you run the report in final mode.

Processing Options for Intrastat Workfile Purge (R0018TP)

Defaults Tab

Use these processing options to specify whether to run the program in proof or final mode, and to specify the dates to use to select transactions.

1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat Revision table (F0018T).

Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode.

2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

4. Compare Date (Required)

Blank = Invoice date

1 = G/L date

2 = Receipt date

3 = Ship date

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

Valid values are:

Blank

Invoice date

1

G/L date

2

Receipt date

3

Ship date

Using the SEMDEC Interface for Intrastat Reporting

From the Statistical Reports menu (G74STAT3), choose UK SEMDEC Interface.

Note

SEMDEC is the acronym for Single European Market Declaration.

Intrastat reports are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, report formats vary from country to country.

As of January 1, 1999, businesses in the United Kingdom have the option of submitting Intrastat information to HM Customs and Excise in any of the following three formats:

- Electronic (via diskette, magnetic tape, or electronic mail)
- Pre-printed government form (paper)
- Government form posted on the Internet

Electronic Format

Use the SEMDEC Interface - VAT EC Sales List program (R0018I4) to create a flat file in the SEMDEC (Single European Market Declaration) message format, which can be submitted to HM Customs and Excise on a diskette.

Note

The SEMDEC message format combines the information from the Intrastat Revision table that is required for the declaration of Intra EC Trade Statistics and the EC Sales List.

Prior to January 1, 1999, HM Customs and Excise accepted paper-based Intrastat report declarations, also known as plain paper schedules. As of January 1, 1999, HM Customs and Excise no longer accepts the plain paper schedule for Intrastat declarations. The SEMDEC message replaces J.D. Edwards plain paper schedule U.K. Intrastat report. The new electronic message combines the Intrastat Declaration and the EC Sales List, so businesses in the United Kingdom no longer need to use J.D. Edwards standalone EC - Sales Listing program to submit the EC Sales List.

When you submit the SEMDEC Interface - VAT EC Sales List program (R0018I4) to create the EC Sales List, the system submits the SEMDEC Interface - Intra EC Trade Statistics program (R0018I41) to create the Intra EC Trade Statistics report.

You must use the Text File Processor tool to create a flat file in the SEMDEC message format that contains the EC Sales List and Intra EC Trade Statistics information. Text File Processor information is stored in the following files:

- F007101 - Text Processor Header
- F007111 - Text Processor Detail

You must use the Text File Processor program (P007101) to copy the text batch that is generated by the SEMDEC Interface programs (R0018I4 and R0018I41) to a flat file that you can submit to HM Customs and Excise.

HM Customs and Excise provides the following file names for the flat file in the SEMDEC message format:

- KEDCSD.TRX - use for live data
- KEDCSD.TST - use for test data

J.D. Edwards recommends that you use these names when you copy the SEMDEC text batch in the Text File Processor.

Caution

HM Customs and Excise rejects any submission that contains lowercase letters. Verify that your company name has been entered in all uppercase letters in Companies (P0010), or enter your company name in the processing options of the SEMDEC Interface program (R0018I4).

Data Selection

You can run the SEMDEC Interface - VAT EC Sales List program (R0018I4) for a single declaring company, or you can consolidate multiple companies to declare their information under a single company's VAT registration number.

Use data selection to list the company or companies for which you are declaring Intrastat information. If you list more than one company in the data selection, the system consolidates the statistical information for these companies on the report.

If you list only one company in the data selection, that company's name appears in the header of the report as the reporting company. If you list multiple companies in the data selection, you must enter the address book number of the declaring company in the processing options of the SEMDEC Interface - VAT EC Sales List program. If you list multiple companies in the data selection but do not complete the processing option, the system prints the name, address, and VAT registration number of company 00000 in the header of the report.

You must use matching data selection for Company on SEMDEC Interface - VAT EC Sales List and SEMDEC Interface - Intra EC Trade Statistics (R0018I41) programs. You should also use data selection on SEMDEC Interface - VAT EC Sales List to select sales transaction only. You do not need to include corresponding data selection for sales transactions on SEMDEC Interface - Intra EC Trade Statistics.

Government Forms

J.D. Edwards does not provide a printed version of the Intrastat report on government forms. If you want to submit your Intrastat information on pre-printed government forms, you can use the Intrastat Report - United Kingdom (R0018IE) and the VAT EC Sales List (R0018L) to produce the Intra EC Trade Statistics and EC Sales List reports. You can then manually transfer the information from these reports to the appropriate government forms.

Submission Deadlines

Intra EC Trade Statistics must be submitted monthly by the tenth working day of the following month to HM Customs and Excise, although you can submit them more frequently. HM Customs and Excise combines submissions from the same month to produce a monthly total.

In contrast, the EC Sales List is required quarterly within six weeks of the calendar quarter end, but it can also be submitted monthly. When you submit the EC Trade Statistics and EC Sales List together, they must be submitted monthly to meet the EC Trade Statistics due date. You must advise the local VAT office if you intend to submit the electronic EC Sales List monthly.

Before You Begin

- ❑ Set up user defined code 74/TD for arrivals and dispatches. See *Setting Up User Defined Codes* in the *Global Solutions United Kingdom Guide*.
- ❑ Run the Intrastats – Tax Update - Sales (R0018I1) and Intrastats – Tax Update – Purchasing (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information* in the *Global Solutions United Kingdom Guide.*
- ❑ Set up Next Numbers for the Text File Processor. The Text File Processor assigns the batch number and interchange from bucket 7 of Next Numbers System 00. The Text File Processor assigns the message number from bucket 5 of Next Numbers System 74. See *Setting Up System Next Numbers* in the *General Accounting Guide.*

Processing Options for Intrastat Report – United Kingdom (R0018IE)

Mode

PROOF OR FINAL MODE:

Enter '1' to print in final mode. Leave blank or anything else for proof mode. In final mode, the records in the workfile are flagged as processed so they can be deselected in future runs of the report.

Branch ID

Enter the Branch ID to print on the report.

BRANCH ID:

Print_Summary

Print Mode:

Enter a '1' to summarise records with identical data. Leave blank or anything else to print a line for each record.

Report Period

REPORTING PERIOD:

Enter the reporting period to print on the report heading.

Period:

Year:

Processing Options for SEMDEC Interface - VAT EC Sales List (R0018I4)

Defaults Tab

These processing options let you specify information about the declaring company and the agency submitting the declaration.

1. Company Name

Use this processing option to enter the company name of the Declarant. If left blank, the system uses the description for company 00000.

Caution: You must enter the company name using all upper-case letters. HM Customs and Excise will reject any submission that contains lower-case letters.

2. VAT Registration Number

Use this processing option to enter the VAT registration number of the Declarant. If left blank, the system uses the tax ID from the address book record for company 00000.

3. Agent Reference

Use this processing option to enter the reference code associated with the agency submitting the declaration. Complete this processing option in conjunction with the Submission Type processing option on the Process tab.

Process Tab

These processing options let you specify whether to run the report in test or live format, and whether the declarant or an agency is submitting the declaration.

---

1. Mode

Blank = Test

1 = Live

Use this processing option to specify the format in which you want to run this report. You can run the report in test format to verify data. However, you must submit the report in live format to HM Customs and Excise. Valid values are:

Blank Test format

1 Live format

---

2. Submission Type

Blank = Declarant

1 = Agent

Use this processing option to indicate who is submitting the declaration.

Valid values are:

Blank Declarant submission

1 Agent/agency submission

Complete this processing option in conjunction with the Agent Reference processing option on the Defaults tab.

Currency Tab

This processing option lets you report amounts in either the domestic currency or the currency of the Intrastat Revision table (F0018T).

1. Currency

Blank = Domestic

1 = 'As-if' Currency

Use this processing option to report amounts in the As If currency. Valid values are:

Blank Report amounts in the domestic currency.

1 Report amounts in the currency used in the Intrastats workfile (F0018T).

Note: This option is available only if the Intrastat workfile was created using As If currency. You specify the As If currency for the Intrastat workfile on the processing options for Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2).

Print Tab

These processing options do not control the selection of records from the Intrastat work file. Complete these processing options to meet the HM Customs and Excise requirement that the submission include the reporting period and year.

1. Reporting Period

Year

Use this processing option to enter the reporting year of the submission.

Period

Use this processing option to enter the reporting period.

Version Tab

1. Intra EC Trade Statistics Report Version (R0018I41)

Working with the Text File Processor

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

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

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

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

Text batches are stored in the following tables:

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

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

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

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

Copying Text in the Text File Processor

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

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

Note

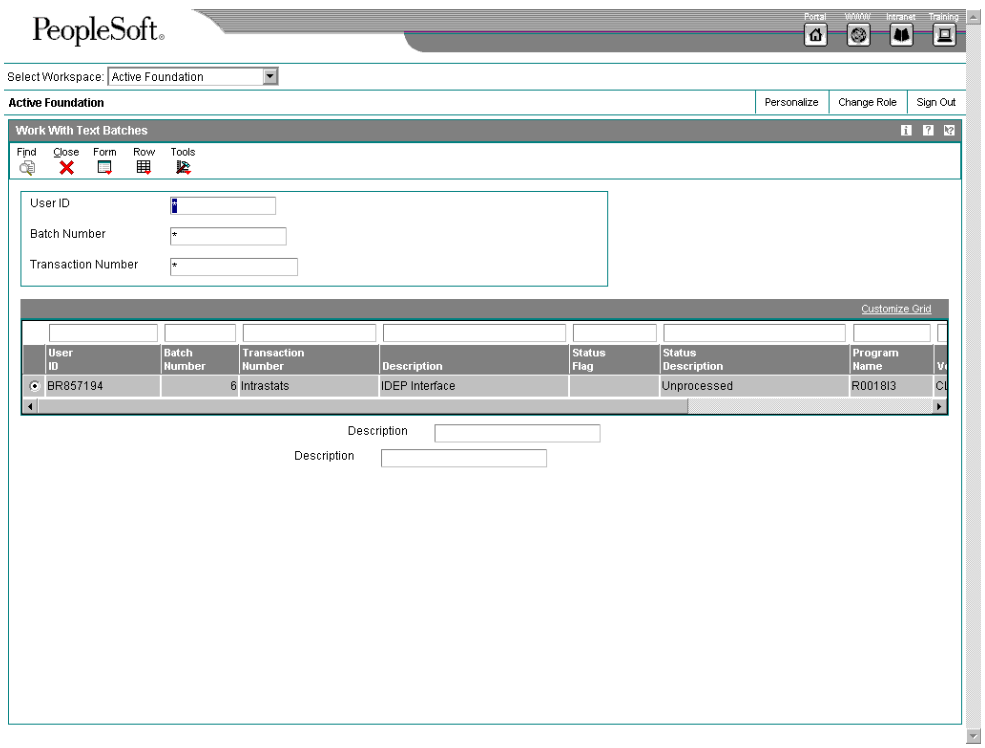
If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

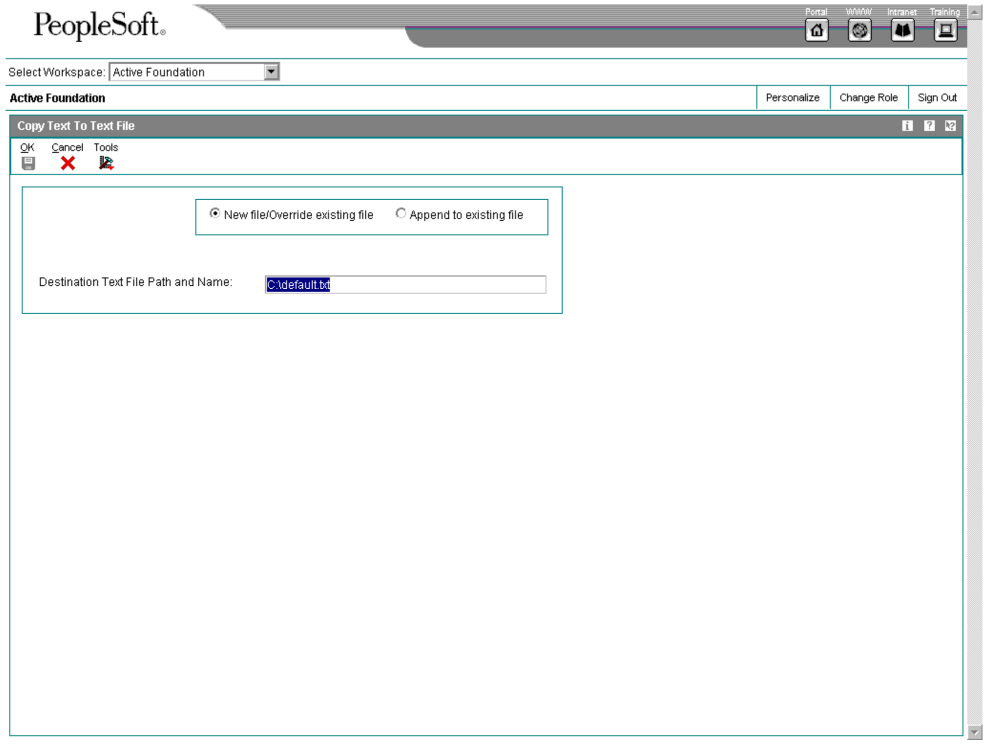
- ❑ Create a text batch by running a program that uses the Text File Processor.

► To copy text in the Text File Processor

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

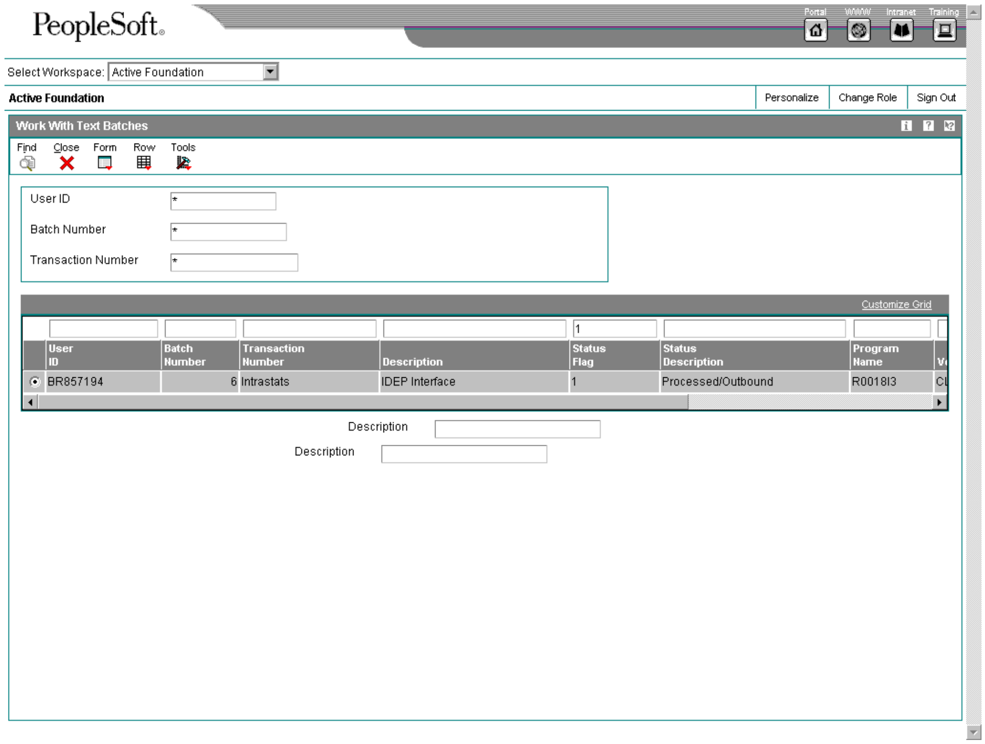


1. On Work With Text Batches, complete any of the following fields and click Find:
   - User ID
   - Batch Number
   - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



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

   The system displays the Work With Text Batches form.



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

Processing Options for Text File Processor (P007101)

Process Tab

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

Path Microsoft Word Template

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

Resetting a Text Batch in the Text File Processor

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

► To reset a text batch in the Text File Processor

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

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

Purging a Text Batch in the Text File Processor

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

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

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

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

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

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

► To purge a text batch in the Text File Processor

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

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

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

Processing Options for Purge Processed Transactions (R007102)

Process Tab

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

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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
