

PeopleSoft®

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EnterpriseOne 8.10  
Accounts Payable  
PeopleBook

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EnterpriseOne 8.10  
Accounts Payable PeopleBook  
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# Table of Contents

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<b>About These EnterpriseOne PeopleBooks Preface</b>	<b>1</b>
EnterpriseOne Application Prerequisites .....	1
Obtaining Documentation Updates .....	1
Typographical Conventions and Visual Cues.....	2
Typographical Conventions.....	2
Visual Cues .....	2
Comments and Suggestions.....	3
<b>Accounts Payable Overview</b>	<b>4</b>
Accounts Payable Features.....	5
Supplier Management .....	5
Business Process Management.....	6
Accounts Payable System Flow.....	7
Accounts Payable System Integration .....	10
Multinational Features .....	10
<b>Accounts Payable Tables</b>	<b>12</b>
Accounts Payable Menus .....	14
<b>Accounts Payable System Setup</b>	<b>15</b>
Setting Up Constants for Accounts Payable .....	15
Setting Up Batch Approval and Post Security .....	18
Related Information for Setting Up Batch Approval and Post Security.....	18
Setting Up Workflow to Approve and Post Batches.....	19
User Defined Codes for Accounts Payable .....	21
Document Type Codes .....	21
Payment Status Codes (00/PS) .....	22
Payment Instrument Codes (00/PY) .....	23
Special Handling Codes (00/HC) .....	23
Draft Processing Codes (00/DV).....	24
1099 Processing Codes (04/TR and 01/07).....	24
Bank Type Codes (00/BT).....	25
Setting Up System Next Numbers .....	25
Automatic Accounting Instructions.....	28
AAI Prefixes and Suffixes.....	29
Default AAIs .....	30
Account Ranges.....	30
AAIs for Accounts Payable.....	31
Payment Terms .....	45

Setting Up Standard Payment Terms .....	46
Setting Up Advanced Payment Terms .....	55
<b>Supplier Master Information</b>	<b>79</b>
Entering Supplier Master Records .....	80
Revising Supplier Master Records.....	84
Deleting Supplier Master Records .....	85
Processing Options for Supplier Master Information (P04012) .....	85
Processing Options for Supplier Master MBF – PO (P0100043).....	87
Updating the Approver and Category Code 7 Fields.....	87
Example: Approver Number and Category Code 7 Update.....	87
Processing Options for Update Approver/Cat Code 7 (R04802).....	88
Setting Up Multiple Bank Accounts for Suppliers .....	89
Assigning Multiple Bank Accounts to Suppliers .....	90
Activating a Bank Account as a Vendor Record Type .....	91
Assigning Payment Instrument and G/L Account Relationships.....	91
Reviewing the Pre-Note Status of a User-Defined Record Type.....	93
<b>Voucher Processing</b>	<b>95</b>
Using Batch Control to Manage the Entry Process .....	98
Entering Batch Information.....	99
Reviewing Batch Totals.....	100
G/L Date Warnings and Errors .....	101
Entering Standard Vouchers.....	103
Related Tasks for Creating Vouchers Using Standard Voucher Entry .....	104
Revising Unposted Vouchers .....	119
Copying Vouchers .....	120
Deleting Unposted Vouchers .....	121
Reviewing the Voucher Entry Master Business Function Processing Options	122
Processing Options for Voucher Entry Master Business Function (P0400047) .....	123
Entering G/L Distribution Based on a Model .....	129
Entering Invoices and Vouchers with Discounts .....	130
Rounding versus Soft Rounding .....	133
Entering Debit Memos .....	136
Entering Invoices and Vouchers Out of Balance.....	136
Processing Logged Vouchers.....	137
Example: Voucher Logging.....	138
Entering Logged Vouchers.....	140
Redistributing Logged Vouchers.....	142
Redistributing a Purchase Order Voucher .....	144
Processing Recurring Invoices and Vouchers.....	145

Entering Recurring Vouchers .....	146
Reviewing Recurring Vouchers .....	147
Reviewing Recurring Vouchers Online .....	147
Printing the Recurring Voucher Report .....	148
Revising Recurring Invoices and Vouchers .....	148
Recycling Recurring Invoices and Vouchers .....	150
Prepayment Vouchers .....	152
Example: Entering and Paying Prepaid Vouchers .....	153
Reviewing Prepayment Vouchers .....	155
Entering Speed Vouchers .....	155
Processing Options for Speed Voucher Entry (P0411SV) .....	157
Entering Multiple Vouchers .....	158
Entering Vouchers for Multiple Companies .....	161
Considerations for Entering Vouchers for Multiple Companies .....	162
Example: Voucher for Multiple Companies .....	162
Using the Batch Review Program .....	164
Difference Amounts and Batch Control .....	164
Reviewing Transaction Batches .....	165
Adding Transactions to an Existing Batch .....	167
Approving Transaction Batches .....	167
The Financial Post Process .....	168
Posting Financial Batches .....	170
Verifying the Post .....	181
Revising and Voiding Posted Vouchers .....	181
Revising Posted Vouchers .....	182
Voiding Posted Vouchers .....	183
Printing Voucher Journals .....	186
Processing Options for Voucher Journal Report (R04305) .....	187
Printing Voucher Detail Reports .....	187
Processing Options for A/P Detail by Approver with Remarks (R04428A) .....	187
Processing Options for A/P Detail by Approver with Aging (R04428B) .....	190

## **Voucher Batch Processing** **193**

Considerations for Processing Batch Invoices and Vouchers .....	193
Errors in Processing .....	194
Processing Time .....	195
Mapping Voucher Transactions to Batch Input Tables .....	196
Required Fields for the F0411Z1 Table .....	197
Required Fields for the F0911Z1 Table .....	202
Additional Required Fields for Processing Discounts .....	203
Additional Required Fields for Processing Payments .....	205
Optional Fields for Processing Batch Vouchers .....	206
Ignored Fields .....	212
Fields Reserved for Users .....	213
Required Fields for the Advanced Cost Accounting System .....	214
Processing Batch Vouchers .....	215
Processing Options for Batch Voucher Processor Report (R04110ZA) .....	216
Errors in Processing .....	219

Working with Batch Vouchers.....	220
Posting Processed Batch Vouchers.....	222
Purging Processed Batch Vouchers .....	222
<b>Store-and-Forward Voucher Processing</b>	<b>224</b>
Downloading Master Tables to the PC.....	226
Creating Vouchers to Store and Forward.....	227
Processing Options for Store and Forward Batch Voucher Revision (P0411Z1)....	228
Uploading Store-and-Forward Vouchers to the Server .....	232
Processing Store-and-Forward Vouchers .....	233
Processing Options for Store and Forward Batch Voucher Process (R04110Z2)...	235
Working with Store-and-Forward Vouchers .....	238
Updating Transaction Control Records .....	244
Processing Options for Update Transaction Control Record (R0041Z1) .....	244
Posting Processed Store-and-Forward Vouchers .....	244
Purging Processed Store-and-Forward Vouchers.....	245
<b>Inbound EDI Vouchers</b>	<b>246</b>
Receiving EDI Invoice - Summary Transactions (810/INVOIC).....	246
Understanding the Mapping Requirements for Processing Inbound EDI Vouchers	246
Transferring Inbound EDI Voucher Transactions.....	248
Processing Options for Edit/Create Voucher (R47041) .....	249
Purging Processed Inbound EDI Vouchers.....	249
<b>Automatic Payment Processing</b>	<b>251</b>
Setting Up Bank Account Information .....	253
Printing the Bank Account Exception Report for Suppliers and Customers....	262
Printing the Address Book Exception Report .....	262
Setting Up a Print Sequence for Payments.....	262
Setting Up Payment Instruments .....	264
Processing Options for Payment Instruments.....	268
Setting Up Payment Information.....	274
Working with Payee Control .....	277
Understanding System Setup for Payee Control .....	277
Reviewing and Approving Changes to Controlled Data.....	280
Printing Changes to Controlled Data .....	281
Purging Approved Payee Control Records .....	282
Supplier Withholding Taxes .....	282
Calculating Withholding .....	284
Processing Options for Calculate Withholding (R04580).....	285
Paying Withheld Amounts.....	286
Reporting Withheld Amounts .....	286

Data Selection .....	286
Preparing Vouchers for Payment.....	287
Determining Cash Requirements .....	287
Reviewing Vouchers Using Speed Status Change.....	288
Revising Vouchers Using Speed Status Change.....	289
Splitting Vouchers for Payment.....	292
Releasing Vouchers .....	296
Creating Payment Control Groups.....	296
Processing Vouchers with Discounts .....	299
Next Numbers for Create Payment Control Groups .....	300
Processing Options for Create Payment Control Groups (R04570).....	300
Data Sequence for Create Payment Control Groups.....	309
Example: Data Sequenced by Business Unit .....	311
Example: Data Sequence by Due Date and Payment Creation by Voucher .....	313
Working with Payment Groups .....	314
Printing the Payment Analysis Report .....	317
Reviewing Payment Groups.....	318
Reviewing Payments with a Write Status .....	319
Reviewing Payments with an Update Status .....	322
Revising Unprocessed Payments .....	323
Working with Automatic Payments .....	327
Writing Payments .....	327
Record Reservation for Payments .....	329
Payment ID Using Next Numbers .....	329
Resetting Payment Processing .....	332
Removing Processed Payments.....	334
Updating the Accounts Payable Ledger.....	335
Processing Options for Work with Payment Groups (P04571).....	337
Reviewing and Approving Automatic Payments.....	343
Reviewing Automatic Payments.....	343
Approving Automatic Payments .....	344
Posting Automatic Payments.....	344
Voiding Automatic Payments and Vouchers .....	346
Voiding an Automatic Payment.....	346
Voiding an Automatic Payment and Its Vouchers.....	347
<b>Outbound EDI Payments</b> .....	<b>357</b>
Setup for EDI Payments .....	357
Processing Outbound EDI Payments .....	359
Creating Automatic Payments.....	359
Transferring Outbound Payment Transactions .....	360
Running the Update as Sent Program .....	361
Purging Processed Outbound EDI Payments .....	362
<b>Electronic Funds Transfer (EFT)</b> .....	<b>363</b>
Setup for EFT Payments .....	363
Printing the Address Book Exception Report .....	365
Processing EFT Payments .....	366

<b>Copying Payments to a Diskette</b>	<b>368</b>
Processing Options for Copy Bank Tape File to Tape (P0457).....	370
Processing Options for Copy Bank File to Diskette (P0457D).....	370
Additional Tape Copy Options .....	372
<b>Manual Payment Processing</b>	<b>373</b>
Entering Manual Payments with Existing Vouchers .....	373
Processing Options for Payment With Voucher Match (P0413M).....	377
Applying Payments to Prepaid Vouchers.....	385
Processing Options for Payment With Voucher Match (P0413M).....	386
Closing Out Negative Pay Items for Prepaid Vouchers.....	394
Entering Manual Payments without Existing Vouchers .....	396
Printing Manual Payments.....	400
Locating Manual Payments .....	401
Revising Unposted Manual Payment Amounts .....	402
Approving and Posting Manual Payments .....	402
Approving Manual Payments for Posting.....	403
Posting Manual Payments .....	404
Deleting and Voiding Manual Payments .....	404
<b>Positive Pay</b>	<b>416</b>
Generating the Positive Pay Text File.....	416
Processing Options for Generate Positive Pay Text File (R04586).....	418
Copying Positive Pay Text Files .....	419
Processing Options for Text File Processor (P007101).....	420
<b>A/P Draft Processing</b>	<b>421</b>
Processing Paid Drafts .....	421
Creating Drafts .....	421
Closing Drafts.....	421
Posting Closed Drafts .....	422
Closing Paid Drafts.....	422
Processing Options for Post Drafts Payable (R04803).....	423
Example: Paying Drafts.....	423
Voiding Paid Drafts.....	424
Reviewing Paid Drafts .....	424
<b>Reviewing Supplier Ledger and Payment Information</b>	<b>425</b>
Reviewing Supplier Ledger Information .....	425
Reviewing Voucher Payment History.....	427
Supplier Self-Service .....	429
Reviewing Supplier Payment Information .....	430

Locating Payments.....	430
Reviewing Payments.....	430
Reviewing Payment Summary Information.....	431

**Accounts Payable Standard and Analytical Reports 440**

Printing Accounts Payable Standard Reports .....	440
Printing Open A/P Summary Reports .....	440
Printing Open A/P Detail Reports .....	444
A/P Detail by Supplier with Remarks and Net Amount Report .....	445
Open A/P Detail with Aging Report.....	447
Printing Accounts Payable Analytical Reports .....	453
Printing Payment Detail Reports.....	453
Printing Payment Registers.....	454
Printing Suspected Duplicate Payments Reports .....	454
Printing Supplier Analysis Reports.....	455
Printing Supplier Totals by G/L Account Reports.....	456
Printing Netting Reports .....	456
Creating the A/R and A/P Netting Report Workfile Table .....	457
Printing the Receivables/Payables Netting Report .....	457
Printing the Netting - Aging Report .....	458

**Accounts Payable Integrity Reports 467**

Running Accounts Payable Integrity Reports.....	467
A/P To G/L Integrity Report By Batch .....	467
A/P Payments To G/L By Batch Report .....	468
A/P To G/L Integrity by Offset Account Report (R047001A).....	469
Correcting Accounts Payable Out-of-Balance Conditions .....	469
Report Amounts Do Not Net to Zero .....	469
Batch Was Posted Out of Balance without Automatic Offset Entries .....	470
Invalid Journal Entry Was Posted to an A/P Account .....	471
Data Records Are Damaged .....	471
G/L Offset Code Was Changed .....	471
A/P Control Account Was Changed.....	471
The Voucher (F0411) and Payment (F0414) are Out of Balance.....	472
General Ledger Transactions Are Out of Balance .....	472

**Accounts Payable "As Of" Reports 473**

Generating Date Tables .....	473
Processing Options for Create A/P 'As Of' Files (R04901).....	474
Printing Accounts Payable "As Of" Reports .....	474
Processing Options for "As-Of" Open A/P Details with Aging (R04423D).....	475
Processing Options for Open A/P Summary Report (R04413).....	480
Working with YTD Voucher Amounts.....	484
Correcting YTD Voucher Amounts.....	485
Updating YTD Voucher Amounts .....	485
Reviewing YTD Voucher Amounts.....	487
Building the Customer/Supplier Balance Worktable.....	489
Processing Options for Generate Supplier Balance (R7404001) .....	492
Printing Customer and Supplier Balance Reports.....	494

Processing Options for Customer / Supplier Balance Report (R7404002).....	496
<b>Forecasting Cash Flow</b>	<b>498</b>
Processing Options for Refresh Cash Forecast Data (R00522).....	500
<b>Purging Accounts Payable Records</b>	<b>502</b>
System Administrator Responsibilities.....	502
Processing Options for Purge Closed A/P Records (R04800) .....	503
Data Selection and Sequence for Purge Closed A/P Records (R04800).....	503
<b>Interoperability</b>	<b>504</b>
Outbound Transactions .....	504
Outbound Interoperability Example.....	505
Setting Up Outbound Interoperability.....	507
Reviewing Record Types .....	507
Setting Up Transaction Types.....	508
Setting Up Data Export Controls .....	509
Setting Up the Flat File Cross-Reference .....	510
Sending Transactions.....	511
Processing Options for F0411 Interoperability Processing Options .....	512
Processing Options for F0413Z1 Retrieve Interoperability Processing Options.....	513
Reviewing the Processing Log .....	513
Purging Interoperability Transactions .....	513
<b>Vertex Sales Tax Q Series</b>	<b>515</b>
<b>EnterpriseOne PeopleBooks Glossary</b>	<b>516</b>
<b>Index</b>	<b>549</b>

# About These EnterpriseOne PeopleBooks

## Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

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### Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

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## EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

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## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Note**

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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**See Also**

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

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## Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

### Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

### Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes

- Cautions

### **Notes**

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

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#### **Note**

Example of a note.

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### **Cautions**

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

---

#### **Caution**

Example of a caution.

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## **Comments and Suggestions**

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

# Accounts Payable Overview

An accounts payable department has many responsibilities to fulfill to ensure that payments to suppliers are made on time and the needs for flexibility in the organization are met. Some of those responsibilities are described below, followed by a discussion of how the PeopleSoft Accounts Payables system helps you fulfill those responsibilities.

## Managing Supplier Relationships

The accounts payable department needs to manage the organization's relationships with its suppliers so that goods and services are received and paid on time, according to established payment terms. Those payment terms might be the same for all suppliers, or they might have been negotiated with some or all of the suppliers according to the mutual needs of the suppliers and the organization. The accounts payable department is responsible for creating and maintaining a partnership with each supplier to ensure that all terms and conditions of the relationship are met.

## Processing Invoices

The accounts payable department receives invoices and records liabilities and corresponding expenses or assets. Depending on the size of the company, the accounts payable department might receive hundreds of invoices daily and would need a system that creates vouchers quickly and accurately.

Often, the accounts payable department will have to match vouchers with invoices and purchase orders from other departments such as purchasing. So the department will need an accounts payable system that integrates easily with the software systems of other departments.

## Processing Payments

The goal of the accounts payable department is to ensure that payments are made in the most timely, accurate, and efficient manner possible. Before paying its suppliers, the accounts payable department needs to consider several factors, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to suppliers.

Suppliers are paid by various payment methods, such as electronic funds transfers (EFTs), drafts, and paper checks. They might want specific information included on the check such as an invoice number or purchase order number. An international company might need to pay in more than one currency.

Suppliers commonly require payment before delivering goods or services. The prepayment must be matched with the actual invoice when the goods are received.

Thus, an accounts payable department needs an accounts payable system capable of matching prepayments with future invoices, one that is flexible, and one that offers a variety of payment options.

## Accounts Payable with PeopleSoft Software

The Accounts Payable system provides the tools to fulfill all the responsibilities described above and much more. It accommodates the need for accurate and timely payables that follow standard procedures, but it also allows you to choose options that are unique to your organization.

If you need to set up a suspense account while processing vouchers, the Accounts Payable system allows you to do so without interrupting the flow of processing. While processing payments, you can set up the system to take advantage of discounts and pay your suppliers according to their needs. The Accounts Payable system can pay by electronic fund transfers (EFT), tape, drafts, or paper. You can

even set up multiple bank accounts to take advantage of discounts that banks might offer for using the same bank as your supplier. The Accounts Payable system allows you to prepay for services or goods and still maintain the integrity of the system.

You have the flexibility that you need for effective cash management because you, not the system, manage your workflow. At each stage in the workflow, you specify the next step, and the system calculates taxes, discounts, and currency conversions according to your specifications. The Accounts Payable system allows you to consider many variables before submitting a payment to the supplier, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to the supplier.

A critical step in building a strong supply chain for your organization is developing an ongoing partnership with your suppliers. The Accounts Payable system provides various tools to help you build that partnership, such as payment terms and preferences, account balance information by supplier, and the ability to review total purchases from suppliers so that your organization can negotiate better prices with your suppliers. The Accounts Payable system also provides the option of allowing your suppliers to independently review their vouchers and payments in your system through the supplier self-service mode.

For organizations that have offices around the world, the Accounts Payable software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

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## Accounts Payable Features

The Accounts Payable system provides many features that are user defined. These features allow you to adapt the system to your unique business environment and to effectively manage your accounts payable.

### See Also

- ❑ *Advanced Cost Accounting Overview* in the *Advanced Cost Accounting Guide* for information about cost objects and the cost management features in ACA

## Supplier Management

With efficient supplier management, you can improve your supplier relationships and leverage your organization's purchasing power for better terms and conditions. As part of managing your supplier information, you determine:

- How the supplier prefers to be paid (such as by check, draft, or electronic funds transfer)
- Whether to send payments directly to the supplier, to a parent organization, or to another address
- Which payment terms and tax codes are used by the supplier
- Purchasing instructions

On a supplier-by-supplier basis, you can review information such as balances forward and open items versus payments using the online inquiries.

## **Business Process Management**

For flexible management of your business processes, the system provides features that allow you to implement your current objectives and make adjustments when those objectives change. The features include:

- Multiple voucher entry methods
- Duplicate invoice notification
- Payment processing
- Reporting

### **Multiple voucher entry methods**

When a supplier sends you an invoice, you enter the invoice as a voucher in the Accounts Payable system. You can enter vouchers using the method that is most efficient for you. Choose from any of the following methods:

- Standard
- Speed Multi
- Voucher logging
- Recurring
- Prepayment
- Multiple company, single supplier
- Multiple voucher, single supplier
- Multiple voucher, multiple suppliers
- You can make the entry process even more efficient by using model journal entries for vouchers that use the same accounting distributions

### **Duplicate Invoice Notification**

With duplicate invoice notification, you are notified of any invoices with the same invoice number. This reduces confusion and allows you to control or prevent duplicate payments.

### **Payment Processing**

Whether you pay vouchers automatically or manually, the result is controlled, efficient, and accurate. You can organize your vouchers and have the system handle the payments. Or you can select vouchers for manual, split, or partial payments based on your cash requirements. On a supplier-by-supplier basis, you can review information such as open items and payments.

An alternative to the conventional method of producing payments is the use of drafts. Drafts, which are promises to pay debts, are used in various countries around the world. Because of the legal nature of the underlying liabilities, requirements and procedures for draft processing differ from those for regular payment processing.

## **Reporting**

Successful payables management requires timely and accurate information about cash flow, aging information, discount opportunities, and so on.

With the timesaving, paperless design of the Accounts Payable system, you can immediately review, analyze, and manage up-to-the-minute supplier information, payment history, vouchers, and other information online. Alternatively, you can print the same information in a report.

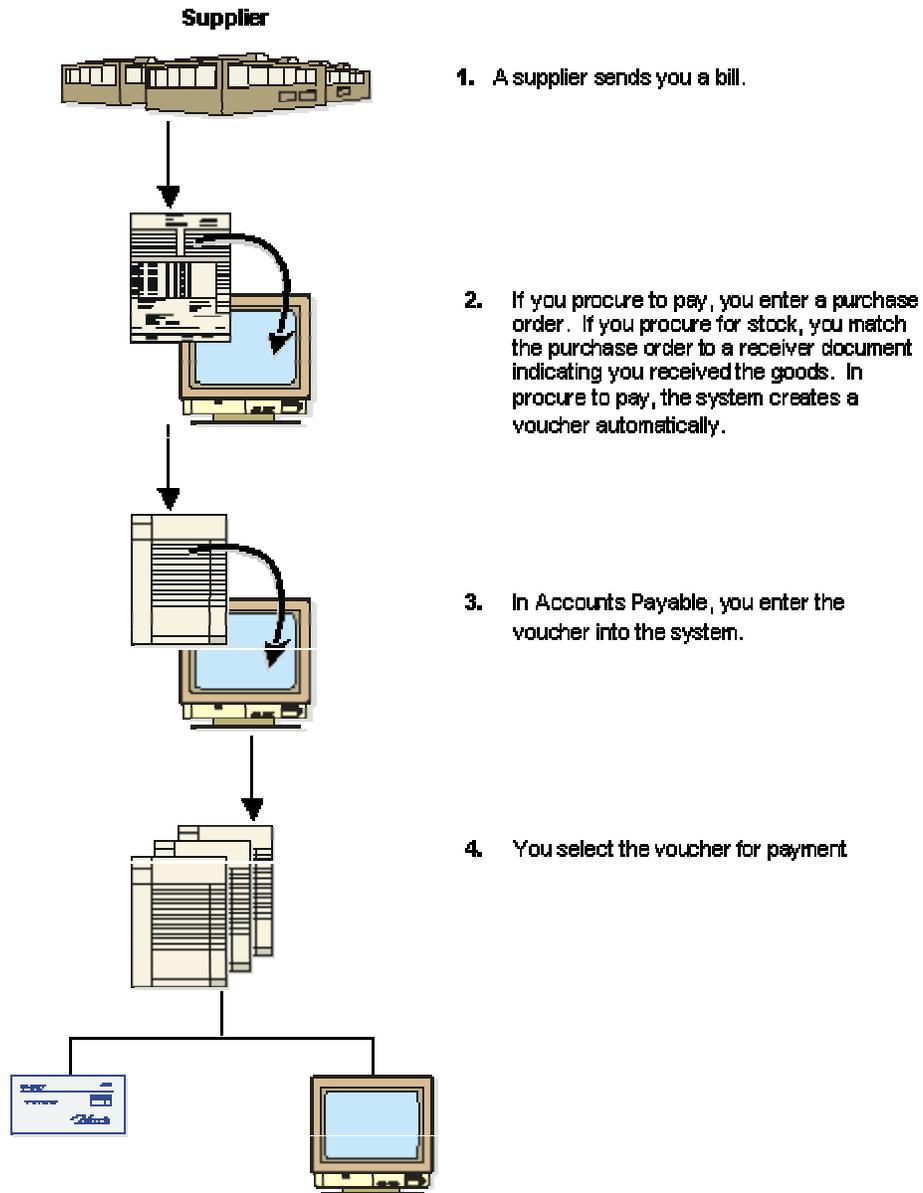
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## **Accounts Payable System Flow**

When a supplier sends you an invoice that you must pay, you enter a purchase order if you use procure to pay. Then, regardless of whether you use procure to pay, you enter a voucher to represent the invoice. Finally, you select the voucher for payment.

The following graphic illustrates this process:

### Voucher Payment Process



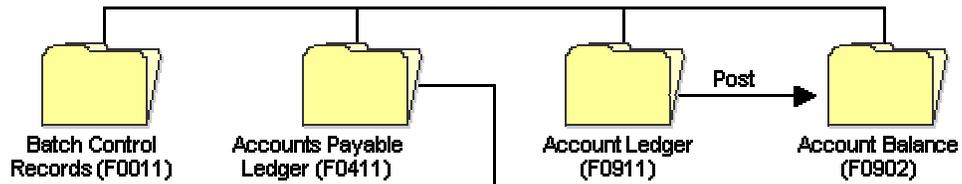
The following graphic illustrates the tables used in the above process:

### Accounts Payable Information Flow

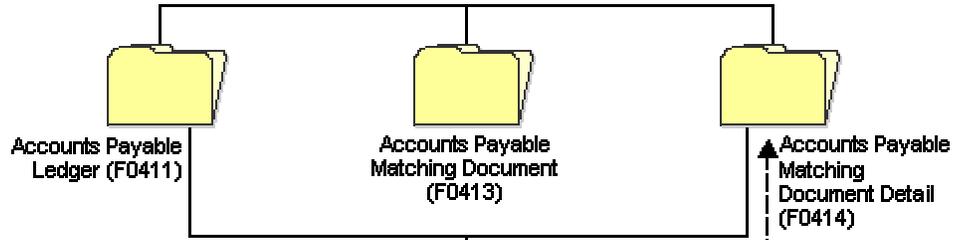
#### 1. Enter Supplier Information



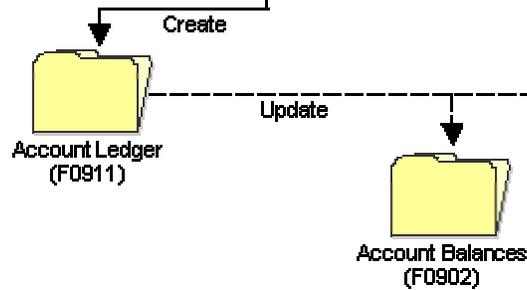
#### 2. Enter Vouchers



#### 3. Create Payments



#### 4. Post



---

## Accounts Payable System Integration

The Accounts Payable system works with other PeopleSoft EnterpriseOne systems to ensure that all payables transactions and information are fully integrated into accounts payable.

The following systems integrate with the Accounts Payable system, as described:

<b>General Accounting</b>	Various general ledger accounts are debited and credited when a voucher and payment are processed. When a voucher is entered, the general ledger expense account is debited and the accounts payable trade account is credited. When the voucher is paid, the accounts payable trade account is debited and the bank account is credited.
<b>Procurement</b>	Vouchers are created when you match a purchase receipt to the supplier invoice.
<b>Inventory</b>	Inventory is increased when you purchase and pay for stock items.
<b>Contract Management</b>	Vouchers are created when you use the progress payment cycle.
<b>Equipment/Plant Management</b>	When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can change the equipment number manually.
<b>Job Cost</b>	Vouchers are created when payments are made against a contract for a job.
<b>Fixed Assets</b>	Vouchers are created when you purchase (acquire) an asset or purchase items to maintain an existing asset.

## Multinational Features

Multinational features allow you to build a global supplier network to optimize price, terms, and availability of goods. The multinational features in the Accounts Payable system include:

**Currency processing** This feature allows you to pay vouchers in a domestic, foreign, or alternate currency, using any currency in the world, from the Australian dollar to the Japanese yen to the euro. For information about multicurrency processing, see the *Multicurrency Guide*.

**Multiple languages** This feature allows you to communicate with suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding vouchers and other correspondence.

# Accounts Payable Tables

The Accounts Payable system uses the following primary tables:

<b>Address Book Master (F0101)</b>	Stores the following supplier information: <ul style="list-style-type: none"> <li>• Supplier names</li> <li>• Supplier address effective dates</li> <li>• Category code information</li> <li>• Factor/Special Payee</li> </ul>
<b>Supplier Master (F0401)</b>	Stores the following voucher information for suppliers: <ul style="list-style-type: none"> <li>• Vouchered amounts year-to-date and period-to-date</li> <li>• Payment terms</li> <li>• G/L offset</li> <li>• Payment instrument</li> <li>• Tax information</li> </ul>
<b>Accounts Payable Ledger (F0411)</b>	Stores the following voucher transaction information: <ul style="list-style-type: none"> <li>• Invoice date</li> <li>• Invoice amount</li> <li>• Due date</li> <li>• G/L date</li> </ul>
<b>Accounts Payable Matching Document (F0413)</b>	Stores the following payment summary information: <ul style="list-style-type: none"> <li>• Payment number</li> <li>• Payment amount</li> <li>• Payment date</li> <li>• Payment instrument</li> <li>• G/L bank account</li> </ul>
<b>Accounts Payable Matching Document Detail (F0414)</b>	Stores the following payment and transaction information: <ul style="list-style-type: none"> <li>• Discount taken</li> <li>• G/L offset</li> <li>• Payment amount</li> <li>• Company number</li> </ul> <p>Stores one record for every pay item.</p> <p>The Accounts Payable Matching Document table (F0413) and Accounts Payable Matching Document Detail table (F0414) are linked by an internal ID, which is assigned by the system. These tables, combined with the Accounts</p>

	Payable Ledger table (F0411), form the Accounts Payable Ledger.
<b>Account Balances (F0902)</b>	Stores the following summary balance information for the general ledger: <ul style="list-style-type: none"> <li>• Net postings for each period</li> <li>• Year-to-date balances</li> <li>• Prior year balances</li> <li>• Inception-to-date balances</li> </ul>
<b>Account Ledger (F0911)</b>	Stores the following detailed information for G/L transactions: <ul style="list-style-type: none"> <li>• G/L account numbers</li> <li>• G/L date and amounts</li> <li>• Journal entry line descriptions</li> </ul> This table contains one record for each G/L distribution for a voucher.

---

## Accounts Payable Menus

The following menus are available for the Accounts Payable system:

<b>Menu Name</b>	<b>Menu Number</b>
<b>Accounts Payable</b>	G04
<b>Daily Processing</b>	G0410
• Supplier & Voucher Entry	G0411
• Manual Payment Processing	G0412
• Automatic Payment Processing	G0413
• Other Voucher Entry Methods	G04111
• Accounts Payable Reports	G0414
<b>Periodic Processing</b>	G0420
• Period End Processing	G0421
• Annual Processing	G0422
<b>A/P Advanced &amp; Technical Operations</b>	G0431
• Batch Voucher Processing	G04311
• Financial EDI Processing	G4726
• Store and Forward Vouchers	G04318
<b>Accounts Payable Setup</b>	G0441
• Payment Terms Revisions	G00141
• Automatic Payment Setup	G04411
• Tax Processing and Reporting	G0021

# Accounts Payable System Setup

Before you use the Accounts Payable system, you need to define certain information that the system will use during processing. You define this information to customize the system for your business needs.

The following describes the information that you must set up for the Accounts Payable system:

<b>Constants</b>	Establish system basics, such as: <ul style="list-style-type: none"><li>• Whether the system verifies that the amount and number of documents in a batch of vouchers balance to the totals that you enter separately</li><li>• Whether you require management approval of batches of documents before posting</li><li>• How you want the system to create automatic offsetting entries</li><li>• Whether the system verifies that supplier invoice numbers are not duplicates</li><li>• The number of days in the time intervals on your aging reports</li></ul>
<b>Payment terms</b>	Define payment terms codes, such as net due upon receipt, for easier voucher entry
<b>User defined codes</b>	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs
<b>Next numbers</b>	Establish an automatic numbering system for documents

---

## Setting Up Constants for Accounts Payable

Constants provide a basic framework for how your Accounts Payable system works, based on your business needs. Generally, one person sets up all constants. PeopleSoft recommends that you do not change constants after they have been set up because this might produce undesirable results.

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### Note

Settings for constants are loaded during software initialization. Therefore, for the settings to take effect, you must restart the system after you define constants.

The accounts payable constants are stored in the General Constants table (F0009).

---

PeopleSoft®

Accounts Payable Constants - Accounts Payable Constants

OK Cancel Form Tools

Batch Control Required  Manager Approval of Input

Offset Method  *One Offset per Document*

Duplicate Invoice Number Edit  *Warning upon duplication*

Aging Days (999 = Infinity)

1 thru  thru  thru  thru  thru

The constants for the Accounts Payable system are described below:

### Batch Control Required

The Batch Control constant allows you to specify whether to track the total number and amount of a batch of vouchers. Turning this constant on allows you to verify the total amount expected against the total amount entered immediately after you enter each batch.

### Manager Approval of Input

The Manager Approval of Input constant allows you to specify whether management approval of batches is required before batches can be posted.

### Automatic Offset Method

The Automatic Offset Method constant allows you to specify how the system makes offsetting entries to the A/P liability and discount accounts when you post vouchers to the general ledger.

The following three offset methods are available to use:

- B – Batch offset
- S – Single offset per pay item
- Y – One offset per document

You must consider the intercompany settlement method selected in General Accounting Constants when deciding on the automatic offset method to choose.

For intercompany settlement method 1 (Hub method), you can use any of the offset methods noted above.

For intercompany settlement method 2 (Detail method), you can use any of the offset methods noted above.

For intercompany settlement method 3 (Configured Hub method), you can use offset method S or Y, but not B.

### **Invoice Number Editing**

The Invoice Number Editing constant allows you to set up your system so that it notifies you when it detects duplicate invoices. Duplicate invoices might occur when a supplier invoice is accidentally entered twice. You can enter one of the following codes:

- H – Hard error upon duplication  
By entering H, you can force users to enter an invoice number for each voucher.
- N – Do not edit for duplication
- Y – Warning upon duplication

### **Aging Days for Accounts Payable**

The columns on your aging reports are calculated based on the number of days in each time interval that you set up.

### **Prerequisite**

- Ensure that only authorized personnel can access and change accounts payable constants.

### **► To set up Accounts Payable constants**

---

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

1. On System Setup, click Accounts Payable Constants.
2. On Accounts Payable Constants, turn on the following option if you want to use batch control.
  - Batch Control Required
3. If you want to require management approval of batches, turn on the following option:
  - Manager Approval of Input
4. To set the automatic offset method, complete the following field:
  - Offset Method
5. To set up duplicate invoice number editing, complete the following field:
  - Duplicate Invoice Number Edit
6. To set up time intervals for Accounts Payable aging reports, complete the fields in the Aging Days area of the form, and then click OK:

---

## Setting Up Batch Approval and Post Security

You can specify that management must approve each batch of transactions before it can be posted.

If you specify that management must approve each batch of transactions before it can be posted, you will need to set up a list of *secured users* and a list of *approved by users*. Secured users are users who are restricted from approving and posting batches. Approved by users are users who can approve and post batches for secured users

You might also want to restrict unauthorized users from viewing batches other than their own in the Review Unposted Batches program (P0011).

To save time, increase efficiency, and decrease costs, you can set up a batch approval workflow for batch types G (journal entries) and V (vouchers), which enables you to electronically approve outstanding batches of transactions. After you enter a batch of transactions, an action message is sent to the employee work center to notify the approver that a batch is ready for approval. From the work center, the approver can access the notification message, review and approve the batch, and if necessary, post the batch.

If you use a batch approval workflow, you can set up a list of approvers so that electronic messages are sent to multiple employees at one time. When one approver accesses the notification message and takes action, the system automatically deletes the notification message for the remaining approvers. This workflow scenario eliminates the possibility of duplicated effort while allowing flexibility when one or more approvers are unavailable.

When a secured user opens a previously-approved batch and changes information in the detail area, the system changes the status of the batch to pending. If the secured user makes no changes to the batch or changes only the information in the header area, the batch remains in an approved status.

You can set up Batch Approval and Post Security for the following systems:

- General Accounting
- Accounts Payable
- Accounts Receivable

## Related Information for Setting Up Batch Approval and Post Security

<b>Printing a report</b>	You can print a report that lists secured users or approved-by users by choosing Batch Security Rpt from the Report menu of the Batch Approval / Post Security Constants form, and then running one of the batch versions.
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### ► To set up batch approval for Accounts Payable

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

1. On System Setup, choose Accounts Payable Constants.
2. On Accounts Payable Constants, turn on the following option, and then click OK:

- Manager Approval of Input

► **To set up approved users**

---

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.*

1. On Batch Approval / Post Security Constants, turn on one or more of the following options:
  - G/L Batch Security
  - A/P Batch Security
  - A/R Batch Security
  - Batch Review Security
2. Choose Approved by Users from the Form menu.
3. On Work With Approved by Users, click Add.
4. On Approved by User, complete the following field and click OK:
  - Approved By User
5. On Work With Approved by Users, to run a report that lists users who can approve and post batches, choose Batch Security Rpt from the Report menu.

► **To set up secured users**

---

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.*

1. On Batch Approval / Post Security Constants, turn on one or more of the following options:
  - G/L Batch Security
  - A/P Batch Security
  - A/R Batch Security
  - Batch Review Security
2. Choose Secured Users from the Form menu.
3. On Work With Secured Users, click Add.
4. On Secured User, complete the following field and click OK:
  - Secured User
5. On Work With Secured Users, to run a report that lists users who cannot approve and post batches, choose Batch Security Rpt from the Report menu.

## **Setting Up Workflow to Approve and Post Batches**

If you want to approve batches or approve and post batches from the work center, you must specify the approving managers in the appropriate workflow process. After each transaction batch is entered, the approver receives a workflow message that notifies him or her that the batch is ready for approval.

Depending on the workflow process that you choose, batches can either be approved or be approved and then automatically submitted to post directly from the work center. Additionally, the employee who entered the batch receives notification that the batch was approved.

The system uses the workflow process in conjunction with the Batch Approval / Post Security Constants program (P00241) to determine who receives workflow messages. Because the system sends workflow messages only to workflow recipients, employees that you set up as approved by users must also be set up as recipients in the workflow process.

---

**Note**

Employees who are set up as approved by users can still approve batches from the appropriate batch review program, based on the system.

---

The following workflow processes are available for approving batches:

- JDEBCHAPPR – You use this process to approve journal entry batches (batch type G).
- JDEVBCHAPR – You use this process to approve voucher batches (batch type V).

Each process has the following two versions:

- Version 1 – You activate this version if you want to approve batches only.
- Version 2 – You activate this version if you want to approve and post batches.

You must complete the following tasks to set up your system to use workflow for approving and posting batches:

- Activate either version 1 or 2 of the JDEVBCHAPR process.
- Set up approving managers in recipient rules.
- Set up the message queues that users can view using the Queue Security program (P01135).

**See Also**

See the following topics in the *EnterpriseOne Workflow Tools Guide*:

- *Activating a Workflow Process Version* for more information about how to activate JDEVBCHAPR1 or JDEVBCHAPR2
- *Working with Recipient Rules* for more information about how to set up the users who can approve batches
- *Changing Queue Security* for more information about how to specify the queues that users can use to view workflow messages

See the following topic in the *Foundation Guide*:

- *Messages and Queues* for more information about how to view workflow messages

**Prerequisite**

- Verify that the option for Manager Approval of Input is turned on in the Accounts Payable Constants.

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## User Defined Codes for Accounts Payable

The Accounts Payable system is preloaded with several user defined codes (UDCs).

- Document type codes
- Payment status codes
- Payment instrument codes
- Special handling codes
- Draft processing codes
- 1099 processing codes
- Bank type codes

Each of these user defined codes serves a different purpose. They are code tables that might be delivered with values included in the software, but that can have values added or deleted when the system is set up on-site.

### See Also

- *User Defined Codes* in the *Foundation Guide* for information about adding, revising, and deleting user defined codes

## Document Type Codes

A document type code is one of the key fields, along with the document number, document company, and G/L date, that links records in various systems that are part of the same transaction.

The Accounts Payable system maintains two groups of document type codes:

- Voucher document type codes
- Matching document type codes

Matching document type codes need to be associated with a voucher document type code.

### See Also

- *Setting Up System Next Numbers* in the *Accounts Payable Guide* for information about setting up next numbers by document type

### Voucher Document Type Codes (00/DV)

Transactions with voucher document type codes can exist by themselves. That is, they do not need to be associated with a document that has a different document type code to be complete. All voucher document type codes are soft coded.

The following codes are included with the software. You can change them and add codes.

<b>PV (voucher)</b>	The system creates a voucher with this code when you enter a supplier's invoice during voucher entry.
<b>PR (recurring voucher)</b>	The system creates a voucher with this code when the voucher requires a specific number of payments at specified intervals.
<b>PM (manual voucher)</b>	The system creates a voucher with this code when the voucher and the payment are created at the same time.
<b>PD (debit memo)</b>	The system creates a voucher with this code when you enter a credit to the supplier.
<b>PL (logged voucher)</b>	The system creates a voucher with this code when you enter a logged voucher.

### Matching Document Type Codes (00/DT)

Matching document type codes represent documents that cannot exist by themselves. You must attach (or match) each to a corresponding voucher document. All matching document type codes are hard coded.

The system provides the following codes for the matching documents that you use when you enter vouchers:

**PE (change the voucher amount)** The system creates a record with this code when you change the amount of a posted voucher or void the voucher.

**PK (automatic payment)** The system creates a payment record with this code when you use the automatic payment process to pay a voucher.

**PN (manual payment)** The system creates a payment record with this code when you use the manual payment process to pay a voucher.

**PO (void payment)** The system creates a record with this code when you void a payment and reopen the original voucher so that you can pay it at another time.

**PT (electronic funds transfer)** The system creates a record with this code when you use the electronic funds transfer process to pay a voucher.

### Payment Status Codes (00/PS)

Payment status codes indicate whether a voucher is approved, pending, paid, and so on. You assign a payment status code to a voucher if you need to change the status that the system has assigned. Some payment status codes are hard coded.

The system provides the following payment status codes:

- A – Approved for payment.

- H – Hold pending approval (soft coded). You can set up additional codes for each type of hold status for vouchers.
- P – Paid in full.
- R – Retainage.
- % – Withholding tax applies.
- # – Payment in process. The system marks any vouchers that you select during prepayment processing with a #. This prevents any changes to the voucher until payment processing is complete.
- Z – Voucher has been selected during the manual payment process. This status appears for a voucher when you have selected the voucher to be paid by a manual payment but have not yet clicked OK on the Manual Payment Entry form.

## Payment Instrument Codes (00/PY)

Payment instrument codes indicate various methods of payment, such as draft, check, and electronic funds transfer. You assign a payment instrument code to each voucher. Set up a code for each type of payment instrument that you use. Blank is the default.

### Hard-Coded Payment Instrument Codes

The system provides the following hard-coded payment instrument codes:

- X - Electronic data interchange (EDI) check
- Y - EDI wire
- Z - EDI

### Soft-Coded Payment Instrument Codes

Examples of soft-coded payment instrument codes include:

- C - Check (8.75 inches)
- D - Draft
- N - Print Checks - Brazil
- T - Electronic funds transfer (EFT)
- W - Check (8.5 inches)

## Special Handling Codes (00/HC)

You assign special handling codes for various types of special handling instructions, such as remittance attachment. Special handling codes are soft coded. Set up a code for each type of special handling instructions that you use.

Examples of special handling codes include:

- Remittance attachment

- Application form attachment
- Return payment to tax department

## Draft Processing Codes (00/DV)

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup.

The following user defined codes are required for draft processing:

- |                                    |  |
|------------------------------------|--|
| <b>Document types (00/DV)</b>      | <ul style="list-style-type: none"> <li>• PV (voucher)</li> <li>• P1 (draft)</li> </ul>   |
| <b>Payment status (00/PS)</b>      | <ul style="list-style-type: none"> <li>• D (draft accepted)</li> <li>• # (draft selected)</li> <li>• P (draft paid)</li> <li>• Other payment statuses, as necessary</li> </ul> |
| <b>Payment instruments (00/PY)</b> | <ul style="list-style-type: none"> <li>• A code for each payment instrument that you use</li> </ul>  |

### See Also

- *Drafts Payable (PD)* in the *Accounts Payable Guide* for more information about Drafts Payable setup

## 1099 Processing Codes (04/TR and 01/07)

The Accounts Payable system uses user defined codes to select vouchers for IRS Form 1099 processing. These user defined codes specify which IRS 1099 form and which box on the form a voucher applies to.

The UDC tables in the Accounts Payable system for 1099 processing are:

- Type of Return (04/TR)
- 1099 Reporting Code (01/07)

The software is installed with the values for Type of Return – 1099s (04/TR) user defined codes. However, for the 1099 Reporting Codes (01/07), you must specify what codes the system will have available to select and process vouchers using the F045143 table.

### See Also

- *Customizing User Defined Codes* in the *Foundation Guide* for information about managing user defined codes
- *IRS Form 1099 Processing Guide* for specific instructions about IRS Form 1099 processing
- *IRS Publication 1220, Specifications for Filing Forms 1098, 1099, 5498 and W-2 Magnetically or Electronically* for information about the IRS requirements for submitting year-end forms on either magnetic or electronic media

## Bank Type Codes (00/BT)

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

When you assign a bank type code to a supplier, a record is created for that supplier in the Multiple Vendor Bank Account Status table (F0401M) with the default Pre-Note Status of P to indicate that the supplier has more than one bank account to make payments to.

### See Also

- *Setting Up Multiple Bank Accounts for Suppliers* in the *Accounts Payable Guide* for information about assigning multiple bank accounts to suppliers

---

## Setting Up System Next Numbers

When you create a document such as an invoice, a voucher, or a journal entry, you can assign a document number or let the Next Numbers program (P0002) assign one.

Next numbers is an automatic numbering feature. The Next Numbers program assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.
- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company only, in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number that contains the next number value for that data item.

We recommend the following when you set up next numbers:

- Do not use blank as a next number value.
- Do not change a next number. Changing the numbers can result in duplicate numbers, as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.
- Do not delete next number values. If you delete a next number value, you might get unexpected results.
- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line.

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry. We recommend that you use check digits for next numbers only when a transposition error is likely to occur during data entry.

---

**Note**

If you choose to manually assign a document number instead of using next numbers, you must enter the number during data entry.

---

**Prerequisite**

- ❑ To add a fiscal year to a next numbers record that already exists for a company that has no fiscal year defined, you must delete the existing record and then add a new record for the company and include the fiscal year.
- ❑ To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

**► To set up system next numbers**

---

You can review the next numbers that the system assigns to documents and specify whether to assign check digits for a type of next number.

*From the General Systems menu (G00), choose Next Numbers.*

1. On Work With Next Numbers, choose the system that you want to review and click Select.

Use	Next Number	Check Digit Used
Invoice Number	11543	<input type="checkbox"/>
Unapplied Cash	1467	<input type="checkbox"/>
Chargeback No	9100	<input type="checkbox"/>
Statement No	849	<input type="checkbox"/>
Check Number	747	<input type="checkbox"/>
Draft Number	897	<input type="checkbox"/>
Credit Memo	1045	<input type="checkbox"/>
Activity ID	849	<input type="checkbox"/>
		<input type="checkbox"/>
Payment ID	1126448	<input type="checkbox"/>

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

2. On Set Up Next Numbers by System, review the information supplied by the system in the following field:
  - Next Number
3. Turn on the following option for each type of next number for which you want to activate check digits:
  - Chk Dgt

You should use check digits for next numbers only when a transposition error is likely to occur during data entry.
4. Click OK.

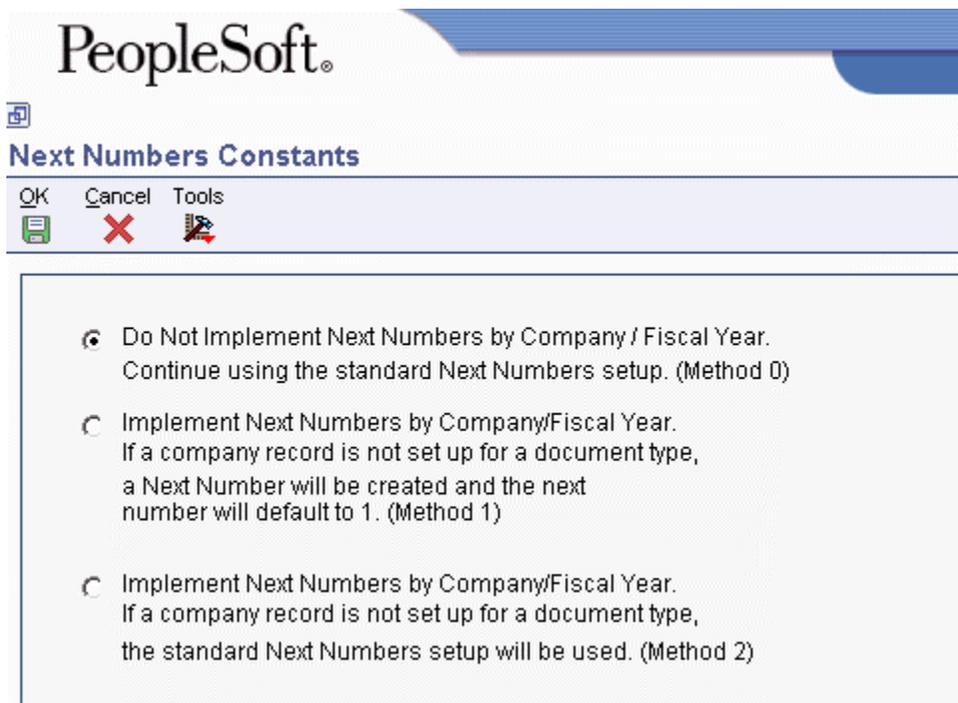
► **To assign next numbers by company and fiscal year**

---

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company by fiscal year.

*From the General Systems menu (G00), choose Next Numbers.*

1. On Work With Next Numbers, choose NN Constant from the Form menu.



---

**Note**

If a next number method is already activated, and next numbers by company or document already exist, you must delete those next numbers before you can change the method or add the fiscal year.

---

2. On Next Numbers Constants, turn on the option for the method that you want to use and click OK.
  - If you choose Method 0, the system uses standard next numbers, and not next numbers by company. Do not complete the remaining steps.
  - If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up. Complete the remaining steps.
  - If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up, or let the system supply the default, which is 1. Do not complete the remaining steps.
3. On Work With Next Numbers, choose NN by Co/FY from the Form menu.
4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:
  - Document Company
  - Doc Co
  - Do Ty
  - Sm As
  - Description
  - Fiscal Year
  - Century
  - Imbed Digits
  - Chk Dgt
  - Next Number Range 1
  - Auto Reset

---

## Automatic Accounting Instructions

Automatic accounting instructions (AAIs) are rules that define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the General Accounting system has AAIs.

In the General Accounting system, AAIs can be used to do the following:

- Determine how the post program creates journal entries for intercompany settlements.

- Determine how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an Accounts Receivable trade account or credit an Accounts Payable trade account when you are posting invoices or vouchers. AAIs eliminate the need to enter offsetting accounts manually or to know which offset account to update at the time of posting.
- Provide journal entries for many different kinds of transactions in the Sales Order Management and Procurement systems.
- Identify accounts that post to fixed assets and equipment in the Fixed Assets system, and create asset master records, depreciation account records, and other transactions.

Because the PeopleSoft EnterpriseOne software includes AAIs, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up others as needed.

Each AAI is associated with a specific general ledger account that consists of a business unit, object, and optionally, a subsidiary.

## AAI Prefixes and Suffixes

Automatic accounting instruction (AAI) items with a common purpose have a similar prefix. Typically, the prefix is two or three characters. Each software system has its own rules for prefixes, so be sure that you understand the rules for the systems that you are working with.

To allow for flexibility, some AAIs use a suffix (characters that follow the item name or prefix) that can be from one to four characters. The length of the suffix is limited by the length of the prefix. An AAI, including the suffix, cannot be more than six characters. In many systems, a three-character suffix identifies the currency code of the accounts that make up the AAI.

In the General Accounting system, the suffix is commonly used as follows:

- The *x* suffix on a three-character AAI item, such as GLG1, GLG2, and GLG3, identifies general purpose accounts, beginning assets, and beginning liabilities, respectively, in your chart of accounts.
- The *xx* suffix on a four-character AAI item identifies the beginning and end of account ranges for a particular transaction. For example, GLRC01 and GLRC02 identify the beginning and end of a range of accounts to be reconciled.

In the Accounts Payable system, the suffix is commonly used as follows:

- The *xxxx* suffix identifies the general ledger offset accounts to use for particular transactions, such as PREP for prepayments or WHLD for withholding taxes payable.
- The *xxxx* suffix (from one to four characters) attached to AAI item PB identifies alternate bank accounts.
- The *xxxx* suffix identifies type of 1099 return, box number, and range of accounts to be used in the G/L method of 1099 processing. For example, for AAI item PXA101, A identifies the 1099-MISC form, 1 identifies box 1 on the form, and 01 is the beginning of an account range.
- The *xx* suffix identifies a range of accounts, with odd numbers being the beginning of a range and even numbers being the end.

In the Accounts Receivable system, the suffix is commonly used as follows:

- The *xxxx* suffix (from one to four characters) identifies general ledger offset accounts to use in particular transactions, such as NOTE for notes receivable, EMP for employee accounts receivable, or UC for unapplied receipts.
- The *xxxx* suffix identifies the accounts receivable offset account to which invoice and receipt amounts are posted.
- The *xx* suffix identifies the expense account associated with a type of adjustment. The *xx* suffix for a type of adjustment must match the reason code, for example, MW for minor write-offs or BD for bad debt.

In the Fixed Assets system, the suffix *xx* is commonly used to identify the beginning or end of a range of accounts.

## Default AAIs

Systems that use automatic accounting instructions (AAIs) use a combination of company number and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using.

Your system includes AAIs that are already assigned to company 00000. You can customize them for your company, business unit, or object account setup. You can assign any valid account to the default AAIs for company 00000. If the system cannot find an AAI for a specific company, it uses the one for company 00000. You do not need to set up an AAI for any company that uses the default.

### Example: AAI Item PC

AAI item PC, used in Accounts Payable to identify an offset account for payable transactions, can use the default for company 00000 or it can use a full account structure of business unit.object.subsidiary. If you use the default, you can leave the business unit blank on the AAI, and the system will do the following:

- Find an AAI that has the company number and use the business unit on the AAI for that company. If no business unit exists on the AAI with the company number, the system will do the following:
- Locate the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for the company. If no AAI for the company exists, the system will do the following:
- Locate the AAI for company 00000 and use the corresponding account. If no business unit exists on the AAI for company 00000, the system will locate the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for company 00000.

## Account Ranges

When the system validates account ranges for AAIs, it reads and sorts alphabetic characters before numeric characters. If you use alphabetic characters in object accounts, be sure to define complete AAI account ranges that include both alphabetic and numeric characters. An alphabetic character should begin each range. A subsidiary comprising the number 99999999 generally ends each range.

The following example shows a range that includes all possible objects. AAI item CR01 represents the beginning of the range and AAI item CR02 represents the end of the range:

AAI	Company	Business Unit	Object	Subsidiary
CR01	00001	blank	AAAA	blank
CR02	00001	blank	9999	999999999

The AAI item that begins the first range in a series, such as item CR, should have a suffix of 01 (for example, CR01), and the AAI item that ends the range should have a suffix of 02 (for example, CR02).

Always use consecutive suffixes to define ranges. In the example above, CR03 would begin the second range, and CR04 would end the second range. Do not skip CR03 and CR04 and start the second range with CR05. If the system searches the AAIs for an account and finds a gap in the range numbering, it stops the search. Although AAI items with ranges must be consecutive, the object accounts associated with those AAIs can be in any order.

You can exclude specific account numbers from an AAI account range by defining two ranges. The easiest way to keep track of these exclusions is to set up ranges so that the first range ends *before* the excluded numbers and the second range begins *after* the excluded numbers.

## AAIs for Accounts Payable

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI tables that correspond to the transaction. In Accounts Payable, for example, if you enter a voucher, the system locates the item that contains account numbers for A/P trade accounts.

The name of an AAI item, such as PC, is hard coded. AAI items for Accounts Payable always start with the letter P. For example, PC is the AAI item for payables class (trade account) and PB is the AAI item for payables bank. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

You will notice that for some AAIs, such as payables discounts (item PKD), the business unit part of the AAI is optional. If you choose not to include a business unit for those AAIs, the business unit of the voucher is used as part of the specified account number.

Some AAIs require that you define a complete range, consisting of a beginning and an ending AAI item. For example, for item PX (used for 1099 processing), the first range must begin with PXyy01. You must end the first range with PXyy02, the next consecutive number. Define the next range, if needed, to start with PXyy03 and end with PXyy04, and so on.

## AAIs During Voucher and Payment Processing

When you enter a voucher, the PB AAI determines which bank account to assign to the voucher and the PC AAI determines which A/P Trade (liability) account to credit when the voucher is posted.

Each time you enter a transaction, the system locates the following information:

- Company number
- G/L offset

The system reviews the appropriate AAI table to locate an account number that has been set up for the combination of company and AAI item. If an account number exists for the combination, the

system uses that account. If no account number exists, the system uses the account set up for company 00000.

## **Search Sequence for A/P AAI**

Each AAI has a hierarchical order in which the system searches for an account number. The following example shows how the system searches for this information. The example shows the hierarchy for a company and G/L offset account.

### ***Example: Search Sequence for a Company and G/L Offset***

If you enter a voucher for company 00100 and G/L offset code 30, the system determines which A/P trade account to use based on the following search hierarchy:

- The system searches for AAI item PC30 for company 00100 to locate the A/P trade account.
- If the system cannot locate this AAI item, the system searches for item PC30 for company 00000
- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

## **Accounts Payable AAI**

The following AAI and corresponding items are available in the Accounts Payable system:

- Payables Bank - PB
- Payables Trade - PC
- Payables Discounts Available/Lost - PKD/PKL
- Voucher Logging Expense/Trade - PP/PQ
- Payables Tax - PT
- Drafts Payable - PD
- 1099s for G/L Method - PX

### **See Also**

- *Setting Up AAI for Taxes* in the *Tax Reference Guide* for information about AAI for taxes
- *Setting Up Multicurrency AAI for Accounts Payable* in the *Multicurrency Guide* for information about the AAI that you need to set up if you are in a multicurrency environment

## **Payables Bank (PB)**

An AAI item for the default bank account (PB) is required. This item specifies the default bank account that the system assigns if you do not enter a bank account number when you enter a voucher.

If you have multiple bank accounts defined for a company, you can define an offset using PByyyy (payables bank account). If you use PByyyy, you must also define PCyyyy (payables trade account) for the same offset.

For example, company 1 has two bank accounts: 1.1110.BEAR and 1.1110.FIB. You define PBBEAR and PBFIB to point to the respective bank account. PCBEAR and PCFIB must also exist in

your AAI table. You can, however, point them back to the same account defined in PC \_\_\_\_\_. In voucher entry, you would enter the yyyy into the G/L Offset field in the detail area to specify an account.

The following table shows the information that is needed when you set up item PB:

Item	Description	Co	BU	Obj	Sub	Seq No.
PB	Payables Bank		R	R	0	4.015

For example, Universal Incorporated must be paid from OMNI National Bank, which is not the default payables bank. Set up the G/L offset code of OMNI in the supplier master record or on each voucher for Universal Incorporated and set up the following AAIs:

Item	Description	Co	BU	Obj	Sub	Seq No.
PBOMNI (PByyyy)	OMNI bank-specific code		100	1110	OMNI	4.015
PCOMNI (PCyyyy)	OMNI bank-specific G/L offset code		100	4110		4.020

### Payables Trade (PC)

An AAI item for the accounts payable trade accounts (PC) is required. A payable trade account is the holding or clearing account that you use until you pay the voucher. This item specifies the default trade account that the system assigns to each voucher if you do not enter a trade account for the G/L offset when you enter the voucher.

The payables offset code can be specific to a supplier so that when you enter a voucher, the system uses the offset code from the supplier master record.

The following shows the information that is needed when you set up item PC:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC	Payables Trade Account		O	R	0	4.020

For trade accounts, you need to set up:

- Default AAI item for company 00000
- Company-specific AAI items
- Offset codes PCyyyy (PCNOTE) for company 00000
- Company-specific offset codes

This is illustrated in the following table:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC (PC _____)	Payables Trade Account		100	4110		4.020
PC (PC _____)	Company 200- specific Payables Trade Account	200	200	4110		4.020
PCNOTE (PCyyyy)	Default Notes Payable Trade Account		100	4110		4.020
PCNOTE (PCyyyy)	Company 200- specific Trade Account	200	200	4110		4.020

### Payables Discounts Available/Lost (PKD/PKL)

An AAI item for payable discounts available (PKD) and for payable discounts lost (PKL) is required if you are taking discounts. These items specify the profit and loss account for discounts available and lost. Discounts are not recognized until a payment is posted. The system uses PKD and PKL for the offsets that it creates when posting the payment.

Discounts taken is the net of discounts available and discounts lost. Both AAI PKD and its associated item PKL can point to the same general ledger account number. At the time of payment, the system writes a credit for the discount available to whatever account is associated with PKD. If you do not take a discount at the time of payment, the system also writes a debit to whatever account is associated with PKL.

Set up a default PKD and PKL account for company 00000 or a specific PKD and PKL account for each company.

The following table shows the information that is needed when setting up items PKD and PKL:

Item	Description	Co	BU	Obj	Sub	Seq No.
PKD	Discounts Available		O	R	0	4.050
PKL	Discounts Lost		O	R	0	4.050

### Voucher Logging Expense/Trade (PP/PQ)

AAI items for preliminary distribution (PP) and a suspense trade account (PQ) are optional if you are using voucher logging. Voucher logging is a feature of the Accounts Payable system that allows you to enter a voucher, but defer distribution to a G/L expense account, which is typically a suspense account.

These items specify the default values for preliminary expense and suspense trade accounts when you enter a logged voucher. If you do not set up item PP, you will have to enter a valid suspense account when you enter a logged voucher. If you do not set up item PQ, the system will use the account for item PC when you post the logged voucher.

You designate the use of the suspense trade account on Company Names and Numbers in the General Accounting system:

- If you enter 0, the system uses the A/P payables class (PC) AAI item to post the liability to a regular trade account.
- If you enter 1, the system uses the voucher logging - trade (PQ) AAI item to post the liability to a suspense trade account.

When the preliminary expense account is redistributed to the actual expense account, the system adjusts the suspense trade account (PQ) to the A/P Trade Account (PC).

When you know the expense accounts to post the voucher to, you use Voucher JE Redistribution. You must manually enter the expense account. The system:

- Credits the preliminary expense (PP)
- Debits the A/P trade suspense (PQ)
- Credits the A/P trade (PC)

The following table shows the information that is needed when items PP and PQ are set up:

Item	Description	Co	BU	Obj	Sub	Seq No.
PPyyyy	Preliminary Distribution for Voucher Logging		R	R	O	4.045
PQyyyy	Suspense A/P Trade Account		R	R	O	4.047

### Example: AAI Items for Voucher Logging

You enter a voucher in the amount of 100 in Voucher Logging Entry. The system debits the preliminary expense account in AAI item PP and credits the trade suspense account in AAI item PQ. The following table shows the initial journal entry when the A/P trade suspense account (PQ) is used instead of the A/P trade account (PC).

<b>Preliminary Expense (PP)</b>	<b>A/P Trade Suspense (PQ)</b>
100	100

When you redistribute the voucher, you debit an expense account. The system debits the A/P trade suspense account and credits the preliminary expense and A/P trade accounts. The following table shows the complete journal entry.

<b>Preliminary Expense (PP)</b>	<b>A/P Trade Suspense (PQ)</b>
100	100
100	100

Expense Account	A/P Trade (PC)
100	100

### Drafts Payable (PD)

AAIs define rules for programs that automatically generate journal entries. You should set up draft AAIs for each company if you use a different account number for it. That is, you do not need to set up an AAI for each company if the companies use the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup.

Draft processing uses a single AAI that defines the drafts payable account. This account acts as a holding or clearing account until you pay the draft. When you create a draft, the system:

- Debits A/P trade
- Credits drafts payable

When you pay the draft, the system:

- Debits drafts payable
- Credits your bank account

You set up a single AAI for the drafts payable account (item PD), which the system uses as the default. You can also set up one AAI for each payment instrument (item PDx, where x equals the user defined code for a payment instrument).

The following table shows the information that is needed when item PD is set up:

Item	Description	Co	BU	Obj	Sub	Seq No.
PD or PDx	Drafts Payable		R	R	O	4.043

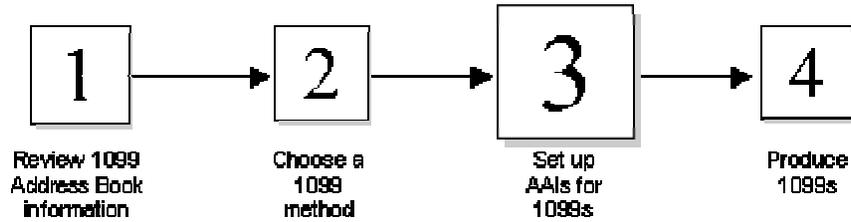
### See Also

- *User Defined Codes for Accounts Payable* in the *Accounts Payable Guide* for more information about setting up your system for drafts payable

### 1099s for G/L Method (PX)

The G/L method uses AAIs to determine G/L account number ranges for 1099 processing. You must edit the 1099 AAI items to tie your chart of accounts to the corresponding IRS form and box.

### 1099s for G/L Method - PX



Setting up AAIs is the third task in the 1099 process.

You need to define the following AAI items, depending on the type of 1099 forms you will process:

<b>PXAxxx</b>	1099-MISC (Miscellaneous) form
<b>PX1xxx</b>	1099-DIV (Dividend and Distribution) form
<b>PX6xxx</b>	1099-INT (Interest Income) form

Individual AAI items are associated with boxes on the 1099 form. For example, UDC 04/TR values A1 through A9 (AAI items PXA1xx through PXA9xx) correspond to 1099 MISC boxes 1 through 9. However, UDC 04/TR value AA (AAI item PXAAxx) corresponds to box 10, and both AB and AC (AAI items PXABxx and PXACxx) correspond to box 13. Also, the 1099 DIV form has boxes 2a, 2b, 2c, and 2d that correspond to UDC 04/TR values 1A, 1B, 1C, and 1D (AAI items PX1Axx through PX1Dxx).

Each pair of AAI items defines the beginning and end of a range of object accounts. For example, Attorney Fees (box 13 on the 1099 MISC form) are identified by the range of accounts associated with AAI items PXAC01 and PXAC02. If you need to identify other accounts, use another range defined by PXAC03 and PXAC04, and so on.

#### See Also

- ❑ *1099 Processing Codes (04/TR and 01/07)* in the *Accounts Payable Guide* for more information about 1099 codes
- ❑ *IRS Form 1099 Processing Guide* for the appropriate year for detailed instructions for processing IRS Form 1099

## Working with AAIs

Because the PeopleSoft EnterpriseOne system already has automatic accounting instructions (AAIs) in place, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Before you revise or set up AAIs, review the existing information. For each AAI item, verify that a default AAI item exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

Depending on your needs, you can review, revise, and set up AAIs on either of the following forms:

- Set Up Single AAI Item – this form displays all of the detail for one AAI at a time.
- Set Up Multiple AAI Items – this form displays the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these two forms are similar, the sequence and names of some fields are different.

### Prerequisite

- Set up your chart of accounts. See *Creating Your Chart of Accounts* in the *General Accounting Guide*.

### ► To review and revise a single AAI

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*Use one of the following navigations:*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, do one of the following:
  - To view a list of AAI items for an application, click Find if necessary.
  - To begin the list of AAI items with a specific sequence number, complete the following field and click Find:
    - Sequence No.  
AAIs for the Accounts Receivable system have sequence numbers that begin with 3. Those for the Accounts Payable system have sequence numbers that begin with 4. Those for the General Accounting system have sequence numbers that begin with 1.
2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the following fields and, if applicable, change them as needed:
  - System

- Sequence No.
- Business Unit
- Object Account
- Subsidiary

You cannot change the following fields for existing AAI items:

- Item Number
- Company

5. Click OK.

If you enter a business unit in the Business Unit field, the system validates the object account and subsidiary against the Account Master table (F0901) when you click OK. If the object account and subsidiary do not exist in the F0901 table for the specified business unit, the system generates an error message. If, however, you do not enter a business unit in the Business Unit field, the system does not validate object account and subsidiary information against the F0901 table.

You can change the value in the Business Unit, Object Account, and Subsidiary fields if that portion of the account was originally defined as required or optional. You cannot change the value if the Business Unit, Object Account, or Subsidiary field was originally defined as not used unless you first change the Not Used option to Required or Optional. We recommend that you not change the Required, Optional, and Not Used options on existing AAI items.

► **To review and revise one or more AAIs**

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*Use one of the following navigations:*

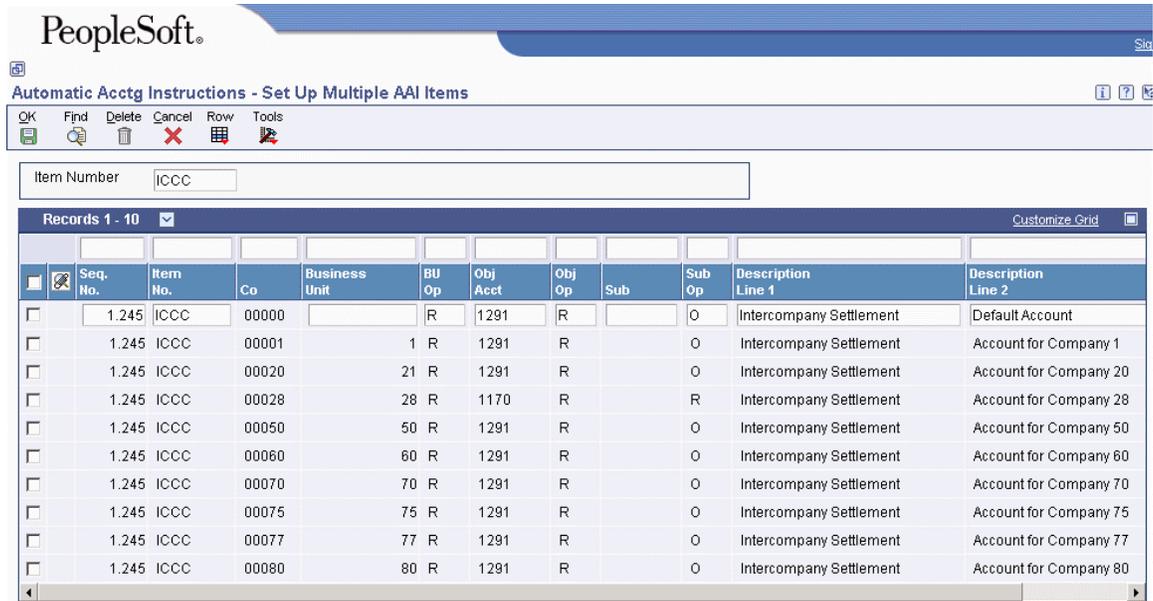
*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, click Find to review a list of AAI items, if necessary.
2. To review and revise multiple AAI items, choose an item and then choose Multiple AAIs from the Row menu.



3. On Set Up Multiple AAI Items, verify the value in the following field in the header area of the form:

- Item Number

To review all AAI items, type \* in this field. To narrow your search, type an initial letter followed by \* in the Item No. field in the QBE row.

4. Review the following fields and, if applicable, change them as needed:

- Seq. No.
- Business Unit
- Obj Acct
- Sub

You can change the value in the Business Unit, Object Account, and Subsidiary fields if that portion of the account was originally defined as required or optional. You cannot change the value if the Business Unit, Object Account, or Subsidiary field was originally defined as not used unless you first change the Not Used option to Required or Optional on the Set Up Single AAI Item form. To access this form and change an option, choose Detail from the Row menu. We recommend that you not change the Required, Optional, and Not Used options on existing AAI items.

- Description Line 1
- Description Line 2
- Product Code

Do not change the following fields for existing AAI items:

- Item No.
- Co

5. Click OK.

If you enter a business unit in the Business Unit field, the system validates the object account and subsidiary against the Account Master table (F0901) when you click OK. If the object account and subsidiary do not exist in the F0901 table for the specified business unit, the system generates an error message. If, however, you do not enter a business unit in the Business Unit field, the system does not validate object account and subsidiary information against the F0901 table.

► **To set up AAIs**

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After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Description and Subsidiary fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If a business unit is not entered for an AAI, the business unit of the invoice or voucher is used in conjunction with the object and subsidiary entered for the AAI.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, do one of the following:

- To set up one AAI item, click Add.
- To set up multiple AAI items, choose an item and then choose Multiple AAIs from the Row Menu.

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**Note**

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

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2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields and then click OK:

- Item Number
- Co
- System

On Set Up Multiple AAI Items, this field is called Product Code.

- Sequence No.
- Business Unit

- Obj Acct
- Sub
- Description Line 1

► **To copy an AAI**

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When you copy an existing AAI, the system retains the existing AAI and adds a new one. This procedure is an efficient way to set up a new AAI.

*Use one of the following navigations:*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:

- Item Number
- Company
- System
- Sequence No.
- Business Unit
- Object Account
- Subsidiary
- Description Line 1

► **To translate AAIs**

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Multinational businesses have the option to translate the descriptions of their AAIs. The descriptions work in conjunction with the language specified for each person who uses the system. For example, when a French-speaking user accesses an AAI that has a French translation, the description appears in French.

You cannot see the translated AAIs directly from the Automatic Accounting Instructions Master table (F0012), but you can see them from reports and online inquiries and programs that access text from the master table. Translation information is stored in the AAI Alternate Description Master table (F0012D).

*From the General Accounting System Setup menu (G0941), choose Translate AAIs.*



## Translate AAls - Translate AAI Descriptions

OK	Find	Delete	Cancel	Row	Form	Tools

Company	<input type="text" value="00001"/>	<i>Financial/Distribution Company</i>
From Language	<input type="text" value="E"/>	<i>English</i>
To Language	<input type="text" value="F"/>	<i>French</i>
		AAI <input type="text"/>

Records 1 - 10		Customize Grid	
<input type="checkbox"/>		AAI	To Description 01
<input type="checkbox"/>		Netting Suspense Account	
<input type="checkbox"/>		GT Journal Entry with VAT	
<input type="checkbox"/>		GV Unrealized gain on Monetary	
<input type="checkbox"/>		GW Unrealized loss on Monetary	
<input type="checkbox"/>		HRLT Ledger Type Where Budget	
<input type="checkbox"/>		HRSB Beginning Salary Range	
<input type="checkbox"/>		HRSE Ending Salary Range	
<input type="checkbox"/>		ICCC Intercompany Settlement	
<input type="checkbox"/>		P3I Promotional Fund Voucher	
<input type="checkbox"/>		PB Default Bank Account	

1. On Work with Companies, click Find to display a list of companies.
2. Choose a company and then choose Translate AAI's from the Row menu.
3. On Translate AAI Descriptions, complete the following fields:
  - From Language
  - To Language
4. To skip to a specific AAI, complete the following field in the detail area of the form and click Find:
  - AAI
5. Complete the following field for each AAI:
  - To Description 01
6. To add more translated text to an AAI, choose Expanded Desc from the Row menu.



Translate AAIs - Review Expanded AAI Descriptions

OK	Cancel	Tools			
Company	<input type="text" value="00001"/>	Financial/Distribution	From Language	<input type="text" value="E"/>	English
AAI	<input type="text" value="ICCC"/>		To Language	<input type="text" value="F"/>	French

<p>From Description:</p> <input type="text" value="Intercompany Settlement"/> <input type="text" value="Account for Company 1"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>To Description:</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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- On Review Expanded AAI Descriptions, enter additional text in the To Description fields and click OK.
- On Translate AAI Descriptions, click OK.

You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system does not accept your changes.

► **To review translated AAIs in multiple languages**

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

On Work With Automatic Accounting Instructions, choose an AAI and then choose Translate AAI from the Row menu.

On the AAI Translations form, the system displays AAI descriptions for each language in which a translation has been entered.

**Processing Options for Automatic Accounting Instructions (P0012)**

---

Sequence No.  
 Enter the desired values and press OK to continue.  
 Enter the Starting Sequence Number

---

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# Payment Terms

Payment terms are used by the Accounts Payable and Accounts Receivable systems to specify a payment due date and, optionally, a discount percent and discount due date. Payment terms allow you to enter invoices and vouchers more efficiently because the system calculates the due dates and discounts for you. You can specify a default payment term on the customer and supplier records. Then, when you enter a voucher or invoice you can either accept the default or override it with a different payment term.

Payment terms can range from simple to complex, depending on the policy of your organization. You define a payment term by using a one-, two-, or three-character combination of the following values:

- Alphabetic (A–ZZZ)
- Numeric (0–999)
- Special characters (including blank)

For example, you might use A1%, which combines all types of characters.

Payment terms are not system specific. The Accounts Payable and Accounts Receivable systems use the same payment terms.

## **Blank Payment Term Code**

You can use a blank payment term code for the most commonly used payment term, but you should also set up that payment term with a code to use as an override, especially if you use a nonblank default payment term on the customer or supplier record. For example, if the supplier master record is set up to use 001 as the payment term code, and you want to override it on the voucher to the blank payment term code, the system will continue to supply the default (001) from the supplier record every time you clear the field.

## Types of Payment Terms

Two types of payment terms are available:

<p><b>Standard</b></p>	<p>Standard payment terms allow you to:</p> <ul style="list-style-type: none"> <li>• Specify due dates using one of three methods:             <ul style="list-style-type: none"> <li>• Entering a specific date</li> <li>• Specifying the number of days to add to the invoice date</li> <li>• Specifying the number of months to add to the invoice date and the date in the month</li> </ul> </li> <li>• Specify discounts as a percent of the gross amount for each invoice or voucher, or each invoice or voucher pay item.</li> <li>• Specify discount due dates</li> <li>• Divide an invoice or voucher equally into multiple pay items. You can specify a due date for the first pay item and the number of days to add to each remaining pay item.</li> </ul>
<p><b>Advanced</b></p>	<p>Advanced payment terms provide all the features of standard payment terms, but also allow you to:</p> <ul style="list-style-type: none"> <li>• Specify a calendar and workday rule to use in conjunction with the due date. For example, if the due date falls on a weekend day, the system can automatically change it to the previous Friday or following Monday.</li> <li>• Specify a based-on date other than the invoice date, such as the G/L date or service/tax date.</li> <li>• Calculate net and discount due dates using date ranges that allow you to add days and months, specify a fixed date, or use a combination of the two.</li> <li>• Divide a transaction into multiple pay items based on a percentage. For example, the amount of the first pay item might be 20% of the total amount, and the amount the second and third pay items might each be 40% of the total.</li> <li>• Specify varying discount percentages for multiple pay items. For example, the percentage of the discount for the first pay item might be 10%, and the remaining pay items might be 20% each.</li> <li>• Specify varying discount percentages based on the due date. For example, you might grant a 5% discount to customers who pay within 10 days, and a 2% discount to customers who pay between 11 and 30 days.</li> </ul>

## Setting Up Standard Payment Terms

You set up standard payment terms using the Payment Terms Revisions program (P0014). The system uses the payment term information to calculate the values for the Due Date, Discount Available, and Discount Due Date fields on the invoice and voucher entry forms.

You can set up the following types of standard payment terms:

- Due upon receipt
- Fixed
- Net
- Proximate date
- Split

The system stores standard payment terms in the Payment Terms table (F0014).

### **Due Upon Receipt Payment Terms**

You use due upon receipt payment terms when you want the due date to equal the invoice date. You set up the payment term without specifying any additional information.

### **Fixed Payment Terms**

You use fixed payment terms when you want to specify a due date instead of having the system calculate the due date. For example, you might want all transactions due at the end of the year regardless of when they were entered. To do this, you enter a due date of 12/31/05.

### **Net Payment Terms**

You use net payment terms to specify the due date of the transaction by adding some number of days to the invoice date of the transaction. For example, you specify net days to pay of 30 and you enter a transaction with an invoice date of 6/14/05. The system calculates the due date as 7/14/05.

### **Net Payment Terms with Discounts**

In addition to specifying the net days to pay (or due date), you can specify the discount percent and the discount days. The system multiplies the gross amount by the discount percent to calculate the discount available. It then adds the discount days to the invoice date to determine the discount due date.

For example, you specify the following 1/10 net 30 payment term:

- Discount of 1%
- Discount days of 10
- Net days to pay of 30

You enter a transaction with an invoice date of 6/14/05.

The system calculates a discount due date as 6/24/05 and the net due date as 7/14/05. The customer has until 6/14/05 to remit their payment to receive a 1% discount; otherwise, the payment is due 6/24/05.

## Proximate Date Payment Terms

You use proximate date payment terms when you want the transaction due date to be on the same date of the month regardless of the invoice date. You specify the number of months to add to the invoice date and the date in that month on which the transaction is due.

For example, you specify the following payment term:

- Proximate month of 1
- Proximate day of 10

You enter a transaction with an invoice date of 5/20/05.

The system calculates the due date as 6/10/05.

To specify a due date for the last day of the month, use a proximate month of 0 and proximate days of 31. The system uses the last day of the month regardless of the number of days in the month.

## Proximate Date Payment Terms with Discounts

In addition to specifying the proximate month and day, you can specify the discount percent and the discount days. The system multiplies the gross amount by the discount percent to calculate the discount available, and adds the discount days to the invoice date to calculate the discount due date.

For example, you specify the following payment term:

- Discount of 1%
- Discount days of 10
- Proximate month of 1
- Proximate days of 10

You enter a transaction with an invoice date of 6/14/05.

The system calculates a discount due date of 6/24/05 and a net due date of 7/10/05. The customer has until 6/24/05 to remit their payment to receive a 1% discount; otherwise, the payment is due 7/10/05.

## Split Payment Terms

You use split payment terms when you want the system to divide the transaction evenly into multiple pay items with different due dates and the number of days between the second and subsequent payments is constant.

You specify the net days to pay, the number by which you want to divide the transaction, and the days to pay aging. The system uses the net days to pay to calculate the due date of the first pay item, and the days to pay aging to calculate the due dates for the second and subsequent pay items.

For example, you specify the following payment term:

- Net days to pay of 20
- Split payments of 4
- Days to pay aging of 30

You enter a voucher with an invoice date 6/14/05.

The system divides the voucher into four pay items and calculates the due dates as follows:

- For the first pay item, the due date is 7/04/05 (20 days from the invoice date)
- For the second pay item, the due date is 8/03/05 (30 days from the due date of the first pay item)
- For the third pay item, the due date is 9/02/05 (30 days from the due date of the second pay item).
- For the fourth pay item, the due date is 10/02/05 (30 days from the due date of the third pay item).

---

**Note**

You do not see the effects of the split until you complete the entry process for the transaction, and then reinquire on it.

---

**Split Payment Terms with Discounts**

In addition to specifying the split payment term, you can specify the discount percent and the discount days. The system calculates the discount available for each pay item.

You specify the information for the split payment term, as well as the discount percent and the number of days to add to the invoice date to calculate the discount due date.

For example, you specify the following 1/10 net 30 payment term:

- Discount of 1%
- Discount days of 10
- Net days to pay of 20
- Split payments of 3
- Days to pay aging of 30

You enter a transaction for 3000 USD with an invoice date of 6/01/05.

The system calculates the dates for each pay item as follows:

<b>Pay Item</b>	<b>Gross Amount</b>	<b>Discount Amount</b>	<b>Discount Due Date</b>	<b>Due Date</b>
001	1000.00	10.00	6/11/05	6/21/05
002	1000.00	10.00	7/11/05	7/21/05
003	1000.00	10.00	8/10/05	8/20/05

---

**Note**

The system performs soft rounding on amounts that do not divide equally.

---

## Tax Considerations for Using Payment Terms with Discounts

If the voucher or invoice has taxes, the system uses the tax rules that are set up for the company entered on the invoice or voucher. If tax rules are not set up for the company specified, the system uses the tax rules that are set up for the default company 00000.

The system will not process transactions with discounts if the tax rules for the company specified are set up with the following option turned on:

- Tax on Gross Excluding Discount

### ► To set up due upon receipt payment terms

---

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.

The screenshot shows the 'Payment Terms Revisions - Revise Payment Terms' dialog box in PeopleSoft. At the top, there is a title bar with 'PeopleSoft' and a window icon. Below the title bar, there are buttons for 'OK', 'Cancel', and 'Tools'. The main area contains a 'Payment Terms' field with the value '006' and an unlabeled field with the text 'Due Upon Receipt'. Below these fields, there are several input fields for 'Discount %', 'Discount Days', 'Net Days to Pay', 'Number of Split Payments', and 'Days To Pay Aging'. To the right of these fields, there are input fields for 'Due Date' and 'Prox Date Month' with 'Day' and 'Day' sub-fields.

2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term and click OK.

### ► To set up fixed payment terms

---

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.



Payment Terms Revisions - Revise Payment Terms

OK Cancel Tools



Payment Terms	<input type="text" value="007"/>	<input type="text" value="Fixed Date"/>
Discount %	<input type="text"/>	Due Date <input type="text" value="12/31/05"/>
Discount Days	<input type="text"/>	Prox Date Month <input type="text"/> Day <input type="text"/>
Net Days to Pay	<input type="text"/>	
Number of Split Payments	<input type="text"/>	
Days To Pay Aging	<input type="text"/>	

2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following field and click OK:
  - Due Date

► **To set up net payment terms**

---

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.

PeopleSoft®

Payment Terms Revisions - Revise Payment Terms

OK Cancel Tools

Payment Terms

Discount %	<input type="text"/>	Due Date	<input type="text"/>
Discount Days	<input type="text"/>	Prox Date Month	<input type="text"/> Day <input type="text"/>
Net Days to Pay	<input type="text" value="30"/>		
Number of Split Payments	<input type="text"/>		
Days To Pay Aging	<input type="text"/>		

2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following field for the system to calculate the net due date:
  - Net Days to Pay
 

The system adds the number of days that you specify to the invoice date to calculate the net due date.
5. To set up the payment term with a discount, complete the following fields:
  - Discount %
 

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.
  - Discount Days
 

The system adds the number of days that you specify to the invoice date to calculate the discount due date.
6. Click OK.

► **To set up proximate date payment terms**

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.



Payment Terms Revisions - Revise Payment Terms

OK	Cancel	Tools	
Payment Terms	<input type="text" value="003"/>	<input type="text" value="Prox Days 1/10"/>	
Discount %	<input type="text"/>	Due Date	<input type="text"/>
Discount Days	<input type="text"/>	Prox Date Month	<input type="text" value="1"/> Day <input type="text" value="10"/>
Net Days to Pay	<input type="text"/>		
Number of Split Payments	<input type="text"/>		
Days To Pay Aging	<input type="text"/>		

2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following fields for the system to calculate the net due date:
  - Prox Date Month
 

The system adds the number of months that you specify to the invoice date to determine the month of the net due date.
  - Day
 

The system uses the day that you specify as the day that the payment is due.

For example, if you specify a Prox Date Month of 1 and a Day of 16, and you enter a voucher with an invoice date of 6/10, the system calculates the due date as 7/16.
5. To set up the payment term with a discount, complete the following fields:
  - Discount %
 

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.
  - Discount Days
 

The system adds the number of days that you specify to the invoice date to calculate the discount due date.
6. Click OK.

► **To set up split payment terms**

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.

2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following additional fields to define the terms of the split payment:
  - Net Days to Pay
  - Number of Split Payments
  - Days To Pay Aging
5. To allow a discount, complete the following optional fields:
  - Discount %  
Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.
  - Discount Days  
The system adds the number of days that you specify to the invoice date to calculate the discount due date.
6. Click OK.

## Setting Up Advanced Payment Terms

Advanced payment terms allow you to customize payment due dates by setting up due date rules. Due date rules allow you to set up more complex and diverse payment terms because you can:

- Specify a workday calendar and workday rule.  
Specify which days of the month are workdays and which are weekends and holidays. Additionally, if due dates fall on a weekend or holiday, you can specify whether to use that date or have the system automatically change the due date to the previous or following working day.
- Specify the based-on date.  
Unlike the due dates for standard payment terms, which are always based on the invoice date, advanced payment terms allow you to specify whether to use the invoice date, G/L date, or service/tax date.
- Specify the number of days and months to add to or subtract from the based-on date based on a range of transaction dates, or specify the months to add and a fixed date based on a date range.
- Specify unique rules for net and discount due dates.  
You could have net due dates that use a date range and are based on the G/L date, and discount due dates that have a fixed date based on the invoice date.

The system stores advanced payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)
- Multitiered Payment Terms (F00147)

### Work Day Calendars

When setting up due date rules for your advanced payment terms, you can set up work day calendars. These calendars allow you to specify actual work days, weekends, holidays, and other user-defined types of days for your organization. You can set up multiple calendars and reference one of them in a due date rule.

After you set up a work day calendar, you specify which action to perform if the system calculates the due date on a nonworking day. You do this on the Due Date Rules Revision form by specifying a work day rule. By using a work day rule, you can adjust the payment's due date to correspond to your work days, as well as prevent unintended grace periods that might occur if the due date falls on a Saturday and your business is closed.

For example, you can instruct the system to:

- Use work days only when counting the days to calculate the due date and not allow the due date to occur on a nonwork day.

- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the work day before the calculated due date as the due date. For example, if the calculated due date falls on the weekend, the system moves it to the previous Friday.

Work day calendars are stored in the Workday Calendar table (F0007).

► **To add a work day calendar**

*Use one of the following navigations:*

*For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).*

*For the Capital Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).*

*For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).*

*For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).*

*For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).*

The Work With Workday Calendar form appears, displaying all of the calendars that have been set up.

**Work Day Calendar - Work With Workday Calendar**

Select Find Add Delete Close Tools

Calendar Type \*  Branch/Plant

Calendar Name \*

Calendar Month \*  Calendar Year \*  Shift Code \*

Branch/Plant	Description	Month	Year	Century	Shift Code	Calendar Type	Calendar Name
<input type="checkbox"/>	10 Western Distribution Center	6	5	20			
<input type="checkbox"/>	27 Eastern Area DC	1	98	19			
<input type="checkbox"/>	27 Eastern Area DC	2	98	19			
<input type="checkbox"/>	27 Eastern Area DC	3	98	19			
<input type="checkbox"/>	27 Eastern Area DC	4	98	19			
<input type="checkbox"/>	27 Eastern Area DC	5	98	19			
<input type="checkbox"/>	27 Eastern Area DC	6	98	19			
<input type="checkbox"/>	27 Eastern Area DC	7	98	19			
<input type="checkbox"/>	27 Eastern Area DC	8	98	19			
<input type="checkbox"/>	27 Eastern Area DC	9	98	19			

- To add a new calendar, on Work With Workday Calendar, complete the following required fields:
  - Branch/Plant
 

With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).
  - Calendar Year
  - Calendar Month
- Complete the following optional fields to specify unique calendars for the same branch/plant:
  - Calendar Type
  - Calendar Name
  - Shift Code
 

If you enter a value in the Calendar Name field, you must enter a shift code.
- Click Add.

The Workday Calendar Revisions form appears, displaying two calendars for the month and year. The calendar on the left shows the numerical days, and the one on the right shows the work days and nonworking days.

**PeopleSoft**

**Work Day Calendar - Workday Calendar Revisions**

OK Cancel Form Tools

Branch/Plant 10

Calendar Type

Calendar Name

Calendar Month 6 Calendar Year 5 Century 20 Shift Code

2005		June					2005	
S	M	T	W	T	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

2005		June					2005	
S	M	T	W	T	F	S		
			W	W	W	E		
E	W	W	W	W	W	E		
E	W	W	W	W	W	E		
E	W	W	W	W	W	E		
E	W	W	W	W				

- On Workday Calendar Revisions, change the default values as necessary for each day of the week and click OK.

The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard-coded as a work day, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

- W (workday)
- E (weekend)
- H (holiday)
- S (shut-down)

► **To copy a workday calendar**

---

*Use one of the following navigations:*

*For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).*

*For the Enterprise Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).*

*For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).*

*For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).*

*For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).*

The Work With Workday Calendar form appears, displaying all calendars that have been set up.

1. On Work With Workday Calendar, choose the calendar that you want to copy and click Select.
2. On Workday Calendar Revisions, click Copy from the toolbar.
3. Complete the following required field to create a new calendar:
  - Branch/Plant  
With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).
4. Complete the following optional fields to specify unique calendars for the same branch/plant:
  - Calendar Name
  - Calendar Type
  - Shift Code  
If you enter a value in the Calendar Name field, you must enter a shift code.
5. Change the default values as necessary for each day of the week and click OK.

The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard coded as a workday, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

- W (workday)
- E (weekend)
- H (holiday)
- S (shut-down)

## **Setting Up Due Date Rules**

Before you set up advanced payment term codes, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

You can set up a due date rule for either a discount due date or a net due date. After you set up due date rules, you set up the advanced payment term code that uses the rule and you specify a discount percentage, if desired. Thus, the due date rule is linked to the advanced payment term code and discount percentage to define the following:

- Default payment term code for a customer or supplier
- Payment term code for a specific invoice or voucher
- Payment term code for a specific invoice or voucher pay item

You can verify that the due date rules that you set up work correctly by using the Simulator feature, which allows you to perform multiple tests without entering transactions.

## **Due Date Rule Components**

A due date rule can consist of any of the components listed in the following table. Using a combination of these due date components allows you to set up unlimited payment terms to meet your business needs.

<b>Based-on Date</b>	An invoice date, G/L date, or service tax date.
<b>Days to Add</b>	The number of days that the system adds to or subtracts from the based-on date.
<b>Months to Add</b>	The number of months that the system adds to the based-on date.
<b>Fixed Days</b>	The same date every month, such as the 10 <sup>th</sup> or 15 <sup>th</sup> of each month.
<b>Date Range</b>	A range of days that the system uses in conjunction with other components.
<b>Work day Calendar</b>	A calendar that you can use to specify the days of the week that are working days.
<b>Work day Rule</b>	A rule that you can use to ensure that if a due date is on a nonworking day, the system moves it forward or backward to an actual work day. It also specifies whether to count nonworking days when calculating the due date.
<b>Multitiered discounts</b>	You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if it is paid within 10 days, a 10 percent discount if it is paid within 20 days, and no discount if the full amount is paid after 20 days. You can define up to five tiers of discount percentages.

## Date Ranges

If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, the days to add, or a fixed date. If you do not specify a month to add, the days to add, or a fixed date, the system assigns the last day of the range as the due date.

For example, if you set up a date range from the 10<sup>th</sup> to the 25<sup>th</sup> of June and you do not specify a fixed date or months and days to add, the due date of the payment is June 25<sup>th</sup>.

The ranges must not overlap, and they must include a full month (the 1<sup>st</sup> through the 31<sup>st</sup>). The system always uses the last day of the month, regardless of the number of days in the month, when you specify fixed days as 31.

When you set up a date range, you can specify the number of months to add along with the number of days to add or the fixed date. However, you cannot specify both the number of days to add and a fixed date. The types of date ranges that you can specify are:

- Months to add
- Days to add
- Fixed date
- Months to add and days to add
- Months to add and fixed date

---

**Note**

When a due date rule contains a date range, the system first calculates the due date based on the components within the rule, such as the months to add or fixed days. Then the system uses the date range to complete the calculation. For example, the system reads the following components to calculate the due date on an invoice:

- Based on date: Invoice date of 1/10/03
- Months to add: 1
- Fixed days: 1
- Date ranges:
  - From Day 1 to Day 1 with Days to Add of 30
  - From Day 2 to Day 31

The system adds one month to the invoice date and uses the fixed days of 1 to calculate a due date of 2/01/03. Then the system reads the first date range and adds 30 days to calculate a final invoice due date of 3/03/03. Based on this setup, the second date range will never be used in the calculation.

---

**Examples of Due Date Rules**

Because payment terms can be very complex, the following examples might be helpful when you are setting up advanced payment terms that use a combination of date ranges and rules. All examples assume that you are using a workday rule that specifies actual (all) days in the due date calculation, as opposed to working days only.

**Example 1**

If the invoice date is between the 1<sup>st</sup> and 15<sup>th</sup>, set up a payment term that uses a fixed date of the 10<sup>th</sup> in the following month. Otherwise, add two days to the invoice date if it is between the 16<sup>th</sup> and 31<sup>st</sup>.

Steps to complete:

1. Specify a date range for 1–15 that adds 1 month and has fixed days of 10.  
The system calculates the due date to be the 10<sup>th</sup> of the following month for all transactions that have an invoice date between the 1<sup>st</sup> and the 15<sup>th</sup>.
2. Specify a separate date range for each date after the 15<sup>th</sup>. You specify this date range as follows:

From Day	To Day	Days to Add
16	16	2
17	17	2
18	18	2
19	19	2
20	20	2

Continue adding a range for each single day that adds two days through the 31<sup>st</sup>.

---

**Caution**

Do not set up a second range for 16–31 that adds two days. This is a common mistake. In this case, the system would calculate the due date on the 2<sup>nd</sup> of the following month because it adds two days to the last day specified in the date range, which could be the 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>, depending on the month and year.

---

**Example 2**

If the G/L date is between the 1<sup>st</sup> and the 10<sup>th</sup>, set up a payment term that adds one month and five days to the G/L date. If the date is between the 11<sup>th</sup> and the 20<sup>th</sup>, add one month to the G/L date. If the date is between the 21<sup>st</sup> and the 31<sup>st</sup>, add one month and use a fixed date of the 31<sup>st</sup>.

Steps to complete:

1. Specify a separate date range for each day between the 1st and the 10th as follows:

From Day	To Day	Days to Add	Months to Add
1	1	5	1
2	2	5	1
3	3	5	1
4	4	5	1
5	5	5	1

Continue adding a range for each single day that adds one month and five days through the 10<sup>th</sup>.

---

**Caution**

Do not set up a range from 1–10 that adds one month and five days. This is a common mistake. In this case, the system would calculate the due date to be on the 15<sup>th</sup> of the next month for all transactions with a G/L date between the 1<sup>st</sup> and the 10<sup>th</sup> because it uses the last day of the range (10) and adds one month and five days to it.

---

2. Specify a date range for each day between the 11th and the 20th as follows:

From Day	To Day	Days to Add	Months to Add
11	11	0	1
12	12	0	1
13	13	0	1
14	14	0	1
15	15	0	1

Continue adding a range for each single day that adds one month through the 20<sup>th</sup>.

1. Specify a date range between the 21<sup>st</sup> and 31<sup>st</sup> that adds one month and has fixed days of 31.

From Day	To Day	Days to Add	Months to Add	Fixed Days
21	31	0	1	31

You do not need to specify a separate range for each date because the due date is fixed.

**Example 3**

Your company requires payment for goods prior to shipment. Set up a payment term that subtracts 10 days from the invoice date.

Because the payment term is not dependent on a date range, specify -10 in the Days to Add field.

Because the customer is prepaying for an item, the payment will be entered as an unapplied receipt until the invoice is generated. When the invoice is generated, it will be matched against the unapplied receipt. Allowing the calculation of due dates prior to the invoice date can help you manage prepayment billing. Additionally, you can use prepayment due date rules in installment payment terms if you need to manage different payment percentages in accordance with different due dates.

**► To set up due date rules**

---

*From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.*

1. On Work with Due Date Rules, click Add.



Due Date Rule Revisions - Due Date Rules Revision

OK Cancel Form Tools

Due Date Rule	RANGE	<input checked="" type="checkbox"/> Range Attached	<input type="checkbox"/> Tier Attached
Description	Fixed Date - Range		

Based on Date	1	Invoice Date
Days to Add	0	
Fixed Days	0	
Months to Add	0	
Calendar		
Work Day Rule		Actual Days

2. On Due Date Rules Revision, complete the following fields:
  - Due Date Rule
  - Description
3. To define how the system calculates the due date, complete any of the following fields:
  - Based on Date
  - Days to Add  
You can specify negative days to subtract days from the based on date.
  - Fixed Days
  - Months to Add
4. To specify information about a workday calendar, complete the following fields:
  - Calendar
  - Work Day Rule
5. Click OK.
6. To set up a date range as part of the due date rule, on Work with Due Date Rules, choose a due date rule, and then choose Date Range from the Row menu.

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Due Date Rule Revisions - Date Range Revision

OK Cancel Form Tools

Due Date Rule RANGE

Records 1 - 4		Customize Grid				
<input type="checkbox"/>	<input type="checkbox"/>	From Day	To Day	Days To Add	Fixed Days	Months To Add
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	10	0	20	0
<input type="checkbox"/>	<input type="checkbox"/>	11	20	0	30	0
<input type="checkbox"/>	<input type="checkbox"/>	21	31	0	10	0
<input type="checkbox"/>	<input type="checkbox"/>					

7. On Date Range Revision, complete the following fields to define the range of days to which the rule applies:

- From Day
- To Day

If you specify a To Day of 31 and the month does not have 31 days, the system uses the last day of the month.

8. Complete one or more of the following fields to define the rule:

- Days To Add
- Fixed Days
- Months To Add

If you specify a fixed date that is after the date range, you do not need to specify months to add; the system automatically uses the fixed date of the next month. For example, if the date range is 21 to 31 and the fixed date is the 10<sup>th</sup>, the system uses the 10<sup>th</sup> day of the following month. It does not assign a due date that is prior to the based-on date.

---

**Note**

When you add a rule to a date range, the system always uses the last day of the date range to apply the rule. For example, if you specify a range of 1 through 15 and a rule that adds three days, the system calculates the due date on the 18<sup>th</sup> if the based-on date is between 1 and 15. The system does not add 3 days to each day specified in the date range; it adds three days to the ending date of the range.

---

9. Click OK.

► **To verify due date rules**

---

From the *Payment Terms Revisions* menu (G00141), choose *Due Date Rule Revisions*.

1. On *Work with Due Date Rules*, click *Find* to display all due date rules or type the due date rule that you want to verify in the *Due Date Rule* field and click *Find*.
2. Choose the due date rule that you want to test, and then choose *Simulator* from the *Row* menu.

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Due Date Rule Revisions - Simulator

OK Find Cancel Tools

Due Date Rule RANGE

Base Date 03/19/04

No of Days 1

Records 1 - 1 Customize Grid

Line Number	Base Date	Due Date
1.000	03/19/04	03/30/04

3. On *Simulator*, complete the following fields and click *Find*:

- **Base Date**

Enter the date that you want to use to test the rule.

- **No of Days**

Enter the number of days that you want the system to display. For example, if you specify a base date of 6/25/05 and 10 for the number of days, the system displays the due date calculation for 6/25/05 through 7/04/05.

The system calculates the due date in the detail area based on the due date rule and base date specified.

---

**Note**

Because the *Simulator* program serves only as a validating tool for hypothetical due dates, no data is saved.

---

## Setting Up Advanced Payment Term Codes

After you establish due date rules, you assign them to an advanced payment term code. Advanced payment term codes are three-character alphanumeric values that identify the type of payment term. When you create advanced payment term codes, you can also specify the discount percent to use for the discount due-date rule that you assign. The system uses this discount percent unless you set up installment or multitiered discounts, in which case the system clears the value specified.

### Prerequisite

- ❑ Verify that you have set up the necessary due date rules to calculate net due dates and discount due dates.

### ► To set up advanced payment term codes

---

From the *Payment Terms Revisions* menu (G00141), choose *Advanced Payment Terms*.

1. On *Work with Advanced Payment Terms*, click *Add*.

The screenshot shows the PeopleSoft interface for 'Advanced Payment Terms - Advanced Payment Term Revision'. The form contains the following fields and values:

Payment Term	NXT	<input type="checkbox"/> Installments Present
Description	Due date calculated Next Date	
Discount %	0.15000	
Discount Due Date Rule	DNEXT	Calculate Next Due Date
Net Due Date Rule	N30	Net 30 Days

2. On *Advanced Payment Term Revision*, complete the following fields:
  - Payment Term
  - Description
3. To specify a discount percentage for the invoice or voucher, complete the following field:
  - Discount %  
Enter the discount percentage as a decimal. For example, to specify a 1% discount, enter .01.  
  
The system ignores the discount percentage specified if you use installment or multitiered discounts.
4. To attach the due date rules to the payment term, complete the following fields and click *OK*:
  - Discount Due Date Rule

The system calculates the discount due date based on the rule that you enter regardless of whether you specify a discount percentage.

- Net Due Date Rule

## Setting Up Installment Payment Terms

Instead of paying invoice or voucher all at one time, you can enter the transaction for installment payments by using installment payment terms. Like split payment terms, installment payment terms divide the transaction into multiple payments over a specified period of time. Unlike split payment terms, which divide the transaction evenly by a specified number, you determine the percentage of each installment and the percentage of the discount for each installment.

The system calculates the installment amount by multiplying the transaction's gross amount by the percentage that you define. The system calculates the discount due date and net due date of each installment based on the due date rules that you assign to it.

Because you can assign different due date rules to each installment, you can create unlimited variations of the amounts due, the discounts allowed, the dates by which payments must be received to receive a discount, and the dates on which the installment must be paid before it is considered delinquent.

The following examples describe the different types of installment payment terms that you might set up:

<b>Equal payments with a discount</b>	You might set up five equal payments as follows: <ul style="list-style-type: none"><li>• Payment 1 = 20% with a 10% discount</li><li>• Payment 2 = 20% with a 10% discount</li><li>• Payment 3 = 20% with a 10% discount</li><li>• Payment 4 = 20% with a 10% discount</li><li>• Payment 5 = 20% with a 10% discount</li></ul> The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.
---------------------------------------	--

<b>Unequal payments with a discount</b>	<p>You might set up three unequal payments as follows:</p> <ul style="list-style-type: none"> <li>• Payment 1 = 50% with a 5% discount</li> <li>• Payment 2 = 30% with a 5% discount</li> <li>• Payment 3 = 20% with a 5% discount</li> </ul> <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>
<b>Unequal payments with varying discounts</b>	<p>You might set up four unequal payments as follows:</p> <ul style="list-style-type: none"> <li>• Payment 1 = 40% with a 10% discount</li> <li>• Payment 2 = 30% with a 8% discount</li> <li>• Payment 3 = 20% with a 6% discount</li> <li>• Payment 4 = 10% with a 5% discount</li> </ul> <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>

### Example of an Installment Payment Term

The following is an example of advanced payment terms using installment payments. Suppose that you have an invoice that you want to split into three installments, as follows:

<b>Amount</b>	9,000.00
<b>Invoice Date</b>	July 15, 2002
<b>Based on Date</b>	Invoice Date
<b>First Installment</b>	2,000.00 with a 10% discount
<b>Second Installment</b>	3,000.00 with a 5% discount
<b>Third Installment</b>	4,000.00 with a 1% discount

<b>Percent of Installment</b>	<b>Calculation</b>
<b>First Installment</b>	$2000 / 9000 = 22.222\%$
<b>Second Installment</b>	$3000 / 9000 = 33.333\%$
<b>Third Installment</b>	$4000 / 9000 = 44.445\%$

Because the total percentage must equal 100, you must round the percentage of the last installment up.

When you enter the invoice for 9,000.00, the system calculates the installment amounts as follows:

Amount of Installment	Calculation
First Installment	$9000 \times .22222 = 1,999.98$
Second Installment	$9000 \times .33333 = 2,999.97$
Third Installment	$9000 \times .44444 = 4,000.05$

---

**Note**

The system uses soft rounding when amounts do not divide evenly.

---

**Due Date Calculations for Installment Payment Terms**

Installment payment terms use due date rules to determine the discount and net due dates to assign to the transaction. The system uses the based-on date specified on the due date rule to determine the due dates for the first installment only. The system uses due dates of the first installment as the based-on date for the second installment, and the due dates of the second installment as the based-on date for the third installment, and so on.

For example, suppose in the previous example you have the following due date rules assigned to each installment to calculate the corresponding discount and net due dates:

Due Date Rule	Based-on Date	Days to Add
DISCT	Invoice Date	10
NET	Invoice Date	30

Because you entered the invoice with an invoice date of 7/15/02, the system calculates the due dates as follows for each installment:

Installment	Discount Due Date	Calculation	Net Due Date	Calculation
First	7/25/02	The system adds 10 days to the invoice date.	8/14/02	The system adds 30 days to the invoice date.
Second	8/24/02	The system adds 10 days to the net due date of the first installment.	9/13/02	The system adds 30 days to the net due date of the first installment.
Third	9/23/02	The system adds 10 days to the net due date of the second installment.	10/13/02	The system adds 30 days to the net due date of the second installment.

► **To set up installment payment terms**

---

*From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.*

1. On Work with Advanced Payment Terms, click Add.

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Advanced Payment Terms - Advanced Payment Term Revision

OK Cancel Form Tools

Payment Term 013  Installments Present

Description Installment Term

Discount %

Discount Due Date Rule

Net Due Date Rule

2. On Advanced Payment Term Revision, complete the following fields and click OK:
  - Payment Term
  - Description
3. On Work with Advanced Payment Terms, click Find.
4. Choose the record that you created.
5. From the Row menu, choose Installments.

**Advanced Payment Terms - Installment Revision**

OK Delete Cancel Form Tools

Payment Terms 010 *Fixed Date - Range*

No of Equal Payments 5

Discount % 0.10000

Discount Due Date Rule DNEXT *Calculate Next Due Date*

Net Due Date Rule N30 *Net 30 Days*

Records 1 - 1		Customize Grid				
<input type="checkbox"/>	<input type="checkbox"/>	Sequence Number	Percent of Instal	Discount %	Disc Due Date Rule	Net Due Date Rule
<input type="checkbox"/>	<input type="checkbox"/>	1.000				

Total Percentage

6. To assign the same values to all installments, on Installment Revision, complete one or more of the following fields in the header area. Otherwise, proceed to step 9.
  - No of Equal Payments
  - Discount %
 

Enter the percentage as a decimal. For example, to specify a 10 percent discount, enter .10.
  - Discount Due Date Rule
 

Leave this field blank if you do not specify a discount percentage.
  - Net Due Date Rule
7. Click OK.
8. On Work with Advanced Payment Terms, to review the installments, choose the payment term and choose Installments from the Row menu.
9. To assign a unique value for the installment, complete one or more of the following fields in the detail area:
  - Percent of Installment
 

Enter the percentage as a whole number. For example, to specify a 20 percent installment, enter 20. The total percentage that you enter must equal 100.

- Discount %  
Enter the percentage as a decimal. For example, to specify a 10 percent discount, enter .10.
- Disc Due Date Rule
- Net Due Date Rule

10. Click OK.

## Setting Up Payment Terms for Multitiered Discounts

Many companies want to reward their customers for early and prompt payments by allowing a greater discount based on the date that the customers remit their payment. Being able to change the discount percentage based on the date allows you to negotiate better terms with your suppliers and offer better terms to your customers.

You can set up advanced payment terms that allow the discount percentage to vary according to the number of days that have passed from the date that you specify as your based-on date for your due date rule. You can define up to five tiers of discount percentages.

For example, you might set up a payment term that allows a 10% discount if the payment is remitted within 10 days from the invoice date, a 5% discount if the payment is remitted within 20 days, and a 1% discount if the payment is remitted between 21 and 29 days.

To determine the discount due date for the first tier, the system uses the information that you provide on the due date rule. To determine the discount due date for subsequent tiers, the system adds the ending day of the tier to the based on date specified.

To calculate new discount percentages and discount due dates for subsequent tiers, you must run either the Update A/R Invoices batch program (R005142) or the Update A/P Vouchers batch program (R005141).

### ► To set up a multitiered due date rule

---

*From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.*

1. On Work with Due Date Rules, click Add.
2. On Due Date Rules Revision, complete the following fields:
  - Due Date Rule
  - Description
3. To define how the system calculates the discount due date for the first tier, complete the following fields:
  - Based on Date
  - Days to Add

The value that you enter should equal the value that you enter in the To field of the first tier.

For example, if you want to assign a 10% discount to transactions that are 1–10 days after the based on date, you enter 10 in this field and the To field of the first tier.

4. Do not enter values in the following fields:
  - Fixed Days
  - Months to Add
5. To specify information about a workday calendar, complete the following fields:
  - Calendar
  - Work Day Rule
6. Click OK.
7. On Work with Due Date Rules, click Find.
8. Choose the due date rule that you set up, and then choose Multitiered from the Row menu.

Day Range		Discount Percentage
From	To	
1	5	0.05000
6	10	0.02500
11	15	0.01500
16	20	0.01000
0	0	

9. On Set Up Multitiered Due Date Rules, complete the following fields and click OK:
  - From
  - To
  - Discount Percentage

## Updating Invoices and Vouchers for Multitiered Discounts

From the Payment Terms Revisions menu (G00141), choose Update A/P Vouchers or Update A/R Invoices.

You run Update A/P Vouchers (R005141) and Update A/R Invoices (R005142) to update the discount amount and discount due date on your vouchers and invoices according to the tiers that you set up for the multitiered payment term that you assigned to them.

When you run either of these batch programs, the system:

- Locates the appropriate transactions by comparing the payment terms that have been set up in the Multitiered Payment Terms table (F00147) with the payment terms that have been entered on the invoice or voucher.
- Uses the “as of” date entered in the processing options to determine which records to update. The system compares the “as of” date that you enter with the “based on” date specified by the payment term to determine the number of days that have passed. The system accesses the proper payment term to determine the tier that corresponds to that number of days. If the discount percent is different on the tier than it is on the transaction, the record is eligible for update.
- Updates the discount amount by multiplying the discount percentage of the new tier by the gross amount of the transaction.
- Updates the discount due date by adding the value in the Day Range To field of the tier to the “based on” date of the transaction.

For example:

- To Day = 20
- Based on Date = G/L date
- G/L date = 6/17/05

The system adds 20 to the G/L date and assigns a discount due date of 7/07/05.

---

### Note

The system considers the work day calendar and work day rule that you assign to the due date rule when it calculates discount due dates.

---

The system does *not*:

- Recalculate the net due date. The system calculates the net due date at the time the transaction is entered, and it does not change.
- Update partially paid transactions; the gross amount must equal the open amount.
- Consider records that do not have a discount amount.

### Data Selection

The programs are hard-coded to select records based on the following:

- Open Amount is equal to Gross Amount.
- Discount Available is not equal to zero.

You can use data selection to further limit these selection criteria.

## Tax Considerations for Updating Transactions with Multitiered Discounts

If the voucher or invoice has taxes, the system uses the tax rules that are set up for the company entered on the invoice or voucher. If tax rules are not set up for the company specified, the system uses the tax rules that are set up for the default company 00000.

The system will not process transactions with discounts if the tax rules for the company specified are set up with the following option turned on:

- Tax on Gross Excluding Discount

## Suppressing the Update on Specific Transactions

If you do not want the batch program to update a voucher or invoice that might be eligible for update, you can use the Speed Status Change program (P03B114 for invoices and P0411S for vouchers) to change the payment term code on the record. Because the system uses the payment term code to determine whether it is a multitiered payment term, changing the code prevents the record from being eligible for update.

---

### Note

The system does not recalculate the discount due date or discount amount based on the change that you make to the payment term code using Speed Status Change. If you want to change the discount information, you must manually revise the transaction.

---

## Example of Updating a Transaction with a Multitiered Discount

The following example illustrates how the system derives the discount amount and discount due date based on:

- The payment term information
- The date that the batch update program is run.

### Payment Term Setup:

Based on Date = Invoice Date

Days to Add = 10

First Tier = 1–10 with a 10% discount

Second Tier = 11–20 with a 5% discount

Third Tier = 21–29 with a 1% discount

Fourth and Fifth Tiers are not defined

### Process:

Enter an invoice with an invoice date of 6/01/05 using the payment term code based on the setup above. The system calculates the discount as 10% of the gross amount and assigns a discount due date of 6/11/05 (6/01 + 10 days = 6/11).

If you run the batch update program nightly, the system will not update this record until 6/12/05.

On 6/12/05, the system:

- Calculates the difference between the invoice date and the “as of” date as 11 days. Eleven days is defined in the second tier, which has a 5% discount.
  - Recalculates the discount amount to 5% of the gross amount.
  - Recalculates the discount due date to 6/21/05.
- The system uses the value in the To field of the second tier, which is 20, and adds it to the invoice date to derive the new discount due date.

If you run the program nightly, the system will not update this record again until 6/22/05.

On 6/22/05, the system:

- Calculates the difference between the invoice date and the “as of” date as 21 days. Twenty-one days is defined in the third tier, which has a 1% discount.
  - Recalculates the discount amount to 1% of the gross amount
  - Recalculates the discount due date to 6/30/05.
- The system uses the value in the To field of the third tier, which is 29, and adds it to the invoice date to derive the new discount due date.

Because no other tiers are set up, the system will not update this record again.

## **Processing Options for Update A/P Vouchers (R005141)**

### **Display Tab**

This processing option specifies whether to print tax information on the report.

---

#### **1. Tax Information**

**Blank = Print tax information**

**1 = Do not print tax information**

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

Blank

Print tax information.

1

Do not print tax information.

---

### **Defaults Tab**

This processing option specifies the date for the system to use to calculate the discount amount and discount due date.

---

## 1. As Of Date

### **Blank = Use system date**

Use this processing option to specify a date for the system to use to calculate discount and discount due date. If you leave this field blank, the system uses the current system date.

---

# Supplier Master Information

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

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

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

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

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

- Work With Addresses
- Work With Supplier Master

---

## Note

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

---

## See Also

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

---

# Entering Supplier Master Records

Each supplier master record is uniquely identified in the system by a number called the address book number. An address book record for a customer must exist in the system before you can create a supplier record. You can create an address book record directly using the Supplier Master Information program (P04012) or you can use the Address Book Revisions program (P01012).

► **To enter supplier master records**

---

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

1. On Work With Supplier Master, click Add.
2. On Supplier Master Revision, complete the following field:

- Supplier Number

If you leave this field blank and click OK, the system displays the Address Book Revision form and you can create an address book record for the supplier.

---

### **Caution**

You must verify that an address book record does not exist for the supplier before you create it. No mechanism exists for merging address book records and their corresponding transactions.

---

3. Complete the following optional field:
4. On Supplier Master Revision, click the Vouchers tab and complete the following optional fields:

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

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

- Approver Number
- Hold Payment

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

- Float Days

5. If applicable, turn on the following option:
  - Pre-Note Code
6. To determine how the system processes payments, turn on one of the following options:
  - By Supplier  
The system creates one payment for all eligible vouchers for this supplier.
  - By Pay Item  
The system creates a separate payment for each pay item on this supplier's vouchers.
  - By Voucher  
The system creates a separate payment for each voucher for this supplier.
  - By Contract  
The system creates a separate payment per contract for this supplier.
7. Click the G/L Distribution tab and complete the following optional fields:
  - G/L Offset
  - Model JE Doc Type/No/Co
  - Default Expense Account
8. Click the Tax Information tab and complete the following fields to enter tax information:
  - Tax Expl Code
  - Tax Rate / Area
9. To enter 1099 information, complete the following fields:
  - Person/Corporation
  - Tax ID
  - Add'l Ind Tax ID
10. To enter withholding information, complete the following fields.
  - Tax Authority
  - Withholding Percent
11. If you need to enter 1099 information, choose A/B Revision from the form menu.  
The Address Book Revision form appears. Complete the steps to enter information for 1099 reporting.
12. If you need to enter bank account information, complete the steps to assign bank accounts to suppliers
13. If you do not need to enter 1099 information or bank account information, click OK.

## See Also

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

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

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

### ► **To assign bank accounts to suppliers**

---

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

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



**Supplier Master Information - Set Up Bank Accounts By Address**

OK	Cancel	Form	Tools
Address Number	4344	Universal Incorporated	
<b>Record Type</b>			
<input checked="" type="radio"/> Supplier <input type="radio"/> Customer <input type="radio"/> A/R Drafts, Auto Debit <input type="radio"/> Auto Receipts Payor			
<b>Bank Information</b>			
Bank Transit Number	107004381		
Bank Account Number	3669538743		
Control Digit	<input type="text"/>		
IBAN	<input type="text"/>		
Description	Bear Creek National Bank		
Checking or Savings Account	<input type="text" value="0"/>	Checking account	
SWIFT Code	<input type="text"/>		
Reference/Roll Number	<input type="text"/>		
Bank Address Number	<input type="text" value="0"/>		
Bank Country Code	<input type="text"/>		

3. On Set Up Bank Accounts by Address, complete the following fields:
  - Address Number
  - Bank Transit Number
  - Bank Account Number
  - Checking or Savings Account
4. Click one of the following record type options:
  - Supplier
  - Customer
  - A/R Drafts, Auto Debit
  - Auto Receipts Payor
5. Complete the following optional fields and click OK.
  - Control Digit
  - Description
  - SWIFT Code

- Reference/Roll Number

### See Also

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

---

## Revising Supplier Master Records

You can revise supplier master information at any time. Use either the Supplier Master Information program (P04012) or the Address Book Revisions program (P01012) to revise supplier master information.

With the exception of the supplier number, you can change any field on the Supplier Master Revision form. However, please note that if you make changes to a supplier master record, existing vouchers for that supplier will not reflect those changes. The only changes that will be recognized are changes to the address book master record for the supplier. For example, if you enter vouchers for a supplier, and then change the payment instrument on the supplier master record and the mailing address on the address book master record, only the change to the mailing address will be reflected in the payment. You must use the Speed Status Change program (P0411S) to update the payment instrument.

---

### Note

If you change the value specified in the Approver Number field or the Category Code 7 field, you can run a program to update the value in these fields in the Accounts Payable Ledger table (F0411). See *Updating the Approver and Category Code 7 Fields* in the *Accounts Payable Guide*.

---

If you are concerned about the potential for fraud that could result from users changing the address book information for suppliers, you can activate a process called Payee Control. If you activate this process and a user changes information for a supplier in fields such as the Alpha Name or Factor/Special Payee, the system does not allow vouchers for this supplier to be paid until a designated person approves the change.

### See Also

- *Working with Payee Control* in the *Accounts Payable Guide* for more information about how to set up Payee Control

---

## Deleting Supplier Master Records

When you delete a supplier master record, the system verifies that no transactions exist for that supplier in the following tables:

Table	Description
F0411	Accounts Payable Ledger
F0413	Accounts Payable - Matching Document
F0414	Accounts Payable Matching Document Detail
F0911	Account Ledger
F0902	Account Balances (if the address book number is used as a subledger)

If a transaction for the supplier exists in any of the tables above, you cannot delete the supplier master record until you delete the record from the other tables.

If posted vouchers or payments exist that prevent you from deleting a supplier, you can prevent the creation of any new transactions for the supplier by entering 1 in the Hold Payment field on the Supplier Master Revision form. A value of 1 indicates that no vouchers or payments can be entered for the supplier.

---

## Processing Options for Supplier Master Information (P04012)

### Entry Tab

This processing option controls the display of the Tax ID field.

---

#### 1. Tax ID

**Blank = Display this field**

**1 = Hide this field**

**2 = Disable this field**

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

Blank

Display this field.

1

---

---

Hide this field.

2

Disable this field.

---

## Defaults Tab

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

---

### 1. Search Type

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

### 2. Amount Currency Code

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

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

---

## Versions Tab

These processing options specify the version of the Supplier Master MBF and the Address Book Revisions program (P01012) that you want to use when entering supplier master information. The Address Book Revisions program also contains a processing option that allows you to specify a version of the Supplier Master MBF. You should verify that the Address Book Revisions program and the Supplier Master Information program (P0401) are using the same version of the Supplier Master MBF.

---

### 1. Supplier Master MBF (P0100043) Version

Blank = Version ZJDE0001

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

### 2. Address Book (P01012) Version

Blank = Version ZJDE0001

Use this processing option to specify the version of the Address Book program (P01012) the system will use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

---

---

# Processing Options for Supplier Master MBF – PO (P0100043)

## Outbound Tab

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

---

### 1. Transaction Type

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

### 2. Change Transaction Image

**Blank = Write the " after image "**

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

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

Blank Write the After image.

1 Write the Before and After image.

---

---

## Updating the Approver and Category Code 7 Fields

*From the A/P Advanced & Technical Operations menu (G0431), choose Update Approver/Cat Code 7.*

To ensure that you are working with current information, you should update the Accounts Payable ledger. This is necessary whenever you change either of the following values:

- An approver number when you enter logged vouchers
- Category code 7 when you enter vouchers with 1099 information

When you change the approver number or category code 7 in the supplier record, the system does not automatically change existing transactions in the Accounts Payable Ledger table (F0411). You need to update the Accounts Payable ledger with your changes.

## Example: Approver Number and Category Code 7 Update

The following example illustrates an issue that you might encounter if you do not update the Accounts Payable ledger.

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. On June 1, you enter two vouchers for A & D Parts using Voucher Logging Entry. The Supplier Master Information for A & D Parts shows Dominique Abbott is the approver for

these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers that you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following table illustrates the information in the Accounts Payable Ledger table.

<b>Date</b>	<b>Transaction Records</b>	<b>Approver Number</b>
06/01/98	PV 3285	4002 Dominique Abbott
06/01/98	PV 4267	4002 Dominique Abbott
06/10/98	PV 5342	6000 Melvyn Easter

Melvyn Easter enters his approver number (6000) on the Work With Voucher J. E. Redistribution form. The system displays vouchers that have Melvyn Easter (number 6000) as approver as follows:

- If you do not update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays only PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.
- If you update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

---

**Note**

Run this update program during off-peak hours and ensure there no users are on the system.

---

## Processing Options for Update Approver/Cat Code 7 (R04802)

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**Protect**

If left blank, the field Category Code '07' will be updated with the Address Book value. Any other value in the processing option will protect the field and will not update it.

Protect Category Code '07'

---

**See Also**

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

---

# Setting Up Multiple Bank Accounts for Suppliers

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

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

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

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

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

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

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

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

## Prerequisite

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

## See Also

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

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

## Assigning Multiple Bank Accounts to Suppliers

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

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

### ► To assign multiple bank accounts to suppliers

---

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

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

## Activating a Bank Account as a Vendor Record Type

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

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

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

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

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

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

### ► To activate a bank account as a vendor record type

---

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

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

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

## Assigning Payment Instrument and G/L Account Relationships

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

When you assign a payment instrument to a record type or to a record type and a G/L bank account, you are setting up rules that allow the system to choose which bank account to use during automatic payment processing. The system will automatically choose the correct bank account based on the relationships that you set up.

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

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

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

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

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

► **To assign payment instrument and G/L account relationships**

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

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

PeopleSoft®

Multiple Vendor Bank Account Types - Set Up Multiple Vendor Bank Account Types

OK Cancel Tools

Payment Instrument	T	Elec Funds Transfer(A/R & A/P)
G/L Bank Account	1.1110.BEAR	Bear Creek National Bank
Record Type	Y	Supplier Bank Acct - Multiple

2. On Set Up Multiple Vendor Bank Account Types, complete the following fields:

- Payment Instrument
- G/L Bank Account
- Record Type

---

**Note**

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

---

3. Click OK.

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

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

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

When you process bank tape payments, the system performs pre-note editing if the G/L (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

---

**Note**

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

---

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

---

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

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

1. On Work With Supplier Master, click Find, or limit your search by completing any of the fields in the QBE row and click Find.
2. Choose a supplier for review and click Select.
3. On Supplier Master Revision, review the Pre-Note Code option for vendor (V) type records. If it contains a checkmark, the record is at a pre-note setup status. If the option is blank, the record is at a pre-note cycle complete status.

- Pre-Note Code
4. To review the status of multiple bank accounts for a vendor, choose Multiple Bank from the Form menu.
  5. On Review Multiple Vendor Bank Account Status, review data in the Pre-Note Status column.

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

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

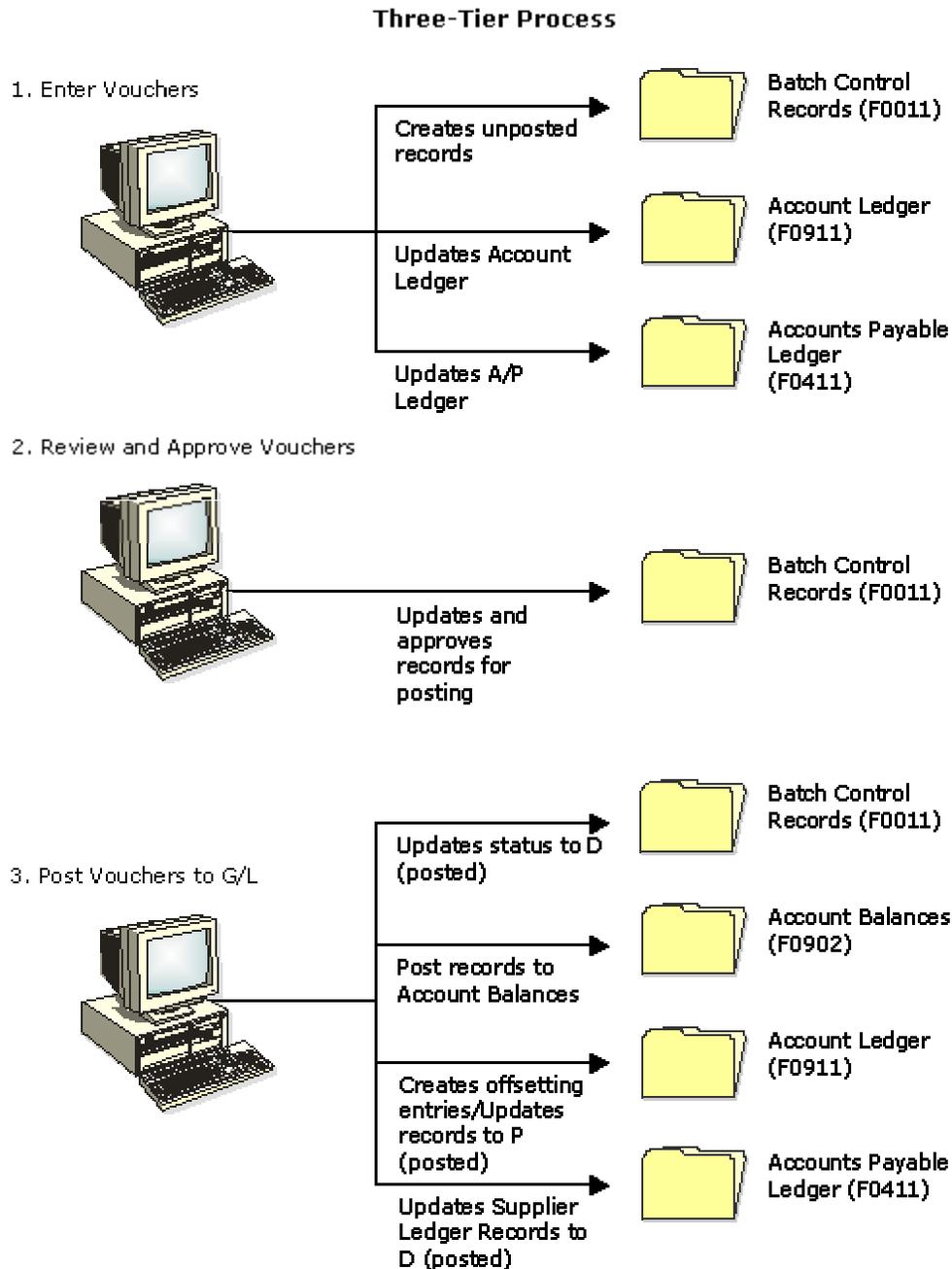
# Voucher Processing

You must create a voucher before you can issue payment to your suppliers. Effective management of voucher processing is fundamental to your accounts payable department.

Voucher processing is one example of three-tier processing. All PeopleSoft EnterpriseOne systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to the following standard steps:

- Enter transactions
- Review and approve transactions for posting
- Post transactions to the general ledger

The following graphic illustrates the three-tier process:



### Entering Vouchers

In addition to the Standard Voucher Entry program (P0411), the Accounts Payable system enables you to enter several types of vouchers and offers several voucher entry methods, as described in the table below:

<b>Types of Vouchers</b>	<b>Description</b>
<ul style="list-style-type: none"> <li>Vouchers with discounts</li> </ul>	You can enter vouchers with discounts if your suppliers provide payment terms that offer incentives for early payment.
<ul style="list-style-type: none"> <li>Debit Memos</li> </ul>	When a supplier sends you a credit, you can enter debit memos.
<ul style="list-style-type: none"> <li>Out-of-balance vouchers</li> </ul>	To save work that you have completed, you can exit an invoice or voucher out of balance, and then complete the G/L distribution entry at a later date.
<ul style="list-style-type: none"> <li>Logged vouchers</li> </ul>	If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. Then at a later time, you review and redistribute the voucher to the correct G/L accounts.
<ul style="list-style-type: none"> <li>Recurring vouchers</li> </ul>	If you need to bill a customer or make a payment for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice or voucher.
<ul style="list-style-type: none"> <li>Prepayments</li> </ul>	For situations in which you have not yet received an invoice, you can enter a prepayment voucher for an advance payment.
<b>Voucher Entry Methods</b>	<b>Description</b>
<ul style="list-style-type: none"> <li>Multi Voucher-Single Supplier (P0411)</li> </ul>	Use this program to quickly enter many vouchers for the same supplier.
<ul style="list-style-type: none"> <li>Multi Voucher-Multi Supplier (P0411)</li> </ul>	Use this program to quickly enter many vouchers for several suppliers.
<ul style="list-style-type: none"> <li>Multi Company-Single Supplier (P0411)</li> </ul>	Use this program if you need to create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different G/L offset and bank accounts.
<ul style="list-style-type: none"> <li>Speed Voucher Entry (P0411SV)</li> </ul>	Use this program to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and G/L distribution information on one form.

## Reviewing and Approving Voucher Batches

After you enter vouchers, you can review and approve them before posting. Use the Voucher Journal Review program (P0011) to do the following:

- Review and approve voucher batches
- Add vouchers to existing batches
- Review and change individual vouchers
- Review and change journal entries

## Posting Vouchers to the General Ledger

After you review and approve vouchers, you post them to the general ledger. When you submit a batch of vouchers for posting, the system does the following:

- Selects unposted vouchers and edits each transaction
- Creates automatic offsets to A/P trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the vouchers as posted (P) in the Account Ledger (F0911) and posted (D) in the Accounts Payable Ledger (F0411) tables
- Sends workflow messages to the Employee Work Center for transactions in error
- Prints a general ledger report, a post detail report, or both

### See Also

- *Entering Invoices and Vouchers with Taxes* in the *Tax Reference Guide* for information about entering vouchers with taxes

---

## Using Batch Control to Manage the Entry Process

Before you enter transactions, you can activate batch control to help manage your entry process. The batch control feature allows you to quickly determine whether you entered your transactions correctly. You specify the number of transactions and the total amount that you plan to enter in the batch on the manual batch record. You use batch control to verify whether the batch of transactions that you enter equals the manual record of the batch. Instead of reviewing each transaction individually, you can determine at a glance whether the total amount and number of documents entered requires further review.

Batch control is for your information only. The system does not prevent you from posting the batch if differences exist between the amounts that you entered and the amounts that you expected.

You activate batch control in the constants for your system by clicking the appropriate option. When you activate batch control, you activate it for the entire system. For example, if you activate batch control in the Accounts Receivable system, it is activated for both the invoice and receipt applications.

Batch control information is stored in the Batch Control Records table (F0011).

## See Also

- ❑ *Setting Up Constants for Accounts Payable* in the *Accounts Payable Guide* for information about how to set up batch control
- ❑ *Multicurrency Batch Totals* in the *Multicurrency Guide* for information about reading multicurrency batch totals

## Entering Batch Information

When you activate batch control in the constants, the system displays an additional form whenever you add a transaction. You use this form to enter information about the batch before you enter the transactions. This form works the same regardless of the system or entry program that you use. If you do not want to enter information into the batch control form, you can bypass the form.

### ► To enter batch information

---

*Use one of the following navigations, depending on the transaction that you want to enter:*

*For journal entries, from the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

*For invoices, from the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry or Speed Invoice Entry.*

*For vouchers, from the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry or Speed Voucher Entry.*

*For manual billings, from the Manual Billing menu (G1512), choose Manual Billing Entry.*

1. On the transaction entry Find/Browse form, click Add.

---

#### Note

When you choose Speed Invoice Entry or Speed Voucher Entry, the system displays the Batch Control form automatically; you do not click Add.

---

2. On Batch Control, complete the following fields and click OK:
  - Batch Date  
This field is optional. If you leave it blank, the system uses today's date.
  - Batch Number  
This field is optional. If you leave it blank, the system assigns the batch number from Next Numbers.
  - Total Batch Amount  
The data dictionary setting for this item (AICU) specifies the number of decimals that the system displays in this field when you enter a value.

---

**Note**

When you enter transactions using the Journal Entry program (P0911), enter the cumulative amount for all debit entries in the batch. For example, if you enter journal entry 1 and journal entry 2 in the same batch, sum together all debit amounts for journal entry 1 and journal entry 2 to determine the total batch amount.

When you enter transactions using the Standard Invoice Entry (P03B11), the Speed Invoice Entry (P03B11SI), or the Manual Billing Entry (P1511) program, enter the net amount for all invoices in the batch. For example, if you enter invoice 1 and invoice 2 in the same batch, sum together all debit and credit amounts to determine the total batch amount.

When you enter transactions using the Standard Voucher Entry (P0411) or the Speed Voucher Entry (P0411SV) program, enter the net amount for all vouchers in the batch. For example, if you enter voucher 1 and voucher 2 in the same batch, sum together all debit and credit amounts to determine the total batch amount.

---

- Total Documents

## Reviewing Batch Totals

After you enter transactions and exit the batch, the system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. Batch control is for your information only; you do not need to correct the information on the form. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch.

When you finish entering transactions and exit the batch, one of two things happens:

- If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. The following two options are available on this form:
  - **Retry.** The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.
  - **Cancel.** The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.
- The system has finished processing the batch, and the Batch Control form appears.

Review the form to compare the totals that you entered on the Batch Control form with the totals that you entered for the batch. In the event of a difference, you should review your data to locate the discrepancy.

On Batch Control, review the following fields:

- Total Expected Amount
- Total Expected Documents

- Total Entered Amount
- Total Entered Documents

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**Note**

If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses the following formula: Total Expected minus Total Entered. If you do not complete the Total Expected fields, the system assumes zero and your difference is negative.

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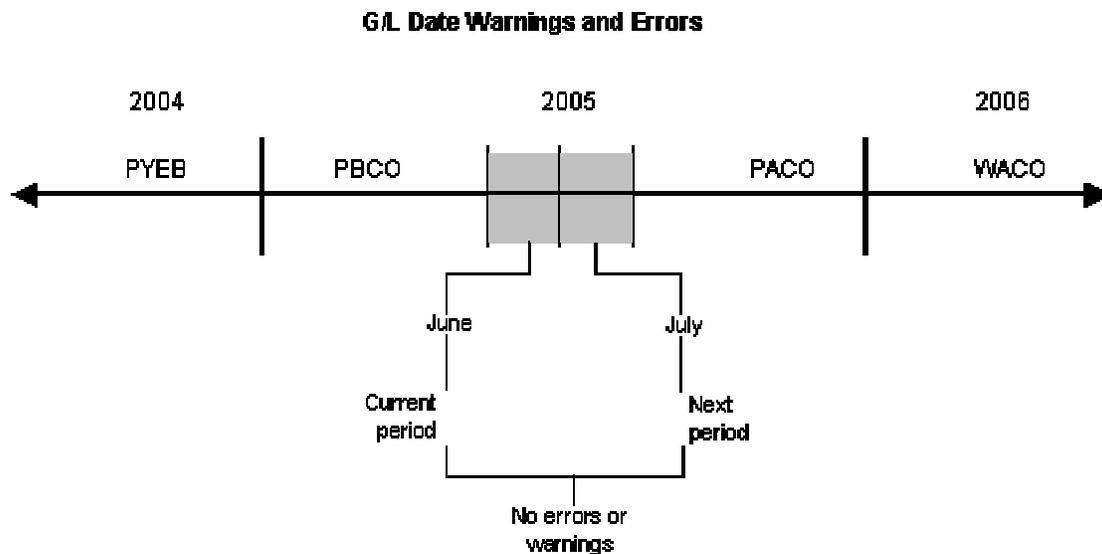


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## G/L Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the general ledger date against the open periods for the General Accounting, Accounts Payable, or Accounts Receivable system in the company constants. The open periods are the current and the next accounting period, even if the next accounting period is in the next fiscal year. If you enter, review, or revise a transaction with a general ledger date that is not in the open periods, you will receive a warning or an error message.

In the following example, the current period is 06 (June). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you will *not* receive a warning or an error message because these are open periods.



PYEB = Prior Year End Balance  
 PBCO = Post Before Cut Off  
 PACO = Post After Cut Off  
 WACO = Way After Cut Off

## Warning and Error Messages

The following table describes the warning and error messages that you might receive when you enter a transaction outside of the two-period window. The message that appears depends on your fiscal date patterns and your general accounting constants.

Message	Explanation
<b>PYEB - Prior Year-End Balance</b>	<p>Reason: You entered a G/L date for the prior year.</p> <p>Result: The system generates an error message and does not accept the entry.</p> <p>Solution: For journal entry transactions only, you can use document type ## to enter and post entries to a prior year (for example, to make audit adjustments).</p>
<b>PBCO - Post Before Cut Off</b>	<p>Reason: You entered a G/L date that is prior to the current period.</p> <p>Result: The system generates either a warning or an error message, depending on the PBCO setting in your general accounting constants.</p> <p>Solution: If the PBCO setting is not activated, the system generates an error message and you must change the date of the transaction so that it is in the current period, or change the constant to allow PBCO entries.</p> <p>If the PBCO setting is activated, the system generates a warning and you can click OK to accept the entry.</p>
<b>PACO - Post After Cut Off</b>	<p>Reason: You entered a G/L date that is after the two-period window.</p> <p>Result: The system generates either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the full year, the system generates an error message. You must change the G/L date of the transaction to be within the two-month window, or set up the fiscal date pattern for the entire year.</p> <p>If the fiscal date pattern is set up for the full year, the system generates a warning and you can click OK to accept the entry.</p>
<b>WACO - Way After Cut Off</b>	<p>Reason: You entered a G/L date for a future year that is not the next accounting period.</p> <p>Result: The system generates either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the future year, the system generates an error message. You must change the G/L date of the transaction.</p> <p>If the fiscal date pattern is set up for the future year of your transaction, the system generates a warning and you can click OK to accept the entry.</p> <p><b>Note</b></p> <p>If it is the last fiscal period of the year and you enter a transaction in the first fiscal period of the next year, the system does not generate a warning; the open periods are the current and next fiscal periods regardless of the year.</p>

### See Also

- *Setting Up Fiscal Date Patterns* in the *General Accounting Guide* for more information about how to set up fiscal date patterns

- ❑ *Setting Up Constants for General Accounting* in the *General Accounting Guide* for more information about how to set up the Allow PBCO constant

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## Entering Standard Vouchers

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.

Standard voucher entry provides the most features and flexibility when you enter vouchers for your suppliers' invoices. You can use standard voucher entry when you need to add, change, delete, or void vouchers.

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 AAI's.

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 you need 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 (P04012)* in the *Accounts Payable Guide* for information about setting up suppliers using the Supplier Master Revisions program (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

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*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.*

1. On Supplier Ledger Inquiry, click Add.



Standard Voucher Entry - Enter Voucher - Payment Information

Document No/Typ/Co: 3126 PV 00001 Batch No: 5000 Prev Doc:

Company: 00001 *Financial/Distribution Company*  
 Supplier Number: 3480 *Digger Enterprises* Business Unit: 1  
 Invoice Number: DD44781  Discount % Default Payment Terms:  
 Invoice Date: 06/15/05 G/L Date: 06/30/05 Service/Tax Date: 06/30/05  
 Currency: USD Exchange Rate: Base: USD  Foreign

Records 1 - 2								
	Pay Itm	Gross Amount	Pymt Terms	Discount Available	Remark	Due Date	Pay Status	P C
<input checked="" type="radio"/>	001	1,000.00			Maintenance Supplies	07/15/05	A	D
<input type="radio"/>	2.0							

Gross: 1,000.00 Disc: Tax: Taxable:

2. On Enter Voucher - Payment Information, complete the following fields:

- Company
- Supplier Number
- G/L Date

If you make errors during data entry in 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.

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- 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.

**Standard Voucher Entry - G/L Distribution**

OK Delete Cancel Form Row Tools

Document No/Typ/Co 3126 PV 00001 Batch Number 5000

Supplier 3480 Explanation Digger Incorporated

G/L Date 06/30/05 Amt To Distribute 1,000.00

Currency USD Exchange Rate Base Currency USD Foreign

Records 1 - 2

Account Number	Account Description	Amount	Explanation -Remark-	Co	Sub Type
9.8700	Miscellaneous Expenses	1,000.00	Maintenance Supplies	00001	

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.

#### 2. Summarized Vouchers

**Blank = No default criteria**

**1 = Show only summarized vouchers**

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 Enter Voucher-Payment Information and MultiCompany-Single Supplier forms for voucher entry. Valid values are:

Blank

Do not display domestic and foreign amount fields.

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1

Display domestic and foreign amount 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
- 

### **Currency Tab**

These processing options enable 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**

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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.

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## **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.

### **2. Duplicate Payments**

**Blank = Error**

**1 = Warning**

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**

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**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.

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## Voucher Match Tab

These processing options enable 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 enables you to process vouchers for multiple companies rather than standard vouchers.

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## 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).

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## Logging Tab

These processing options enable 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.

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NOTE: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

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## **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 PeopleSoft World and PeopleSoft EnterpriseOne software coexist, do not use code 9999. In PeopleSoft World 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.

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### 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 PeopleSoft World and PeopleSoft EnterpriseOne 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 PeopleSoft World and PeopleSoft EnterpriseOne 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

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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.

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## **Versions Tab**

These processing options enable you to override the default Master Business Function version ZJDE0001 for standard voucher and journal entry processing.

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## 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.

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## Process Tab

These processing options specify whether to allow changes to vouchers when you are reviewing them and whether to activate supplier self-service.

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### 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

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**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.

---

### 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.

---

---

## Revising Unposted Vouchers

You can change or delete an unpaid voucher before you post it. However, you *cannot* change the following key fields:

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- G/L Date

- Invoice Date

To change the information in a key field, perform one of the following actions:

- Delete the voucher and re-enter it.
- Copy the voucher, make your changes, click OK, and then delete the original voucher.

The system allows you to pay an unposted voucher if it is approved. After a pay item is paid, however, you cannot change it unless you void the payment.

Voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. Voucher batch information is stored in the Batch Control Records table (F0011).

### ► To revise an unposted voucher

---

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher and click Select.
3. On Enter Voucher - Payment Information, change the information in any field that is not a key field and click OK.

If you changed the gross amount, the system automatically displays Enter Voucher-G/L Distribution to prompt you to change the amount of your G/L distribution and verify that the G/L distribution balances with the gross amount.

4. On Enter Voucher - G/L Distribution, change the value in the following fields to create a balancing entry:
  - Account Number
  - Amount
5. Optionally, change the text in the following field and click OK:
  - Explanation -Remark-

### See Also

- *Preparing Vouchers for Payment* in the *Accounts Payable Guide* for information about using Speed Status Change to change voucher information

---

## Copying Vouchers

You can create a new voucher by copying an existing voucher and then making the changes to the appropriate fields on the new voucher. This is useful when you need to do the following:

- Correct errors in fields that you cannot change on an existing voucher, such as the G/L date. In this case, you can use the copy function to replace the existing voucher.
- Enter a voucher that is similar to an existing lengthy voucher.

You can copy a posted or an unposted voucher.

---

► **To copy a voucher**

---

*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher and click Copy.

The system displays a copy of the voucher that you selected on Enter Voucher - Payment Information. The Document Number, Document Type, and Document Company fields are blank.

3. On Enter Voucher - Payment Information, change information as needed and click OK.
4. On Enter Voucher - G/L Distribution, complete the following fields and click OK:
  - Account Number
  - Amount
  - Explanation -Remark-

The system adds the new voucher and displays the Supplier Ledger Inquiry form.

---

**Note**

The G/L distribution of the original voucher that you copied does not appear on this form unless you set up your supplier in the supplier master with a model journal entry or default expense account.

---

5. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

**See Also**

- ❑ *Voiding Posted Vouchers* in the *Accounts Payable Guide* for more information about how to void a posted voucher
- ❑ *Deleting Unposted Vouchers* in the *Accounts Payable Guide* for more information about how to delete an unposted voucher

---

## Deleting Unposted Vouchers

When you delete an unposted voucher on the Supplier Ledger Inquiry form, you can delete either an entire voucher or a pay item for the voucher that has not been paid.

Alternatively, you can delete an unposted voucher on the Voucher Entry Journal Review form. The functionality of this form is similar to that of the Supplier Ledger Inquiry form. The primary difference is that the Voucher Entry Journal Review form displays summarized information only. Therefore, you can delete an entire voucher, but not an individual pay item.

When you delete an unposted voucher on the Voucher Entry Journal Review form, the system updates the Voucher Entry Journal Review form, and the deleted voucher no longer appears. When you exit to the Work With Batches form, click Find to update that form and verify that the voucher has been deleted.

Regardless of whether you delete an unposted voucher on the Supplier Ledger Inquiry form or on the Voucher Entry Journal Review form, the system does not provide an audit trail. If you want to maintain an audit trail, you must post the batch and then void the voucher.

When you delete a multicurrency voucher, the system deletes both the foreign and domestic sides simultaneously.

### ► To delete unposted vouchers

---

You can choose to delete more than one voucher or pay item; however, the system deletes only the first highlighted one.

*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. To delete an entire voucher:
  - Choose the voucher and click Delete.
  - Click OK to confirm the deletion.
3. To delete a voucher pay item:
  - Choose the voucher and click Select.
  - On Enter Voucher - Payment Information, choose the pay item and click Delete.
  - Click OK to confirm the deletion.
  - Click OK again.
  - On Enter Voucher - G/L Distribution, change the Amount field to adjust for the pay item that you deleted and click OK.

### See Also

- *Working with Media Objects* in the *Foundation Guide* for more information about media objects

---

## Reviewing the Voucher Entry Master Business Function Processing Options

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions have processing options. You complete the MBF processing options, and then specify the version of the MBF that you want the system to use in the processing options of the entry program.

The processing options for the Voucher Entry MBF Processing Options program (P0400047) are used by the following voucher entry programs:

- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)
- Multi Company-Single Supplier (P0411)

- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multiple Supplier (P0411)
- Batch Voucher Processor (R04110Z)

It is the responsibility of the program that uses the Voucher Entry MBF Processing Options program to state which version will be used. If no version is specified, the system uses version ZJDE0001.

## Processing Options for Voucher Entry Master Business Function (P0400047)

### Defaults Tab

These processing options specify the default values for the system to use for various fields.

---

#### 1. Service/Tax Date

**Blank = Use the G/L Date**

**1 = Use the Invoice Date**

Use this processing option to specify whether to use the G/L date or the invoice date to indicate when you purchased the goods or services, or when you incurred the tax liability.

Valid values are:

Blank Use the G/L date.

1 Use the Invoice date.

#### 2. Pay Status Code

**Use this processing option to specify the default pay status code for vouchers.**

Use this processing option to specify the default pay status code for vouchers. Enter a user defined Pay Status code (00/PS), or leave the field blank to use the user defined Pay Status code set up as the default.

Typically, the default Pay Status code is A (approved for payment).

#### 3. Voucher Document Type

Use this processing option to specify the default Document Type for a voucher.

You can enter any user defined Document Type code (00/DV).

#### 4. Debit Memo Document Type

Use this processing option to specify the default Document Type for a debit memo. You can use any user defined Matching Document Type code (00/DT).

#### 5. Alternate/Payee

---

**Blank = Enter the supplier number into the Alternate/Payee field**

**1 = Enter the Factor/Special Payee address into the Alternate/Payee field**

Use this processing option to enter the Factor/Special Payee address from the Supplier Master table (F0401) into the Alternate/Payee field for payments.

NOTE: Payments are made to the address book number that is in the Alternate/Payee field.

Valid values are:

Blank Enter the supplier number into the Alternate/Payee field.

1 Enter the Factor/Special Payee address into the Alternate/Payee field.

## **6. Debit Memo Due Date**

**Blank = Use G/L Date**

**1 = Use Payment Terms Date**

Use this processing option to specify which date the system uses as the due date for debit memos.

Valid values are:

Blank

Use the G/L date as the due date.

1

Determine the due date by the payment terms code.

---

## **Date Edits Tab**

These processing options specify the rules for entering the invoice date.

---

### **1. Invoice Date > Today's Date**

**Blank = Return no message**

**1 = Return a warning message**

**2 = Return an error message**

Use this processing option to specify the kind of message you receive when you enter an invoice date that is after today's date.

Valid values are:

Blank Accept any date entered and do not return a warning or an error message.

1 Return a warning message if the invoice date entered is after today's date.

2 Return an error message if the invoice date entered is after today's date.

---

## 2. Invoice Date > G/L Date

**Blank = Return no message**

**1 = Return a warning message**

**2 = Return an error message**

Use this processing option to specify the kind of message you receive when you enter an invoice date that is after the G/L date.

Valid values are:

Blank Accept any date entered and do not return a warning or an error message.

1 Return a warning message if the invoice date entered is after today's date.

2 Return an error message if the invoice date entered is after today's date.

---

## Currency Tab

These processing options specify the rules for entering transactions with multicurrency.

---

### 1. Value Added Tax Allowed for Multicurrency Items

**Blank = Do not allow Value Added Tax**

**1 = Allow Value Added Tax**

Use this processing option to specify whether to allow value added tax on multicurrency vouchers.

Valid values are:

Blank

Do not allow value added tax on multicurrency vouchers.

1

Allow value added tax on multicurrency vouchers.

### 2. Exchange Rate Date

**Blank = Use the Invoice Date**

**1 = Use the G/L Date**

Use this processing option to specify the date the system uses to retrieve the currency exchange rate.

Valid values are:

Blank Use the invoice date.

1 Use the G/L date.

---

---

### 3. Exchange Rate Retrieval

**Blank = Retrieve the last exchange rate in the F0015**

**1 = Return a warning message**

Use this processing option to specify whether the system generates a warning if the currency exchange rate on the voucher is in a fiscal period different from the effective date of the exchange rate in the Currency Exchange Rates table (F0015). For example, if you enter a voucher with a G/L date of 12/15/05, the last effective date for an exchange rate is 11/01/05, and the fiscal date pattern on your system is set up for the months of the calendar year, you can specify that the system generate a warning. The warning message alerts you to the fact that the exchange rate in the F0015 table has expired. You can change it, if necessary. Valid values are:

Blank

Do not generate a warning message.

1

Generate a warning message.

### 4. Exchange Rate Tolerance Limit

**Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table.**

Use this processing option to specify an exchange rate tolerance limit. During voucher entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5 in this field, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

### 5. Currency Disagreement

**Blank = Return an error**

**1 = Allow different currencies and do not return any messages**

Use this processing option to specify what you want the system to do when the currency of the payment is different from the currency of the G/L bank account.

Valid values are:

Blank Return an error.

1 Allow different currencies and do not return any messages.

## Manual Pymnts Tab

This processing option specifies whether the system issues an error or warning when a duplicate payment number is entered.

---

### 1. Duplicate Payment Message

**Blank = Return an error message**

**1 = Return a warning message**

Use this processing option to specify the kind of message you want to appear when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank Return an error message.

1 Return a warning message.

---

## Purchasing Tab

This processing option specifies whether the system allows changes or deletions of vouchers that contain a purchase order or contract number.

---

### 1. Voucher Message

**Blank = Allow changes and deletions of vouchers and return no message**

**1 = Return a warning message**

**2 = Return an error message**

Use this processing option to specify how you want the system to respond to processing changes and deletions of vouchers that contain a purchase order or contract number.

Valid values are:

Blank Allow changes and deletions of vouchers and return no message.

1 Return a warning message.

2 Return an error message.

---

## Logging Tab

This processing option specifies whether the system should allow logged vouchers.

---

## 1. Voucher Logging

**Blank = Do not allow logged vouchers**

**1 = Allow logged vouchers**

Use this processing option to specify whether to allow voucher entry prior to assigning it a G/L account. At a later time the voucher can be distributed 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 Do not allow logged vouchers.

1 Allow logged vouchers.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of A/P Standard Voucher Entry (P0411).

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).

---

## Interop Tab

This processing option specifies the version of the F0411 Interoperability Processing Options program (P0400048) that you want the system to run. If you specify a version to run, the version must already exist on the server.

---

## 1. Interoperability Version

**Blank = Use version number ZJDE0001 (default)**

**Or, enter a specific version number**

Enter the version of the F0411 Interoperability Processing Options application (P0400048) that determines if outbound records are written. If you leave this processing option blank, the system uses the default version ZJDE0001.

---

---

## Entering G/L Distribution Based on a Model

To simplify the entry process, you can set up and use model journal entries. You set up model journal entries when you have vouchers and invoices that use the same account distribution. You can choose the model at the time you enter the G/L distribution for the transaction, or you can set up a default model for the system to use on the supplier or customer record.

---

### ► To choose a model for the G/L distribution entry

*Use one of the following navigations:*

*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.*

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

1. On Supplier Ledger Inquiry or Work with Customer Ledger Inquiry, click Add and follow the steps to enter a standard voucher or invoice.
2. On Enter Voucher - G/L Distribution or G/L Distribution, choose Model Journals from the Form menu.
3. On Model Journals Search & Select, complete the following field and click Find to display a particular document type:
  - Doc Type/No/Co
4. Choose the appropriate model and click Select.

The system displays the model on Enter Voucher - G/L Distribution or G/L Distribution. You can now add or revise the actual journal entry based on the information from the model.

5. Click OK.

---

### ► To add or revise the G/L distribution entry based on the model

After you choose a model, you use it as the basis for your G/L distribution, adding and revising it as needed.

*Use one of the following navigations:*

*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.*

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

1. Follow the steps to enter a voucher or invoice.
2. Follow the steps to choose a model for the journal entry.
3. On Enter Voucher - G/L Distribution or G/L Distribution, complete or change the following field for each G/L distribution, if applicable:
  - Amount
4. Replace or clear information in other fields as necessary, and then click OK.

### See Also

- *Model Journal Entries* in the *General Accounting Guide* for more information about how to create model journal entries

---

## Entering Invoices and Vouchers with Discounts

You can enter invoices and vouchers with discounts as incentive to issue and receive payments early. When you enter an invoice or voucher with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the transaction.

Three methods are available for entering discounts:

- Using payment terms. You enter an invoice or voucher, specifying the payment terms. The system calculates the discount available and due dates from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Standard Invoice Entry or Enter Voucher - Payment Information form.

If you change a payment term to recalculate a new discount amount or due date, remove the system-calculated information by clearing the following fields:

- Discount Available
- Discount Due Date
- Net Due Date

If you change the payment terms but not the other discount fields, the system will not recalculate the discount information.

- Entering a discount amount. You enter an invoice or voucher, specifying the discount available and, optionally, discount and net due dates.
- Entering a discount percentage. You enter an invoice or voucher, specifying the discount percentage and, optionally, discount and net due dates.

### Prerequisite

- Verify that the following automatic accounting instructions (AAIs) are set up correctly:
  - PKD (payables discounts available)
  - PKL (payables discounts lost)

► **To enter a voucher with a discount using payment terms**

From the *Supplier & Voucher Entry* menu (G0411), choose *Standard Voucher Entry*.

1. On *Supplier Ledger Inquiry*, follow the steps to enter a standard voucher.

PeopleSoft

Standard Voucher Entry - Enter Voucher - Payment Information

OK Delete Cancel Form Row Tools

Document No/Typ/Co [ ] [ ] 00001 Batch No 29087 Prev Doc [ ]

Company 00001 Financia/Distribution Company

Supplier Number 3480 Digger Enterprises Business Unit 1

Invoice Number 321555  Discount % Default Payment Terms 001

Invoice Date 06/06/05 G/L Date 06/06/05 Service/Tax Date 06/06/05

Currency USD Exchange Rate [ ] Base USD  Foreign

Records 1 - 2								
	Pay Itm	Gross Amount	Pymt Terms	Discount Available	Remark	Due Date	Pay Status	P C
<input type="radio"/>	001	500.00	001	5.00		06/16/05	A	
<input type="radio"/>	002							

Gross 500.00 Disc 5.00 Tax [ ] Taxable [ ]

2. On *Enter Voucher - Payment Information*, complete the following field and click OK:

- **Payment Terms**

The system calculates the discount and the due date, based on the payment term.

To override a default payment term from the *Supplier Master* so that the discount amount is 0 (zero), create a payment term that does not calculate a discount. Then use this payment term when you enter the discount.

If you change the payment terms or the gross amount of the voucher, clear the *Discount Available* and *Due Date* fields so that the system can recalculate these values.

Payment terms can be adjusted by pay item. Make the change to the payment term in the detail area of the voucher, and also clear the *Discount Available* and *Due Date* fields so that the system can recalculate these values.

**See Also**

- *AAIs for Accounts Payable* in the *Accounts Payable Guide* for more information about the automatic accounting instructions in the *Accounts Payable* system

► **To enter a voucher with a discount by entering a discount amount**

From the *Supplier & Voucher Entry* menu (G0411), choose *Standard Voucher Entry*.

1. On *Supplier Ledger Inquiry*, follow the steps to enter a standard voucher.

Standard Voucher Entry - Enter Voucher - Payment Information

Document No/Typ/Co   00001 Batch No 29090 Prev Doc

Company 00001 Financial/Distribution Company  
 Supplier Number 3480 Digger Enterprises Business Unit 1  
 Invoice Number 321556  Discount % Default Payment Terms   
 Invoice Date 06/06/05 G/L Date 06/06/05 Service/Tax Date 06/06/05  
 Currency USD Exchange Rate  Base USD  Foreign

Records 1 - 2									
<input type="checkbox"/>	Pay Itm	Gross Amount	Pymt Terms	Discount Available	Remark	Due Date	Pay Status	P	C
<input checked="" type="checkbox"/>	001	14,500.00		145.00					
<input type="checkbox"/>	002								

Gross  Disc  Tax  Taxable

2. On Enter Voucher - Payment Information, complete the following field and click OK:

- Discount Available

The system uses the amount that you entered as the discount available.

► **To enter a voucher with a discount by entering a discount percentage**

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

PeopleSoft®

Standard Voucher Entry - Enter Voucher - Payment Information

Document No/Typ/Co   00001 Batch No 29092 Prev Doc

Company 00001 Financial/Distribution Company  
 Supplier Number 3480 Digger Enterprises Business Unit 1  
 Invoice Number 321557  Discount % Default Payment Terms   
 Invoice Date 06/06/05 G/L Date 06/06/05 Service/Tax Date 06/06/05  
 Currency USD Exchange Rate  Base USD  Foreign

Records 1 - 2									
<input type="checkbox"/>	Pay Itm	Gross Amount	Pymt Terms	Discount %	Discount Available	Remark	Due Date	Pay Status	
<input type="checkbox"/>	001	14,500.00		0.01000	145.00			07/06/05	A
<input checked="" type="checkbox"/>	002								

Gross 14,500.00 Disc 145.00 Tax  Taxable

2. On Enter Voucher - Payment Information, turn on the following option:
  - Discount %
3. Complete the following field to enter a discount percent or override any discount information specified in the payment terms and click OK:

- Discount %

The system calculates the discount for you, based on the percentage that you entered.

### See Also

- ❑ *AAIs for Accounts Payable* in the *Accounts Payable Guide* for more information about accounts payable setup
- ❑ *Entering Standard Vouchers* in the *Accounts Payable Guide* for more information about entering standard vouchers

## Rounding versus Soft Rounding

If you process a significant number of invoices and vouchers that have discounts, or taxes, or both, rounding differences can add up quickly. Rounding occurs on any component of a transaction that involves a calculation. The system uses rounding on transactions with a single pay item and soft rounding on transactions with multiple pay items.

### Rounding

Rounding automatically occurs when the system performs a calculation and the result does not exactly equal the lowest currency unit, such as the penny for the U.S. dollar. In this situation, the following occurs:

- If the least significant digit is 5 or greater, the system rounds up.
- If the least significant digit is less than 5, the system rounds down.

For example, if the result of a calculation is 0.55672 and the currency is Canadian dollars (CAD), which has two decimal places, the system uses the third number to the right of the decimal to determine the rounding. In this example, it rounds the amount up to 0.56. Conversely, if the amount were 0.55472, the system would use 4 and round the amount down to 0.55. The system ignores all numbers after the third decimal for a two-decimal currency.

### Soft Rounding

When the total of two or more amounts must equal a specific amount, the system uses soft rounding to force the total. For example, if you split a voucher for 100 CAD into three payments, the system calculates the first pay item at 33, the second at 34, and the third at 33 so that the total of the three pay items equals 100. If the system did not use soft rounding, you would have to enter an amount that could be divided equally among pay items or submit pay items that did not equal the total amount due, which would not be acceptable.

To minimize the negative effects of rounding, the system uses soft rounding on transactions with multiple pay items. The system stores the amount that it adds or subtracts to a calculated amount (as a result of rounding) in a cache (memory), and then adds or subtracts that amount from the next pay item as follows:

- If the system rounds up the amount for a pay item, it subtracts that amount from the next pay item before rounding that pay item.
- If the system rounds down the amount for a pay item, it adds that amount to the next pay item before rounding that pay item.

If the system did not perform soft rounding, you might overpay or underpay a supplier as well as overcharge or undercharge a customer. While soft rounding does not control overpayments or underpayments and overcharges or undercharges between transactions, it does minimize the impact of rounding within a single transaction. The system does not carry soft rounding amounts from one transaction to another.

### Soft Rounding Example: Multiple Pay Items

This example illustrates how the system performs soft rounding for a basic transaction with multiple pay items.

In this example, the gross amount for the transaction is 100.00 Canadian dollars (CAD) and it has a split payment term of 3. The pay item amounts are rounded to the nearest cent and decimals are equal to 2. The total rounded amount of all pay items must equal 100.00 CAD.

<b>A</b>		<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Beginning Cache Amount</b>	<b>Pay Item</b>	<b>Unrounded Amount</b>	<b>Temporary Amount</b>	<b>Rounded Amount</b>	<b>Difference +/- (Ending Cache Amount)</b>
0	001	33.33333	33.3333 3	33.33	- 0.00333
- 0.00333	002	33.33333	33.3366 6	33.34	+ 0.00334
+ 0.00334	003	33.33333	33.3299 9	33.33	+ 0.00001

The system uses the following formula to calculate amounts:

A – Beginning Cache Amount = 0 (zero) for the first pay item. Each successive pay item = Ending Cash Amount from the previous pay item.

B – Unrounded Amount = gross amount divided (or multiplied) by the number of pay items.

C – Temporary Amount = B – A.

D – Rounded Amount = Round C to the decimal places of the currency. (This is the gross amount that appears on the invoice or voucher.)

E – Difference (Ending Cache Amount) = D – C.

Using this formula, the system calculates the pay item amounts as follows:

**Pay item 001:**

Beginning Cache Amount = 0

Unrounded Amount =  $100.00 / 3 = 33.33333$

Temporary Amount =  $33.33333 - 0 = 33.33333$

Rounded Amount = 33.33

Difference (Ending Cache Amount) =  $- 0.00333$

The ending cache amount ( $- 0.00333$ ) becomes the beginning cache amount ( $- 0.00333$ ) for the next pay item.

**Pay item 002:**

Beginning Cache Amount =  $- 0.00333$

Unrounded Amount =  $100 / 3 = 33.33333$

Temporary Amount =  $33.33333 - (- 0.00333) = 33.33666$

Rounded Amount = 33.34

Difference (Ending Cache Amount) =  $+ 0.00334$

The ending cache amount ( $+ 0.00334$ ) becomes the beginning cache amount ( $+ 0.00334$ ) for the next pay item.

**Pay item 003:**

Beginning Cache Amount =  $+ 0.00334$

Unrounded Amount = 33.33333

Temporary Amount =  $33.33333 - 0.00334 = 33.32999$

Rounded Amount = 33.33

Difference (Ending Cache Amount) =  $33.33 - 33.32999 = + 0.00001$

No more pay items exist for this transaction, so the system does not store the ending cache amount ( $+ 0.00001$ ).

With soft rounding, the rounded amounts of the pay items equal 100.00 ( $33.33 + 33.34 + 33.33$ ), which equals the gross amount. Without soft rounding, each unrounded amount would be rounded down to the nearest cent and the total would be 99.99 ( $33.33 + 33.33 + 33.33$ ). Although the difference between the amounts is only .01, the differences become noticeable when you enter a significant number of invoices and vouchers.

### See Also

- ❑ *Entering Standard Vouchers* in the *Accounts Payable Guide* for more information about how to enter a voucher

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## Entering Debit Memos

When a supplier sends you a credit, enter the voucher as a debit memo. The credit is applied to open vouchers when you issue payment to the supplier.

To enter a debit memo, you follow the steps to enter a standard voucher, but enter the gross amount as a *negative amount* on the Enter Voucher-Payment Information form.

If payment terms are used to generate a discount on the voucher, the system calculates a negative discount amount when you enter a debit memo. Therefore, you must clear the Payment Terms and Discount Available fields so that the voucher does not include a negative discount.

When you enter a debit memo, the system assigns the document type that is specified in the Debit Memo Document Type processing option of the Voucher Entry Master Business Function program (P0400047). Generally, a debit memo is assigned a document type PD.

The due date on a debit memo is determined by a processing option on the Voucher Entry Master Business Function program. The due date might be either the voucher G/L date or the date from the payment terms on the voucher.

### See Also

- ❑ *Entering Standard Vouchers* in the *Accounts Payable Guide* for more information about how to enter a standard voucher

---

## Entering Invoices and Vouchers Out of Balance

Under normal circumstances, when you enter an invoice or voucher, you enter two sides of the transaction: the invoice or voucher, and the G/L distribution. The system requires that the amounts of both sides equal each other before you can complete transaction entry. If you exit the G/L distribution form before completing the entry, you lose the information in the invoice or voucher and must re-enter the transaction in its entirety.

To save work that you have completed, you can exit an invoice or voucher out of balance, and then complete the G/L distribution entry at a later date. Because the post program requires every transaction in the batch to be in balance, you have a safeguard against accidentally posting a transaction that is out of balance.

---

### Caution

Although you can enable the system to post transactions that are out of balance, PeopleSoft does not recommend that you use this procedure. If you post a transaction that is out of balance the system does not update all the appropriate accounts, and you will encounter an integrity issue. See *Revising Batches to Post Out-of-Balance* in the *General Accounting Guide* for more information.

---

► **To enter a voucher out of balance**

---

*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.*

1. On Supplier Ledger Inquiry, follow the steps to enter basic invoice information.
2. On G/L Distribution, complete the following fields with available information:
  - Account Number
  - Amount
3. From the Form menu, choose Exit Out of Bal. This saves your entry.

---

## **Processing Logged Vouchers**

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. Then at a later time, you review and redistribute the voucher to the correct G/L accounts. This 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 does the following:

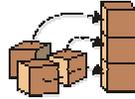
1. Creates a voucher with a voucher number and document type of PL.
2. Distributes the total amount of the voucher to a G/L suspense account. The default for this suspense account is specified in AAI item PP.
3. Records the offset amount based on the accounts payable trade account (AAI item PC) or the accounts payable trade suspense account (AAI item PQ), depending on which method is designated in the Company Names & Numbers program (P0010).

Information about logged vouchers is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

To view those vouchers assigned to a suspense account, print the Voucher Detail report. This report shows transaction totals from the Accounts Payable Ledger table.

The following graphic illustrates the voucher logging process:

### Voucher Logging Process



**Step 1.**

Set up AAIs and Processing Option for Voucher Logging.



**Step 2.**

Accounts Payable data entry person enters logged vouchers.



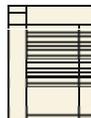
**Step 3.**

Logged vouchers are distributed to appropriate people for approval and coding.



**Step 4.**

Vouchers are returned to Accounts Payable data entry clerk with correct G/L distribution.



**Step 5.**

Accounts Payable data entry person Redistributes logged vouchers.

## Example: Voucher Logging

You can log vouchers for preliminary distribution to expense and A/P trade suspense accounts and then redistribute the voucher amounts to the correct accounts. Depending on your company setup, you could have a suspense account for just expenses, or for both expenses and your A/P trade account.

### Suspense Account for Expenses

Assume that you receive a voucher for 500.00. You enter it using voucher logging, and forward a copy of the voucher to the manager of the branch office for account distribution and payment approval. Your company, however, is not set up to use an A/P trade suspense account. When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

<b>Expense Suspense (PP)</b>	<b>A/P Trade Suspense (PQ)</b>
500	500

- Debit of 500 to the Expense Suspense (PP) account
- Credit of 500 to the A/P Trade (PC) account

When you redistribute the voucher, the G/L distribution is as follows:

<b>Expense Suspense (PP)</b>	<b>Expense</b>
500	500

- Credit of 500 to the Expense Suspense (PP) account
- Debit of 500 to the Expense account

### Suspense Accounts for the A/P Trade Account and Expenses

In this example, the company is set up in Company Names & Numbers to use an A/P trade suspense account. Therefore, you have suspense accounts for both A/P trade and expense accounts. The AAI items PP (preliminary distribution) and PQ (trade suspense account) refer to both the G/L and A/P trade suspense accounts. When you enter and post the voucher, the distribution is as follows:

<b>Expense Suspense (PP)</b>	<b>A/P Trade Suspense (PQ)</b>
500	500

- Debit of 500 to the Expense Suspense (PP) account
- Credit of 500 to the A/P Trade Suspense (PQ) account

When you redistribute the voucher, the G/L distribution is as follows:

<b>Expense Suspense (PP)</b>	<b>Expense</b>
500	500

<b>A/P Trade Suspense (PQ)</b>	<b>A/P Trade (PC)</b>
500	500

- Credit of 500 to the Expense Suspense (PP) account
- Debit of 500 to the Expense account
- Debit of 500 to the A/P Trade Suspense (PQ) account
- Credit of 500 to the A/P Trade (PC) account

## 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.

### Prerequisites

- ❑ Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).
- ❑ Turn on 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 Approver and Category Code 7 Fields* 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.



## Voucher Logging Entry - Additional Information

OK Cancel Tools



Business Unit	<input type="text" value="1"/>	
Approver Number	<input type="text" value="6002"/>	<i>Abbott, Dominique</i>
Payment Terms	<input type="text" value="001"/>	<i>1/10 Net 30</i>
Payment Instrument	<input type="text"/>	<i>Default (A/R &amp; A/P)</i>
P.O. No/Typ/Co	<input type="text" value="65501"/>	<input type="text" value="OD"/> <input type="text"/>

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 enables 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.



## Voucher Logging Entry - Journal Entry Prompt

OK Cancel Tools



...Preliminary Distribution Account...

Amount	<input type="text" value="500.00"/>	
Account Number	<input type="text" value="9.8799"/>	<i>General Contra/Clearing A</i>
Explanation - Remark	<input type="text"/>	
<input type="checkbox"/> Track Taxes		
Tax Expl Code	<input type="text"/>	
Tax Rate/Area	<input type="text"/>	

7. On Journal Entry Prompt, the expense suspense account set up for AAI item PP appears in the following field:
  - Account NumberYou 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**

- *Entering 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

## 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 that you specify.

You can redistribute a voucher using a G/L date prior to the voucher's G/L date. To do so, you should 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 only to the redistribution lines.

---

---

**► To redistribute a logged voucher**

*From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.*

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Voucher JE Redistribution - Work With Voucher JE Redistribution

Select Find Close Form Row Tools

Approver Number   
 Invoice Number   
 Company   
 Redistribution Date   
 Currency Code

Records 1 - 3 Customize Grid

	Document Number	Doc Type	Doc Co	Supplier Number	Supplier Name	Gross Amount	Foreign Amount	Batch Number	Batch Type	Pay Stat	Curr Code
<input checked="" type="radio"/>	1576	PL	00001	4344	Universal Incorporated	1,500.00		1033	V	H	USD
<input type="radio"/>	3190	PL	00001	4344	Universal Incorporated	1,125.00		6455	V	A	USD
						<b>2,625.00</b>					

- 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
- Change the following optional field:
  - Redistribution Date
- Choose the logged voucher that you want to redistribute.
- From the Row menu, choose Journal Entry.

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Voucher JE Redistribution - G/L Distribution

OK Delete Cancel Form Row Tools

Document No/Typ/Co    Batch Number

Supplier  Explanation

G/L Date  Amt To Distribute

Currency  Exchange Rate  Base Currency   Foreign

Records 1 - 3 Customize Grid

	Account Number	Account Description	Amount	Explanation -Remark-	Co	Sub Type	Sub-ledger
<input type="radio"/>	9.8799	General Contra/Clearing Acct	1,125.00	Paint on Order	00001		
<input checked="" type="radio"/>	9.8799	General Contra/Clearing Acct	1,125.00	Paint on Order	00001		

Amount  Remaining

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.

- 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. To do this, 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).

---

### Note

You might need to reverse a purchase order voucher that has been redistributed. If you reverse a logged purchase order voucher that has been posted and for which the redistribution has not been posted, the system does not retain an audit trail in the Account Ledger table (F0911) of the redistribution. The system retains only the original posted records in the F0911 table, which include the debit to the suspense account and the credit to the A/P trade account.

If you reverse a purchase order voucher that has been posted and for which the redistribution has also been posted, the system retains both the original credit to the A/P Trade account and debit to the Suspense account, and the reversal of these entries.

---

### ► 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.

## Reversing a Redistributed Purchase Order Voucher

You might need to reverse a purchase order voucher that has been redistributed. If you reverse a purchase order voucher that has been posted and for which the redistribution has not been posted, the system does not retain an audit trail in the Account Ledger table (F0911) of the redistribution. The system retains only the original posted records in the F0911 table, which include the debit to the suspense account and the credit to the A/P trade account.

If you reverse a purchase order voucher that has been posted and for which the redistribution has also been posted, the system retains both the original credit to the A/P Trade account and debit to the Suspense account, and the reversal of these entries.

### 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 Tab

---

#### 1. Approver Number

Use this processing option to specify the address book number of the individual who is authorized to approve voucher logging transactions. Enter a valid address book number from the Address Book Master table (F0101).

#### 2. Pay Status Code

Use this processing option to specify the pay status code for the system to assign to the voucher after it has been redistributed. Enter a valid pay status code from UDC table 00/PS. If you leave this processing option blank, the pay status of the voucher does not change. This option applies only to A/P voucher redistribution.

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### Versions Tab

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#### 1. Voucher Match (P4314)

##### Blank = ZJDE0003

Use this processing option to specify the version of the Voucher Match program (P4314) for the system to use. Enter a valid version number. If you do not specify a version, the system uses version ZJDE0003.

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## Processing Recurring Invoices and Vouchers

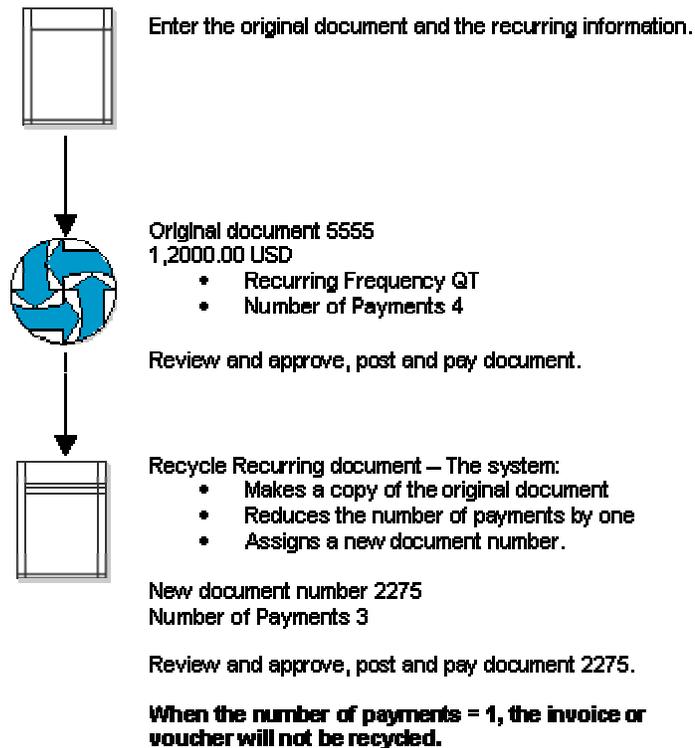
If you need to bill a customer or make a payment for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice or voucher. When you enter a recurring transaction, you indicate the total number of invoices or vouchers that you want the system to create and the interval for them. For example, if you bill or make lease payments every month for one year, you can set up a recurring invoice or voucher for 12 payments with a monthly frequency. Then, instead of entering an invoice or voucher each month, you run a recycle program that creates a new transaction from the original. The system assigns a new document number and batch number to the new transaction and reduces the number of payments by one. You continue to recycle and create new transactions until one payment remains.

You must use the standard entry program to enter recurring transactions. In addition to the standard transaction information, you complete the frequency and number of payments fields. This indicates to

the system that the transaction is recurring. To cancel a recurring transaction, you remove the values from these fields.

The following graphic illustrates the recurring transaction process:

### Processing Recurring Invoices and Vouchers



### See Also

- *Voucher Processing* for more information about three-tier processing

## Entering Recurring Vouchers

A recurring voucher is used to pay a supplier the same amount, for the same expense, on a periodic basis. It is used for predictable expenses such as rent.

A recurring voucher can have only one pay item.

The system assigns a document type of PR to recurring vouchers. However, you can create your own document type for recurring vouchers and then override the default value with your document type when entering the voucher. If you assign a custom document type to a recurring voucher, the voucher retains the custom document type each time it is recycled.

► **To enter a recurring voucher**

---

*From the Other Voucher Entry Methods menu (G04111), choose Standard Voucher Entry.*

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.  
You can enter a recurring voucher with a document type other than PR by entering the document type in the header information.
2. On Enter Voucher - Payment Information, complete the following fields in the detail area and click OK:
  - Recur Freq
  - No. Pym

## Reviewing Recurring Vouchers

After you enter recurring vouchers, you might want to verify them for accuracy before running the recycle program. You can do the following:

- Review recurring vouchers online
- Print the Recurring Voucher Report

### See Also

- *Revising Recurring Invoices and Vouchers* in the *Accounts Payable Guide* for information about changing recurring vouchers

## Reviewing Recurring Vouchers Online

If you do not have many recurring vouchers to review, reviewing them online is a quicker alternative to printing a report.

► **To review recurring vouchers online**

---

*From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.*

1. On Supplier Ledger Inquiry, turn on the Recurring option.
2. Follow the steps for locating a voucher.

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Recurring Voucher Inquiry - Supplier Ledger Inquiry

Select Find Add Copy Delete Close Form Row Tools

Supplier Number

Date From  Thru   Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number \*  Currency Code \*

Records 1 - 5

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
<input type="checkbox"/>	1582	PR	00001	06/15/05	06/30/05	07/15/05	1,500.00	1,500.00	
<input type="checkbox"/>	1590	PR	00001	07/14/05	07/30/05	07/24/05	4,500.00		
<input type="checkbox"/>	1591	PR	00001	07/30/05	07/30/05	08/30/05	850.00	850.00	
<input type="checkbox"/>	3001	PR	00001	06/30/05	06/30/05	07/10/05	850.00	850.00	
							<b>7,700.00</b>	<b>3,200.00</b>	

- Choose the voucher that you want to review, and click Select.

## Printing the Recurring Voucher Report

From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Report.

Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the Accounts Payable Ledger table (F0411) and related information from the Account Ledger table (F0911).

## Revising Recurring Invoices and Vouchers

Before recycling your recurring invoices and vouchers, you might need to revise them. For example, a customer might decide to extend or terminate a rental or service agreement, which would require you to change the number of payments; or you might need to increase the cost of the invoice to cover additional costs that you incur to maintain the property or equipment.

The system assigns a new document number to each new invoice and voucher that is recycled, ensuring that when you revise a recurring transaction, no conflicts exist with the old recurring transaction information. When you revise a recurring invoice or voucher you can:

- Change selected fields.
- Cancel the recurring portion of the transaction.
- Delete or void the recurring transaction.

## Canceling Recurring Invoices and Vouchers

You can cancel a recurring invoice or voucher by clearing the Recurring Frequency and Number of Payments fields. Removing values in these fields prevents the transaction from being recycled by the system. If you remove the recurring information in error, you can add it back on the transaction by using the standard entry program and entering the recurring information into the detail line.

Canceling a recurring transaction does not change the document type; however, you will not be able to locate the transaction by using the recurring option on the ledger inquiry programs.

## Adding Recurring Information to an Existing Transaction

If you enter an invoice or voucher that is not recurring and want to add recurring information, use the standard entry program and enter the frequency and number of payments into the detail area. The system does not change the document type of the transaction when you add recurring information to it. The document type changes the next time the invoice or voucher is recycled.

### See Also

The following related topics in the *Accounts Receivable Guide*:

- ❑ *Deleting Invoices and Invoice Pay Items*
- ❑ *Voiding Posted Invoices*

### ► To revise a recurring voucher

---

You can revise a recurring voucher any time after it is paid and prior to recycling it again. You can delete a recurring voucher before or after it has been recycled.

*From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.*

1. On Supplier Ledger Inquiry, turn on the following option:
  - Recurring
2. Follow the steps for locating a voucher.
3. Choose the voucher that you want to revise.
4. From the Row menu, choose Revise Recurr Vchrs (Recurring Vouchers).

PeopleSoft.

Recurring Voucher Inquiry - Revise Recurring Voucher Information

OK Cancel Tools

Payment Remark: Rent Expense

Net Due Date: 07/24/05

Invoice Number: 67004

Recurring Frequency: MO

Number of Payments: 11

Invoice Date: 07/14/05

5. On Revise Recurring Voucher Information, change the necessary information and click OK.

---

#### Note

If a voucher is paid, you can update only the Recur Frequency (Recurring Frequency) and the # of Payments (Number of Payments) fields.

---

## Recycling Recurring Invoices and Vouchers

*To recycle invoices and vouchers, use one of the following navigations:*

*From the Other Invoice Entry Methods menu (G03B111), choose Recycle Recurring Invoices.*

*From the Other Voucher Entry Methods menu (G04111), choose Recycle Recurring Vouchers.*

After you enter, review, and revise recurring invoices and vouchers, you recycle them to create a new batch of transactions for the next month, quarter, or year. The recycling program generates a new transaction based on the number of payments and the recurring frequency that you specified when you created the original recurring transaction. When you recycle an invoice or voucher, the system makes a copy of the previous transaction and updates the appropriate fields. It repeats this process every time you run the recycle program until the number of payments equals one. When there is one payment remaining, the transaction no longer recycles. For example, to set up a recurring invoice or voucher for one year, you set the number of payments to 12. Because the original transaction is the first payment, the recycle program does not consider transactions that have one payment remaining.

You do not have to pay an existing invoice or voucher in order to generate the next cycle of recurring transactions.

This process updates information in the following tables:

- Batch Control Records (F0011)
- Customer Ledger (F03B11) for invoices
- Accounts Payable Ledger (F0411) for vouchers

- Account Ledger (F0911)

## The Recycle Process

When you recycle recurring invoices and vouchers, the system:

- Removes the recurring frequency and number of payments from either the original transaction or the most recent copy of the transaction.
- Creates a new invoice and voucher and updates the following:
  - Document number with a new number
  - Batch number with a new number
  - Number of payments (decreases by one)
  - G/L date and net due date, using the recurring frequency to calculate the next date
  - Invoice date according to the processing options
  - Invoice number (vouchers only) according to the processing options
- Creates an exception report that lists the number of invoices and vouchers that were successfully recycled, and the number of transactions that could not be recycled due to errors (exceptions). You can view error messages in the Work Center. These errors include:
  - No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice or voucher.
  - G/L date is for a prior fiscal year (PYEB).
  - G/L date is for a prior period (PBCO), and Allow PBCO Postings is not activated in the General Accounting Constants (P0000).
  - G/L date does not occur in a fiscal date pattern for the company.

After recycling recurring invoices and vouchers, you must post them to the general ledger.

A customer does not have to pay an existing invoice or voucher in order for you to generate the next cycle of recurring transactions.

### See Also

- *The Financial Post Process* in the *Accounts Payable Guide* for information about posting transactions to the general ledger.

### Prerequisites

- Set up a separate version for each recurring frequency that you use, such as monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.
- Set up a next numbers series for recurring vouchers (optional).

## Processing Options for Recycle Recurring Vouchers (R048101)

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### Defaults

1. Enter a '1' to leave the invoice number blank. Default of blank will duplicate the invoice number.

### Invoice Number Flag

2. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.

### Invoice Date Flag

---

---

## Prepayment Vouchers

Sometimes you must pay for goods or services before you receive an invoice. For example, you might need to do the following:

- Pay a travel advance for employee expenses
- Pay a deposit on services to be rendered at a later time
- Take advantage of a discount

For situations in which you have not yet received an invoice, you can enter a prepayment voucher for an advance payment. When you enter a prepayment voucher, the system creates a negative pay item for every pay item on the voucher. You can use only the Standard Voucher Entry program (P0411) to create a prepayment voucher.

The process for entering prepayment vouchers uses AAIs to determine the G/L expense distribution if no account number is entered in the G/L Distribution Account processing option. The PCxxxx AAI is used, where xxxx is the G/L offset in the processing options for the Standard Voucher Entry program.

A prepayment voucher usually has pay items that net to a 0 (zero) amount. If that is the case, no G/L distribution form will appear during prepayment voucher entry. A G/L distribution form appears if an amount to distribute exists in the general ledger, which typically happens when different pay items on the voucher have different tax rate/areas.

You can pay the prepayment voucher using either automatic payments or manual payments. If you are going to create the payment in the next batch of automatic payments, you enter the prepayment voucher and then follow your regular procedures for processing automatic payments. To make the payment using manual payments, you create the prepayment voucher and then pay it using manual payments with voucher match.

Later, when you enter the voucher for actual expenses, you enter it just as you would enter a standard voucher. You can then apply the pending negative pay item to the actual voucher manually so that the amount owed to the supplier is reduced by the amount of the prepayment. Or you can change the pay status of the negative pay item to approved and let the system apply it to any open vouchers for that supplier by running the automatic payment process.

### See Also

- ❑ *Applying Payments to Prepaid Vouchers* in the *Accounts Payable Guide* for information about paying prepaid vouchers using manual payments with voucher match

## Example: Entering and Paying Prepaid Vouchers

An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, you enter a prepaid voucher for 1,000, and the system creates a pending negative pay item for 1,000.

When you post the voucher, the system creates a debit of 1,000 to the prepaid expense account that you specified in the AAIs and a 1,000 credit to the A/P trade account. When you post the payment, the system creates a debit to the A/P trade account and a credit to the cash account.

### Enter voucher:

<b>Expense</b>
<b>9.8740</b>
1000

### Post prepaid voucher (negative pay item):

<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Prepaid Expense</b></td> </tr> <tr> <td style="text-align: center;"><b>1.1890</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">1000</td> </tr> </table>	<b>Prepaid Expense</b>	<b>1.1890</b>	1000	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>A/P Trade</b></td> </tr> <tr> <td style="text-align: center;"><b>1.4110</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">1000</td> </tr> </table>	<b>A/P Trade</b>	<b>1.4110</b>	1000
<b>Prepaid Expense</b>							
<b>1.1890</b>							
1000							
<b>A/P Trade</b>							
<b>1.4110</b>							
1000							

### Pay prepay voucher and post payment:

<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>A/P Trade</b></td> </tr> <tr> <td style="text-align: center;"><b>1.4110</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">1000</td> </tr> </table>	<b>A/P Trade</b>	<b>1.4110</b>	1000	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Cash</b></td> </tr> <tr> <td style="text-align: center;"><b>1.1110.BEAR</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">1000</td> </tr> </table>	<b>Cash</b>	<b>1.1110.BEAR</b>	1000
<b>A/P Trade</b>							
<b>1.4110</b>							
1000							
<b>Cash</b>							
<b>1.1110.BEAR</b>							
1000							

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the pending negative pay item for 1,000 to reduce the net open amount to 1,200, which is the balance that you owe.

### Enter and post actual voucher:

<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Expense</b></td> </tr> <tr> <td style="text-align: center;"><b>9.8740</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">2200</td> </tr> </table>	<b>Expense</b>	<b>9.8740</b>	2200	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>A/P Trade</b></td> </tr> <tr> <td style="text-align: center;"><b>1.4110</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">2200</td> </tr> </table>	<b>A/P Trade</b>	<b>1.4110</b>	2200
<b>Expense</b>							
<b>9.8740</b>							
2200							
<b>A/P Trade</b>							
<b>1.4110</b>							
2200							

### Apply negative pay item and pay balance of actual voucher; post payment:

<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>A/P Trade</b></td> </tr> <tr> <td style="text-align: center;"><b>1.4110</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">1000</td> </tr> </table>	<b>A/P Trade</b>	<b>1.4110</b>	1000	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Prepaid Expense</b></td> </tr> <tr> <td style="text-align: center;"><b>1.1890</b></td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">1000</td> </tr> </table>	<b>Prepaid Expense</b>	<b>1.1890</b>	1000
<b>A/P Trade</b>							
<b>1.4110</b>							
1000							
<b>Prepaid Expense</b>							
<b>1.1890</b>							
1000							

A/P Trade 1.4110	Cash 1.1110.BEAR
1200 (2200– 1000)	1200 (2200– 1000)

Information about prepaid vouchers is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. Information about payments is stored in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables.

### Prerequisites

- ❑ Activate prepayments processing in the processing options for the Prepayment Voucher Entry program (P0411). To do this, enter a G/L offset account on the Prepayments tab. You cannot use the Payment With Voucher Match program (P0413M) to enter prepayment vouchers.
- ❑ Activate the Tax Area processing option on the Prepayments tab of the Prepayment Voucher Entry program if you want the prepayment tax form to appear when you enter a prepayment voucher.
- ❑ Set up the AAI item PCyyyy to assign a default prepaid expense account. The G/L offset item that you entered on the Prepayments tab of the processing options for the Standard Voucher Entry program is the AAI item PCyyyy that is used to create prepayment entries.

### ► To enter a prepayment voucher

*From the Other Voucher Entry Methods menu (G04111), choose Prepayment Voucher Entry.*

1. On Supplier Ledger Inquiry, click Add.

The Prepayment Tax form appears if you set the Tax Area processing option under the Prepayments tab appropriately.

2. On Prepayment Tax, complete the following fields and click OK:
  - Tax Rate/Area
  - Tax Expl Code
3. On Enter Voucher - Payment Information, follow the steps for entering a standard voucher and click OK.

## See Also

- ❑ *Entering Standard Vouchers* in the *Accounts Payable Guide* for basic voucher entry procedures
- ❑ *Processing Options for Standard Voucher Entry (P0411)* in the *Accounts Payable Guide* for information required to complete a prepaid voucher

## Reviewing Prepayment Vouchers

**Reviewing prepayment vouchers on the Supplier Ledger Inquiry form** On the Supplier Ledger Inquiry form, search for prepayment vouchers. Turning on the Prepayment option does not limit your search to prepayment vouchers. The batch number or the voucher number would be the most efficient search criterion to find your specific voucher. Click Find to see the prepayment voucher pay items that you entered and negative pay items that the system created.

**Reviewing prepayment vouchers on the Voucher Entry Journal Review form** On the Supplier Ledger Inquiry form, search for prepayment vouchers. If you review a prepayment voucher that has not yet been paid, the Gross Amount field on the Voucher Entry Journal Review form will be blank. That is because the prepayment pay items that you entered and the negative pay items that the system created equal 00.00 (zero). If you select the voucher, you can review the positive and negative pay items on the Enter Voucher - Payment Information form.

---

## 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 the following:

- 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.

### Prerequisites

- ❑ 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.*

PeopleSoft® Sign Out

**Speed Voucher Entry - Speed Voucher Entry** i ? M

OK Delete Cancel Form Tools

Supplier Number	3480	Digger Enterprises	Prev Doc	
Company	00001	Doc No/Type/Co		00001
Invoice Number	12345	PO No/Type/Co		
Invoice Amount	650.00	Service/Tax Date	06/06/05	<input type="checkbox"/> % Discount
Invoice Date	06/06/05	Tax Expl Code		Business Unit
G/L Date	06/06/05	Tax Rate/Area		1
Due Date	07/06/05	Tax Amount		Payment Terms
Approver No		Taxable Amount		Pay Status
Payment Remark				A
Arnt to Distr	650.00			Cat Code 07
Currency Code	USD	Exchange Rate		Batch Number
				28607
			Base	USD <input type="checkbox"/> Foreign

Records 1 - 2 Customize Grid

Account Number	Account Description	Amount	Explanation-Remark	Units
9.8720	Office Supplies Expense	650.00		

Amount 650.00 Remaining

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 in fields in the header, you must correct them from the header. The system does not allow you to change the detail area 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 detail area.

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 system will fill the PO Number field with zeros to the left. You can enter blanks to override the zeros that the system 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)

### Payments Tab

---

#### 1. Manual Payment Creation

**Blank = No manual payments created.**

**1 = Generate manual payments (without voucher match)**

Use this processing option to specify whether to automatically generate manual payments. This option applies only to manual payments without voucher match and is not available in multicompany and multivoucher modes. Valid values are:

Blank

Do not create manual payments.

1

Generate manual payments (without voucher match).

Note: If you enter 1, complete the Speed Voucher Entry form and click OK, then complete the Payment Information form for manual payment processing.

#### 2. Automatic Payment Number Assignment

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**Blank = Payment number manually assigned.**

**1 = Payment number automatically assigned.**

Use this processing option to specify whether the payment number is automatically assigned based on the bank account's next number. Valid values are:

Blank

The payment number is manually assigned.

1

The payment number is automatically assigned.

---

## Versions Tab

---

### 1. Voucher Master Business Function Version

**Blank (default) = ZJDE0001**

Use this processing option to specify the version of the Voucher Entry MBF Processing Options program (P0400047) to use for Speed Voucher Entry processing. If you leave this processing option blank, version ZJDE0001 is used.

---

### 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

---

## Entering Multiple Vouchers

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. With these methods, you can enter the following transactions:

- Multiple vouchers for one supplier
- Multiple vouchers for more than one supplier

You can use the multiple voucher entry methods only to add vouchers. To change, delete, or void them, you must use the Standard Voucher Entry program (P0411).

The multiple voucher entry methods have other limitations. You cannot use them to enter the following information:

- Multiple pay items
- Multiple lines of G/L distribution
- Asset ID
- Asset ID speed coding

- Split pay items
- Special bank accounts
- Special G/L offsets
- Special payment handling
- Automatic reversing entries
- Discounts
- Taxes
- Zero invoice amounts
- Prepaid vouchers
- Logged vouchers
- Recurring vouchers

The system creates a voucher for each detail line and updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

### Prerequisite

- ❑ To make entry easier, organize your vouchers by G/L date and due date. Additionally, you can organize them by payment terms and invoice date.

### ► To enter multiple vouchers for a single supplier

To enter many vouchers at one time for the same supplier, use this multiple voucher entry method.

*From the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Single Supplier.*

1. On Supplier Ledger Inquiry, click Add.

**PeopleSoft®**

**Multi Voucher-Single Supplier - Multi-Voucher Entry**

OK Delete Cancel Form Tools

Supplier: 3480 *Digger Enterprises* Batch Number: 29097

Invoice Date: 06/06/05 G/L Date: 06/06/05 Service/Tax Date:

Due Date: Payment Terms:

Tax Expl: Tax Rate/Area:

Currency: USD Exchange Rate: Foreign

Records 1 - 4						
	<input type="checkbox"/>	Invoice Number	Invoice Amount	Account Number	Remark	Sub Type
	<input type="radio"/>	I12398	8,760.00	4.8700		
	<input type="radio"/>	J12397	265.00	1.1350		
	<input checked="" type="radio"/>	K12399	1,000.00	3.6350		
	<input type="radio"/>					

2. On Multi-Voucher Entry, complete the following fields:

- Supplier
- Invoice Date
- G/L Date
- Due Date

The information that you enter applies to all vouchers.

3. In the detail area, complete the following fields for each voucher:

- Invoice Number
- Invoice Amount
- Account Number
- Remark

4. To override the information in the header portion of the form, complete the following fields in the detail area for any voucher:

- Invoice Date
- G/L Date

5. Click OK.

PeopleSoft®

Multi Voucher-Single Supplier - Processed Voucher Summary

OK Cancel Tools

Just Processed:	
Count	3
Amount	10,025.00

Accumulated Totals:	
Count	3
Amount	10,025.00

Push OK button to Continue

On Processed Voucher Summary, the system displays the total number and amount of the vouchers.

6. Click OK.

► **To enter multiple vouchers for multiple suppliers**

To enter many vouchers at one time for more than one supplier, use this multiple voucher entry method.

From the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Multi Supplier.

1. On Supplier Ledger Inquiry, click Add.

Invoice Number	Invoice Amount	Supplier	Account Number	Remark
N112585	1,315.00	1001	1.1110.BEAR	
N112586	875.00	3480	1.1110.BEAR	
N112587	2,000.00	4060	1.1110.BEAR	

2. On Multi-Voucher Entry, follow the steps for entering multiple vouchers for a single supplier.
3. In the detail area, complete the following field for each supplier and click OK:
  - Supplier

## Entering Vouchers for Multiple Companies

When you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different G/L offset and bank accounts, enter a voucher for multiple companies. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

- The G/L distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the A/P trade account, bank account, and offset accounts for discounts associated with the company.

Information about vouchers for multiple companies is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

---

**Note**

No intercompany settlements are created when you enter a voucher for multiple companies.

---

## Considerations for Entering Vouchers for Multiple Companies

The following information will help you enter vouchers for multiple companies:

- If you entered a voucher on the Multi Company - Single Supplier form, you must change it on this form.
- When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.
- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

**See Also**

- *Processing Options for Standard Voucher Entry (P0411)* in the *Accounts Payable Guide* for settings for multiple vouchers
- *Entering Invoices and Vouchers with Taxes* in the *Tax Reference Guide* for more information about how to enter a voucher with taxes

## Example: Voucher for Multiple Companies

The A/P trade account and bank account used in this example are determined by the following:

- The business unit used in the G/L distribution and the company associated with the business unit
- The A/P class code (G/L offset), which might be a default from the supplier master or entered on the G/L distribution line of the voucher

You distribute a voucher of 2,500 to two accounts:

<b>210.8370</b>	<b>205.8370</b>
<b>Expense</b>	<b>Expense</b>
<b>Company 00100</b>	<b>Company 00004</b>
1,500	1,000

- You debit 210.8370 (Expense) for 1,500
- You debit 205.830 (Expense) for 1,000

The system credits the A/P trade (liability) accounts using AAI item PCyyyy set up for each company.

<b>100.4110</b> <b>A/P Trade</b> <b>Company 00100/PCxxxx</b>	<b>200.4110</b> <b>A/P Trade</b> <b>Company 00004/PCxxxx</b>
1,500	1,000

- The system credits 100.4110 (A/P Trade for company 100) for 1,500
- The system credits 200.4110 (A/P Trade for company 4) for 1,000

The offsets can also point to the same AAI A/P trade account (PCyyyy). The system generates intercompany offsets, as necessary.

► **To enter a voucher for multiple companies**

*From the Other Voucher Entry Methods menu (G04111), choose Multi Company-Single Supplier.*

1. On Supplier Ledger Inquiry, click Add.

Records 1 - 2

Account Number	Description	Amount	Units	Explanation	Pay Stat	G/L Offset
9.8720	Office Supplies Expense	1,000.00			A	

2. On Multi Company - Single Supplier, follow the steps for entering a standard voucher. Access the detail area to review the companies assigned to each distribution line on the Multi Company - Single Supplier form.
3. Complete the following fields for each company associated with the voucher:
  - Account Number
  - Amount

The company associated with the account number appears in the detail area.
4. Click OK.

**See Also**

- *Entering Standard Vouchers* in the *Accounts Payable Guide* for the basic information used in voucher entry

## What You Should Know About Processing Options

### Invalid processing options

The Multiple Company - Single Supplier program uses the same processing options as Standard Voucher Entry. However, some of the processing options do not apply. When you enter a voucher for multiple companies, the following processing options do not apply:

- Manual checks
- Purchasing
- Voucher Match
- Versions
- Logging

---

## 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

- ❑ *Batch Header Maintenance* in the *General Accounting Guide* for information about creating and revising batch header records

The following related topics in the *Accounts Payable Guide*:

- ❑ *Using Batch Control to Manage the Entry Process* for a detailed discussion of batch control
- ❑ *Printing Voucher Journals* for information about setting up and printing voucher journal reports
- ❑ *Revising Unposted Vouchers* for information about changing vouchers that have not been posted
- ❑ *Revising Posted Vouchers* for information about changing vouchers that have been posted
- ❑ *Setting Up Constants for Accounts Payable* 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).

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### ► To review transaction batches

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*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. Click one of the following options to display batches by batch status:
  - Posted Batches
  - Unposted Batches
  - Pending
  - All Batches
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.

To see more detailed information about a manual payment without matching voucher (batch type W), on *Voucher Entry Journal Review*, choose *Payment Inquiry* from the *Form* menu

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 the *Account Balances* table (F0902). The post processes only the changed transaction. See *The Financial Post Process* in the *Accounts Payable Guide*.

---

**See Also**

The following related topics in the *Accounts Payable Guide*:

- *Reviewing Transaction Batches* for information about how to review batches that have been entered
- *Revising Unposted Vouchers* for information about how to make changes to vouchers that have not yet been posted

## ► To review or revise voucher G/L information

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*From the transaction entry or process menu, choose the review menu selection (P0011).*

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, choose a voucher and then choose G/L Distribution from the Row menu to review general ledger information.
4. On G/L Distribution, click Cancel to return to Voucher Entry Journal Review.
5. On Voucher Entry Journal Review, choose Voucher from the Row menu to revise information on the G/L Distribution form.
6. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu.
7. 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, turn on the following option:
  - Approved - Batch is ready to post
5. Click OK to approve a single batch or OK to All to approve multiple batches.  
To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.
6. To verify the approval, review the following fields on Work With Batches:
  - Batch Status
  - Status Description

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## 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.

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### 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.

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The post program performs the following tasks in sequential order:

#### 1. Selects Data to Post

The program performs 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 verifies the following:

- 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 does the following:

- 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 does the following:

- 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 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 Post G/L Entries to Assets program (R12800) updates asset information if you set the appropriate processing option.
- The 52 Period Accounting Post program (R098011) updates the Account Balances - 52 Period Accounting table (F0902B) if you set the appropriate processing option.

#### **Prerequisite**

- 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 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 program determines the methods that are available for posting batches.

When you run the General Ledger Post program from a menu selection that describes the process that you want to run, the system accesses the Work With Batch Versions - Available Versions form. The following method is available for posting batches:

<b>G/L Post by Version</b>	From the Work With Batch Versions - Available Versions form, choose and run a version of the General Ledger Post program.  Advantage: <ul style="list-style-type: none"><li>• 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.</li></ul>
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When you choose to run the General Ledger Post program from a version of the Batches program, the system accesses the Work With Batches form. The following methods are available for posting batches:

<b>Post by Version</b>	<p>From the Work With Batches form, choose Post by Version from the Form menu. You then choose and run a version of the General Ledger Post program.</p> <p>Advantages:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• You can run the post by version locally or on a server.</li> </ul>
<b>Post by Batch</b>	<p>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 corresponds to the batch type and completes the data selection in the version for you.</p> <p>Advantage:</p> <ul style="list-style-type: none"> <li>• Data selection occurs automatically.</li> </ul> <p>Disadvantage:</p> <ul style="list-style-type: none"> <li>• You cannot run the Post by Batch selection locally.</li> </ul>
<b>Subsystem G/L Post</b>	<p>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.</p> <p>Advantage:</p> <ul style="list-style-type: none"> <li>• Data selection occurs automatically, and system resources can be better used. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.</li> </ul>

Each version of the General Ledger 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:

<b>System</b>	<b>Description of Transaction</b>	<b>Version</b>	<b>Batch Type</b>
<b>General Accounting</b>	Journal Entries	ZJDE0001	G
	Allocations	ZJDE0010	D
<b>Accounts Payable</b>	Vouchers	ZJDE0002	V
	Automatic Payments	ZJDE0003	K
	Manual Payments with Voucher Match	ZJDE0004	M

	Manual Payments without Voucher Match	ZJDE0005	W
<b>Accounts Receivable</b>	Invoices	ZJDE0006	IB
	Receipts	ZJDE0007	RB
	Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the General Ledger Post program that corresponds to the type of batch that you want to post.

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**Caution**

The post program performs a number of complex tasks. PeopleSoft 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.

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**Note**

If you choose the batch offset (B) method, you cannot use the detail method (2) of intercompany settlements.

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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.

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**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.

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- 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 or 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 Taxes table (F0018), based on a processing option.

**See Also**

- *Submitting a Report* in the *EnterpriseOne Report Writing Guide* for more information about using the Work With Batch Versions - Available 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 (R09801)**

**Print Tab**

These processing options specify which account format prints on the report and whether the report includes error messages.

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## 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

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

---

### 1. Detail Currency Restatement Version

**Blank = No Detail Currency Restatement entries created**

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**

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.

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### 3. 52 Period Post Version

#### **Blank = No 52 Period Post entries created**

Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

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### **Edits Tab**

This processing option specifies whether the system updates the specific fields on the transaction.

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#### **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.

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### **Taxes Tab**

These processing options specify how the system updates tax information.

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## 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

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---

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:

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

- 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:  $250.00 - 2.50 = 247.50$

### **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

This processing option specifies whether the system explodes the parent item.

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### 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

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

---

### 1. Units Ledger Type

**Blank = ZU**

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

### 2. Create Cash Basis Entries Version

**Blank = No Cash Basis entries created**

Use this processing option to specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

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## 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 General Ledger Post program (R09801) sends workflow messages either when a job finishes normally or when errors occur. After you run the General Ledger Post program, review your workflow messages to determine the status of a job.

If a job did not finish 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 (F0902) and Account Ledger (F0911) 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. Then 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.

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## Revising and Voiding Posted Vouchers

After a voucher is posted but before you pay it, you might need to revise it. For example, you might need to add lines to the G/L distribution. You might also need to void it.

## Revising Posted Vouchers

You might need to revise posted, unpaid vouchers. For example, you might need to add lines to the G/L distribution.

The system maintains an audit trail when you change a posted voucher. It uses document type PE (change in gross amount) for the new transactions that adjust the posted transactions. The new transaction is stored in the Accounts Payable Ledger table (F0411).

You cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Supplier Number
- G/L Date
- Company
- G/L Offset

Company and G/L Offset become key fields when a voucher is posted. To change the information in one of these key fields, perform one of the following actions:

- Void and re-enter the voucher
- Copy the voucher and change the appropriate fields on the new voucher before you accept it, and then void the original

Any change to a voucher on a voucher entry form reopens the batch and requires you to repost the batch. Consider using the Speed Status Change program to change information that does not change the G/L distribution, such as due date. The Speed Status Change program does not reopen the batch.

If you make certain types of changes, the system changes the batch status from posted to unposted. You must post the batch again. This is true if you do any of the following:

- Change the total gross amount for the voucher
- Change the number of vouchers in a batch
- Change a journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original voucher was pending.

### See Also

The following related topics in the *Accounts Payable Guide*:

- *Revising Unposted Vouchers* for information about how to revise unposted vouchers
- *Copying Vouchers* for information about the copy voucher process
- *Posting Financial Batches* for information about the steps for posting vouchers

► **To revise a posted voucher**

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, follow the steps to locate a voucher.
2. Select the voucher.
3. On Enter Voucher - Payment Information, change the information in any field that is not a key field.
4. Choose G/L Distribution from the form menu.
5. On G/L Distribution, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
6. You can also complete the following optional field:
  - Explanation -Remark-
7. Click OK to return to Enter Voucher - Payment Information.
8. Click OK to return to Supplier Ledger Inquiry.

**See Also**

The following related topics in the *Accounts Payable Guide*:

- ❑ *Voiding Automatic Payments and Vouchers* for information about how to void automatic payments and vouchers
- ❑ *Posting Financial Batches* for information about how to post vouchers

## Voiding Posted Vouchers

To remove a posted voucher from your general ledger, you must void it and then post the batch again. You can void a voucher in any open fiscal period. However, you cannot delete it from the system after it has been posted.

To void a paid voucher, you must void the payment. After you do so, the voucher is considered unpaid and can be voided. After you void the voucher, you must post the batch again.

The system maintains an audit trail when you void a posted voucher. When you void a voucher, an additional record is generated in the Accounts Payable Ledger table (F0411) for the voided amount, the gross amount on the original voucher is cleared, and the pay status is updated to P (Paid in Full). Additionally, the Pay Extension field is updated to a value of 1, and the Adjustment Document Type field is updated with a value of PE (change in gross amount). The system uses document type PE for the new transactions that reverse the posted transactions.

---

**Caution**

Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, it must be reversed from within the Procurement system. If you void the voucher in the Accounts Payable system, you can compromise the integrity of your purchasing data. You can set the Voucher Delete processing option on the

Purchasing tab of the Standard Voucher Entry program to prompt you with a warning or error message if you attempt to void a voucher created in the Procurement system.

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You can void vouchers from either the Supplier Ledger Inquiry program (P0411) or the Voucher Journal Review program (P0011). Regardless of which program you choose, you can delete entire vouchers or specific pay items or multiple pay items.

► **To void an entire voucher using Supplier Ledger Inquiry**

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, locate the voucher that you want to void.
2. Turn on the Summarize option.
3. Choose the voucher and click Delete.

This does not delete the voucher from the system, but instead voids it and creates a reversing entry.

A prompt appears for you to confirm that you want to delete the voucher.

4. Click OK.
5. On Enter G/L Date to Void, change the G/L date to void the voucher in a different period, if applicable.
6. Click OK.  
The system creates a change in gross amount pay item for the amount of the voucher and displays it on the Enter Voucher – Payment Information form. The system also removes the values in the Gross Amount and Open Amount fields on Supplier Ledger Inquiry.
7. To verify the void, choose the voided voucher on Supplier Ledger Inquiry and click Select.
8. On Enter Voucher - Payment Information, review the reversing entry.

► **To void an entire voucher using Voucher Journal Review**

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*From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.*

1. On Work With Batches, click Find to show all batches, or complete the following field to limit the search and click Find:
  - Batch Number / Type
2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, choose the voucher that you want to void and click Delete.

A prompt appears for you to confirm that you want to delete the voucher.

4. Click OK.
5. On Enter G/L Date to Void, enter the date that the void is to be effective and click OK.

Note that the Gross Amount field on the Voucher Entry Journal Review form is now blank.

After you void a posted voucher, the system recalculates the total amount of the batch and updates the Voucher Entry Journal Review form with the gross amount deleted.

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► **To void a specific pay item using Supplier Ledger Inquiry**

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, locate the voucher.
2. To void a specific pay item or multiple pay items, choose the voucher and click Select.
3. On Enter Voucher - Payment Information, choose the pay item or multiple pay items that you want to void and click Delete.

A prompt appears for you to confirm that you want to delete the pay item.

4. Click OK.
5. On Enter G/L Date to Void, click OK.

---

**Note**

If you did not select all pay items on the voucher, the G/L Date field is disabled. This is to prevent the G/L date in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables from being inconsistent.

---

6. On Enter Voucher - Payment Information, click OK.
7. On Enter Voucher - G/L Distribution, enter a new line item for the desired account and for the amount of the pay item or multiple pay items, and click OK.

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► **To void a specific pay item using Voucher Journal Review**

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*From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.*

1. On Work With Batches, click Find to show all batches, or complete the following field to limit the search and click Find:
  - Batch Number / Type
2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, choose the voucher that has the pay item or items that you want to void and click Select.
4. On Enter Voucher - Payment Information, choose the pay item or pay items that you want to void and click Delete.

A prompt appears for you to confirm that you want to delete the pay item.

5. Click OK.
6. On Enter G/L Date to Void, click OK.

---

**Note**

When you void a pay item or pay items using Voucher Entry Journal Review form, the G/L Date field is disabled unless you are voiding the entire voucher. This is to prevent the G/L date in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables from being different.

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7. On Enter Voucher - Payment Information, click OK.
8. On Enter Voucher - G/L Distribution, enter a new line item for the desired account and for the amount of the pay item or multiple pay items, and click OK.

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## Printing Voucher Journals

*From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Report.*

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

The tax amounts that appear on the Voucher Journal Report are calculated based on the tax explanation code and tax rate/area for a pay item.

This report lists transactions from the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. To see VAT amounts from the tax worktable (F0018), you must set the processing option for Tax Processing. VAT amounts appear on the report only if the voucher has been posted.

The processing time for this batch process is related to the number of records in your system.

**Abbreviated column headings**

This report uses the following column headings:

- Ty - Document Types
- PC - Posted Code
- LT - Ledger Type
- PS - Payment Status
- PI - Payment Instrument

**See Also**

- *Top review or revise voucher information* in the *Accounts Payable Guide* for information about reviewing voucher journal information online

## Processing Options for Voucher Journal Report (R04305)

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### Print Options

Select the Account Number to print: Blank = Number entered during input; '1' = Account Number; '2' = Short Account ID; '3' = Unstructured Account.

### Tax Processing

Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts (for posted amounts). If left blank, only the tax amounts from the A/P Ledger file (F0411) will be printed.

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## 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)

### Aging Tab

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#### 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.

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## 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 processing option 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

## 5. Aging Days

### Aging Category 1

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

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This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 2**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 3**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 4**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

## **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.

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## Print Tab

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### 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.

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## Processing Options for A/P Detail by Approver with Aging (R04428B)

### Aging Tab

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#### 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 processing option 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

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---

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

#### **5. Aging Days**

##### **Aging Category 1**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

##### **Aging Category 2**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

##### **Aging Category 3**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

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This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

#### **Aging Category 4**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

#### **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.

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### **Print Tab**

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#### **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.

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# Voucher Batch Processing

Voucher batch processing is a method of converting batch voucher entries from a system external to PeopleSoft software so that the vouchers can be processed as PeopleSoft transactions. You can upload batch vouchers from outside sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI). To do this, you must first create a custom program that provides proper data to specific fields in the Voucher Transactions - Batch Upload table (F0411Z1) and in the Journal Entry Transactions - Batch File table (F0911Z1).

After you have converted your voucher information from your external system to the proper format in the F0411Z1 and F0911Z1 tables, you run the Batch Voucher Processor Report program (R04110ZA). This program performs the following tasks:

- Applies validation rules to existing data
- Provides default data where necessary
- Creates voucher information in the Accounts Payable Ledger table (F0411)
- Creates associated G/L distribution information in the Account Ledger table (F0911)
- Creates associated payment records in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you specified payment information for your batch voucher records

After your external vouchers have been uploaded to the F0411 and the F0911 tables, you can process them as PeopleSoft transactions.

If you attempt to update either the Accounts Payable Ledger table (F0411) or the Account Ledger table (F0911) without using the batch process and the Z files, you might compromise your PeopleSoft voucher information.

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## Considerations for Processing Batch Invoices and Vouchers

The following tables provide suggestions for processing batch invoice and voucher transactions successfully and efficiently.

## Errors in Processing

<p><b>Process a few records in the first batch</b></p>	<p>Only errors prevent records in a batch from successfully processing. Warning messages alert you to nonstandard events, but do not prevent processing. You can turn off warning messages by means of a processing option.</p> <p>Header-level errors that occur on one record often occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.</p>
<p><b>Read and understand the error messages</b></p>	<p>An alternative to reviewing the exception report is to access the Employee Work Center system to view specific errors regarding the batches. You can access the batches that are in error directly from the error messages. This allows you to locate the problems and correct them interactively.</p> <p>Error messages can be accessed and read from the Work Center in one of three ways:</p> <ul style="list-style-type: none"> <li>• From the Workflow Management menu (G02), choose Employee Work Center.</li> <li>• Right-click the batch processor program and choose Prompt For, and then Version. On Work With Batch Versions - Available Versions, choose Work Center from the Tools menu on the Exit Bar. (You must set your preferences to view the Exit Bar.)</li> <li>• From the System Administration Tools menu (GH9011), choose Work With Servers. On Work With Servers, choose Work Center from the Tools menu on the Exit Bar. (You must set your preferences to view the Exit Bar.)</li> </ul> <p>All error messages are also located in the Data Dictionary, where you can inquire on the error number and review the glossary.</p>
<p><b>Process an invoice that was created using the Batch Invoice Revisions program (P03B11Z1) or the Batch Voucher Revisions (P0411Z1) program</b></p>	<p>If errors occur that you cannot resolve, enter a transaction manually through the batch revisions program and process it successfully. Then compare the F03B11Z1 or F0411Z1 and F0911Z1 records that you entered manually with the transaction that you converted. Comparing the differences can help you locate discrepancies and resolve errors.</p>

## Processing Time

After you resolve conversion errors, you can use the suggestions in the following table to improve processing time:

<p><b>Create larger batches</b></p>	<p>Organize the data into larger batches. Processing time can be improved if the program is not required to open and close batches.</p> <p><b>Caution</b></p> <p>Gains in performance as a result of creating larger batches might be offset by an increase in the amount of time required to post the batch.</p> <p>Also, although an error on one record might not prevent the batch processor from successfully processing the rest of the batch, an error while posting the batch will prevent all records in the batch from posting.</p>
<p><b>Create multiple versions of the batch processor program</b></p>	<p>Create multiple versions of the batch processor program (R03B11Z1A or R04110ZA) and run them simultaneously.</p> <p>To do this, modify the data in the batch transaction tables so that you have several large batches. Then create additional versions of the program and modify the data selection to process one batch. Finally, run all versions of the program simultaneously.</p> <p><b>Note</b></p> <p>Gains in performance by creating multiple versions of the batch processor program are extremely dependent on the type of data that you process. In some instances, due to technical issues such as record locks, running multiple versions simultaneously could actually increase processing time. To definitively know which solution is best for your data, you should perform tests.</p>
<p><b>Enter as much information as available</b></p>	<p>Reduce the amount of time that the system requires to retrieve default information by entering the information directly into the F03B11Z1 or F0411Z1 and F0911Z1 tables.</p> <p>For example, enter the customer's alpha name into the Explanation field (VNEXA) in the F0911Z1 table. Examples of other information</p>

	that the system retrieves for processing are payment terms, exchange rates, company numbers, and so on. Then, when the batch processor program runs, the system validates only the information that is provided, rather than having to retrieve and validate the information.
<b>Deactivate the Cost Management Constants (System 16)</b>	If you are not using the Advanced Cost Accounting System (system 16), verify that the Activate Cost Objects (CO01) and Activate Activity Based Costing (CO03) fields are not selected in the Cost Management Constants program (P1609). You access the Cost Management Constants program from menu G1641.
<b>Run the batch program on the server where the data and related programs reside</b>	Run the batch processor program (R03B11Z1A or R04110ZA) on the server where the batch tables (F03B11Z1, F0411Z1, and F0911Z1) and other related tables, such as Customer Master by Line of Business (F03012), Supplier Master (F0401), Currency Exchange Rates (F0015), Tax Areas (F4008), and so forth, reside.  Also, ensure that the applicable master business functions (P03B0011, P0400047, and P0900049), as well as any other related programs, are located on the same server.

### Prerequisite

- ❑ Map voucher transactions from their external system to the PeopleSoft Accounts Payable system in the appropriate format.

### See Also

- ❑ *Sending Payment Orders with Remittance (820/PAYORD)* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI processing for Accounts Payable

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## Mapping Voucher Transactions to Batch Input Tables

To successfully upload batch voucher entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).

Certain fields are required for the basic voucher upload process. Additional fields for discount, tax, and payment information are available to include more voucher detail in the upload. Other fields are ignored or reserved for users.

If you are using the Advanced Cost Accounting system, you must complete additional fields in the F0911Z1 table.

**See Also**

- *Invoice and Voucher Batch Processing with Taxes* in the *Tax Reference Guide* for information about processing vouchers with taxes

**Required Fields for the F0411Z1 Table**

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are required for processing batch vouchers.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VLEDUS	Alpha	10	Enter the user ID of the person who runs the Voucher Batch process or the person who receives the messages in the work center. This field, in conjunction with the transaction number (VLEDTN), the batch number (VLEDBT), and the line number (VLEDLN), uniquely identifies a specific voucher.
EDI - Transaction Number	VLEDTN	Alpha	22	Enter the document number of the source system so that the transaction can be cross-referenced.  This field, in conjunction with the line number (VLEDLN), identifies each transaction. Each new transaction number indicates a new voucher. You cannot have more than one transaction with the same number in a batch unless the line number is different.  If the number assigned already exists in the Accounts Payable Ledger table (F0411), the system returns an error message.
EDI - Line Number	VLEDLN	Number	7	Enter the pay item number only if a transaction has multiple

				<p>pay items. If a transaction has only one pay item, you can leave this field blank.</p> <p>This field is used in conjunction with the transaction number (VLEDTN) to identify each pay item of the voucher. If a transaction has only one pay item, you can leave this field blank.</p>
EDI - Successfully Processed	VLEDSP	Alpha	1	<p>Leave this field blank.</p> <p>The system completes this field to indicate whether the transaction was successfully processed using the batch processor. Blank or 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.</p>
EDI - Transaction Action	VLEDTC	Alpha	1	Enter A in this field. No other values are valid.
EDI - Transaction Type	VLEDTR	Alpha	1	<p>Enter V (for vouchers) in this field.</p> <p>This field is a code that identifies a particular kind of transaction.</p>
EDI – Batch Number	VLEDBT	Alpha	15	<p>Enter a number to group transactions for processing.</p> <p>This value, in conjunction with the transaction number (VLEDTN), the user ID (VLEDUS), and the line number (VLEDLN), uniquely identifies a transaction within a specific batch. This field also serves as a level</p>

				break and causes the assignment of a new PeopleSoft batch number each time the value changes. To increase performance, assign one batch number for each group of transactions processed at one time.
Address Number	VLAN8	Number	8	Enter the address book number of the supplier that is associated with the voucher transaction.  The number that you enter must exist in the Address Book Master table (F0101).
G/L Date	VLDGJ	Date	6	Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddy), while others might require a Julian date format.  The Julian date format is cyydd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (because the year 2000 has a leap day, 2/29/00).  Alternatively, you can leave this field blank and complete the fields VLDGM (mm), VLDGD (dd), VLDGY (yy), and VLDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDG#).

				For example, enter 19 for 1999, or enter 20 for 2005.
Company	VLCO	Alpha	5	Enter the number of the company to which the voucher belongs.  This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet.
G/L Offset	VLGLC	Alpha	4	The value of this field, in conjunction with the company number (VLCO), determines the A/P trade (offset) account to which the transaction is posted. The account established in the AAI item PCyyyy (where yyyy = the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default).  You do not need to complete this field unless you want to direct different transactions to different offset accounts.
Gross Amount	VLAG	Number	15	Enter the transaction amount in the format that your database accepts. Some databases accept a decimal identifier while others do not.  If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VLACR) instead.  If you process

				transactions using Currency Mode 3, you must complete both the Gross Amount and Currency Amount fields.
G/L Bank Account	VLGLBA	Number	8	<p>Enter the bank account from which the voucher should be paid. Enter the account number in BU/Obj/Sub format. If you leave this field blank, the system uses the account set up in the AAI item PB for the company specified. If the AAI item for the company is not found, the AAI for company 00000 is used.</p> <p>Alternatively, enter the account ID (GMAID) of the bank account from which the voucher should be paid. The account ID is located in the Account Master table (F0901).</p>
Business Unit	VLMCU	Alpha	12	<p>Enter the business unit to which the voucher belongs. The value that you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value in the Security Business Unit field (MCU) in the supplier's address book record.</p>

## Required Fields for the F0911Z1 Table

The following fields in the Journal Entry Transactions - Batch File table (F0911Z1) are required for processing batch vouchers.

This table identifies only the required fields that you must complete. The system populates the remaining required fields based on information in the Voucher Transactions - Batch Upload table (F0411Z1) for the transaction.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	The values that you enter in these fields must exactly match the values that you entered in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	
EDI - Successfully Processed	VNEDSP	Alpha	1	
EDI - Transaction Action	VNEDTC	Alpha	1	
EDI - Transaction Type	VNEDTR	Alpha	1	
EDI - Batch Number	VNEDBT	Alpha	15	
EDI - Line Number	VNEDLN	Number	7	This field is increased incrementally for every line of account distribution for the voucher. For example, if one voucher has 10 lines of account distribution, the line number begins with 1 and is increased for each line. As long as the transaction number (VLEDTN) is the same, all lines of the account distribution for the voucher will be processed together.
Document Company	VNKCO	Alpha	5	If you complete this field in the F0411Z1 table, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).  If you leave this field blank, the system uses the value in the corresponding field in the F0411Z1 table.
Document Type	VNDCT	Alpha	2	If you complete these fields in the F0411Z1 table, you must enter the same values in the corresponding fields in the Journal Entry Transactions - Batch File table (F0911Z1).
Document Number	VNDOC	Number	8	
Batch Number	VNICU	Number	8	

Batch Type	VNICUT	Alpha	1	If you leave these fields blank, you must also leave the corresponding fields blank in the F0411Z1 table.
G/L Date	VNDGJ	Date	6	Enter the same value that you entered in the corresponding field in the F0411Z1 table.
Account Number	VNANI	Number	29	Enter the account number in the format BU.OBJ.SUB.
Account Mode	VNAM	Number	1	Enter 2 in this field to correspond to the account number that you entered in the Account Number field (VNANI).
Ledger Type	VNLT	Alpha	2	Enter AA in this field. You must set up this value in UDC 09/LT (Ledger Types).
Amount	VNAA	Number	15	Enter the amount that corresponds to the account number that you entered. Use a format that your database accepts. Some databases accept a decimal identifier, while others do not.

### See Also

- *Mapping Journal Entry Transactions to Batch Input Tables* in the *General Accounting Guide* for more information about completing other optional fields for the Journal Entry Transactions - Batch File table (F0911Z1)

## Additional Required Fields for Processing Discounts

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are required for processing voucher discounts in addition to those fields listed in the previous two tables.

Field Name	Alias	Type	Length	Definition
Payment Terms Code	VLPTC	Alpha	3	<p>Enter a payment terms code or leave this field blank.</p> <p>The value that you enter in this field is validated against an entry in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VLADSC), Discount Due Date (VLDDNJ), and Net Due Date (VLDDJ) fields in the Supplier Master table (F0401) are updated accordingly.</p> <p>If you leave this field blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to determine the discount and the discount due</p>

				date.
Discount Available	VLADSC	Number	15	<p>Leave this field blank if you completed the payment terms code field (VLPTC). The system calculates the discount amount and discount due date based on the value of the Payment Terms Code field (VLPTC). If the Payment Terms Code field is blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to calculate the discount amount and the discount due date.</p> <p>If you did not enter a payment term code, enter the amount of the discount in a format that your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a discount due date (VLDDNJ).</p> <p>You cannot enter the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system will read this as a 5-cent discount.</p>
Net Due Date	VLDDJ	Date	6	<p>Leave this field blank if you completed the payment terms code field (VLPTC). This field identifies the due date of the voucher regardless of whether a discount is available. The system automatically calculates the net due date when the voucher is processed. If you leave the Payment Terms Code field blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to determine the net due date (VLDDJ).</p> <p>If you do not use a payment term, enter the net due date in a format that your database accepts. See the data item for G/L Date (VLDDGJ) for more information.</p> <p>Alternatively, leave this field blank and complete the VLDDM (mm), VLDDD (dd), VLDDY (yy), and VLDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDD#). For example, enter 19 for 1999 and 20 or 2005.</p>
Discount Due Date	VLDDNJ	Date	6	<p>Leave this field blank if you completed the payment terms code field (VLPTC). This field identifies the date through which a discount can be taken when the payment is</p>

				<p>issued. When vouchers are processed, this field is automatically populated based on the definition of the payment term. If you leave the Payment Terms Code field (VLPTC) blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to determine the Discount Available (VLADSC), Discount Due date (VLDDNJ) and Net Due Date (VLDDJ) fields.</p> <p>If you do not use a payment term, but you use the discount available, enter a date in the format that your database accepts. See the data item for G/L Date (VLDGJ) in the first table for more information.</p> <p>Alternatively, leave this field blank and complete the VLDDNM (mm), VLDDND (dd), VLDDNY (yy), and VLDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDDN#). For example, enter 19 for 1999 and 20 for 2005.</p>
Batch File Discount Handling Flag	VLEDDH	Alpha	1	Enter 1 in this field to process vouchers with discounts.
Discount Taken	VLADSA	Number	15	Leave this field blank. This field is updated in the Supplier Master table (F0401) when the payment is issued and the discount taken.

## Additional Required Fields for Processing Payments

The following field is required for processing payments in the Voucher Transactions - Batch Upload table (F0411Z1).

You can process paid vouchers for the upload process if these vouchers meet two payment conditions. First, only one payment is allowed per voucher. Second, the payment amount must be for the total voucher amount.

Payment information is updated to the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables.

Field Name	Alias	Type	Length	Definition
Matching Document Number	VLDOCM	Number	8	To process a paid voucher, enter the number of the payment that paid the voucher in full

## Optional Fields for Processing Batch Vouchers

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are optional for batch voucher processing and are used with the first two tables. You can use the fields to provide additional information about vouchers.

PeopleSoft recommends that you leave specific fields blank so that the system will populate them.

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VLEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.
Document Number	VLDOC	Number	8	<p>A number that identifies the transaction in the Accounts Payable Ledger table (F0411). If you leave this field blank, the system uses next numbers for System 04 to generate a document number.</p> <p>If you enter a value in this field, the value cannot exist in the Account Payable Ledger table, or the transaction is considered a duplicate and is not processed. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>Leave this field blank.</p>
Document Type	VLDCCT	Alpha	2	<p>A code that specifies the type of transaction. If you leave this field blank, the value is determined by the processing options of the Voucher Entry MBF Processing Options program (P0400047).</p> <p>If you enter a value in this field, the value must exist in both UDC 00/DT (Document Type - All Documents) and 00/DV (Document Type - Vouchers Only). If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>Leave this field blank.</p>
Document Company	VLKCO	Alpha	5	<p>A code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value that you entered in the Company field (VLCO).</p> <p>If you enter a value in this field, the value must exist in the Company Constants table (F0010). Any value that you enter in this</p>

				field must also be entered into the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1). Leave this field blank.
Document Pay Item	VLSFX	Alpha	3	A code that indicates the pay item number of the voucher. If you leave this field blank, the system assigns the pay item beginning with 001. Use the Line Number field (VLEDLN) to designate transactions that have multiple pay items.  If the transaction number (VLEDLN) and the line number (VLEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field is used.
Pay Item Extension Number	VLSFXE	Number	2	A number that is updated by other systems that process records and store them in the Accounts Payable Ledger table (F0411). Leave this field blank
Adjusting Document Type	VLDCTA	Alpha	2	A code that is updated when processed vouchers are either changed or voided. Leave this field blank.
Payee Address Number	VLPYE	Number	8	A number that is used when a payee other than the supplier will be paid. The value that you enter into this field must exist in the Address Book Master table (F0101).
Approver Address Number	VLSNTO	Number	8	A number that identifies the address book number of the person who is authorized to approve a voucher for payment. It is used in conjunction with payee approval, and the Payee Approval field must have a value.
Invoice Date	VLDIVJ	Date	6	Enter the invoice date in the format that your database accepts.  If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VLDGJ) in the first table for examples.  You can also leave this field blank and complete fields VLDIVM (mm), VLDIVD (dd), VLDIVY (yy), and VLIV# (cc) in the month/date/year/century format. Enter the prefix of the year in the Century field (VLIV#). For example, enter 19 for 1999 and 20 for 2005.
Fiscal Year	VLFY	Number	2	A number that the system uses to identify the

				<p>fiscal year of the voucher. The system populates this field based on the G/L date and the company.</p> <p>Leave this field blank.</p>
Century	VLCTRY	Number	2	<p>A number that the system uses to identify the century of the voucher. The system populates this field based on the G/L date and the company.</p> <p>Leave this field blank.</p>
Period Number	VLPN	Number	2	<p>A number that the system uses to identify the fiscal period of the voucher. The system populates this field based on the G/L date and the company.</p> <p>Leave this field blank.</p>
Batch Number	VLICU	Number	8	<p>A number used to group vouchers that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number.</p> <p>Leave this field blank.</p>
Batch Type	VLICUT	Alpha	2	<p>A code that designates the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter V (Voucher). If you leave this field blank, the system populates the field with V when processing the vouchers.</p>
Batch Date	VLDICJ	Date	6	<p>A date that identifies the date that the batch was processed. If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VLDGJ) in the first table for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VLDICM (mm), VLDICD (dd), VLDICY (yy), and VLDIC# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VLDIC#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Balanced - Journal Entries	VLBALJ	Alpha	1	<p>A code that indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the voucher.</p> <p>Leave this field blank.</p>

Pay Status Code	VLPST	Alpha	1	<p>A code that indicates whether the voucher is open, paid, or on hold. The value of this field must exist in UDC 00/PS (Pay Status).</p> <p>If you leave this field blank, the system populates the field according to the value for the processing option for the Voucher Entry MBF Processing Options program (P0400047). If you did not assign a value for the processing option, the default value of the data dictionary item PST will be used.</p>
Amount Open	VLAAP	Number	15	<p>A number that identifies the open amount of the voucher. The system automatically updates the Amount Open field (VLAPP) with the value in the Gross Amount field (VLAG). Processing partially paid vouchers is not supported by this application. If you enter a value in this field, you receive an error message, and the transaction is not processed.</p> <p>Leave this field blank.</p>
G/L Posted Code	VLPOST	Alpha	1	<p>A code that identifies the posted status of the voucher. The General Ledger Post program (R09801) updates this field.</p> <p>If you previously processed historical data as a journal entry, you should create an associated Journal Entry Transactions - Batch File table (F0911Z1) transaction and use the A/P trade account as the G/L distribution account. Then, when the transaction is posted, accounting will not be affected.</p> <p>If you process posted voucher transactions out of balance (that is, without corresponding Journal Entry Transactions - Batch File table information), enter D in this field. However, by doing this, you compromise your ability to void these transactions in the future, and you will create discrepancies on the A/P batch integrity reports.</p> <p>Leave this field blank.</p>
Object Account	VLOBJ	Alpha	6	<p>The system does not validate these fields. The system passes any value that you enter for the voucher into the F0411 table.</p>
Subsidiary	VLSUB	Alpha	8	
Subledger Type	VLSBLT	Alpha	1	
Subledger	VLSBL	Alpha	8	

Void Flag	VLVOD	Alpha	1	A code that identifies whether a voucher has been voided. The system populates this field when you void a voucher. Leave this field blank.	
Document Company (Original Order)	VLODOC	Alpha	8	The system does not validate these fields. The system passes any value that you enter for the voucher into the F0411 table  If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).	
Document Type - Original	VLODCT	Alpha	2		
Document - Original	VLOKCO	Alpha	5		
Document Pay Item - Original	VLOSFX	Alpha	3		
Payment Handling Code	VLCRC	Alpha	3	A code that is used to segregate vouchers for payment processing or to provide additional information. You must enter a value that exists in UDC 00/HC (Special Handling Code).	
Supplier Invoice Number	VLVINV	Alpha	25	A number used to identify a supplier's invoice. Any value that you enter in this field passes to the corresponding Accounts Payable Ledger table (F0411) record. This field is not validated.	
Document Company (Purchase Order)	VLPKCO	Alpha	5	The system does not validate these fields. The system passes any value that you enter for the voucher into the F0411 table	
Purchase Order	VLPO	Alpha	8		
Document Type - Purchase Order	VLPDCT	Alpha	2		
Line Number	VLLNID	Number	6		
Order Suffix	VLSFXO	Alpha	3		
Reference	VLVR01	Alpha	25		
Unit	VLUNIT	Alpha	8		
Business Unit 2	VLMCU2	Alpha	12		
Name - Remark	VLRMK	Alpha	30		A code used to provide an explanation for a voucher. Depending on how your processing options are set, this field might be printed on the payment.

Frequency - Recurring	VLRF	Alpha	2	A code that is used to indicate the frequency of a recurring voucher. Complete this field only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the Document Type RR. The value that you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency).
Recurring Frequency # of Payments	VLDRF	Number	3	A number that is used to indicate how many times a recurring voucher will be recycled. Complete this field only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the document type RR. The value that you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency).  If you enter 1, a new voucher will not be generated.
Units	VLU	Number	15	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table
Unit of Measure	VLUM	Alpha	2	A code used to describe the type of units. The value that you enter must exist in UDC 00/UM (Unit of Measure).
Payment Instrument	VLRYIN	Alpha	1	A code used to indicate the type of payment with which to pay the voucher. Any value that you enter in this field must exist in UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the Supplier Master table (F0401) when the voucher is processed.
Category Code - Address Book 7	VLAC07	Alpha	3	A code used to indicate the type of 1099 for which the voucher is eligible. This field is used to process 1099s. Any values entered should match the corresponding values on the 1099 form.  Any values entered in this field must exist in UDC 01/07.
Flag for 1099	VLTTN	Alpha	1	A code used to indicate that the voucher is eligible for 1099 processing. This code is not used in PeopleSoft EnterpriseOne.
Item Number - Short	VLITM	Number	8	A number used to identify the inventory item. Any value that you enter in this field is passed. The system does not validate values

				in this field.
Transaction Originator	VLORG	Alpha	10	The system updates these fields when the transaction is processed. Leave these fields blank.
User ID	VLUSER	Alpha	10	
Program ID	VLPID	Alpha	10	
Date Updated	VLUPMJ	Date	6	
Time Last Updated	VLUPMT	Number	6	
Work Station ID	VLJOBN	Alpha	10	

## Ignored Fields

These fields in the Voucher Transactions - Batch Upload table (F0411Z1) are ignored by the system.

Field Name	Alias	Type	Length	Definition
Type Record	VLEDTY	Alpha	1	The system ignores these fields.
Record Sequence	VLEDSQ	Number	2	
EDI - Document Type	VLEDCT	Alpha	2	
EDI - Transaction Set Format	VLEDTS	Alpha	6	
EDI - Translation Format	VLEDFT	Alpha	10	
EDI - Transmission Date	VLEDDT	Date	6	
EDI - Send/Receive Indicator	VLEDER	Alpha	1	
Batch File Create G/L Record	VLEDGL	Alpha	1	
User Address Number	VLEDAN	Number	8	
Account ID	VLAID2	Alpha	8	
Bank Transit Short ID	VLBAID	Number	8	
Sequence Number - Operations	VLOPSQ	Number	5	

Control/Statement Field	VLCTL	Alpha	13	
Closed Item - As Of Processing	VLFNLP	Alpha	1	
Tax Rate/ Area 3 - Withholding	VLTXA3	Alpha	10	
Tax Expl Code 3 - Withholding	VLEXR3	Alpha	2	
A/R - A/P Miscellaneous Code 1	VLRP1	Alpha	1	
A/R - A/P Miscellaneous Code 2	VLRP2	Alpha	1	
A/R - A/P Cash Rcpts/Inv Reg Code	VLRP3	Alpha	1	
Historical Currency Conversion Rate	VLHCRR	Number	15	
Historical Date - Julian	VLHDGJ	Date	6	
Historical Date - MO	VLHDGM	Number	2	
Historical Date - DA	VLHDGD	Number	2	
Historical Date - YR	VLHDGY	Number	2	
Historical Date - CTRY	VLHDG#	Number	2	

## Fields Reserved for Users

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are reserved for users. These fields are not updated by any PeopleSoft program or displayed on any form in the Accounts Payable system.

Field Name	Alias	Type	Length	Definition
User Reserved Code	VLURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VLURDT	Date	6	Enter any date in this field. Use a format that your database accepts.  See the data item for G/L Date (VLDGJ) in the first table for more information.

User Reserved Amount	VLURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VLURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VLURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

## Required Fields for the Advanced Cost Accounting System

If you are using the Advanced Cost Accounting system (System 16), you must complete additional fields in the Journal Entry Transactions - Batch File table (F0911Z1). If you are not using the Advanced Cost Accounting system, you do not need to complete any fields in the Journal Entry Transactions - Batch File table.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Batch Number	VNEDBT	Alpha	15	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Line Number	VNEDLN	Number	7	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
Cost Object Type 1-4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values that you enter in the corresponding Cost Object fields (VNABR1 - VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in

				the Cost Object Types table (F1620).
Cost Object 1-4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 - VNABT4).
Posting Code 1-10	VNPM01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F4101).

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## Processing Batch Vouchers

*From the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor Report.*

After your custom program loads the transaction information into the Voucher Transaction - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables, run the Batch Voucher Processor Report program (R04110ZA). Running this program processes the information in the F0411Z1 and F0911Z1 tables and loads it into the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system does the following:

- Verifies the data, produces a report that shows the number of incorrect transactions, and creates workflow messages. Processing in proof mode does not affect your ledgers.
- Enables you to correct errors from the workflow message before you process the batch vouchers in final mode.

In final mode, the system does the following:

- Creates vouchers in the Accounts Payable Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates payments in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.
- Creates Advanced Cost Accounting information in the Account Ledger table (F0911). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is turned on and if a voucher contains cost management information.
- Assigns document and batch numbers if you don't enter them in the Voucher Transactions - Batch Upload table (F0411Z1). The system uses next numbers to automatically assign document and batch numbers during final processing. PeopleSoft recommends that you use next numbers.
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions.

- Creates workflow messages
- Purges vouchers that have been processed (if you set this processing option appropriately).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Number Revisions program (P0002).
- The fiscal year and period are calculated from the G/L date and Companies program (P0010).
- The F0911 table explanation comes from the supplier's alpha name from the supplier number.
- The F0911 table company number is assigned based on the business unit from the first line of distribution.

Two program versions in the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

## Processing Options for Batch Voucher Processor Report (R04110ZA)

### Select Tab

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#### 1. EDI - User ID

##### **Blank = select all**

Use this processing option to narrow data selection to a single EDI user. Enter a valid user ID. If you leave the processing blank, the system selects all user IDs.

#### 2. EDI - Batch Number

##### **Blank = select all**

Use this processing option to set data selection for the EDI - Batch Number. Use only existing batch numbers for this data selection.

#### 3. EDI - Transaction Number

##### **Blank = select all**

Use this processing option to select data by EDI transaction number. If you leave this processing option blank, the system will select all EDI transaction numbers.

#### 4. EDI - Transmission Date

##### **Blank = select all**

Use this processing option to select records by EDI transmission date. If you leave this processing option blank, the system will select records for all EDI transmission dates.

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## Process Tab

Vouchers will be purged from the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables if the processing option is set appropriately.

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### **1 = Final Mode ' ' = Proof 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 Accounts Payable Ledger and the Account Ledger tables (F0411 and F0911, respectively) based on the information that you provide. Valid values are:

Blank

Proof mode

1

Final mode

### **1 = Allow out of Balance**

Use this processing option to specify whether the system updates the Accounts Payable Ledger and Account Ledger tables (F0411 and F0911, respectively) when the sum of the amounts to be distributed for the voucher does not equal the sum of the amounts to be distributed for the corresponding journal entry. The system considers tax amounts when determining the amounts to distribute for both the voucher and journal entry. Valid values are:

Blank

Do not process vouchers that are out of balance.

1

Process vouchers that are out of balance. You should choose this option only when you convert voucher records separately from their corresponding journal entries, such as when you upload legacy information from another system.

Caution: When you process vouchers that are out-of-balance, you might cause unpredictable results in other applications.

### **1 = Purge ' ' = No Purge**

Use this processing option to specify whether you want the system to automatically purge successfully processed voucher records from the Vouchers Transactions-Batch Upload table and the Journal Entry Transactions - Batch File table (F0411Z1 and F0911Z1, respectively). If you set the processing option to purge automatically, you will have to run a separate purge program. Valid values are:

Blank

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Do not purge voucher records.

1

Purge voucher records.

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## Messages Tab

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### **1 = Suppress Warning " = No Suppress**

Use this processing option to specify whether the system sends any warning messages that occur during processing to the employee work center . The system sends all error messages to the employee work center, regardless of how you set this processing option. Warning messages do not prohibit vouchers from processing successfully. Valid values are:

Blank

Send warning messages to the employee work center.

1

Do not send warning messages to the employee work center.

### **User ID for Workflow messages**

Use this processing option to specify which user receives workflow warning messages. If you leave this option blank, the system sends warning messages to the user who entered the transaction.

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## Defaults Tab

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### **1 = Bypass Tax Default**

Use this processing option to specify whether the system updates the tax explanation code and tax rate/area information on successfully processed supplier ledger records with the values specified in the Address Book Master table and the Business Unit Master table (F0101 and F0006, respectively). If the Tax Rate/Area field is completed in both tables, the system uses the value from the Supplier Master table (F0401). Valid values are:

Blank

Update the tax values.

1

Do not update the tax values.

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## Versions Tab

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### Version

Use this processing option to specify the version of the Voucher Entry MBF Processing Options program (P0400047) that you want the system to use to process the voucher transaction to the Accounts Payable Ledger table (F0411). If you leave this processing option blank, the system uses version ZJDE0001.

### Version

Use this processing option to specify the version of the Journal Entry MBF Processing Options program (P0900049) that you want the system to use to process the voucher transaction to the Account Ledger table (F0911). If you leave this processing option blank, the system uses version ZJDE0001.

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## Batch Approval Tab

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### Batch Approval

Use this processing option to specify the status that you want the system to assign to successfully processed voucher batches. Valid values are:

Blank

Assign the value according to the Manager Approval of Input option specified on the Accounts Payable Constants form.

1

Assign a status of approved (A) to successfully processed voucher batches.

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## Auto Post Tab

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### Version

Use this processing option to specify whether the system automatically posts successfully processed voucher transactions to the Account Balances table (F0902). You must specify the version of the post program that you want the system to use. If you leave this option blank, the system does not post transactions.

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## Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. If a transaction in the batch is in error, that transaction is not processed with the rest of the batch. However, you can set a processing option so that if one transaction is in error, then none is processed.

After the batch has been successfully processed, the field VLEDSP is updated from a value of 0 to 1. Successfully processed records remain in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

The following tips should help you reduce the number of errors or help you identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.
- The only thing that prevents a batch from processing is an error. Warning messages alert you to nonstandard events, but do not prevent processing. You can turn off warning messages by means of a processing option.
- You can run the batch in proof mode. However, proof mode is not necessary because you can review the transactions before posting (during which time they could be deleted). Also, any error prevents the batch from being processed anyway.
- Reading error messages in the Work Center helps identify the cause and the resolution of errors. All error messages are also located in the data dictionary, where you can locate the error number and review the glossary.
- If errors occur that you cannot resolve, enter a transaction manually using the Batch Supplier Master Revision program (P0401Z1), and process it successfully. Then compare the table entries of the F0411Z1 transaction that you entered manually with the entries from an F0411Z1 transaction entered using the Batch Voucher Processor Report program (R04110ZA). Comparing the differences helps you locate discrepancies and resolve the errors.

### See Also

- *Working with Messages* in the *Foundation Guide* for more information about how to view error messages in the Work Center.

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## Working with Batch Vouchers

After running the Batch Voucher Processor Report program (R04110ZA), you might find that some records ended in error. You must review the error messages in the work center, revise the records, and then run the Batch Voucher Processor Report program again.

Use the Batch Voucher Revisions program (P0411Z1) to review your records. You can use the Batch Voucher Revisions program to make revisions to your unprocessed records, but you should make the revisions in your spreadsheet instead, because this program does not perform all of the same edits as the Standard Voucher Entry program (P0411).

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### Note

You cannot use the Batch Voucher Revisions program to revise successfully processed records. You must use the Standard Voucher Entry program (P0411) to revise them, because they have been processed to the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

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You can also use the Batch Voucher Revisions program to add records to the Voucher Transactions - Batch Upload table (F0411Z1). You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it. Typically, you should not need to add batch vouchers. An exception is when you experience difficulties processing transactions. To detect and correct any discrepancies, you can add a batch voucher manually using the Batch Voucher Revisions program, process the transaction, and then if it processes successfully, compare it with the other records that you are trying to process.

Batch voucher information is stored in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

### ► **To work with batch vouchers**

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*From the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.*

1. On Work With Store & Forward Vouchers, click Find to display all batch vouchers, or complete any of the following options and fields to limit your search, and then click Find:
  - Processed
  - Batch Number
  - From Date
  - Thru Date
2. To display batch vouchers by date, turn on one of the following options:
  - Invoice
  - GL
  - Transmission

### **Delete a Batch Voucher**

3. To delete a batch voucher, choose the batch voucher and click Delete.

You can delete only unprocessed vouchers from this form. If the batch voucher has been successfully processed, you must purge it using the Purge Batch Voucher Entries program (R0411Z1P).
4. On Confirm Delete, click OK.

### **Add a Batch Voucher**

5. To add a batch voucher, click Add.
6. On Enter Voucher - Payment Information, either accept the system defaults for the following fields or complete them:
  - User ID
  - Transaction Number
7. Follow the steps for entering vouchers and click OK.

## Review or Revise a Batch Voucher

8. To review or revise an individual batch voucher, on Work With Store & Forward Vouchers, choose the batch voucher and click Select.
9. On Enter Voucher - Payment Information, review fields as needed and then click Cancel to return to Work With Store & Forward Vouchers.
10. To revise a batch voucher entry, change the information in any of the available fields, and then click OK.

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## Posting Processed Batch Vouchers

*From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.*

After you process your batch vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options for the Batch Voucher Processor Report program (R04110ZA) to post processed batch vouchers automatically at the time of processing:

- Enter 1 in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved.
- Enter a version of the General Ledger Post Report (R09801) in the Version field on the Auto Post tab.

### See Also

- *Posting Financial Batches* in the *Accounts Payable Guide* for more information about how to post a batch

---

## Purging Processed Batch Vouchers

*From the Batch Voucher Processing menu (G04311), choose Purge Batch Voucher Entries.*

After you review, process, and post your batch vouchers, you must purge them. The system holds processed vouchers in the batch table until you do so. You can purge batch vouchers in either of the following ways:

- Set a processing option for the Batch Voucher Processor Report program (R04110ZA) to automatically purge them when you process your batch vouchers in final mode
- Purge them as a separate task

When you purge batch vouchers, the system removes all successfully processed vouchers from specific tables. (If a processed voucher has been successfully processed, the EDSP field equals 1.) Regardless of the batch they are in, successfully processed vouchers are purged from the following tables:

- Voucher Transactions - Batch Upload table (F0411Z1)
- Journal Entry Transactions - Batch File table (F0911Z1)

Purging removes only batch vouchers and does not affect vouchers in the Accounts Payable Ledger table (F0411).

# Store-and-Forward Voucher Processing

Store-and-forward voucher processing provides an efficient way to enter and manage a high volume of vouchers before processing them in the Accounts Payable system. For example, if you are at a remote site and do not have a dedicated line for access to the server, you can create vouchers locally on your PC during normal business hours. Then you can upload them to the server for processing during off-peak hours.

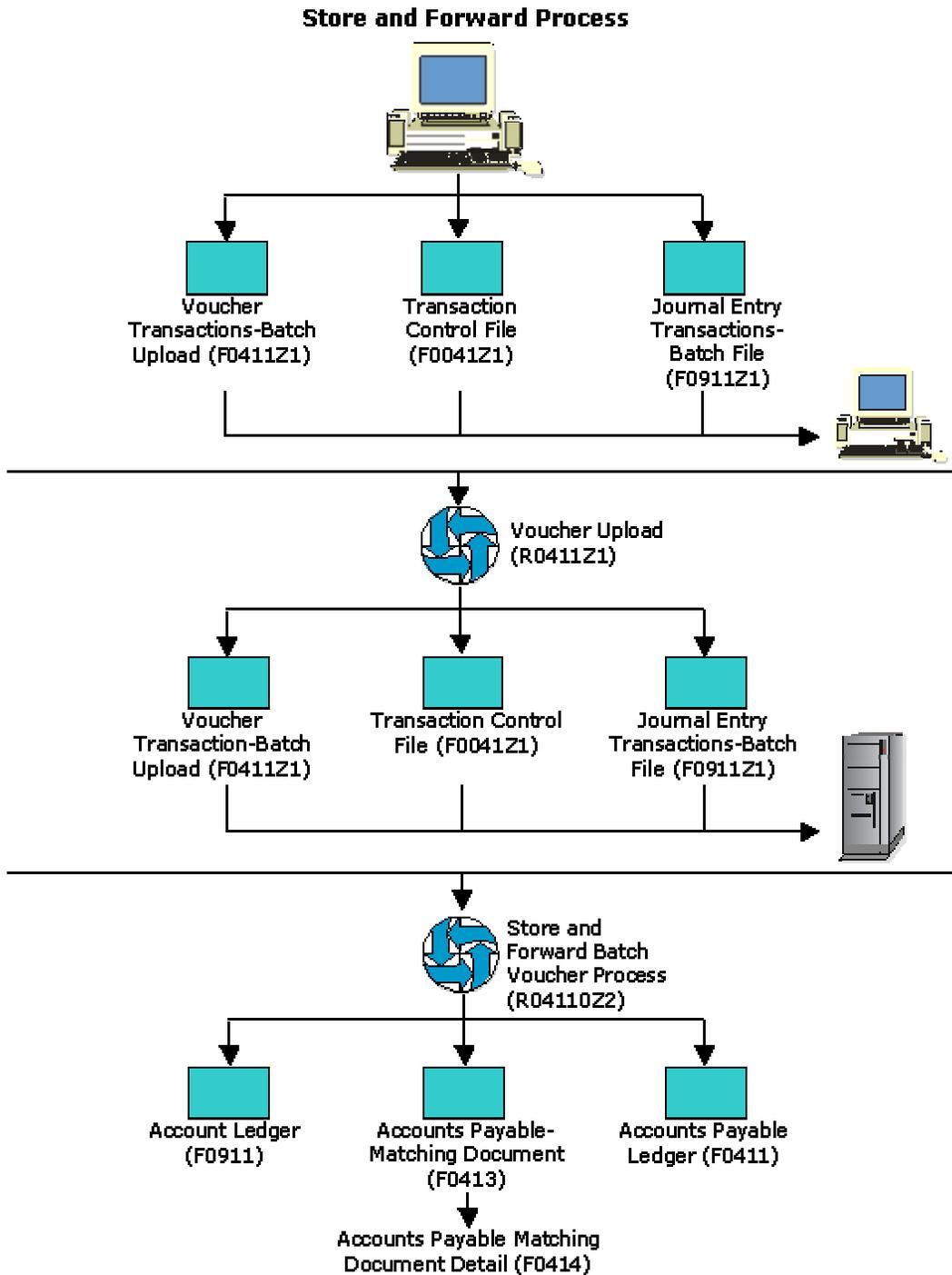
Before you can enter transactions using the store-and-forward environment, you must download the following tables:

- Technical data tables
- Business data tables

After you convert batch vouchers, processing them does the following:

- Applies validation rules to existing data
- Provides default data where necessary
- Creates voucher information in the Accounts Payable Ledger table (F0411)
- Creates associated G/L distribution information in the Account Ledger table (F0911)
- Creates associated payment records in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you specified payment information for your batch voucher records

The following graphic explains the store-and-forward process:



## See Also

- *Working with Store-and-Forward Processing in the Configurable Network Computing Implementation Guide*

---

## Downloading Master Tables to the PC

Before creating vouchers on your PC, you must download business data and technical data tables from the server. These tables are necessary to create and validate transactions. For example, to provide you with the supplier information that you need to create vouchers, you must download the Address Book Master (F0101) and Supplier Master (F0401) tables.

### Business Data Tables

The following business data tables must reside on the local machine that is used for store-and-forward voucher processing. To copy these tables to the local machine, you must copy each table separately. Each table is associated with one version. All versions might not be present for all tables. You can create new versions for these tables using the A/P Batch Voucher Entry program (P0411Z1).

Table	Description
F0004	User Defined Code Types
F0005	User Defined Codes
F0006	Business Unit Master
F0008	Date Fiscal Patterns
F0009	General Constants
F0010	Company Constants
F0012	Automatic Accounting Instructions Master
F0013	Currency Codes
F0014	Payment Terms
F0022	Tax Rules
F0041Z1	Transaction Control File
F0101	Address Book Master
F0111	Address Book - Who's Who
F0116	Address by Date
F0401	Supplier Master
F0411Z1	Voucher Transactions - Batch Upload
F0901	Account Master
F0907	Chart of Accounts Format

Table	Description
F0911Z1	Journal Entry Transactions - Batch File
F1609	Cost Management Constants
F4008	Tax Areas
F4801	Work Order Master File

### Technical Data Tables

In addition to business data tables, you must also download technical data tables, such as Next Numbers - Automatic (F0002) and Next Numbers by Company/Fiscal Year - Automatic (F00021).

After downloading business data and technical data tables, the system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

After you download the business data and technical data tables, you can enter your transactions using the store-and-forward environment.

### See Also

- ❑ *Technical Data Tables Needed for Store-and-Forward and Business Data Tables Needed for Store-and-Forward* in the *Configurable Network Computing Implementation Guide* for information about the technical data and business data tables that you must download for store-and-forward processing
- ❑ *To download technical data and To download business data* in the *Configurable Network Computing Implementation Guide* for information about how to download the technical data and business data tables from the server

---

## Creating Vouchers to Store and Forward

After you download the master tables to your PC, you can create standard vouchers using the store-and-forward environment. You store the vouchers on your PC until you are ready to upload (forward) them to the server for processing.

When you create vouchers that you store and forward, the system does not assign document numbers until you upload and process them. Instead, it assigns a transaction number to each voucher. When you create vouchers that you store and forward, the system does the following:

- Edits and validates each voucher based on the information that you downloaded from the tables
- Creates a transaction control record for each voucher, assigns it a status of 1 (ready to process), and stores it in the Transaction Control File table (F0041Z1)
- Creates a transaction record in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

► **To create vouchers to store and forward**

---

*From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

1. On Work With Store & Forward Vouchers, click Add.
  2. On Enter Voucher - Payment Information, follow the steps to enter a standard voucher.
- 

**Note**

Payment terms are in both the header and the detail areas. If the payment terms field in the detail area is left blank, it will be completed with the value that is in the header area. Thus, you are able to define payment terms for the entire voucher or for each pay item individually.

---

**See Also**

- *Entering Standard Vouchers* in the *Accounts Payable Guide* for information about entering vouchers using the Standard Voucher Entry program (P0411)

## **Processing Options for Store and Forward Batch Voucher Revision (P0411Z1)**

### **Defaults Tab**

---

**1 =Use Invoice Date, '' =Use G/L Date**

Use this processing option to specify which date to use as the service/tax date.

Valid values are:

Blank

Use the G/L date as the service/tax date.

1

Use the invoice date as the service/tax date.

**Default Pay Status**

Use this processing option to identifies the default pay status for a voucher or invoice. The default pay status can be any value in the user defined code table (00/PS).

Valid values include:

#Check being written

%Withholding tax applies

A

Approved for payment

---

---

C

Credit pending

D

Draft accepted

E

Draft expired, not collected

G

Draft deposited, not due

H

Held pending approval

N

Need tax exemption certificate

O

Owner payment

P

Paid in full

R

Retainage

S

Balance forward summarized

T

Disputed taxes

V

Held, variance in receipt match

X

Draft receipt voucher

Z

Selected, payment pending

---

**Default Factor/Special Payee address**

Use this processing option to specify which address number should be used in the Alternate Payee field for payments.

Valid values are:

Blank

Use the address number.

1

Use the factor/special payee number.

---

**Dates Tab**

---

**Invoice Date > Todays Date**

Use this processing option to specify the type of message the system sends when the invoice date is greater than the current date. Valid values are:

Blank

No message. No edit is performed. Processing can continue.

1

Warning message. Processing can continue.

2

Error message. Processing cannot continue until the error is corrected.

**Invoice Date > G/L Date**

Use this processing option to specify the type of message the system sends when the invoice date is greater than the G/L date. Valid values are:

Blank

No message. No edit is performed. Processing can continue.

1

Warning message. Processing can continue.

2

Error message. Processing cannot continue until the error has been corrected.

**2. Enter a value to select the Due Date for Debit/Credit Memos.**

---

## Currency Tab

---

### **1 =VAT Tax allowed on currency entries**

Use this processing option to specify whether Value Added Tax (VAT) is allowed on currency entries.

Valid values are:

Blank

Do not allow VAT tax on currency entries.

1

Allow VAT tax on currency entries.

---

## Manual Cks Tab

---

### **1 =Manual Check Creation**

Use this processing option to specify whether manual checks will be written.

Valid values are:

Blank

Do not write manual checks.

1

Write manual checks.

---

## Journal Entry Tab

---

### **1 =Bypass out-of-balance edit**

Use this processing option to specify whether transaction entries must balance.

Valid values are:

Blank

Transactions must be in balance.

1

Transaction does not need to be in balance.

---

## Display Tab

---

### **1 = Summarized**

Use this processing option to specify whether summarized vouchers appear on the Work With Store & Forward Vouchers form.

Valid values are:

Blank

Do not display summarized vouchers.

1

Display summarized vouchers.

---

## Entry Type Tab

---

### **1 = Transaction NOT Store\_Forward entry.**

Use this processing option to indicate whether transactions were entered using the Store & Forward Voucher Entry program. Valid values are:

Blank

Transactions were entered using the Store & Forward Voucher Entry program.

1

Transactions were not entered using the Store & Forward Voucher Entry program

---

---

# Uploading Store-and-Forward Vouchers to the Server

After creating vouchers on your PC, you must upload them to the server for processing. To do this, you must be connected to the server and signed on to your normal production environment.

Before you upload and process your vouchers, you can review them. After reviewing the vouchers, you might need to correct or delete some of them. To do so, you locate the voucher that you want to modify using the Store and Forward Batch Voucher Revision program (P0411Z1). Then you make the changes to the voucher on your PC and upload it again.

When you upload vouchers, the system performs the following tasks:

- Creates records in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables on the server (the target environment).
- Updates the transaction control status of each voucher to 5 (uploaded) on the PC. After a voucher is updated to this status, you cannot modify it on the PC. You can modify it only on the server.

If a voucher on the PC is a status of 1 (ready to process) or 2 (errors), you can modify it on the PC.

- Creates a transaction control record for each voucher on the server and assigns it a status of 1 (ready to process).
- Deletes the Accounts Payable Ledger table (F0411) and Account Ledger table (F0911) records from the local machine and stores them on the destination machine (server) after the system successfully uploads vouchers from the local machine to the server.

The system creates a transmission upload report for all of the vouchers that you upload. Use this report to verify that the vouchers have been uploaded correctly.

---

**Note**

To maximize system performance, upload the vouchers during off-peak hours.

---

---

**► To upload store-and-forward vouchers to the server**

---

*From the Store and Forward Vouchers menu (G04318), choose Voucher Upload.*

1. On Work With Batch Versions - Available Versions, choose the Store and Forward Upload version.
2. Click Select.
3. On Version Prompting, click Submit.
4. On Report Output Destination, turn on one of the report destination options and click OK.

**See Also**

- *Working with Messages in the Foundation Guide* for information about viewing errors that might occur when you are uploading vouchers
- *Cost Object Tracking Using Store and Forward in the Advanced Cost Accounting Guide* for information about working with cost management for Accounts Payable

---

## Processing Store-and-Forward Vouchers

*From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Process.*

After you upload vouchers to the server, you must process them to create transactions in the Accounts Payable Ledger table (F0411) using the Store and Forward Batch Voucher Process program (R04110Z2). Running this program processes the information in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables and loads it into the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system does the following:

- Verifies the data, produces a report that shows the number of incorrect transactions, and creates workflow messages. Processing in proof mode does not affect your ledgers.
- Enables you to correct errors from the workflow message before you process them in final mode.

In final mode, the system does the following:

- Creates vouchers in the Accounts Payable Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates payments in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.
- Creates Advanced Cost Accounting information in the Account Ledger table (F0911). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is turned on and if a voucher contains cost management information.
- Produces a report that shows the number of correct and incorrect transactions.
- Creates workflow messages.
- Purges vouchers that have been processed (if you set the processing option in the Store and Forward Batch Voucher Process program to do so).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Number Revisions program (P0002).
- The fiscal year and period are calculated from the G/L date and the Companies program (P0010).
- The F0911 table explanation comes from the supplier's alpha name from the supplier number.
- The F0911 table company number is assigned based on the business unit from the first line of distribution.

Two program versions in the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

After you process your store-and-forward vouchers, you must update the transaction control status of the vouchers on the PC to match the status of those on the server.

### **See Also**

- *Working with Messages* in the *Foundation Guide* for information about how to view error messages that might occur during processing in the Employee Work Center

# Processing Options for Store and Forward Batch Voucher Process (R04110Z2)

## Processing Tab

---

### **1 = Final Mode ' ' = Proof 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 Accounts Payable Ledger and the Account Ledger tables (F0411 and F0911, respectively) based on the information that you provide. Valid values are:

Blank

Proof mode

1

Final mode

### **1 = Allow out of Balance**

Use this processing option to specify whether the system updates the Accounts Payable Ledger and Account Ledger tables (F0411 and F0911, respectively) when the sum of the amounts to be distributed for the voucher does not equal the sum of the amounts to be distributed for the corresponding journal entry. The system considers tax amounts when determining the amounts to distribute for both the voucher and journal entry. Valid values are:

Blank

Do not process vouchers that are out of balance.

1

Process vouchers that are out of balance. You should choose this option only when you convert voucher records separately from their corresponding journal entries, such as when you upload legacy information from another system.

Caution: When you process vouchers that are out-of-balance, you might cause unpredictable results in other applications.

### **1 = Purge ' ' = No Purge**

Use this processing option to specify whether you want the system to automatically purge successfully processed voucher records from the Vouchers Transactions-Batch Upload table and the Journal Entry Transactions - Batch File table (F0411Z1 and F0911Z1, respectively). If you set the processing option to purge automatically, you will have to run a separate purge program. Valid values are:

Blank

Do not purge voucher records.

---

---

1

Purge voucher records.

---

## Messages Tab

---

### **1 = Suppress Warning " = No Suppress**

Use this processing option to specify whether the system sends any warning messages that occur during processing to the employee work center . The system sends all error messages to the employee work center, regardless of how you set this processing option. Warning messages do not prohibit vouchers from processing successfully. Valid values are:

Blank

Send warning messages to the employee work center.

1

Do not send warning messages to the employee work center.

### **User ID for Workflow messages**

Use this processing option to specify which user receives workflow warning messages. If you leave this option blank, the system sends warning messages to the user who entered the transaction.

---

## Defaults Tab

---

### **1 = Bypass Tax Default**

Use this processing option to specify whether the system updates the tax explanation code and tax rate/area information on successfully processed supplier ledger records with the values specified in the Address Book Master table and the Business Unit Master table (F0101 and F0006, respectively). If the Tax Rate/Area field is completed in both tables, the system uses the value from the Supplier Master table (F0401). Valid values are:

Blank

Update the tax values.

1

Do not update the tax values.

---

## **MBF Versions Tab**

---

### **Version**

Use this processing option to specify the version of the Voucher Entry MBF Processing Options program (P0400047) that you want the system to use to process the voucher transaction to the Accounts Payable Ledger table (F0411). If you leave this processing option blank, the system uses version ZJDE0001.

### **Version**

Use this processing option to specify the version of the Journal Entry MBF Processing Options program (P0900049) that you want the system to use to process the voucher transaction to the Account Ledger table (F0911). If you leave this processing option blank, the system uses version ZJDE0001.

---

## **Batch Approval Tab**

---

### **Batch Approval**

Use this processing option to specify the status that you want the system to assign to successfully processed voucher batches. Valid values are:

Blank

Assign the value according to the Manager Approval of Input option specified on the Accounts Payable Constants form.

1

Assign a status of approved (A) to successfully processed voucher batches.

---

## **Auto Post Tab**

---

### **Version**

Use this processing option to specify whether the system automatically posts successfully processed voucher transactions to the Account Balances table (F0902). You must specify the version of the post program that you want the system to use. If you leave this option blank, the system does not post transactions.

---

---

## Working with Store-and-Forward Vouchers

After running the Store and Forward Batch Voucher Process program (R04110Z2), you might find that some records ended in error. You must review the error messages in the work center, revise the records, and then run the Store and Forward Batch Voucher Process program again.

Use the Store and Forward Batch Voucher Revision program (P0411Z1) to review your records and revise fields as needed.

---

### Note

You cannot use the Store and Forward Batch Voucher Revision program to revise successfully processed records. You must use the Standard Voucher Entry program (P0411) to revise them because they have been processed to the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

---

You can also use the Store and Forward Batch Voucher Revision program to add records to the Voucher Transactions - Batch Upload table (F0411Z1). You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it.

Store and forward voucher information is stored in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

---

### ► To work with store-and-forward vouchers

---

*From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

1. On Work With Store & Forward Vouchers, click Find to display all vouchers, or complete any of the following options and fields to limit your search, and then click Find:
  - Processed
  - Batch Number
  - From Date
  - Thru Date
2. To display store-and-forward vouchers by date, turn on one of the following options:
  - Invoice
  - GL
  - Transmission

### Delete a Store-and-Forward Voucher

3. To delete a store-and-forward voucher, choose the voucher and click Delete.

You can delete only unprocessed vouchers from this form. If the store-and-forward voucher has been successfully processed, you must purge it using the Purge Store and Forward Vouchers program (R0041Z1P).

4. On Confirm Delete, click OK.

#### **Add a Store-and-Forward Voucher**

5. To add a store-and-forward voucher, click Add.
6. On Enter Voucher - Payment Information, either accept the system defaults for the following fields or complete the fields:
  - User ID
  - Transaction Number
7. Follow the steps for entering vouchers and click OK.

#### **Review or Revise a Store-and-Forward Voucher**

8. To review or revise an individual store-and-forward voucher, on Work With Store & Forward Vouchers, choose the voucher and click Select.
9. On Enter Voucher - Payment Information, review fields as needed and then click Cancel to return to Work With Store & Forward Vouchers.
10. To revise a store-and-forward voucher entry, change the information in any of the available fields, and then click OK.

## Processing Options for Store and Forward Batch Voucher Revision (P0411Z1)

### Defaults Tab

---

#### **1 =Use Invoice Date, ' ' =Use G/L Date**

Use this processing option to specify which date to use as the service/tax date.

Valid values are:

Blank

Use the G/L date as the service/tax date.

1

Use the invoice date as the service/tax date.

#### **Default Pay Status**

Use this processing option to identifies the default pay status for a voucher or invoice. The default pay status can be any value in the user defined code table (00/PS).

Valid values include:

#Check being written

%Withholding tax applies

A

Approved for payment

C

Credit pending

D

Draft accepted

E

Draft expired, not collected

G

Draft deposited, not due

H

Held pending approval

N

Need tax exemption certificate

O

---

---

Owner payment

P

Paid in full

R

Retainage

S

Balance forward summarized

T

Disputed taxes

V

Held, variance in receipt match

X

Draft receipt voucher

Z

Selected, payment pending

**Default Factor/Special Payee address**

Use this processing option to specify which address number should be used in the Alternate Payee field for payments.

Valid values are:

Blank

Use the address number.

1

Use the factor/special payee number.

---

**Dates Tab**

---

**Invoice Date > Todays Date**

Use this processing option to specify the type of message the system sends when the invoice date is greater than the current date. Valid values are:

Blank

No message. No edit is performed. Processing can continue.

1

---

---

Warning message. Processing can continue.

2

Error message. Processing cannot continue until the error is corrected.

**Invoice Date > G/L Date**

Use this processing option to specify the type of message the system sends when the invoice date is greater than the G/L date. Valid values are:

Blank

No message. No edit is performed. Processing can continue.

1

Warning message. Processing can continue.

2

Error message. Processing cannot continue until the error has been corrected.

**'Blank' = Use G/L Date**

**'1' = Use Payment Terms Due Date**

Use this processing option to specify the date to be used as a due date for debit memos.

Valid values are:

Blank

Use the G./L date as the due date.

1

Use the payment terms code to determine the due date.

---

## Currency Tab

---

**1 =VAT Tax allowed on currency entries**

Use this processing option to specify whether Value Added Tax (VAT) is allowed on currency entries.

Valid values are:

Blank

Do not allow VAT tax on currency entries.

1

Allow VAT tax on currency entries.

---

## **Manual Cks Tab**

---

### **1 =Manual Check Creation**

Use this processing option to specify whether manual checks will be written.

Valid values are:

Blank

Do not write manual checks.

1

Write manual checks.

---

## **Journal Entry Tab**

---

### **1 =Bypass out-of-balance edit**

Use this processing option to specify whether transaction entries must balance.

Valid values are:

Blank

Transactions must be in balance.

1

Transaction does not need to be in balance.

---

## **Display Tab**

---

### **1 = Summarized**

Use this processing option to specify whether summarized vouchers appear on the Work With Store & Forward Vouchers form.

Valid values are:

Blank

Do not display summarized vouchers.

1

Display summarized vouchers.

---

## Entry Type tab

---

**1 = Transaction NOT Store\_Forward entry.**

Use this processing option to indicate whether transactions were entered using the Store & Forward Voucher Entry program. Valid values are:

Blank

Transactions were entered using the Store & Forward Voucher Entry program.

1

Transactions were not entered using the Store & Forward Voucher Entry program

---

---

## Updating Transaction Control Records

*From the Store and Forward Vouchers menu (G04318), choose Update Transaction Control Record.*

After you process vouchers, the transaction control status for each voucher on the PC will be different from the voucher's status on the server. You need to update the status on the PC so that it matches the status on the server. To do this, run the Update Transaction Control Record program (R0041Z1).

You can also run the update program to identify any PC vouchers that were in error when they were uploaded to the server. The system updates the voucher on the PC with the error status of the voucher on the server. You can then identify the vouchers that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

## Processing Options for Update Transaction Control Record (R0041Z1)

---

Purge

Enter a '1' to automatically purge processed transactions from the batch files. If left blank, transactions will be flagged as processed and will remain in the batch files.

Purge = '1' , No Purge = ''

---

---

## Posting Processed Store-and-Forward Vouchers

After you process your store-and-forward vouchers, you must post them to the general ledger. You can manually post vouchers to the general ledger using the Post Vouchers to G/L program (R09801) on the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options for the Store and Forward Voucher Batch Process program to post processed batch vouchers automatically at the time of processing. To post automatically, set the processing options for the Store and Forward Voucher Batch Process program as follows:

- On the Batch Approval tab, enter 1 for the Batch Approval processing option to automatically set the status of the processed batch to Approved.

- On the Auto Post tab, enter a version of the General Ledger Post Report program (R09801) for the Version processing option.

### See Also

The following related topics in the *Accounts Payable Guide*:

- *Posting Financial Batches* for more information about the General Ledger Post Report program (R09801)
- *Revising Posted Vouchers* for more information about how to revise vouchers after you have posted them
- *Working with Messages* in the *Foundation Guide* for information about reviewing error messages that you might receive when you post vouchers

---

## Purging Processed Store-and-Forward Vouchers

*From the Store and Forward Vouchers menu (G04318), choose Purge Store and Forward Vouchers.*

After posting vouchers, run the Purge Store and Forward Vouchers program (R0041Z1P) to purge vouchers from both your PC and the server. When you run the program, the Override Location option on the Advanced Version Prompting form enables you to purge vouchers on either the client or the server.

Alternatively, you can set a processing option for the Update Transaction Control Record program (R0041Z1) to automatically purge processed vouchers.

When you purge processed vouchers, the system removes the records in the following tables:

- Voucher Transactions - Batch Upload table (F0411Z1)
- Journal Entry Transactions - Batch File (F0911Z1)
- Transaction Control File (F0041Z1)

# Inbound EDI Vouchers

The Accounts Payable system can process inbound vouchers. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810).

After you successfully process inbound EDI vouchers, the transactions are ready for batch voucher processing.

## See Also

- *Overview for Data Interface for Electronic Data Interchange System* in the *Data Interface for Electronic Data Interchange Guide* for general information about EDI processing

---

## Receiving EDI Invoice - Summary Transactions (810/INVOIC)

You can use EDI to receive Accounts Payable vouchers. To receive inbound vouchers, you run a program that converts and transfers the EDI information from the format that was sent from your trading partner in the inbound EDI tables to the format used by the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. To process vouchers received through EDI, you must understand the mapping requirements of the voucher at the time the transactions are received.

## Understanding the Mapping Requirements for Processing Inbound EDI Vouchers

The following EDI tables are used to receive EDI voucher transmissions:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

You can receive multiple vouchers in a single EDI transmission, and each voucher can have multiple pay items. The system differentiates vouchers and their related pay items by using the following key fields:

- EDI Document Key Company (EDKCO)
- EDI Document Number (EDOC)
- EDI Document Type (EDCT)

To successfully process EDI vouchers, complete the following fields in the following tables:

- EDI Invoice Header - Inbound (F47041)
  - EDI Document Key Company (SYEDKCO)
  - EDI Document Number (SYEDOC)

- EDI Document Type (SYEDCT)
- EDI Line Number (SYEDLN)
- EDI Transaction Set Number (SYEDIST)  
Enter 810 for inbound voucher transactions.
- EDI Send/Receive Indicator (SYEDER)  
Enter R for inbound EDI voucher transactions.
- Company (SYCO)
- Address Number (SYAN8)
- G/L Date (SYDGJ)
- EDI Invoice Detail - Inbound (F47042)
  - EDI Document Key Company (SZEDKCO)
  - EDI Document Number (SZEDOC)
  - EDI Document Type (SZEDCT)
  - EDI Line Number (SZEDLN)
  - EDI Transaction Set Number (SZEDIST)  
Enter 810 for inbound voucher transactions.
  - EDI Send/Receive Indicator (SZEDER)  
Enter R for inbound EDI voucher transactions.
  - Company (SZCO)
  - Account Number (SZANI)  
Enter the G/L distribution account number, or leave this field blank for the system to assign the account number.  
  
You cannot enter more than one G/L distribution account number for a voucher pay item.
  - Gross Amount (SZAG)  
Enter the amount of the voucher pay item.
  - Open Amount (SZAAP)  
Enter the amount of the voucher pay item. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.
- EDI Invoice Summary - Inbound (F47044)
  - EDI Document Key Company (SWEDKCO)
  - EDI Document Number (SWEDOC)
  - EDI Document Type (SWEDCT)
  - EDI Line Number (SWEDLN)

- EDI Transaction Set Number (SWEDIST)  
Enter 810 for inbound voucher transactions.
- EDI Send/Receive Indicator (SWEDER)  
Enter R for inbound EDI voucher transactions.
- Company (SWCO)
- Address Number (SWAN8)
- Gross Amount (SWAG)  
Enter the total amount of the voucher.
- Open Amount (SWAAP)  
Enter the total amount of the voucher. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.

### See Also

- *Multicurrency Fields Required in the F47041, F47042, and F47044 Tables in the Multicurrency Guide* for information about mapping and multicurrency fields

## Transferring Inbound EDI Voucher Transactions

*From the Invoice - Summary menu (G47261), choose Edit/Create Voucher.*

Run the Edit/Create Voucher program (R47041) to transfer inbound EDI vouchers to the Voucher Transactions - Batch Upload and the Journal Entry Transactions - Batch File tables (F0411Z1 and F0911Z1) without matching the voucher to a purchase order.

You can run this program in proof or final mode:

- In proof mode, the system produces the Inbound EDI Voucher Edit/Create report that you use to review transactions and correct errors prior to running the program in final mode.
- In final mode, the system:
  - Copies the voucher information from the EDI interface tables into the F0411Z1 table.
  - Creates corresponding transactions in the F0911Z1 table.
  - Determines the G/L distribution account number using the following hierarchy:
    1. If the EDI transmission provides an account number, the system uses this account number. If the EDI transmission does not provide an account number, the system searches for the supplier's default account number in the Supplier Master table (F0401) and uses it.
    2. If you activate voucher logging in the processing options, the system searches the Automatic Accounting Instructions (AAIs) for the item PP. The account number that is set up in this AAI item overrides the account number that is entered in the EDI transmission. If the AAI item PP is not set up, the system prints an error on the report.

3. If you do not activate voucher logging, and the EDI transmission does not provide the account number, and a default expense account does not exist in the Supplier Master table, the system searches for the AAI item PP and uses the account number that is set up for this item. If the AAI item PP is not set up, the system prints an error on the report.
- Prints the Inbound EDI Voucher Edit/Create report. This report prints the gross and open amounts of each voucher. The system prints any errors that it detects on the report.
  - Updates the Processed (Y/N) field (EDSP) on the transactions in the inbound EDI interface tables.

## Processing Options for Edit/Create Voucher (R47041)

---

### Processing

1. Specify a blank to process in proof mode or a '1' to process in final mode.

### Processing Mode

2. Enter a '1' to perform Processing Control Edit to determine processing mode. If a record is not found, then the transaction will not be processed. Enter a '2' to perform Processing Control Edit. If a record is not found, the transaction will be processed. Blanks will process all selected records.

### [FUTURE]

### Processing Control Edit

#### Default Option

1. Enter a '1' to use the invoice date on the EDI transmission for the date of the voucher. If left blank, the system date will be used.

#### Date of the Voucher

2. Enter a date to be used as the date of the voucher. If entered, this date will override the previous processing option.

#### Date of the Voucher

3. Enter a '1' to use the Tax ID on the EDI transmission to determine the supplier number. If left blank, the value transmitted in the reference field will be used. (Note: Default is blank.)

### Supplier Number Determination

#### Default Values

1. Payment Instrument Code (Note: Default is Z.)
2. G/L Bank Account Number (Short ID)
3. G/L Date
4. Company

### Logging

1. Enter a '1' if you wish to perform Invoice Logging (Note: Default is blank).

### Logging

#### Auto Process

1. Enter the version of the Batch Voucher Processor (R04110Z) that you wish to run. If left blank, the Batch Voucher Processor will not run automatically. (Note: Default is blank.)

#### Batch Voucher Processor Version

---

## Purging Processed Inbound EDI Vouchers

*From the Invoice - Summary menu (G47261), choose Purge Inbound Vouchers.*

After you successfully process inbound EDI voucher transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI voucher transactions in the system 47 tables until you purge them.

When you purge inbound EDI voucher transactions, the system removes all processed records—that is, records that have a Y in the Processed (Y/N) field (EDSP)—from the following inbound EDI tables:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

---

**Caution**

When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

---

# Automatic Payment Processing

After you set up the Accounts Payable system, you define how you want the system to process automatic payments. You use automatic payments to group vouchers and produce multiple payments in a single payment run.

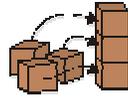
Automatic payment processing allows you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle.

During automatic payment processing, the system works with the following document and batch types:

<b>Voucher document type</b>	<ul style="list-style-type: none"><li>• PV (voucher)</li><li>• PR (recurring voucher)</li><li>• PL (voucher logging)</li><li>• PD (debit memo)</li><li>• PM (voucher without match)</li><li>• __ (user defined voucher type)</li></ul>
<b>Payment document type</b>	<ul style="list-style-type: none"><li>• PK (automatic payment)</li></ul>
<b>Batch type</b>	<ul style="list-style-type: none"><li>• K (automatic payment)</li></ul>

The following graphic illustrates the automatic payment process:

### Automatic Payment Process



**Step 1.**  
Set up auto  
withholding.



**Step 2.**  
Run Cash  
Requirements



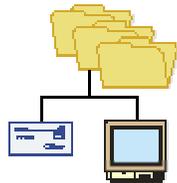
**Step 3.**  
Decide what to pay. Use Speed  
status Change to put all other  
payments on hold.



**Step 4.**  
Create payment  
groups.



**Step 5.**  
Review the Payment Group Edit  
report and the Payment analysis  
report (optional).



**Step 6.**  
Work with payment groups.

**Step 7.**  
Write payment / copy to tape.



**Step 8.**  
Update payment.



**Step 9.**  
Review payment  
register.



**Step 10.**  
Post payments.

### Prerequisite

- Set up the G/L account for each bank account used by your organization.
- For each supplier to whom you want to transfer funds electronically, set the payment instrument to the appropriate value.

## Setting Up Bank Account Information

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

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

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

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

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

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

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

---

### Note

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

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

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

---

### See Also

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

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

---

*Use one of the following navigations:*

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

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

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

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



**Bank Account Information - Set Up G/L Bank Account**

OK Cancel Form Tools

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

**Payment Information**

Next Payment Number	5048	Next Autodebit Number	2
<b>Default Print Options</b>			
Number of Alignment Forms	2		
Detail Lines Per Stub	10		

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



**Bank Account Information - Revise Bank Information**

OK Cancel Form Tools



G/L Bank Account	1.1110.BEAR	
Description	Bear Creek National Bank	
Bank Address Number	<input type="text"/>	
Bank Transit Number	107004381	
Bank Account Number	3664831509	
IBAN	<input type="text"/>	
Control Digit	<input type="text"/>	
Checking or Savings Account	0	<i>Checking account</i>
SWIFT Code	<input type="text"/>	
Bank Country Code	<input type="text"/>	
<input type="checkbox"/> Override Supplier Pre-Note Code		

**Float Days**

Receivables

Payables

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

- Bank Address Number  
This is the bank's address book number.
- Bank Transit Number  
You can leave this field blank.
- Bank Account Number
- Control Digit
- Checking or Savings Account
- SWIFT Code

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

- Override Supplier Pre-Note Code

---

**Note**

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

---

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

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

---

*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.



**Bank Account Cross-Reference - Set Up Bank Accounts By Address**

OK Cancel Form Tools



Address Number  *AB Common*

**Record Type**

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

**Bank Information**

Bank Transit Number	<input type="text" value="111255000"/>
Bank Account Number	<input type="text" value="1225545454"/>
Control Digit	<input type="text"/>
IBAN	<input type="text"/>
Description	<input type="text" value="Bank Transit Account"/>
Checking or Savings Account	<input type="text" value="0"/> <i>Checking account</i>
SWIFT Code	<input type="text"/>
Reference/Roll Number	<input type="text"/>
Bank Address Number	<input type="text" value="0"/>
Bank Country Code	<input type="text"/>

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

- Description
- Checking or Savings Account
- SWIFT Code

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

- Reference/Roll Number

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

---

**Note**

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

---

- Bank Address Number
- Bank Country Code

6. Click OK.

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

---

*Use one of the following navigations:*

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

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

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

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

- Address Number

---

**Note**

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

---

2. To delete a bank account record, choose the record and choose Delete from the toolbar.

3. On Confirm Delete, click OK.

4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

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

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

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

---

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

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

---

**Note**

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

---

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

The screenshot shows the PeopleSoft interface for setting up bank transit addresses. At the top, the PeopleSoft logo is visible. Below it, the title bar reads "Bank Account Addresses - Set Up Bank Transit Address". A toolbar contains "OK", "Cancel", and "Tools" buttons. The main form area has a "Bank Transit" field containing "852200451". Below this is a section for "Address Number" (containing "3003") and "Address" (containing "CSC Corporation"). The address details are shown in a list of text boxes: "CSC Corporation", "43 Biltmore Plaza", and "Scottsdale AZ 85257".

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

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

---

**Note**

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

---

---

## Printing the Bank Account Exception Report for Suppliers and Customers

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

The Bank Account Exception Report (R00310) verifies that the address book number for each supplier and customer bank record in the Bank Transit Master table (F0030) exists in the Address Book Master table (F0101). Any records that do not exist in the address book print on the report. The report bypasses any bank account records that have a blank address number.

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

- Add the missing address book number to the Address Book Master table (F0101)
- Remove the supplier or customer bank record from the Bank Transit Master table (F0030)

---

### Note

This program does not have any associated processing options.

---

---

## Printing the Address Book Exception Report

From the Automatic Payment Setup menu (G04411), choose Address Book Exception report.

The Address Book Exception Report (R00311A) lists any suppliers in the Address Book that do not have corresponding bank account information (such as bank transit and account numbers) in the Bank Transit Master table (F0030). The system reviews suppliers only if their payment instrument is T or B.

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

- Enter the missing bank account information using the Bank Account Cross-Reference program (P0030A).
- Change the payment instrument for the supplier to one that does not require bank account information.

This report does not have processing options.

---

## Setting Up a Print Sequence for Payments

The payment sequence option allows you to control the order in which your payments print. You can choose to print payments in a sequence that is meaningful to your needs. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first, or you might want to print payments alphabetically. You control the payment sequence by setting up

sequence IDs on the Automatic Payment Setup menu. The sequence IDs establish the printing order and can contain up to six data items from fields in the A/P payments worktable.

You must define a sequence ID for each different print sequence that you want to use. When you create your payment groups, you specify which sequence you want to use in the sequence ID processing option and whether the values for the sequence should print in ascending or descending order.

If you want to print payments based on criteria outside of the Accounts Payable system, you can use special handling codes. Special handling codes are user defined and assigned at the time of voucher entry. You can use them to sort payments by including them in your sequence ID.

► **To set up a print sequence for payments**

*From the Automatic Payment Setup menu (G04411), choose Payment Sequence.*

1. On Work With Payment Sequences, click Add.

You can add a new sequence by copying an existing one and modifying it as needed. On Work With Payment Sequences, choose the existing payment sequence and click Copy.

Sequence	Field Name	Ascending	Descending
Sequence 1	CO Company	<input checked="" type="radio"/>	<input type="radio"/>
Sequence 2	ALPP Payee Alpha Name	<input checked="" type="radio"/>	<input type="radio"/>
Sequence 3	AN8 Address Number	<input checked="" type="radio"/>	<input type="radio"/>
Sequence 4	.	<input checked="" type="radio"/>	<input type="radio"/>
Sequence 5	.	<input checked="" type="radio"/>	<input type="radio"/>
Sequence 6	.	<input checked="" type="radio"/>	<input type="radio"/>

2. On Set Up Payment Sequence, complete the following fields:

- Sequence ID
- Description

3. Enter a data dictionary item in at least one of the following fields:

- Sequence 1
- Sequence 2
- Sequence 3
- Sequence 4
- Sequence 5
- Sequence 6

To see a list of data dictionary items that you can use when setting up payment sequences 1–6, click the Search button to access the user defined code table (H04/SF).

If Payment Handling Code (CRC) is the first field in your print sequence, you must assign vouchers a user defined code (00/HC) that is meaningful to your organization.

4. For each sequence that you set up, choose either Ascending or Descending.
5. Click OK

---

## 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 method of payment for your company is to print a check that is in a Canadian format, you can change the payment print program for the blank payment instrument from Print Payments – Standard (P04572) to Print Payments - Canada (P04572C).

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

**Prerequisite**

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

► **To assign programs to a payment instrument**

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

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

PeopleSoft®

Payment Instrument Defaults - Set Up Payment Instrument Defaults

OK Cancel Tools

Payment Instrument  Default (A/R & A/P)

G/L Bank Account  Bear Creek National Bank

**Print Programs**

Payments	<input type="text" value="P04572"/>	Print Payments - Standard	Print Version	<input type="text"/>
Payment Register	<input type="text" value="P04576"/>	Payment Register - Standard	Register Version	<input type="text"/>
Attachments	<input type="text" value="P04573"/>	Print Attachments - Standard	Attachment Version	<input type="text"/>
Debit Statements	<input type="text" value="P04574"/>	Print Dbt Statement - Standard	Debit Version	<input type="text"/>

3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:
  - Payments
  - Payment Register

- Attachments
  - Debit Statements
4. Enter a version number in any of the following optional fields for the corresponding print program:
    - Print Version
    - Register Version
    - Attachment Version
    - Debit Version
  5. Click OK.

### See Also

- *Processing Options for Create Payment Control Groups (R04570)* in the *Accounts Payable Guide* for information about how to prevent a debit balance from generating a debit statement

### ► **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 Tab

---

#### 1. Translation Program

Use this processing option to specify the translation program to use when translating the amount of the payment into words. Enter a valid program from UDC 98/CT. If you leave this processing option blank, the system uses the translation program that is associated with the payment currency.

---

### Defaults Tab

---

#### 1. Address Format (FUTURE)

Use this processing option to specify a different address format for the payee and company addresses. This option applies only if you enter 1 in the Company Information and Payee Information processing options. If you leave this processing option blank, the system uses the country format that is associated with the payment currency.

---

### Select Tab

---

#### 1. Company Information

**Blank = Do not print**

**1 = Print**

Use this processing option to specify whether to print the company name and address on the payment stub.

Valid values are:

Blank

Do not print the company name and address on the payment stub.

1

Print the company name and address on the payment stub.

#### 2. Payee Information

**Blank = Do not print**

**1 = Print**

---

---

Use this processing option to specify whether to print the payee name and number on the payment stub.

Valid values are:

Blank

Do not print the payee name and number on the payment stub.

1

Print the payee name and number on the payment stub.

### **3. Purchase Order**

**Blank = Supplier invoice number**

**1 = Purchase order number**

Use this processing option to specify whether to print the supplier invoice number or the purchase order number on the payment stub. Valid values are:

Blank

The system prints the supplier invoice number.

1

The system prints the purchase order number.

### **4. Alternate Stub Information**

**Blank = Remark**

**1 = Supplier name**

**2 = Supplier invoice number**

Use this processing option to specify alternate information for the system to print on the payment stub.

Valid values are:

Blank

Remark

1

Supplier name

2

Supplier invoice number

---

## Print Tab

---

### 1. Form Type (FUTURE)

Use this processing option to specify the form type for the payment spool file. If you leave this processing option blank, the system uses form type APCHECKS.

---

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

---

### Address

1. Enter an override address format.  
country format will be used.

If left blank, the address number's

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)

## Process Tab

---

### 1. File ID Modifier

Use this processing option to specify the one-character file identification modifier. This value is used to differentiate between multiple files created on the same date on the tape. You can enter any alphanumeric character. If you enter more than one character, only the first character is used. The default value is 1.

### 2. Tape Payment Detail Description

Use this processing option to specify the tape payment detail description of the tape. You can enter up to 10 characters. For example, enter EXP REIMB to indicate that the payment is an expense reimbursement. The bank might print this description on the supplier's bank account statement.

### 3. Immediate Origin

Use this processing option to specify the 10-character immediate origin. The system populates this value in positions 14-23 of Header Record 1. If you enter only 9 characters or digits, the system right justifies the information and places a blank space in the first position of this field. If you leave this processing option blank, the system uses the tax identification number contained in the address book record for the bank account's company. If you leave this processing option blank and the address book record for the bank account's company does not contain a tax identification number, the clearing house rejects the tape.

---

---

#### **4. Identification Code Designator**

Use this processing option to specify the 10-character company identification number. The system populates this value in positions 41-50 of Record 5 and positions 45-54 of Record 8. For the identification code designators (ICDs), you can enter either a user defined value or enter one of the following values to precede the company identification number:

1

Internal Revenue Service employer identification number (EIN)

3

Data universal number system (DUNS)

9

User assigned number

If you leave this processing option blank, the system uses the tax identification number contained in the address book record for the bank account's company. If you leave this processing option blank and the address book record for the company does not contain a tax identification number or is less than 10 characters, the clearing house rejects the tape.

#### **5. Discretionary Data**

Use this processing option to specify the value for the system to use in the discretionary data field on the company/batch header record in positions 21-40 of header record 5. If you leave this processing option blank, the system leaves the discretionary data field blank. Enter any alphanumeric value.

---

### **Print Tab**

---

#### **1. Print Program**

Use this processing option to specify the payment print program for the system to use if the Pre-Note Code option on the supplier master record is turned on.

---

### **Tape Tab**

---

#### **1. Device Name**

Use this processing option to specify the type of device to be used when copying data to a tape.

#### **2. Tape Density**

Use this processing option to specify the density of the tape, such as 1600 or 6250. The system populates the KMTDEN field in the A/P Payment Tape table (F0457) with this value. This field is used only for information purposes.

#### **3. Label Name**

Use this processing option to specify the label for the copied tape.

---

---

#### **4. Block Size**

Use this processing option to specify the block length to be used when copying data to a tape.

#### **5. New Volume Name**

Use this processing option to specify the new volume name to be used when copying data to a tape.

#### **6. New Owner ID**

Use this processing option to specify the new owner ID to be used when copying data to a tape.

#### **7. File Name**

Use this processing option to specify the name of the flat file as it is identified by the program that reads the file.

---

### **Processing Options for Create A/P Bank Tape - EDI Format (R47052T)**

#### **Defaults Tab**

---

##### **1. EDI Transaction Set**

Use this processing option to specify the default electronic data interchange (EDI) transaction set. Enter a valid value from UDC 40/ST.

##### **2. EDI Translation Format**

Use this processing option to specify the electronic data interchange (EDI) translation format. Enter a valid value from UDC 40/ST.

##### **3. EDI Document Type**

Use this processing option to specify the electronic data interchange (EDI) document type. Enter any alphanumeric value. The system populates the EDI - Document Type field (EDCT) in the following tables with this value:

EDI Payment Order Header - Outbound (F47056)

EDI Payment Order Bank N & A - Outbound (F470561)

EDI Payment Order Vendor N & A - Outbound (F470562)

EDI Payment Order Payee N & A - Outbound (F470563)

EDI Payment Order Remittance Advice - Outbound (F47057)

##### **4. EDI Trading Partner ID**

Use this processing option to specify the electronic data interchange (EDI) trading partner ID. The system populates the Trading Partner ID field (PNID) in the EDI Payment Order Header - Outbound (F47056) and EDI Payment Order Remittance Advice - Outbound (F47057) tables with this value.

---

---

### **5. EDI Transaction Handling Code**

Use this processing option to specify the electronic data interchange (EDI) transaction handling code. Enter a valid code from UDC 47/TH.

### **6. Identification Code Designator**

Use this processing option to specify the company identification number. This number is 10 characters in length. It is the identification code designator (ICD) followed by a 9 digit identification number. Valid ICDs are:

1

Internal Revenue Service (IRS) Employer Identification Number (EIN)

3

Data Universal Number System (DUNS)

9

User Assigned Number

If you leave this processing option blank, the system uses the tax identification number for the company of the bank account. If this field is blank on the tape, the banking clearing house rejects the tape.

### **7. File Name**

Use this processing option to specify the file name for the system to use when populating the File Name field (FILE) in the A/P Payment Tape table (F0457).

---

## **Print Tab**

---

### **1. Print Program**

Use this processing option to specify the payment print program to use if the status of the Pre-Note code in the supplier master is on, requiring the system to print a check.

---

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

---

### Translation

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

### Translation Program

### Address

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

### Address

### Payment

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

### Company Name

### Print

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

---

### See Also

- ❑ Localization guides for country-specific payment formats

---

## Setting Up Payment Information

Depending on how payments are processed in your organization, you can either:

- Set up payment information by business unit
- Set up a company name to print on payments

### See Also

- ❑ *Setting Up Payment Instruments* in the *Accounts Payable Guide* for information about the components of a payment

### ► To set up payment information by business unit

---

You might need to set up payment information by business unit if you produce payments by business unit. If you do so, payments are processed using:

- Business unit information from the voucher
- Bank account information from the business unit

When you create payment groups, the system uses business unit payment information only if you set a processing option to process payments by business unit. Otherwise, it uses the bank account information that you set up for payments on the Work With G/L Bank Accounts form.

You can assign your business units the same bank account as long as each business unit has a different value, such as a different next payment number, assigned to it.

From the Automatic Payment Setup menu (G04411), choose Business Unit Information.

1. On Work With Business Unit Payment Information, click Add.

The screenshot shows the PeopleSoft interface for setting up business unit payment information. The title bar reads "Business Unit Information - Set Up Business Unit Payment Information". Below the title bar are buttons for "OK", "Cancel", and "Tools". The main area contains three input fields: "Business Unit" with the value "5" and the text "Western Branch" to its right; "G/L Bank Account" with the value "1.1110.BEAR" and the text "Bear Creek National Bar." to its right; and "Next Payment Number" with the value "4001". Below these fields is a section titled "Default Print Options" containing two input fields: "Number of Alignment Forms" with the value "2" and "Detail Lines Per Stub" with the value "10".

2. On Set Up Business Unit Payment Information, complete the following fields:

- Business Unit
- G/L Bank Account

3. You can also complete the following optional field:

- Next Payment Number

4. Complete the following fields for default print options (optional):

- Number of Alignment Forms
- Detail Lines Per Stub

5. Click OK.

► **To prevent a company name from printing on payments**

---

You can prevent a company name from printing on your payments, one by one, when the Auto Payments Write/Reset program (P04572) has a processing option set to print company names on payments. The processing option directs the Auto Payments Write/Reset program to print the company name on payments.

By activating the option on the Automatic Payment Setup program (P0410) you can exclude individual company names from printing on payments even when the processing option on the P04572 is set to print company names. The company payment information is stored in the Company Constants table (F0010).

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

Company	Name	Print Name	Signature Block	Alternate Company Name
<input type="checkbox"/> 00000	Worldwide Company	0		
<input type="checkbox"/> 00001	Financial/Distribution Company	0		
<input type="checkbox"/> 00020	Marketing Company - Inactive	0		
<input type="checkbox"/> 00028	Prueba - Argentina - 28	0		
<input type="checkbox"/> 00050	Project Management Company	0		
<input type="checkbox"/> 00060	Financial Reporting Company	0		
<input type="checkbox"/> 00070	Luxe de France	0		
<input type="checkbox"/> 00075	Cascades, Ltd	0		
<input type="checkbox"/> 00077	Canadian Company	0		
<input type="checkbox"/> 00080	Colombian ECS Company	0		

1. On Work with A/P Payment Company Information, to locate the company with which you want to work, enter a value in the QBE row and click Find.
2. To access Revise A/P Payment Company Information, choose the company and click Select.

Company: 00001 Financial/Distribution Company

**Company Name on A/P Payments**

Suppress print when Print Payments option is set to print company names

**Future Use**

Signature Block:

Alternate Company Name:

3. On Revise A/P Payment Company Information, click the following option:
  - Suppress print when Print Payments option is set to print company names

The default setting prints the company name on payments if the processing option in the Auto Payments Write/Reset program (04572) is set to print company names. If you click this option, the name of the company selected is not printed on payments.

The following fields are reserved for future use:

- Signature Block
  - Alternate Company Name
4. Click OK.

---

## Working with Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical payee information. When monitored changes are made, this feature holds payments to the payee pending review and approval of changed information. You use payee control in order to control changes made to selected, critical payee and bank account information. One person enters the change and another approves it. Thus, the involvement of two people is required to make changes that affect payments.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The program for creating payment groups bypasses payees that have unapproved payee control records and prints an error message on the edit report. The program for writing payments prints an error message if the payee's alpha name, mailing name, or SWIFT code changes are unapproved.

The system does not prevent you from writing manual payments if the controlled information has changed.

## Understanding System Setup for Payee Control

Prior to using payee control, you must ensure that certain system features are set up properly for your business needs. For example, you must determine which fields and tables you are going to control access and changes to. You must also set up certain tables, security, and system constants.

### Controlled Fields

Depending on how you set the processing options for the A/P Payee Control Server - Processing Options Only program (X0450), you can control changes, or additions and changes, to each of the following fields in the tables indicated in parentheses:

<b>Alpha name (F0101)</b>	Changes to a payee's alpha name can divert the physical payment. The alpha name can be changed on the Address Book Revision form.
<b>Bank account number (F0030)</b>	Changes to a payee's bank account number can divert an electronic payment. The bank account number can be changed on Set Up Bank Accounts By Address.
<b>Bank transit number (F0030)</b>	Changes to a payee's bank transit number can divert an electronic payment. The bank transit number can be changed on Set Up Bank Accounts By Address.
<b>Bank account type (F0030)</b>	Changes to a payee's bank account type can divert an

	electronic payment. The bank account type can be changed on Set Up Bank Accounts By Address.
<b>Mailing name (F0111)</b>	Changes to the payee's mailing name can divert the physical payment. The mailing name can be changed on the Address Book Revision and Who's Who forms.  <b>Note</b> The Payee Control process detects changes only to the first Who's Who record (Line ID 0). Changes to any other Who's Who record will not be written to the Payee Control table (F0450).
<b>Payee (F0411)</b>	Changes to the voucher's payee can divert the payment while a voucher is being entered, or after. The payee can be changed on Enter Voucher - Payment Information, alternate voucher entry forms, and Update Single Pay Item (from Speed Status Change).
<b>Special payee (F0101)</b>	Changes to the supplier's special payee can divert a payment at the time a voucher is entered. The special payee can be changed on the Related Address tab of the Address Book Revisions form and on the Supplier Master Information form.
<b>SWIFT code (F0030)</b>	Changes to a payee's SWIFT code can divert an electronic payment. The SWIFT code can be changed on Set Up Bank Accounts By Address.

When the system detects a change to a controlled field, it writes a record to the Payee Control table (F0450). This record includes the original information, the changed information, the date and time that the change was made, and the user ID of the person who made the change.

For example, Universal Incorporated has a supplier number of 4344 and an alternate payee number of 3610. You add a voucher for supplier number 4344 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the voucher's payee number (5910) does not match the supplier number (4344) or alternate payee number (3610). This record must be approved by another person before payment can be issued.

---

**Note**

ZJDE0001 is the only version that controls Payee Control.

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## Considerations and Setup

Considerations for setting up your system for payee control include the limitations to the extent of the control possible, accessing the processing options for payee control, and setup information.

<p><b>Limitations</b></p>	<p>Payee control is not a foolproof system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the following elements of Payee Control:</p> <ul style="list-style-type: none"> <li>• Payee Control table (F0450). Deleting this table disables the audit trail.</li> <li>• A/P Payee Control Server - Processing Options Only program. Changing the processing options for this server affects the way the system monitors changes.</li> <li>• A/P Manual Payments program and Voucher Entry with Manual Payment program. You can write manual payments to payees for whom controlled information has been changed.</li> </ul>
<p><b>Accessing the processing options for payee control</b></p>	<p>To access the processing options for the A/P Payee Control Server - Processing Options Only program:</p> <ul style="list-style-type: none"> <li>• From Accounts Payable Setup (G0441), choose Accounts Payable Constants</li> <li>• On System Setup, choose Accounts Payable Constants</li> <li>• To access the version, on Accounts Payable Constants, choose Payee Control from the Form menu</li> </ul>
<p><b>Setting up payee control</b></p>	<p>Setting up payee control consists of:</p> <ul style="list-style-type: none"> <li>• Installing the Payee Control table (F0450) in your production environment</li> <li>• Setting up action code security for the Payee Control Review and Approval program</li> <li>• Setting up security for the A/P Payee Control Server - Processing Options Only program</li> <li>• Setting the processing options for the A/P Payee Control Server - Processing Options Only program</li> <li>• Setting up security for manual payments</li> </ul>

**See Also**

- *Managing Action Security* in the *System Administration Guide* for more information about setting up action code security

# Reviewing and Approving Changes to Controlled Data

To remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including the:

- Data that existed before the change
- Data that existed after the change
- User ID of the person who made the change
- Date and time of the change

When you approve a change, the system records the:

- User ID of the person who approved the change
- Date and time that the change was approved

This program reads information in the Payee Control table (F0450).

## ► To review and approve changes to controlled data

---

*From the A/P Advanced & Technical Operations menu (G0431), choose Payee Control Review and Appro.*

1. On Payee Control Approval, review all records by clicking Find, or limit your search by completing the following fields and clicking Find:
  - Payee Number
  - Changed Item
2. To review the form where the change was made, choose an item and choose Transaction from the Row menu.
3. Click Cancel to return to Payee Control Approval.
4. To access Payee Control Details, choose an item and choose Details from the Row menu.

PeopleSoft®

Payee Control Review and Appro - Payee Control Details

OK Cancel Form Tools

Payee Number	3480	Digger Enterprises
Address Number	3480	Digger Enterprises
Changed Data Item	ABALPH	Address Book Alpha Name
Data Before Change	DIGGER INCORPORATED	
Data After Change	DIGGER ENTERPRISES	
User ID	JG5941598	
Program ID	EP01012	
Work Station ID	DEN-JG5941	
Date Updated	04/22/03	
Time Updated	155022	

5. On Payee Control Details, do one of the following:
  - To approve, choose Approve from the Form menu and click OK to confirm the approval.
  - To cancel approval after choosing Approve from the Form menu but prior to clicking OK, choose Reset from the Form menu.
  - To indicate nonapproval, click Cancel to exit the Payee Control Details form. This action takes you back to the Payee Control Approval form.

## Printing Changes to Controlled Data

*From the A/P Advanced & Technical Operations menu (G0431), choose Payee Control Approval Report.*

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval Report shows information such as the:

- Data that existed before the change
- Data that existed after the change
- User ID of the person who made the change
- User ID of the person who approved the change

- Date and time of the change
- Date and time that the change was approved

The Payee Control Approval Report retrieves information from the Payee Control table (F0450).

## Purging Approved Payee Control Records

*From the A/P Advanced & Technical Operations menu (G0431), choose A/P Payee Control File Purge.*

After you approve changes to controlled data, purge the control records. The purge program selects and purges records in the Payee Control table (F0450). Purging control records removes the audit trail for payee control.

This is a batch program.

---

## Supplier Withholding Taxes

You might need to comply with government regulations that require you to withhold a percentage of payments to suppliers for whom you do not have a tax ID. In the United States, for example, you might need to withhold taxes and pay the Internal Revenue Service directly if you do not have a tax ID for a person with whom you contract services.

### Prerequisite

- Set up the tax authority to whom you remit the tax.

### ► To set up a supplier for withholding

---

If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. The system deducts the percentage that you specify from each voucher that you enter. It also makes that percentage payable to the tax authority that you specify.

When you enter a voucher for a supplier that you have set up for withholding, the system assigns the voucher a pay status of % (withholding applies).

*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 Tax Information tab.
4. Complete the following fields and click OK:
  - Tax Authority
  - Withholding Percent

## Related Information

### Stop withholding for a supplier

To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields on the Tax Information tab of the Supplier Master Revision form.

### ► To set up existing vouchers for withholding

---

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to indicate that withholding should be calculated when you pay them.

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, locate and choose the voucher or vouchers that are subject to withholding.
2. Choose Global Update from the Row menu.

The screenshot shows the 'Speed Status Change - Global Updates' dialog box in PeopleSoft. The dialog has a title bar with 'PeopleSoft' and a toolbar with 'OK', 'Cancel', and 'Tools' buttons. Below the toolbar is a table with the following fields and checkboxes:

		Update
Pay Status	<input type="text" value="%"/>	<input checked="" type="checkbox"/>
Approver Number	<input type="text"/>	<input type="checkbox"/>
Due Date	<input type="text"/>	<input type="checkbox"/>
Payment Instrument	<input type="text"/>	<input type="checkbox"/>
G/L Bank Account	<input type="text"/>	<input type="checkbox"/>
Payee Address Number	<input type="text"/>	<input type="checkbox"/>
Business Unit	<input type="text"/>	<input type="checkbox"/>

3. On Global Updates, change the following field to % to indicate that withholding applies:
  - Pay Status
4. Select Update then click OK.

---

# Calculating Withholding

*From the Automatic Payment Processing menu (G0413), choose Calculate Withholding.*

When you run the Calculate Withholding program (R04580), the system:

- Selects voucher pay items with a pay status of % (withholding applies)
- Calculates withholding amounts using the withholding percentage in the supplier master record.
- Updates the pay status on the original voucher pay item from % to the value designated in the processing options. If you leave the processing option blank, the system assigns the data dictionary value. If that value is blank, it assigns an A (approved).
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item. The additional results to consider are:
  - If you change the default pay status of the original pay item, the system changes the default pay status for the negative pay item.
  - The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.
- Creates a pay item for the withholding amount using the tax authority in the supplier master record. You can override this value with a processing option.

When the system creates the new pay item, it does not change the supplier number to the number of the tax authority; it updates the Payee Number field (PYE). The pay item remains associated with the original supplier, and the payment is made to the tax authority. The new pay item has the same due date and G/L bank account as the original pay item.

- Assigns a pay status of H (hold) to the withholding pay item, which allows you to accumulate withholdings and pay them on a periodic basis, if you leave the processing option blank.
- Produces a report that either:
  - Lists the new pay items and the pay status of each item. PS represents Pay Status on the report.
  - Lists the vouchers that were not released for payment and the error associated with each voucher or pay item.

---

## Note

As an alternative to running this batch process, you can automatically calculate withholding when you create payment groups by changing a processing option for the Create Payment Control Groups program. If you choose to do this, verify that the data selection for Create Payment Control Groups does not *exclude* unposted pay items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted. See *Working with Payment Groups* in the *Accounts Payable Guide* for more information.

---

### **Prerequisite**

- ❑ Set up a non-blank G/L offset in AAI item PCyyyy for withheld amounts.
- ❑ Set up the G/L offset and other values in the processing options.

## **Processing Options for Calculate Withholding (R04580)**

### **Pay Status Tab**

---

#### **1. Pay Status**

Use this processing option to specify the pay status that the system assigns to the voucher. If you leave this option blank, the system assigns the default value in the data dictionary. If that value is blank, the system assigns pay status A, indicating that the voucher is approved for payment.

#### **2. Withholding Pay Status**

Use this processing option to specify the pay status that the system assigns to the withholding pay item. If you leave this option blank, the system assigns pay status H.

---

### **G/L Offset Tab**

---

#### **1. G/L Offset**

Use this processing option to specify the G/L offset for the withholding pay item. The PC AAI for the G/L Offset that you specify identifies the withholding account.

You must enter a value for this processing option.

#### **2. G/L Account ID**

Use this processing option to specify the account ID of the G/L account number that the system uses for zero balance records.

Note: You must enter a value in this processing option.

---

### **Tax Authority Tab**

---

#### **1. Override Tax Authority**

Use this processing option to specify an override tax authority to assign to the payee address number of the withholding pay item. If you leave this option blank, the system assigns the tax authority of the supplier, as specified in the Supplier Master table(F0401).

---

---

## Paying Withheld Amounts

Depending on whether you have tax information for a supplier when you calculate withholding, you either pay withheld amounts to a tax authority or pay the withheld amounts to the supplier.

When you pay withheld amounts, your vouchers can be either posted or unposted.

<b>Posted vouchers</b>	<p>If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups. When you calculate withholding for posted vouchers, the system:</p> <ul style="list-style-type: none"><li>• Creates pay items in the Accounts Payable Ledger table (F0411) with a posted code of blank.</li><li>• Creates zero amount (blank) records in the Account Ledger table (F0911) so that the new pay items in the Accounts Payable Ledger table can be posted. These blank records use the G/L account that you specify in a processing option.</li></ul>
<b>Unposted vouchers</b>	<p>When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the Account Ledger table (F0911).</p>

When you calculate withholding, the system creates a pay item for the tax authority. You can place the pay item on hold by setting a processing option. If you do not place the pay item on hold, and instead approve it at the time you calculate withholding, it will be in the next automatic payment cycle instead of being accumulated and paid on a periodic basis.

### See Also

- *Preparing Vouchers for Payment* in the *Accounts Payable Guide* for information about locating vouchers in the Speed Status Change program (P0411S) and changing the pay status and alternate payee

---

## Reporting Withheld Amounts

*From the Accounts Payable Reports menu (G0414), choose Open A/P Detail Report, and then choose A/P Details with Remarks.*

To report the amount that you are withholding for a tax authority, print the A/P Detail with Remarks report (R04423A).

## Data Selection

Set up the data selection to include Payee Address Number, and then enter the address number of the tax authority as the value. This report shows only withheld amounts, not the amounts of the original voucher pay items.

---

## Preparing Vouchers for Payment

Before paying vouchers, you need to review and release them. You can also change the pay status and due dates of open vouchers.

## Determining Cash Requirements

*From the Automatic Payment Processing menu (G0413), choose Cash Requirements Report.*

You can use the Cash Requirements Report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in three aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

This batch report shows transactions from the Accounts Payable Ledger table (F0411).

On the Cash Requirements Report, PS represents pay status and PI represents payment instrument.

## Processing Options for Cash Requirements Report

---

Print

1. Enter '1' to print the Payee Number.

Print Payee Number

2. Enter '1' or blank for Short Account ID, '2' for Account Number or '3' for Unstructured Account.

Account Format

3. Enter '1' to print the Supplier Invoice Number.

Print Invoice Number

Aging

1. Enter the 'As Of' date for processing or leave blank to use today's date.

As Of Date

2. Enter the aging days or leave blank to base the aging on 7 days.

Aging Days

Process

1. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken regardless of the due date.

Discount Cutoff Date

2. Enter '1' to bypass suppliers whose payments are on hold (the Hold Payment Code in Supplier Master is set to 'Y', '1' or '2').

Bypass Suppliers on Hold

---

## Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To exclude paid items, change Open Amount to not equal (NE) zero.

## Reviewing Vouchers Using Speed Status Change

You can review vouchers and change or release them for payment. You will generally group your searches according to supplier, job or business unit, or G/L bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

- Supplier
- G/L bank account
- Pay status

When you review vouchers, the system displays open pay items with a pay status of approved or hold in ascending order by net due date. It does not display vouchers with a pay status of paid, draft accepted, or payment-in-process.

You can review vouchers that equal a specific amount. The system searches for all vouchers that, when added together, equal the amount that you specified. If, however, the vouchers do not equal the exact amount, the system includes one more voucher so that the total inquiry amount is greater than the amount specified.

For example, you want to review vouchers that equal 55,000. Based on your search criteria, the system finds three vouchers that add up to 54,000, but because that does not equal the amount that you specified, it includes a fourth voucher for 5,000. In this example, the total inquiry amount that the system displays is 59,000, which is greater than the amount specified.

The system displays information from the Accounts Payable Ledger table (F0411).

### Prerequisite

- Set the processing options to enter default values in selected search fields.
- To review vouchers that equal a specific amount, set the processing option for total inquiry amount.

### ► To review vouchers using Speed Status Change

---

You can specify default values in the processing options for some of the search fields that appear in the QBE row of the Work with Speed Status Change form. If you do this, values that you enter in the QBE row may conflict with the default values in the processing options. As a result, the information that the system displays might not seem to meet your search criteria when, indeed, it does.

If you set the value for the Payment Instrument processing option to blank, the system will display vouchers for all payment instruments on Work with Speed Status Change. To view only those vouchers with no payment instrument, you must enter <0 in the Payment Instrument field in the QBE row. Then, if you want to view vouchers for all payment instruments again, you must delete the <0 value.

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, complete any of the following fields:
  - Supplier Number
  - G/L Bank Account
  - Pay Status

2. For additional search criteria, complete any of the fields in the QBE row.

To clear a field in the QBE row, you must use the Delete or Backspace keys. If you use the spacebar, the field is not cleared. Instead, the system searches for a blank value, which might produce incorrect results.

3. Click Find.

## Revising Vouchers Using Speed Status Change

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might decide that you want to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you will now pay.

If you entered the voucher using either the Standard Voucher Entry program (P0411) or the Speed Voucher Entry program (P0411SV), you can use the Speed Status Change program (P0411S) to make changes that do not affect the voucher posting. Making changes using the Speed Status Change program can be more efficient than making them using the Standard Voucher Entry program for the following reasons:

- You can locate and change more than one voucher at a time.
- The system does not reopen the batch, so you do not need to post it again.

Revising vouchers consists of one of the following tasks:

- Revising an individual voucher
- Revising multiple vouchers

The system updates information in the Accounts Payable Ledger table (F0411). The system does not update the Account Ledger table (F0911).

If you use any voucher entry program other than Standard Voucher Entry or Speed Voucher Entry, you must use the Standard Voucher Entry program to revise vouchers. You cannot use the Speed Status Change program.

### See Also

- *To review or revise voucher information in the Accounts Payable Guide for information about how to review vouchers*

### ► **To revise an individual voucher using Speed Status Change**

---

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.
2. Choose a voucher to revise and click Select.



Speed Status Change - Update Single Pay Item

OK	Cancel	Form	Tools
Supplier	3480		
Doc No/Type/Co	3110	PV	00200
PO No/Type/Co			
Invoice Number	110023		Invoice Date
			12/01/04
Due Date	12/01/04		Pay Status
			A
Open Amount	112,500.00		Payment Instrument
Discount Taken			Payment Handling Code
Net Amount	112,500.00		Category Code - 07
Payee Number	3480		
Approver Number			
G/L Bank Account	200.1110.BEAR		Bear Creek National Bank
Remark	mill		
Business Unit	M30		

3. On Update Single Pay Item, change any of the following fields and click OK:

- Due Date
- Discount Taken

You cannot increase the amount of a discount using this process. Use Standard Voucher Entry to change the amount of a discount.

- Payee Number

Changing the payee for an individual voucher does not change the supplier with which the voucher is associated, even if the payee is a third party.

- Approver Number
- G/L Bank Account
- Remark
- Pay Status
- Payment Instrument
- Payment Handling Code
- Category Code - 07
- Business Unit

---

**Note**

You can change the value for the business unit in Speed Status Change only if the voucher has not been posted or paid. This is to prevent having offsets from the voucher and its payment go to different trade accounts.

---

► **To revise multiple vouchers using Speed Status Change**

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From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.
2. Choose the vouchers that you want to revise.
3. From the Row menu, choose Global Update.

		Update
Pay Status	<input type="text" value="H"/>	<input checked="" type="checkbox"/>
Approver Number	<input type="text"/>	<input type="checkbox"/>
Due Date	<input type="text"/>	<input type="checkbox"/>
Payment Instrument	<input type="text"/>	<input type="checkbox"/>
G/L Bank Account	<input type="text"/>	<input type="checkbox"/>
Payee Address Number	<input type="text"/>	<input type="checkbox"/>
Business Unit	<input type="text"/>	<input type="checkbox"/>

4. On Global Updates, change any of the following fields:

- Pay Status

Changing the pay status of a voucher using Speed Status Change will not recalculate any discounts or due dates associated with the pay status.

- Approver Number
- Due Date
- Payment Instrument

- G/L Bank Account
- Payee Address Number
- Business Unit

---

**Caution**

Be cautious when you change the value in the Business Unit field using Speed Status Change. If you change the business unit on a voucher that has been posted or paid, the system returns an error. The field is sometimes used to determine the Accounts Payable trade account, in addition to being used to select data for reports.

---

5. Click the Update option next to each field that you change and click OK.

## Splitting Vouchers for Payment

If you enter a voucher with one pay item, and then decide to make partial payments, you can use the Speed Status Change program (P0411S) to split the voucher and assign the appropriate due dates rather than changing the voucher to accommodate multiple pay items with different due dates. If the voucher has discounts or taxes, the following guidelines apply:

- If the voucher has a discount, the system automatically prorates the discount amount based on the amount of each pay item. You can override the discount amount as needed.
- If the voucher has taxes, the taxes are split proportionately based on the amount of each pay item.
- If the voucher has Vertex taxes, all taxes are applied to the first pay item.

You can also use this method of splitting vouchers to assign a different payee to a pay item if the payment should be made to multiple parties.

You can split posted and unposted vouchers. The system assigns the same posted code to each voucher pay item that you create when you split the voucher.

---

**Note**

You cannot split a voucher that has recurring information (recurring frequency and number of payments).

---

**See Also**

- ❑ *To review or revise voucher information in the Accounts Payable Guide for information about how to review vouchers*

**► To split a voucher for payment**

---

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.
2. Choose a voucher.

- From the Row menu, choose Split.

**Speed Status Change - Split Payments**

Doc No/Type/Co: 3161 PV: 00050  
 Address Number: 3480  
 Invoice Number: 811MA Invoice Date: 05/13/05

**Original Payment Information**

Open Amount	Discount Available	Remark	Due Date	Status	Payee
5,000.00			06/12/05	A	3480
Remaining Amounts					
5,000.00					

**Records 1 - 2**

Open Amount	Discount Available	Remark	Due Date	Pay Stat	Payee Number	Document Number	Pay Itm	Doc Co	Address Number
			06/12/05	A	3480	3161 001		00050	
						3161 002			

The values for the remark, due date, pay status, and payee number are from the original pay item.

- On Split Payments, complete the following fields and click OK:

- Open Amount
- Discount Available

If the voucher has taxes and the processing option is set to split the tax amounts, the system also recalculates the discount available based on the open amount that you enter. You can override this amount as necessary. If the voucher does not have taxes, the system does not recalculate the discount.

- Remark
- Due Date
- Pay Stat
- Payee Number

The total of the open amounts that you enter in the detail area must be equal to the open amount that is shown in the header.

---

### Note

You cannot split a voucher by changing the payment terms using Speed Status Change. You must use the Split feature.

---

## ► To release or place multiple vouchers on hold

---

You can use search criteria to locate and change multiple vouchers. For example, you can:

- Review vouchers with a pay status of hold that equal a specific amount and approve them
- Review approved vouchers and hold them

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.
2. Choose the vouchers that you want to release or place on hold.
3. From the Row menu, choose Global Update.
4. On Global Updates, change the following field:
  - Pay Status
5. Click Update next to each field that you change and then click OK.

## Processing Options for Speed Status Change (P0411S)

### Pre-Load Data Tab

---

1. Any values entered for the following fields will be loaded on screen:

#### **Pay Status Code**

Use this processing option to specify the default pay status code that is used when you create a voucher.

#### **Document Type**

Use this processing option to specify the default document type that will appear in the QBE line when the user selects vouchers for change.

#### **G/L Offset**

Use this processing option to specify the default value that appears in the G/L Offset field in the QBE line when the user select vouchers for change.

#### **Payment Instrument**

Use this processing option to specify the default payment instrument that will appear in the QBE row when the user selects vouchers for change.

Note: Blank is a valid payment instrument value. If you set the default value in the processing options to blank (using the spacebar), you must also enter a blank in the Payment Instrument field in the QBE row of Work with Speed Status Change. Otherwise, the system displays all payment instruments, instead of those with a blank value.

#### **Address Number - Approver**

Use this processing option to specify the default value for the Address Number - Approver field. When you specify a default value for the Address Number - Approver field, this value appears in the QBE line of the application and is used to select vouchers to be processed with Speed Status Change.

---

**Currency Code - From**

Use this processing option to specify the default value that will appear in the Currency Code From field.

**Supplier Invoice Number**

Use this processing option to specify the supplier invoice number that will appear in the QBE line when the user selects vouchers for change.

**Total Inquiry Amount**

Use this processing option to activate the Total Inquiry Amount field and to specify the the default amount for the field. The system will display only open voucher pay items that sum to the amount in the Total Inquiry Amount field or for which the last pay item added makes the total exceed the value in the field.

**2. G/L Bank Account Currency Edit.**

Use this processing option to specify whether the system validates the G/L bank account currency against the voucher currency.

Bank accounts can be either monetary (with a currency code) or non-monetary (without a currency code). If the bank account is monetary, the system validates the voucher transaction currency against the bank account currency. If the bank account is not monetary, the system validates the currency code of the voucher's company against the currency code of the bank account's company.

Valid values are:

Blank

Validate the voucher currency code against the bank account currency code.

1

Do not validate the voucher currency code against the bank account currency code.

---

**Payment Terms Tab**

---

**1. Payment Terms Code****Enter "1" to allow Payment Term Code change.**

Use this processing option specify whether to allow changes to the payment terms code.

Valid values are:

Blank

Do not allow changes.

1

Allow changes.

---

## Releasing Vouchers

Releasing vouchers for payment is the most common reason for using speed status change. You can:

- Release or place a voucher on hold
- Release or place multiple vouchers on hold

The system updates information in the Accounts Payable Ledger table (F0411).

### ► To release or place a voucher on hold

---

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.
2. Choose a voucher and click Select.
3. On Update Single Pay Item, change the following field and click OK:
  - Pay Status

---

## 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 (R04570) 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:

- Selects vouchers with a pay status of A (approved) and a due date that is prior to or the same as the specified pay-through date.
- Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
  - G/L bank account (optional)
  - Payment instrument
  - Business unit (optional)
  - Currency code

---

**Note**

To group vouchers for a supplier for which the vouchers have different G/L bank accounts, complete the G/L Bank Account override on the Printing tab of the processing options.

To group vouchers by business unit, complete the Business Unit option on the Process By tab of the processing options.

---

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

- Version ID
  - User
  - Creation date
  - Output queue
4. Assigns each payment group a "next status" of WRT (write).
  5. Changes the pay status of selected vouchers from A to # (payment in-process).
  6. 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 (P04571). 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).
  7. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
    - Hold payment code active
    - Supplier master information missing

- Amount under payment limit

The following graphic shows the process for creating payment groups:

### Creating Payment Groups



Accounts Payable  
Ledger (F0411)



Before you create  
Payment groups

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

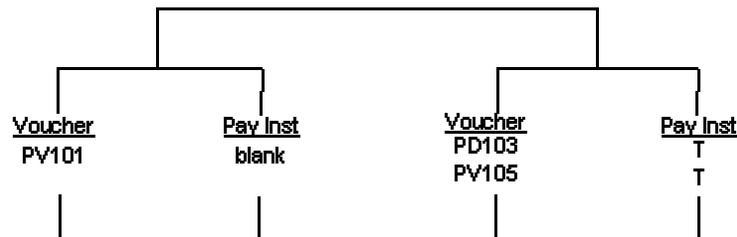


Create payment groups

Pay Status = Approved  
Due on or before  
June 15



Create two  
payment groups



## Processing Vouchers with Discounts

The Create Payment Groups program (R04570) provides four processing options that allow you to control how the system manages vouchers with discounts. The four processing options include the following:

- Pay Through Date
- Displacement Days
- Discount Cutoff Date
- Prohibit Payment Before Due Date
- If you want the system to process vouchers only on their discount due date, or on or after their net due date, set the processing options as follows:
  - Enter 1 for the Prohibit Payment Before Due Date processing option.
  - Enter the date through which you want to process vouchers in the Pay Through Date processing option.
    - If you leave this field blank, the system date is used.
    - If you leave this field blank and enter a value for the Displacement Days processing option, the date that the system uses is the system date plus the number of days specified in the Displacement Days processing option.

All vouchers with discounts due on the date specified for the Pay Through Date processing option are selected for a payment group and discounts are taken. All vouchers that have missed their discount due date but have a net due date on or before the date specified for the Pay Through Date processing option are selected for a payment group and discounts are not taken.

If you want the system to process vouchers over a range of dates, take discounts that are available, but not pay vouchers earlier than their net due date, set the processing options as follows:

- Enter either a date in the Pay Through Date processing option or enter a value in the Displacement Days processing option.
- Enter 1 in the Prohibit Payment Before Due Date processing option.
- Enter a date in the Discount Cutoff Date processing option.

The range for which the system takes discounts is from the date specified for the Discount Cutoff Date to either the Pay Through Date (or the system date if you leave the Pay Through Date blank) or the system date plus the number of displacement days, depending on which of the first two processing options are used.

### See Also

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

### Prerequisite

- ❑ 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 Control 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 option 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.

## **4. Prohibit Payment Before Due Date**

Use this processing option to specify whether the system should include vouchers for payment if the discount due date of the voucher has passed but not the net due date. Valid values are:

Blank

Include vouchers for processing even if the value specified in the Pay Through Date processing option is not on or after the voucher's net due date.

1

Do not include vouchers for processing if the value specified in the Pay Through Date processing option is not on or after the voucher's net due date.

---

## **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

### **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 payment stub. The system can print only 99 payment stubs per payment. The number of detail lines on each payment stub is set up on the Set Up G/L Bank Account form. The standard number of detail lines per payment stub is 10.

Valid values are:

Blank

Do not print attachments.

---

Print attachments.

Note: If you leave this processing option blank and you have more than 99 payment stubs, the system prints two or more payments. However, if you enter 1, the system prints a single payment with one payment stub referring to the attachment. The attachment prints 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. On Work With Payment Instrument Defaults, 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 general ledger bank account. For monetary accounts, this is the currency assigned to the general ledger 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 general ledger bank account resides. For example, the currency associated with the general ledger bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1 belongs to company 00001, for which the 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 for which the 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 EUR for company 00001, for which the 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, for which the 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, for which the 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, for which the 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 the Alternate Currency Code processing option.

Exchange Rate Notes: When you make payments in the current domestic currency, the Create Payment Groups program (R04570) calculates the domestic amounts being paid using the exchange rate that is effective on that day. This rate might be different from the exchange rate that is effective when you actually make the payment.

Note: When you specify 2, 3, or 4 in this processing option, the program 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.

---

### **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

### **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

---

## 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 message when bank account information does not exist for the payee. Valid values are:

Blank

Do not issue an error message.

1

Issue an error message.

If you complete this processing option, the system generates a message whenever a payee does not have bank account information stored in the Bank Transit Master table (F0030), regardless of whether a bank tape is being processed. The system cannot distinguish between pay instruments when using this processing option.

### 3. Bank Account X12 Information Error

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

Valid values are:

Blank

Do not issue an error.

1

Issue an error.

---

## Withholding Tab

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

---

### 1. Calculate Withholding

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

Blank

No

1

Yes

### 2. Program Version

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

Blank

Version number ZJDE0001 (default)

Or, enter the specific program version number

---

## Data Sequence for Create Payment Control Groups

The Create Payment Control Groups program (R04570) sequences payments within payment groups using the default template sequence and the processing option settings. You do not need to change the data sequence to sequence payments properly. PeopleSoft recommends that you not change the data sequence.

When you run the Create Payment Control Groups program, the system reads records from the Accounts Payable Ledger table (F0411) in an order that is determined by the template sequence and the processing option settings. The system creates a new payment group when it encounters a change in any of the following values as it reads the records:

- Payment Instrument (PYIN)
- G/L Bank Account (GLBA) (optional)

The system uses the G/L Bank Account field unless you have entered a G/L Bank Account override on the Printing tab of the processing options.

- Business Unit (MCU) (optional)

The system uses the Business Unit field only if you have completed the Business Unit option on the Process By tab of the processing options.

- Currency Code (CRCD)

Within the payment groups, the system creates a new payment when it encounters a change in any of the following values as it reads the records:

- Payment Handling Code (CRC)

- Payee Number (PYE)
- Company (CO) (optional)

The system uses the Company field only if you have completed the By Company processing option on the Process By tab of the processing options.

- Statement/Control Number (CTL) (optional)

The system uses the Statement/Control Number field only if either or both of the following situations is met:

- The Print Contract Number option on the Report tab of the processing options is completed and the Payment Creation option on the payee's Supplier Master (F0401) record is set to By Contract (C).
- The Print Job Number processing option on the Report tab of the processing options is completed, the Payment Creation Option on the payee's Supplier Master (F0401) record is set to By Contract (C), and the Business Unit Type (STYL) of the business unit on the voucher is Job Cost (JB).

- Purchase Order Number (PKCO) (optional)

The system uses the Purchase Order Number field only if the Print Contract Number option on the Report tab of the processing options is completed and the Payment Creation option on the payee's Supplier Master (F0401) record is set to By Contract (C).

- Address Number (AN8)
- Due Date (DDJ) (optional)

The system uses the Due Date field only if you have completed the Due Date processing option on the Process By tab of the processing options.

The system also creates payments within payment groups based on the Payment Creation option on the payee's Supplier Master (F0401) record. For example, if you have specified By Supplier as the Payment Creation option for a payee and that payee is listed on vouchers for three different suppliers in the payment group, the system generates three payments for that payee.

Also, the system can print no more than 99 check stubs per payment. The number of detail lines that you print on each check stub is set up on the Set Up G/L Bank Account form. For example, if you specify 10 detail lines per check stub on the Set Up G/L Bank Account form, the system can print 990 detail lines per payment.

If a payment requires more than 99 check stubs, the system will print the additional detail lines on an attachment if you have completed the Print Attachments processing option. Otherwise, the system creates a new payment for the additional detail lines.

---

**Important**

The sequence for creating payment groups and payments is separate from the sequence for printing payments using the Write process. The sequence for printing payments using the Write process is determined by the Sequence ID processing option on the Create Payment Control Groups program (R04570). The Sequence ID processing option does not affect the sequence of payments when payment groups are created. You can print payments using the Write process in a different sequence from the sequence used to create payment groups.

---

## Example: Data Sequenced by Business Unit

In the following example, the Accounts Payable Ledger table (F0411) contains the following records:

<u>Address</u>	<u>Document</u>	<u>Due Date</u>	<u>Amount</u>	<u>Business Unit</u>
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11003 001	07/01/05	1,500.00	1
1001	PV 11005 001	07/01/05	2,500.00	9
1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11004 001	07/01/05	1,000.00	1
1002	PV 11006 001	07/01/05	3,500.00	9

### Payment Control Groups by Business Unit

If the processing option is set to create separate payment control groups by business unit, the system creates one payment group for the records with business unit 1 and another payment group for the records with business unit 9. In the payment group for business unit 1, the system creates two separate payments because each of the records has a different payee. In the payment group for business unit 9, the system creates two payments, each with two records, because two records exist for each payee.

<b>Payment Control Group # 1</b>				
<u>Address</u>	<u>Document</u>	<u>Due Date</u>	<u>Amount</u>	<u>Business Unit</u>
1001	PV 11003 001	07/01/05	1,500.00	1
			-----	
	Payment Amount		1,500.00	
1002	PV 11004 001	07/01/05	1,000.00	1
			-----	
	Payment Amount		1,000.00	

<b>Payment Control Group #2</b>				
<b>Address</b>	<b>Document</b>	<b>Due Date</b>	<b>Amount</b>	<b>Business Unit</b>
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11005 001	07/01/05	2,500.00	9
			-----	
	Payment Amount		4,500.00	
1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11006 001	07/01/05	3,500.00	9
			-----	
	Payment Amount		6,500.00	

### **Payment Control Groups *Not* by Business Unit**

If you process the same vouchers with the processing option *not* set to create separate payment control groups by business unit, the system creates one payment group and creates two payments within the payment group, one payment for each payee.

<b>Payment Control Group # 1</b>				
<b>Address</b>	<b>Document</b>	<b>Due Date</b>	<b>Amount</b>	<b>Business Unit</b>
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11003 001	07/01/05	1,500.00	1
1001	PV 11005 001	07/01/05	2,500.00	9
			-----	
	Payment Amount		6,000.00	
1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11004 001	07/01/05	1,000.00	1
1002	PV 11006 001	07/01/05	3,500.00	9
			-----	
	Payment Amount		7,500.00	

## Example: Data Sequence by Due Date and Payment Creation by Voucher

In the following example, the Accounts Payable Ledger table (F0411) contains the following records:

<u>Document</u>	<u>Due Date</u>	<u>Amount</u>
PV 12345 001	07/15/05	2,000.00
PV 12345 002	07/01/05	1,500.00
PV 23456 001	07/15/05	3,000.00
PV 23456 002	07/01/05	1,000.00

### Payments by Voucher and by Due Date

If the payee is set up in the Supplier Master table (F0401) to create payments by voucher, and the processing option is set to create separate payment by due date, the system creates four payments even though only two vouchers exist because the pay items on the vouchers have different due dates.

<u>Document</u>	<u>Due Date</u>	<u>Amount</u>
PV 12345 002	07/01/05	1,500.00
		-----
Payment Amount		1,500.00
PV 23456 002	07/01/05	1,000.00
		-----
Payment Amount		1,000.00
PV 12345 001	07/15/05	2,000.00
		-----
Payment Amount		2,000.00
PV 23456 001	07/15/05	3,000.00
		-----
Payment Amount		3,000.00

### Payments by Voucher Only

If the payee is set up in the Supplier Master table (F0401) to create payments by voucher, and the processing option is *not* set to create separate payment by due date, the system creates one payment for each voucher, even though the due dates for the pay items are different.

<b>Document</b>	<b>Due Date</b>	<b>Amount</b>
PV 12345 001	07/15/05	2,000.00
PV 12345 002	07/01/05	1,500.00
		-----
Payment Amount		3,500.00
PV 23456 001	07/15/05	3,000.00
PV 23456 002	07/01/05	1,000.00
		-----
Payment Amount		4,000.00

### **Payments by Due Date Only**

If the payee is *not* set up in the Supplier Master table (F0401) to create payments by voucher, and the processing option is set to create separate payment by due date, the system creates two payments, one for each due date, even though the pay items within the payments are from different vouchers.

<b>Document</b>	<b>Due Date</b>	<b>Amount</b>
PV 12345 002	07/01/05	1,500.00
PV 23456 002	07/01/05	1,000.00
		-----
Payment Amount		2,500.00
PV 12345 001	07/15/05	2,000.00
PV 23456 001	07/15/05	3,000.00
		-----
Payment Amount		5,000.00

---

## **Working with Payment Groups**

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

- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:
  - Change information at the payment and voucher levels
  - Remove payment groups, payments, and vouchers from the payment cycle
  - Change control information for payment groups

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

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

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

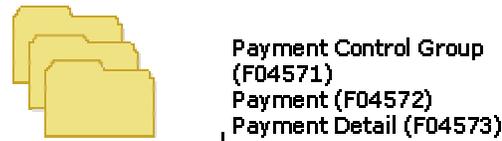
When pay items in a payment group are at a status of *write* or *update*, you might need to perform one of the following actions:

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

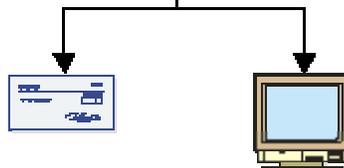
The following graphic shows the process for working with payment groups:

### Working With Payment Groups

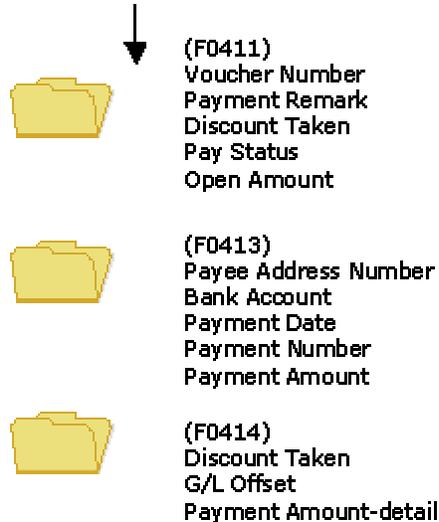
Vouchers are selected and stored in temporary workfiles



Write payments



Update payments



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 Tab

---

#### 1. Detail Voucher Information

**Blank = No detail voucher information will print**

**1 = Detail voucher information will print**

Use this processing option to specify whether you want the system to print voucher detail information on the report.

Valid values are:

Blank

Do not print voucher detail information. The system prints only payment detail information.

1

Print voucher detail information.

#### 2. Business Unit

**Blank = The business unit will not print**

**1 = The business unit will print**

Use this processing option to specify whether the business unit appears on the report. This processing option applies only when you process payment groups by business unit. Valid values are:

Blank

The business unit does not appear on the report.

1

The business unit appears on the report.

---

## 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.



Work with Payment Groups - Payment Group Detail

Cancel Tools



Bank Account	1.1110.BEAR	Bear Creek National Bank
Version	JG0001	Payment Instrument <input type="checkbox"/> Default (A/R & A/P)
Originator	JG5941598	
Payment Group Control Number	67	Currency <input type="text" value="USD"/>

**Write Status**

Payment Amount	<input type="text"/>	Number of Payments	<input type="text"/>
Discount Taken	<input type="text"/>		

**Update Status**

Payment Amount	1,810,990.00	Number of Payments	5
Discount Taken	10.00		

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.

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Work with Payment Groups - Work With Payment Group - Write Status

Select Find Close Regional Info Form Row Tools

Bank Account 1.1110.BEAR Bear Creek National Bank  
 Version XJDEDOC1 Total Amount 24,776.00  
 Number of Payments 2  
 Currency USD

Amount From Through

Records 1 - 2

	Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company
<input type="checkbox"/>	1001	AB Common	10,000.00				1 00001
<input type="checkbox"/>	4344	Universal Incorporated	14,776.00	124.00			1 00001

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

PeopleSoft®

Work with Payment Groups - Work With Payment Detail

Select Find Close Regional Info Row Tools

Payee 1001 AB Common  
 Bank Account 1.1110.BEAR Bear Creek National Bank  
 Payment Amount 10,000.00 Currency USD

Records 1 - 2 Customize Grid

	Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
<input type="checkbox"/>	1580	PV	00001	001	5,500.00		17984
<input type="checkbox"/>	1581	PV	00001	001	4,500.00		194203

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



Work with Payment Groups - Payment Detail

Cancel Tools



Document No/Ty/Co	1580	PV	00001
Pay Item	001		
Supplier Number	1001	AB Common	
Remark	Air Fare		
Invoice Number	17984		
Invoice Date	04/30/05	Due Date	05/30/05
Company	00001	Financial/Distribution Company	

Payment Amount	5,500.00	Currency	USD
Discount Taken			

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.

PeopleSoft®

Work with Payment Groups - Payment Header Detail - Write Status

Cancel Tools

Payee Number: 4344 Universal Incorporated

Payment Amount: 14,776.00 Currency: USD

Discount Taken: 124.00 Stub Total: 1

Bank Transit: 107004381

Value Date:

Company: 00001 Financial/Distribution Company

## Reviewing Payments with an Update Status

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

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

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

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

### ► To review payment information (update status)

---

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

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

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

### ► To review payment summary information (update status)

---

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

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

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

### **See Also**

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

## **Revising Unprocessed Payments**

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

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

### **See Also**

- *Setting Up Payment Instruments* in the *Accounts Payable Guide* for information about how to set up payment instruments

### **► To exclude a debit memo (credit voucher)**

---

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail
- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

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

1. On Work With Payment Groups, click Find to display all payment groups.

2. Choose a payment group and then choose Undo from the Row menu.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

## Related Tasks

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

### ► To split a payment

---

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

1. On Work With Payment Groups, click Find to display all payment groups.
2. Choose a payment group and click Select.
3. 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.
4. On Work With Payment Detail, choose a voucher.
5. From the Row menu, choose Split.



Work with Payment Groups - Split Payment

OK Cancel Tools

Document No/Ty/Co	1565	PV	00001
Pay Item	001		
Invoice Number	G9874		
Payment Amount	2,500.00		

Enter Amounts to be Paid

Gross Amount	1,500.00
Discount Taken	<input type="text"/>

6. 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.



Work with Payment Groups - Revise Payment Value Date

Bank Account  *Bear Creek National Bank*  
 Version

Total Amount   
 Number of Payments   
 Currency

Global Value Date

**Records 1 - 2** Customize Grid

	Payee Number	Payee Name	Payment Amount	Value Date
<input checked="" type="radio"/>	1001	AB Common	10,000.00	<input type="text"/>
<input type="radio"/>	4344	Universal Incorporated	14,776.00	<input type="text"/>

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, click Find to display all payment groups.
2. Choose a payment group.
3. From the Row menu, choose Undo.
4. 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
- ❑ *To review or revise voucher information* 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**

The Create Payment Control Groups program (R04570) controls the printing of attachments. The P04572 payment format is designed to print *ten* detail lines on a payment stub. However, you can specify a different number of detail lines per payment stub on the Set Up G/L Bank Account form. If you specify more than ten detail lines per payment stub, you must use a print payment program that can accommodate the number of lines that you specify.

If a payment has more detail lines than are specified on the Set Up G/L Bank Account form, 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 more than the specified number of detail lines exist for a single payment, the Auto Payments Write/Reset program (P04572) prints the specified number of detail lines on a stub, voids the payment, prints the specified number of detail lines on the next stub, voids the payment, and so on until all detail lines have been printed. The payment form following the last detail line prints with the full payment amount.

The system can print as many as 99 payment stubs for a single payment. The number of detail lines that the system prints for a single payment depends on the number of detail lines on each payment stub. For example, if you are printing 10 detail lines on each payment stub, the system can print 990 (10 detail lines times 99 payment stubs) for the payment. In this example, if more than 990 lines of detail exist, the system prints 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 1 in the Alternate Payee processing option to complete the alternate payee with the factor/special payee. Leaving this option blank will complete 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 Accounts Payable 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.

### Prerequisite

- 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.

PeopleSoft®

Work with Payment Groups - Revise Payment Group Controls

OK Cancel Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: XJDEDOC1

Originator: JG5941598 Payment Instrument: Default (A/R & A/P)

Payment Group Control Number: 60 Currency: USD

Sequence ID: DEMO Demo sequence

Payment	P04572	Print Payments - Standard	Print Version	<input type="text"/>
Register	P04576	Payment Register - Standard	Register Version	<input type="text"/>
Attachment	P04573	Print Attachments - Standard	Attachment Version	<input type="text"/>
Debit Statement	P04574	Print Dbt Statement - Standard	Debit Version	<input type="text"/>

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.

PeopleSoft®

Work with Payment Groups - Write Payments

OK Cancel Tools

Records 1 - 1				Customize Grid
Bank Account	Payment G/L Date	Next Payment	Bank Account Description	
1.1110.BEAR	06/06/05	5048	Bear Creek National Bank	

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.

Records 1 - 1			Customize Grid
Bank Account	Next Payment	Bank Account Description	
1.1110.BEAR	5048	Bear Creek National Bank	<input type="checkbox"/>

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

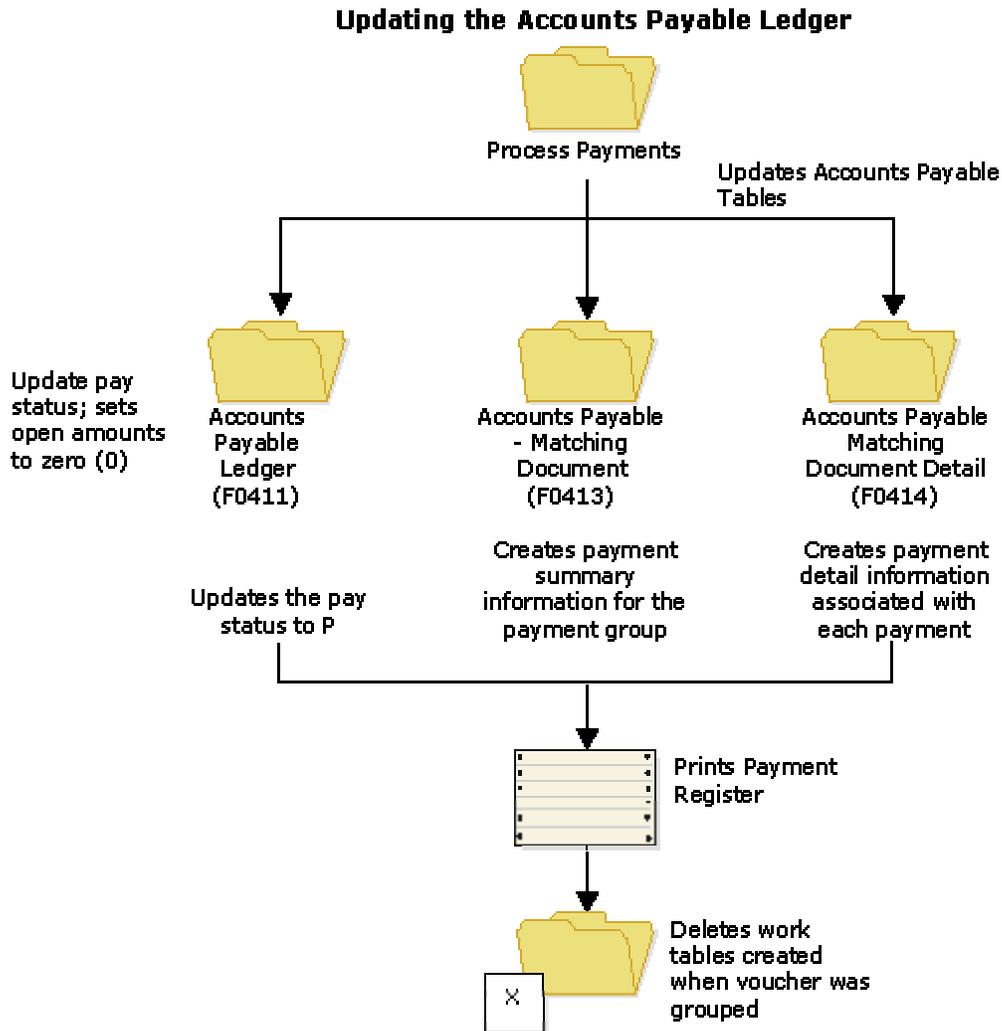
## Updating the Accounts Payable Ledger

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.

## Prerequisite

- ❑ 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 *Accounts Payable 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 PeopleSoft EnterpriseOne 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 PeopleSoft EnterpriseOne 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

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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.

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### **1. BACS Processing**

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

Valid values are:

Blank

Do not allow the entry of BACS processing dates.

1

Allow the entry of BACS processing dates.

---

---

## **Reviewing and Approving Automatic Payments**

After updating automatic payments to the A/P ledger, you can verify their accuracy and approve them.

After the payments are approved, you then post them to the general ledger.

### **See Also**

- *Posting Automatic Payments* in the *Accounts Payable Guide* for information about how to post automatic payments from the accounts payable ledger to the balances table

## **Reviewing Automatic Payments**

When you review automatic payments for posting, you can display a list of all unposted payment batches or a specific batch of payments. When you review a specific batch of payments, you can access the pay item detail for a specific payment.

### **► To review automatic payments**

---

*From the Automatic Payment Processing menu (G0413), choose Automatic Payment Review.*

1. On Work With Batches, click Find to display all batches, or complete one of the following fields to limit your search and click Find:
  - Batch Number

- Batch Status
- 2. Choose a payment group and click Select.
- 3. On Payment Journal Review, choose a payment to review and click Select.
- 4. On Manual Payment Entry, review the payments.
- 5. Click Cancel to exit Manual Payment Entry if payments are acceptable.

## Approving Automatic Payments

Businesses that require management approval before posting use the journal review program to review and approve their payments. Those businesses that do not require management approval can omit this task.

All PeopleSoft journal review programs work in the same way. To review and approve automatic payments prior to posting, you use a review program that displays batch type K (automatic payments) only.

### See Also

- *Reviewing Automatic Payments* in the *Accounts Payable Guide* for more information about how to review automatic payments

### Prerequisite

- Set the A/P constant for management approval of input according to your business requirements.

### ► **To approve automatic payments for posting**

---

*From the Automatic Payment Processing menu (G0413), choose Automatic Payment Review.*

1. Choose a payment batch.
2. Click Batch Approval on the Row Menu.
3. On Batch Approval, click Approved - Batch is Ready to Post and click OK.

---

## Posting Automatic Payments

After you update automatic payments to the A/P ledger and review and approve them, you post them to the general ledger. When you post automatic payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. The system creates journal entries (document types PK and PT) that debit an A/P trade account that was originally credited when the voucher was posted. This keeps the A/P trade accounts in balance. Posting automatic payments creates records in the Account Ledger table (F0911).

All PeopleSoft post programs post to the general ledger in the same way. Only one post program is available for automatic payments. The post program for automatic payments has the data selection for batch type set to K (automatic payments) and the batch status set to A (approved). You should not change these settings. The post program performs a number of complex tasks. You should not customize the programming for it.

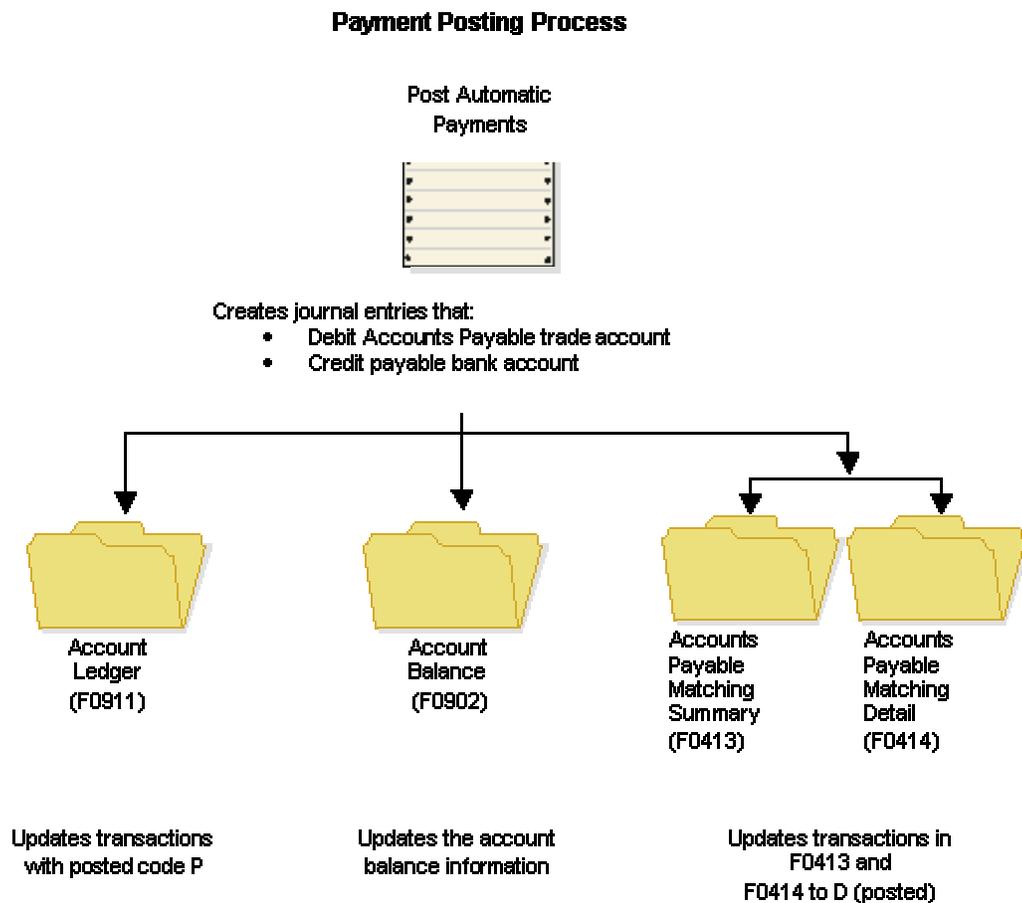
You can set a processing option in Work With Payment Groups to automatically submit payments for posting to the general ledger after you update the A/P ledger.

You can start the post program from one of two menu selections on the Automatic Payment Processing menu (G0413):

- Post Payments to G/L
- Automatic Payment Review

### Post Payments Process

The following graphic illustrates what happens when the system posts payments to the Account Ledger table (F0911):



---

## Voiding Automatic Payments and Vouchers

You can determine whether a payment was posted by viewing its posted status. The statuses are:

- Blank - The payment was not posted or voided.
- D – The payment was posted.
- P - The payment post ended in an error; G/L entries to the bank account were written.

You can tell that a payment was voided if no payment amount exists.

When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

- Debit the cash account and credit the A/P trade account for voided payments
- Debit the A/P trade account and credit the G/L distribution account for voided vouchers

An unposted payment can be either voided or deleted, depending on how you set a processing option.

## Voiding an Automatic Payment

After you update payments, you can void them. You can void both posted and unposted payments.

When you void payments, the system:

- Creates a matching document with a document type of PO (voided payment) in the Accounts Payable Matching Document Detail table (F0414). This matching document has a gross amount equal to the void amount and a pay status of P (paid).
- Reopens the original vouchers with an open amount and a pay status of A (approved).
- Voids payments with multiple currencies by voiding both the domestic and foreign sides of the payment.

---

### Note

You cannot void payments that were reconciled with the Manual Reconciliation program (P09131) or Match Tape File to Recon File program (R09510). Reconciled payments must be unreconciled using the P09131 program and then voided.

---

### See Also

- *Changing a Reconciled Transaction to Unreconciled Using Bank Account Reconciliation* in the *General Accounting Guide* for information about beginning the process of voiding reconciled payments

### Prerequisite

- Set the processing options, including the option for whether the system voids or deletes an unposted payment.

► **To void an automatic payment**

From the Automatic Payment Processing menu (G0413), choose Void Payment Entry.

1. On Work with Payments, to locate the payment to void, complete any of the following fields and click Find:
  - Supplier Number
  - Payment Number
  - Bank Account Number
  - From Date
  - Thru Date
2. Choose a payment.
3. From the Row menu, choose Void Pymt (Payment).

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Void Payment Entry - Void Payment

OK Cancel Row Tools

Payee Number 4344 Universal Incorporated POSTED

Payment Number/Type 5008 PK G/L Bank Account 1.1110.BEAR

Payment Amount 4,455.00 Batch Number 3112

Payment Date 07/31/05 Exchange Rate   Foreign

Currency USD

Void G/L Date 07/31/05  Void Voucher(s)

Records 1 - 2

Do Ty	Document Number	Pay Rem	Doc Co	Payment Amount	Discount Taken	Post Code	Remark
<input type="checkbox"/>	PR	1590 001	00001	4,455.00		45.00 D	Rent Expense

4. On Void Payment, change the following field to void the payment in a different period, if necessary, and click OK:
  - Void G/L Date
5. Click OK at the prompt to confirm the void.

## Voiding an Automatic Payment and Its Vouchers

To void a payment and not repay the vouchers in another payment cycle, you must void both the payment and its associated vouchers. When you void both the payment and the associated vouchers, the system:

- Removes the Payment Amount from the record in the Accounts Payable - Matching Document table (F0413).
- Creates a PO record for the voided payment in the Accounts Payable Matching Document Detail table (F0414).

- Creates an adjustment document with a document type of PE (change to voucher amount) in the Accounts Payable Ledger table (F0411). This adjustment document has a gross amount equal to the void amount and a pay status of P (paid).

You cannot void vouchers that have not been posted using the following process. If the vouchers are selected, but have not been posted, the system returns an error message and only the payment is voided. You must post this voucher in order to void it. Then, void it using the A/P Standard Voucher Entry program. You cannot delete an unposted voucher that has been paid.

---

### Caution

Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, it must be reversed from the Procurement system. If you void the voucher in the Accounts Payable system, the integrity of your purchasing data might be compromised. You can set the Voucher Delete processing option on the Purchasing tab of the A/P Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher created in the Procurement system.

If the voucher created in the Procurement system has not been paid, you can reverse the voucher. If the voucher has been paid, you must void the payment in the Accounts Payable system prior to reversing the voucher in the Procurement system.

---

### See Also

- *Creating Vouchers* in the *Procurement Guide* for information about reversing vouchers that were created in the Procurement system
- *Voiding an Automatic Payment* or *Deleting and Voiding Manual Payments* in the *Accounts Payable Guide* for information about voiding payments prior to reversing vouchers that were created in the Procurement system

### ► To void an automatic payment and its vouchers

---

*From the Automatic Payment Processing menu (G0413), choose Void Payment Entry.*

1. On Work with Payments, click Find to show all vouchers, or limit your search by completing any of the fields in the QBE row and clicking Find.
2. Choose the payment to void and then choose Void Pymt (Payment) from the Row menu.

PeopleSoft

Void Payment Entry - Void Payment

OK Cancel Row Tools

POSTED

Payee Number 4344 Universal Incorporated

Payment Number/Type 5008 PK G/L Bank Account 1.1110.BEAR

Payment Amount 4,455.00 Batch Number 3112

Payment Date 07/31/05

Currency USD Exchange Rate Foreign

Void G/L Date 07/31/05 Void Voucher(s)

Records 1 - 2									
Do Ty	Document Number	Pay Item	Doc Co	Payment Amount	Discount Taken	Post Code	Remark		
<input type="checkbox"/>	PR	1590 001	00001	4,455.00		45.00 D	Rent Expense		
<input type="checkbox"/>									

3. On Void Payment, choose the voucher or vouchers you want to void.
4. Click the following option and click OK:
  - Void Voucher(s)

If you choose one of several vouchers and click Void Voucher(s), the system voids only that voucher. If you do not choose any vouchers and click Void Voucher(s), the system voids the first voucher in the grid.
5. Click OK to confirm the void.

## Processing Options for Void Payment Entry (P0413M)

### Defaults Tab

These processing options specify defaults used for displaying items on Void Payment Entry.

#### 1. Mode to View Open Pay Items

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank View open pay items in detail mode. The system displays each pay item.

- 1 View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

---

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

## **2. Assign Payment Numbers**

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

## **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

## Display Tab

This processing option specifies whether to display the Value Date field.

---

### 1. Display Value Date Field

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank

Do not display the Value Date field.

1

Display the Value Date field.

---

## Processing Tab

These processing options specify operations that can be used for processing payment voids.

---

### 1. Display Draft Entry Option

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank

Do not display the Draft Entry option.

1

Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

### 2. Duplicate Number Error Message

---

---

**Blank = Issue an error**

**1 = Issue a warning**

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank Issue an error message.

1 Issue a warning message.

### **3. Allow Negative Payments**

**Blank = Do not allow negative payments**

**1 = Allow negative payments**

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank Do not allow negative payments.

1 Allow negative payments.

### **4. Delete Unposted Automatic Payments**

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank

Do not allow unposted automatic payments to be deleted. These payments can be voided.

1

Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

### **5. Delete Unposted Manual Payments**

---

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

---

## **Currency Tab**

These processing options activate certain processes in currency processing.

---

### **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank

Do not activate Alternate Payment on the Form menu.

1

Activate Alternate Payment on the Form menu. This allows you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form allows you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

### **2. Exchange Rate Date Edit**

---

---

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank

The system does not perform the validation; it accepts any date.

1

The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

### **3. Exchange Rate Tolerance Limit**

**Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

---

## **Print Tab**

These processing options specify default information used in payment printing.

---

### **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

### **2. Print Program Version Number**

---

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

### **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank

Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

1

Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

---

## **Void Tab**

This processing option specifies whether vouchers with purchase orders can be voided.

---

### **1. Vouchers with Purchase Orders**

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank

Allow the voiding of vouchers with purchase orders, and issue no message.

1

Issue a warning message.

2

Issue an error message.

---

---

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

## **Inquiry Tab**

This processing option deactivates the OK and Delete buttons on inquiry transactions.

---

### **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank

Do not deactivate the OK and Delete options during review.

1

Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

# Outbound EDI Payments

You process Accounts Payable payment transactions and store them in the EDI interface tables to send outbound EDI 820 transmissions directly to your trading partner (bank). You create EDI payments by completing the same process that you use when you create automatic payments. Instead of printing physical checks that you mail to your supplier, you send payments electronically to your supplier's bank.

## See Also

- *Overview for Data Interface for Electronic Data Interchange System* in the *Data Interface for Electronic Data Interchange Guide* for general information about EDI processing

---

## Setup for EDI Payments

When you create A/P payment transactions for outbound EDI processing, you must create them in the standard X12 format. Additionally, you must set up your system for EDI payment processing. The following table describes the additional setup that you must perform if you want to process EDI payments:

Program	Required Setup
Supplier Master Information (P04012)	<ul style="list-style-type: none"><li>• Verify the status of the Pre-Note Code field. When you process EFT payments for the first time, the status should be “on.” A status of “on” indicates that the system should print a payment for the supplier so that you can verify that the supplier’s bank account information is correct before submitting a payment electronically. After the first payment is run, the system updates the status of the Pre-Note Code field to “off” so that subsequent payment runs for the supplier will result in an electronic payment.</li></ul> <hr/> <p><b>Note</b></p> <p>If you change any of the bank account information for a supplier, the system changes the Pre-Note Code field back to a status of “on.”</p> <hr/>

Program	Required Setup
	<ul style="list-style-type: none"> <li>Specify the payment instrument in the Payment Instrument field. Generally, you use X, Y, or Z for EDI payments, but you can specify your own payment instrument.</li> </ul>
<b>Bank Account Information (P0030G)</b>	<ul style="list-style-type: none"> <li>Enter your bank account information in the Bank Transit Number and Bank Account Number fields.</li> <li>If you want to override the Pre-Note Code status on the supplier master, turn on the Override Supplier Pre-Note Code option on the Revise Bank Information form. If you turn on this option, the system generates EDI payments for all suppliers, regardless of whether the status of the Pre-Note Code is “on.”</li> <li>Enter the X12 information for your bank. The system populates the addendum record in the F04572OW table with this information; you can obtain this information from your bank.</li> </ul>
<b>Bank Account Cross-Reference (P0030A)</b>	<ul style="list-style-type: none"> <li>Enter the bank account information for the supplier in the Bank Transit Number and Bank Account Number fields.</li> </ul>
<b>Payment Instrument Defaults (P0417)</b>	<ul style="list-style-type: none"> <li>To produce electronic payments in the X12 format that EDI processing requires, verify that payment instruments X, Y, and Z (or the values that you specified) are set up to use P47052T as the payment print program. If you do not assign this print payment program, payment information is not written in the X12 format that EDI requires.</li> </ul>
<b>Next Numbers (P0002)</b>	<ul style="list-style-type: none"> <li>Assign a next number for the EDI Document Number in system 47, line 1.</li> </ul>
<b>Create Payment Control Groups program (R04570)</b>	<ul style="list-style-type: none"> <li>Set the processing options on the Bank Tape tab of the Create Payment Control Groups program (R04570) to cause the system to return errors if the payee bank account or X12 bank account information is not correct.</li> </ul>

## See Also

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

- ❑ *Setting Up Bank Account Information*
- ❑ *Setting Up Payment Instruments*
- ❑ *Setting Up System Next Numbers*

---

## Processing Outbound EDI Payments

You use outbound EDI payments to transmit payment information electronically to a financial institution instead of writing a check. You must complete the following tasks to successfully process outbound EDI payments:

- Create Automatic Payments
- Transfer Outbound Payment Transactions
- Run the Update as Sent program

## Creating Automatic Payments

All the programs necessary to create automatic payments and send them for outbound EDI processing are accessed from the Payment Order with Remittance menu (G47266). You use the following Accounts Payable payment programs to create automatic payment records. These programs store the resulting data in both accounts payable payment processing and EDI tables, pending the transmission of the data to a financial institution.

- Speed Status Change (P0411S)
- Calculate Withholding (R04580)
- Cash Requirements Report (P04431)
- Create Payment Control Groups (R04570)
- Payment Analysis Report (R04578)
- Work with Payment Groups (P04571)

When you create payments, you update the following A/P and EDI payment worktables:

- F04571 - A/P Payment Processing - Header
- F04572 - A/P Payment Processing - Summary
- F04573 - A/P Payment Processing - Detail
- F47056W - EDI Payment Order Header - Work
- F470561W - EDI Payment Order Bank N & A - Work
- F470562W - EDI Payment Order Vendor N & A - Work
- F470563W - EDI Payment Order Payee N & A - Work
- F47057W - EDI Payment Order Remittance Advice - Work

## See Also

The following related topics in the *Accounts Payable Guide*:

- ❑ *Processing Batch Vouchers* for information about processing inbound EDI vouchers that have been successfully uploaded
- ❑ *Automatic Payment Processing* for information about the programs necessary to create automatic payments
- ❑ *Receiving Documents* in the *Data Interface for Electronic Data Interchange Guide* for information about flat file conversion and flat file formatting

## Transferring Outbound Payment Transactions

*From the Payment Order with Remittance menu (G47266), choose Copy to Outbound EDI Files.*

After you run the automatic payment process, you must copy the payment transactions from the EDI worktables to the EDI interface tables to make them available to the translator software.

The Copy to Outbound EDI Files program (R47057) copies payment transactions to the following EDI payment interface tables:

- F47056 - EDI Payment Order Header - Outbound
- F470561 - EDI Payment Order Bank N & A - Outbound
- F470562 - EDI Payment Order Vendor N & A - Outbound
- F470563 - EDI Payment Order Payee N & A - Outbound
- F47057 - EDI Payment Order Remittance Advice - Outbound

---

### Caution

The sections of the report use data from various files. When you run the Copy to Outbound EDI Files program, the data selection should include only those fields that are common to all of the tables listed above. Otherwise, your report might print results that do not include all of the data that you selected.

---

As the system copies the payment transactions to the EDI payment interface tables, it marks the corresponding transaction in the EDI worktables as processed by updating the Processed (Y/N) field (EDSP) to Y. This prevents the system from copying previously processed records.

### Data Selection for Copy to Outbound EDI Files (R47057)

Five worktables are used in the processing of Outbound EDI transactions. They are:

- F47056W – EDI Payment Order Header – Work
- F470561W – EDI Payment Order Bank N & A – Work
- F470562W – EDI Payment Order Vendor N & A - Work
- F470563W – EDI Payment Order Payee N & A – Work
- F47057W – EDI Payment Order Remittance Advice – Work

The following fields are common to the five tables used by the Copy to Outbound EDI Files program (R47057) and are the only fields you should use for data selection or data sequencing. If you use any

other fields for data selection or data sequencing, the report will stop and you will receive an error message.

- EDI Document Company
- EDI Document Number
- EDI Doc Ty
- EDI Line Number
- EDI Successfully Processed
- EDI Batch Number
- Batch Number
- Batch Type
- Document Company
- Company
- Business Unit
- Payment/Item Number
- Match Doc Type
- Pmt/Itm Pay Itm
- Address Number
- Transaction Originator
- User ID
- Program ID
- Work Stn ID
- Date Updated
- Time of Day

Other fields exist that are common to all five worktables, but contain different values depending on whether they are contained in a header worktable or a detail worktable. Those fields should not be used for data selection. Use only the fields above.

## Running the Update as Sent Program

*From the Payment Order with Remittance menu (G47266), choose Update as Sent.*

You run the Update as Sent program (R47058) when your trading partner notifies you that they received your EDI payment transmission.

When you run the Update as Sent program, the system updates the Processed (Y/N) field (EDPSP) to Y on the payment transactions in your EDI payment interface tables (F47056, F470561, F470562, F470563, and F47057). This prevents the translator software from reprocessing the same transactions.

---

## Purging Processed Outbound EDI Payments

*From the Payment Order with Remittance menu (G47266), choose Purge EDI Files.*

After you successfully process EDI payment transactions, you can remove them from the outbound EDI tables by running the purge program. The system retains processed EDI payment transactions in the system 47 tables until you purge them.

When you purge outbound EDI payments, the system removes all processed records—that is, records that have a Y in the Processed (Y/N) field (EDSP)—from the following EDI payment interface tables:

- EDI Payment Order Header - Outbound (F47056)
- EDI Payment Order Bank N & A - Outbound (F470561)
- EDI Payment Order Vendor N & A - Outbound (F470562)
- EDI Payment Order Payee N & A - Outbound (F470563)
- EDI Payment Order Remittance Advice - Outbound (F47057)

---

### Caution

When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

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# Electronic Funds Transfer (EFT)

Electronic Funds Transfer (EFT) allows you to send payments directly from your bank account to your suppliers' bank accounts using the Automated Clearing House (ACH) network. Although the ACH provides multiple formats for electronic payments in the United States, PeopleSoft EnterpriseOne accommodates only the corporate trade exchange (CTX) format.

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## Note

PeopleSoft EnterpriseOne provides additional formats for countries outside the United States. See the localization guide for each country to determine whether a payment format for that specific country is provided.

---

After you perform the additional setup for EFT payments in your Accounts Payable system, you can process them using the automatic payment process.

---

## Setup for EFT Payments

The following table describes the additional setup that you must perform if you want to process EFT payments:

Program	Required Setup
Supplier Master Information (P04012)	<ul style="list-style-type: none"><li data-bbox="881 1108 1300 1707">• Verify the status of the Pre-Note Code field. When you process EFT payments for the first time, the status should be “on.” A status of “on” indicates that the system should print a payment for the supplier so that you can verify that the supplier’s bank account information is correct before submitting a payment electronically. After the first payment is run, the system updates the status of the Pre-Note Code field to “off” so that subsequent payment runs for the supplier will result in an electronic payment.</li></ul> <hr/> <p data-bbox="927 1734 987 1766"><b>Note</b></p> <p data-bbox="927 1782 1308 1911">If you change any of the bank account information for a supplier, the system changes the Pre-Note Code field back to a</p>

	<p>status of “on.”</p> <hr/> <ul style="list-style-type: none"> <li>Specify the payment instrument in the Payment Instrument field. Generally, you use T for EFT payments, but you can specify your own payment instrument.</li> </ul>
<p><b>Bank Account Information (P0030G)</b></p>	<ul style="list-style-type: none"> <li>Enter your bank account information in the Bank Transit Number and Bank Account Number fields.</li> <li>If you want to override the Pre-Note Code status on the supplier master, turn on the Override Supplier Pre-Note Code option on the Revise Bank Information form. If you turn on this option, the system generates EFT payments for all suppliers, regardless of whether status of the Pre-Note Code is “on.”</li> <li>Enter the X12 information for your bank. The system populates the addendum record in the F04572OW table with this information; you can obtain this information from your bank.</li> </ul>
<p><b>Bank Account Cross-Reference (P0030A)</b></p>	<ul style="list-style-type: none"> <li>Enter the bank account information for the supplier in the Bank Transit Number and Bank Account Number fields.</li> </ul>

<b>Payment Instrument Defaults (P0417)</b>	<ul style="list-style-type: none"> <li>• Verify that payment instrument T (or the value that you specified) is set up to use payment print program P04572T2 and register print program P04576. P04572T2 uses the Create A/P Bank Tape – CTX Format program (R04572T2), which creates records in the A/P Payment Tape table (F04572OW) in the CTX format.</li> </ul> <p>See Processing Options for Create A/P Bank Tape – CTX Format (R04572T2).</p>
--	---

### See Also

See the following topics in the *Accounts Payable Guide* for more information:

- ❑ *Entering Supplier Master Records*
- ❑ *To assign bank accounts to suppliers*
- ❑ *Setting Up Payment Instruments*
- ❑ *Setting Up Bank Account Information*
- ❑ *To set up G/L bank account information*

---

## Printing the Address Book Exception Report

From the Automatic Payment Setup menu (G04411), choose Address Book Exception report.

The Address Book Exception Report (R00311A) lists any suppliers in the Address Book that do not have corresponding bank account information (such as bank transit and account numbers) in the Bank Transit Master table (F0030). The system reviews suppliers only if their payment instrument is T or B.

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

- Enter the missing bank account information using the Bank Account Cross-Reference program (P0030A).
- Change the payment instrument for the supplier to one that does not require bank account information.

This report does not have processing options.

---

# Processing EFT Payments

After you have performed the required setup for EFT processing and have entered vouchers for your suppliers, you can use the automatic payment process to process your EFT payments. Processing EFT payments includes the following steps in the order specified:

- Create Payment Control Groups
- Write Payments
- Update Payments
- Submit the File to Your Bank

## Create Payment Control Groups

When you run the Create Payment Control Groups program (R04570), the system groups vouchers into payment groups by bank account, payment instrument, currency code and, optionally, business unit and company. Therefore, vouchers with payment instrument T will be grouped together.

The Create Payment Control Groups report provides two processing options that allow you to see additional information on the report for groups with payment instrument T. The processing options are located on the Bank Tape tab and include:

- Print Bank Tape Information  
If you enter 1 for this processing option, the system prints bank tape information on the Create Payment Control Groups report.
- Payee Bank Account Error  
If you enter 1 for this processing option, the system prints an error on the Create Payment Control Groups report and does not include the supplier in a payment group if it does not find bank account information for a supplier
- Bank Account X12 Information Error  
If you enter 1 for this processing option, the system prints an error on the Create Payment Control Groups report and does not create the payment group if it does not find X12 information for the bank account for which you are creating the payment group.

## Write Payments

Use the Work with Payment Groups program (P04571) to write EFT payment groups. When you write payment groups with payment instrument T, the system creates records in the A/P Payment Tape table (F04572OW), in addition to the A/P Payment Processing worktables (F04571, F04572, F04573). The system creates a new record in the F04572OW table for each payment group that you write. Each payment group is uniquely identified in the F04572OW table by the value specified in the Member ID field (KNMID).

## Update Payments

Use the Work with Payment Groups program to update EFT payment groups. When you update payment groups with payment instrument T, the system creates records in the Accounts Payable – Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables and assigns a document type of PT to EFT payment records.

### **Submit the File to Your Bank**

After you update EFT payment groups, you can copy the information contained in the F04572OW table to a diskette, and then submit the diskette to your bank. Use the Copy Bank Tape File to Tape program (P0457) to accomplish this task.

### **See Also**

See the following topics in the *Accounts Payable Guide* for more information:

- ❑ *Creating Payment Control Groups*
- ❑ *Writing Payments*
- ❑ *Updating the Accounts Payable Ledger*
- ❑ *Copying Payments to a Diskette*

# Copying Payments to a Diskette

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 a diskette if you want to send the information to a financial institution.

Copying payments to a diskette consists of the following tasks:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to a 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 a diskette.

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

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 diskette.

## ► **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.



Copy Bank Tape File to Tape - Update Tape Information

OK Cancel Tools  
  

File ID  Member ID

File Name	<input type="text" value="QTAPE"/>	Device Name	<input type="text" value="TAP01"/>
Record Length	<input type="text" value="94"/>	Tape Density	<input type="text" value="1600"/>
New Volume	<input type="text" value="000001"/>	New Owner ID	<input type="text"/>
Block Size	<input type="text" value="940"/>	Label Name	<input type="text"/>

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 clicking 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, file name, or both that you want to generate.
4. Depending on how you want to use the tape table, turn on 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 1500 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**

Additional options for copying a tape table are available, which might be relevant for 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 Row menu selection is enabled only if the processing option for the Copy Bank Tape File to Tape program (P0457) specifies to display the BACS format.

# Manual Payment Processing

If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment regardless of whether you have received the voucher. Manual payments can include payments:

- With an existing voucher
- Without an existing voucher

Depending on whether the payment is made for an existing voucher or the voucher is created at the time the payment is made, the system assigns the following document and batch types:

## Payment with Existing Voucher

<b>Voucher Document Type</b>	<ul style="list-style-type: none"><li>• PV</li></ul>
	<ul style="list-style-type: none"><li>• PR (recurring voucher)</li></ul>
<b>Payment Document Type</b>	<ul style="list-style-type: none"><li>• PN</li></ul>
<b>Batch Type</b>	<ul style="list-style-type: none"><li>• M</li></ul>

## Payment without existing voucher

<b>Voucher Document Type</b>	<ul style="list-style-type: none"><li>• PM</li></ul>
<b>Payment Document Type</b>	<ul style="list-style-type: none"><li>• PN</li></ul>
<b>Batch Type</b>	<ul style="list-style-type: none"><li>• W</li></ul>

The entry programs for manual payments store voucher and payment information in the following ledger tables:

- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Account Ledger (F0911)

---

## Entering Manual Payments with Existing Vouchers

To create a manual payment for one or more vouchers that you have already entered, you enter a manual payment with voucher match. You choose whether to print the payment. If you do not print it, you must prepare the payment manually.

When you create manual payments for an existing voucher, you do the following tasks:

- Approve the voucher for payment
- Enter payment information

The system reserves the records (payment numbers) needed for the manual payments, creates a payment record, updates the pay status of the voucher, and reduces the open amount of the voucher. If you have set the processing option appropriately, the system also prints the payment. The processing option retains the Print Payment specification while you are in the batch. When you exit the batch, the processing option is cleared and becomes blank again.

For greater efficiency when you enter a manual payment, you can set a processing option so that the system calculates the total amount of the pay items that you select for payment. After you select the pay items, the system deducts the full discount, if applicable, and enters the full payment amount.

---

**Caution**

If you override the payment amount, the processing option is overridden. The payment amount is not recalculated again. You must enter any further changes manually.

---

Alternatively, you can manually enter the payment amount. You can pay the whole amount of a voucher or pay a partial amount. If you want to enter the payment amount manually, be sure to enter the amount in the header area before moving your cursor to the detail area. Then the system will calculate the amount to pay on each voucher that you select.

**See Also**

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

- ❑ *Entering Standard Vouchers* for more information about voucher entry
- ❑ *Releasing Vouchers* for additional information on preparing vouchers for payment
- ❑ *Reviewing Payments* for additional information on how to verify that the system will write payments correctly

**Prerequisite**

- ❑ Enter one or more vouchers that you intend to match to manual payments.

**► To approve the voucher for payment**

---

You must approve a voucher before you can enter payment information.

*From the Manual Payment Processing menu (G0412), choose Speed Status Change.*

1. On Work with Speed Status Change, locate and choose the voucher that you want to approve.
2. Click Select.
3. On Update Single Pay Item, change the following field and click OK:
  - Pay Status

**► To enter manual payment information with voucher match**

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.*

1. On Work with Payments, click Add.

PeopleSoft.

Payment With Voucher Match - Manual Payment Entry

OK Delete Cancel Form Row Tools

Payment Number 1000 Prev Payment Batch Number 29118

Supplier Number 3480 Digger Enterprises  Print Payment

Bank Account Number 1.1110.BEAR Bear Creek National Bank

Payment Amount 500.00 Remark

Payment Date 06/06/05  Draft

Currency Code USD Exchange Rate Base USD  Foreign

Records 1 - 1 Customize Grid

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	File Line Identifier	Due Date	Open Amount	Payment Amount	Discount Available

Remaining Amount 500.00

2. On Manual Payment Entry, complete the following fields:
  - Payment Number
  - Supplier Number
  - Payment Date
3. To print the manual payment, click the Print Payment option.
4. Complete the following field if the processing option for payment amount default is not set:
  - Payment Amount
5. Complete the following optional fields:
  - Bank Account Number
  - Remark
  - Value Date
6. From the Form menu, choose Pay Items.



Payment With Voucher Match - Select Open Pay Items

Select Find Close Tools

Supplier Number  Digger Enterprises

Records 1 - 10

<input type="checkbox"/>	Payment Type	Document Number	Doc Co	Pay Item	Due Date	Open Amount	Discount Taken	Exchange Rate	Curr Code
<input type="checkbox"/>	PV	3110	00200	001	12/01/04	112,500.00			USD
<input type="checkbox"/>	PV	3109	00200	001	12/31/04	80,000.00			USD
<input type="checkbox"/>	PV	3104	00050	001	05/30/05	169,683.52			USD
<input type="checkbox"/>	PV	3161	00050	001	06/12/05	5,000.00			USD
<input type="checkbox"/>	PV	3106	00050	001	06/14/05	300.00			USD
<input type="checkbox"/>	PV	3106	00050	002	06/14/05	650.00			USD
<input type="checkbox"/>	PV	3060	00050	001	07/12/05	60,750.00			USD
<input type="checkbox"/>	PV	3060	00050	002	07/12/05	8,100.00			USD
<input type="checkbox"/>	PV	3060	00050	005	07/12/05	13,500.00			USD
<input type="checkbox"/>	PV	3060	00050	006	07/12/05	1,884.80			USD

Summarize

7. On Select Open Pay Items, choose the pay items that you want to pay.  
To choose pay items that do not appear in succession on this form, press and hold the Control key while clicking each one individually.
8. If you want to summarize the pay items on a voucher, turn on the Summarize option.  
You cannot mix summarized and unsummarized pay items on a single manual payment. They must be on separate payments.
9. Click Select.  
The system automatically loads the pay items into the detail area of Manual Payment Entry. If you set the processing option for payment amount default, the system deducts the full discount amount and enters the full payment amount in the Payment Amount field.  
  
The system sets the voucher pay status to Z. This prevents it from being selected for payment again.
10. On Manual Payment Entry, click OK to finish entering the payment.

---

**Note**

If the processing option is set for the system to automatically calculate the payment amount *and* you want to select an additional pay item, do *not* clear the Payment Amount field. Instead, choose Pay Items from the Form menu. On Select Open Pay Items, choose the pay item and click Select. On Manual Payment Entry, the system recalculates the payment amount to include the pay item that you just added.

If the processing option is set for you to enter the payment amount manually and you want to select an additional pay item, clear the Payment Amount field. Choose Pay Items from the Form menu. On

Select Open Pay Items, choose the pay item and click Select. On Manual Payment Entry, enter the new payment amount.

---

## Processing Options for Payment With Voucher Match (P0413M)

### Defaults Tab

These processing options specify the default settings for viewing modes and the way certain numbers must be entered in specified fields.

---

#### 1. Mode to View Open Pay Items

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank

View open pay items in detail mode. The system displays each pay item.

1

View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

#### 2. Assign Payment Numbers

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

---

---

Blank Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

### **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

### **Display Tab**

This processing option specifies whether to display the Value Date field on the Manual Payment Entry form.

---

## 1. Display Value Date Field

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank

Do not display the Value Date field.

1

Display the Value Date field.

---

## Processing Tab

These processing options specify variables that are available during processing, such as:

- Whether to allow draft processing
  - What type of error message appears
  - Whether to allow negative payment processing
  - Whether to allow deletion of a certain kind of payment
- 

## 1. Display Draft Entry Option

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank

Do not display the Draft Entry option.

1

Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

---

---

## 2. Duplicate Number Error Message

**Blank = Issue an error**

**1 = Issue a warning**

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank

Issue an error message.

1

Issue a warning message.

## 3. Allow Negative Payments

**Blank = Do not allow negative payments**

**1 = Allow negative payments**

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank

Do not allow negative payments.

1

Allow negative payments.

## 4. Delete Unposted Automatic Payments

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank

Do not allow unposted automatic payments to be deleted. These payments can be voided.

---

---

1

Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

## **5. Delete Unposted Manual Payments**

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

---

## **Currency Tab**

These processing options define variables that are available for processing payments in foreign currencies.

---

### **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank

Do not activate Alternate Payment on the Form menu.

1

---

---

Activate Alternate Payment on the Form menu. This allows you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form allows you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank

The system does not perform the validation; it accepts any date.

1

The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

## **3. Exchange Rate Tolerance Limit**

**Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

---

## **Print Tab**

These processing options specify variables that are related to printing manual payments. You can specify:

- A payment instrument
- A version number of the print program (P04572)
- The status of the Print Payment option on the Manual Payment Entry form

---

### **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

### **2. Print Program Version Number**

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

### **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank

Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

1

Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

---

## **Voids Tab**

This processing option specifies how the system will respond when someone attempts to void certain types of vouchers.

---

### **1. Vouchers with Purchase Orders**

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank

Allow the voiding of vouchers with purchase orders, and issue no message.

1

Issue a warning message.

2

Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

## **Inquiry Tab**

This processing option specifies whether to prevent someone from making changes to existing records when payments are being reviewed. This does not affect payment entry.

---

### **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

---

---

Blank

Do not deactivate the OK and Delete options during review.

1

Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

---

## Applying Payments to Prepaid Vouchers

You can allow a prepaid voucher to be paid normally via the Automatic Payment process. Or after you enter a prepaid voucher, you can immediately apply a manual payment to it. You do not have to post the prepaid voucher first. When you apply a payment, the system closes out the positive pay item associated with the prepaid voucher.

The manual payment program creates records in the Accounts Payable Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables and updates the Accounts Payable Ledger table (F0411).

### ► To apply manual payments to prepaid vouchers

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.*

On Work with Payments, follow the steps for entering manual payments.

---

### Note

You do not have to pay prepayment vouchers with a manual payment. If time permits, you can allow the voucher to be paid normally via the Automatic Payment process.

---

### See Also

- ❑ *Entering Manual Payments with Existing Vouchers* in the *Accounts Payable Guide* for information about entering a manual payment with voucher match
- ❑ *Automatic Payment Processing* in the *Accounts Payable Guide* for information about the steps required to process payments automatically

# Processing Options for Payment With Voucher Match (P0413M)

## Defaults Tab

These processing options specify the default settings for viewing modes and the way certain numbers must be entered in specified fields.

---

### 1. Mode to View Open Pay Items

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank

View open pay items in detail mode. The system displays each pay item.

1

View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

### 2. Assign Payment Numbers

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank

Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1

---

---

Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

### **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank

Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

1

Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

### **Display Tab**

This processing option specifies whether to display the Value Date field on the Manual Payment Entry form.

---

## 1. Display Value Date Field

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank

Do not display the Value Date field.

1

Display the Value Date field.

---

## Processing Tab

These processing options specify variables that are available during processing, such as:

- Whether to allow draft processing
  - What type of error message appears
  - Whether to allow negative payment processing
  - Whether to allow deletion of a certain kind of payment
- 

## 1. Display Draft Entry Option

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank

Do not display the Draft Entry option.

1

Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

---

---

## 2. Duplicate Number Error Message

**Blank = Issue an error**

**1 = Issue a warning**

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank

Issue an error message.

1

Issue a warning message.

## 3. Allow Negative Payments

**Blank = Do not allow negative payments**

**1 = Allow negative payments**

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank

Do not allow negative payments.

1

Allow negative payments.

## 4. Delete Unposted Automatic Payments

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank

Do not allow unposted automatic payments to be deleted. These payments can be voided.

---

---

1

Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

### **5. Delete Unposted Manual Payments**

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

---

## **Currency Tab**

These processing options define variables that are available for processing payments in foreign currencies.

---

### **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank

Do not activate Alternate Payment on the Form menu.

1

---

---

Activate Alternate Payment on the Form menu. This allows you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form allows you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank

The system does not perform the validation; it accepts any date.

1

The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

## **3. Exchange Rate Tolerance Limit**

**Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

---

## **Print Tab**

These processing options specify variables that are related to printing manual payments. You can specify:

- A payment instrument
- A version number of the print program (P04572)
- The status of the Print Payment option on the Manual Payment Entry form

---

## 1. Payment Instrument

Use this processing option to specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

## 2. Print Program Version Number

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

## 3. Retain Print Field Value

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank

Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

1

Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

---

## Voids Tab

This processing option specifies how the system will respond when someone attempts to void certain types of vouchers.

---

## 1. Vouchers with Purchase Orders

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank

Allow the voiding of vouchers with purchase orders, and issue no message.

1

Issue a warning message.

2

Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

## Inquiry Tab

This processing option specifies whether to prevent someone from making changes to existing records when payments are being reviewed. This does not affect payment entry.

---

### 1. Deactivate OK and Delete

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

---

---

Blank

Do not deactivate the OK and Delete options during review.

1

Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

---

## Closing Out Negative Pay Items for Prepaid Vouchers

After you apply a manual payment to a prepaid voucher, the negative pay item associated with the prepaid voucher still remains open. To close out the negative pay item, you first need to enter the voucher with the actual expenses.

When you close out the negative pay item, the amount owed to a supplier is reduced by the amount of the prepayment. You can close a negative pay item using one of two methods. You can choose a manual payment process, or you can close out negative pay items with automatic payment processing. As long as the pay status of the negative pay item is changed from Hold (H) to Approved (A), the automatic payment process will net the negative pay item against any vouchers for the same supplier.

The advantage of the manual method is that you can choose the specific voucher that closes out a specific negative pay item. The advantage of the automatic method is that the system automatically nets any negative pay items against any vouchers for the same supplier.

When you use the manual method, use the Prepayment Selection program (P0411P) to match the reversing pay item of the prepayment voucher with the voucher for actual expenses that has been submitted.

### Prerequisite

- Pay the positive prepaid voucher and post the payment.
- Enter the voucher for actual expenses incurred by the supplier.

### ► To close out negative pay items for prepaid vouchers

---

*From the Other Voucher Entry Methods menu (G04111), choose Prepayment Selection.*

Only negative pay items that have not yet been matched appear on this form. After you pay the Prepayment item and post the payment, this form shows the associated negative pay item that has not yet been applied or matched to the actual voucher.

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Prepayment Selection - Work With Prepayment Selection

Select Find Close Row Tools

Supplier Number  Universal Incorporated

Company  Financial/Distribution Company

Currency

Records 1 - 1

Document Number	Doc Co	Doc Type	Pay Itm	Open Amount	Foreign Open	Pay Stat	Invoice Date	PO Doc Type	Purchase Order
<input type="checkbox"/>	3036	00001	PV	002	500.00-	A	07/01/05		

- On Work With Prepayment Selection, complete the following fields and click Find:
  - Supplier Number
  - Company
- Choose the negative pay item or items.
- From the Row menu, you can choose Manual Payments or Split Prepayments. Manual Payment Entry is the default selection.
- Optionally, to enter a split prepayment, choose Split Prepayment from the Row menu. On Split Prepayments, complete the following fields and click OK:
  - Open Amount
  - Discount Available

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Prepayment Selection - Manual Payment Entry

OK Delete Cancel Form Row Tools

Payment Number  Prev Payment  Batch Number

Supplier Number  Universal Incorporated  Print Payment

Bank Account Number  Bear Creek National Bank

Payment Amount  Remark

Payment Date   Draft

Currency Code  Exchange Rate  Base   Foreign

Records 1 - 2

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	File Line Identifier	Due Date	Open Amount
<input checked="" type="radio"/>	PV	3036	00001	002	35718T1	07/01/05	500.00-

Remaining Amount

5. On Manual Payment Entry, choose Pay Items from the Form menu.
6. On Select Open Pay Items, choose the actual voucher associated with the prepayment and click Select.
7. On Manual Payment Entry, complete the following field and click OK:
  - Payment Date

### See Also

- *Splitting Vouchers for Payment* in the *Accounts Payable Guide* for information about how to enter vouchers with multiple payments

---

## Entering Manual Payments without Existing Vouchers

To create a manual payment without an existing voucher, enter a manual payment without voucher match. You might do this at the time you place an order or take delivery on product. You can enter multiple pay items for several supplier invoices; however, you must use the same invoice number for all pay items.

When you enter a payment without an existing voucher, you can do either of the following:

- Enter manual payments using the standard method
- Enter manual payments using the speed method

The system creates a voucher and a payment, both in a W type batch. It assigns the document company to match that of the voucher, and the payment document number is either manually assigned or comes from Next Numbers.

You can manually produce the payment or have the system print the payment for you. If you have the system print the payment for you, you must do so prior to posting.

If you cancel out of the payment record before the voucher G/L distribution form has appeared, you will receive a warning on the Enter Voucher - Payment Information form that a W type batch must have both a voucher and a payment record that pays that voucher. If you click cancel again after receiving the warning, you will be returned to the Supplier Ledger Inquiry form. Neither a voucher record nor a payment record will be created.

### Prerequisite

- Set the appropriate processing option under the Manual Pymnts tab to create manual payments. Otherwise, the system will create only a voucher record. No payment record will be created.

### ► To enter manual payments without voucher match (standard method)

---

*From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.*

1. On Supplier Ledger Inquiry, click Add.
2. On Enter Voucher - Payment Information, complete the following fields:
  - Company

- Supplier Number
  - Invoice Number
  - G/L Date
3. You can also complete the following optional fields:
- Invoice Date
  - Service/Tax Date
  - Payment Terms
4. In the detail area, complete the following field for each pay item:
- Gross Amount
5. In the detail area, you can also complete the following optional fields for each pay item:
- Discount Available
  - Remark
  - G/L Bank Account Number
  - G/L Offset

You can enter a voucher with multiple tax rates by entering each tax rate (with its associated gross and taxable amounts) as a separate pay item.

6. Click OK to enter payment information.

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Payment Without Voucher Match - Payment Information

OK Cancel Tools

Payment Date	06/06/05
Payment Number	5048
Payment Amount	500.00

7. On Payment Information, complete the following fields:
- Payment Date
  - Payment Number
8. Click OK to enter the general ledger information.

---

**Note**

If you do not click OK to enter general ledger information, and instead cancel out of the payment information form, you will not advance to the Enter Voucher – G/L Distribution form. Instead you will return to a blank voucher entry form. You can continue to enter another manual payment and its voucher, or you can click Cancel to return to Supplier Payment Inquiry.

---

9. On Enter Voucher - G/L Distribution, enter or change any of the following fields, if necessary:
  - Account Number
  - Amount
10. You can also enter or change the following optional fields:
  - Explanation -Remark-
11. Click OK to finish entering the payment.

**See Also**

The following related topics in the *Accounts Payable Guide*:

- *Voucher Processing* for information about entering, locating, revising, copying, and deleting standard vouchers
- *Processing Options for Voucher Entry Master Business Function (P0400047)* for an explanation of the processing options associated with voucher entry

---

**► To enter manual payments without voucher match (speed method)**

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To create a manual payment quickly without an existing voucher, enter the payment using the speed method.

Several restrictions apply to entering manual payments with the speed method. You cannot:

- Change, delete, or void manual payments
- Enter multiple pay items or multiple supplier invoices
- Create or use model journal entries
- Override the G/L bank account

*From the Manual Payment Processing menu (G0412), choose Speed Payment Entry.*

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Speed Payment Entry - Speed Voucher Entry

OK Delete Cancel Form Tools

Supplier Number 3480 Digger Enterprises Prev Doc

Company 00001 Doc No/Type/Co 00001

Invoice Number 321559 PO No/Type/Co

Invoice Amount 1,450.00 Service/Tax Date 06/06/05 % Discount

Invoice Date 06/06/05 Tax Expl Code Business Unit 1

G/L Date 06/06/05 Tax Rate/Area Payment Terms

Due Date 07/06/05 Tax Amount Pay Status A

Approver No Taxable Amount Cat Code 07

Payment Remark Batch Number 29125

Amt to Distr 1,450.00

Currency Code USD Exchange Rate Base USD Foreign

Account Number	Account Description	Amount	Explanation -Remark-	Units
9.8720	Office Supplies Expense	1,450.00		

Amount 1,450.00 Remaining

1. On Speed Voucher Entry, complete the following fields:
  - Supplier Number
  - Company
  - Invoice Amount
  - Invoice Date
2. Complete the following optional fields:
  - Invoice Number
  - Discount Available
  - G/L Date
  - Due Date
3. To enter general ledger information, complete the following fields and click OK:
  - Account Number
  - Amount
  - Explanation -Remark-

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Payment Without Voucher Match - Payment Information

OK Cancel Tools

Payment Date 06/06/05

Payment Number 5048

Payment Amount 500.00

4. On Payment Information, complete the following fields and click OK:
  - Payment Date
  - Payment Number

---

#### Note

If you click Cancel before you complete the payment information, the system will send a warning that a W type batch must have both a voucher and a payment. If you click Cancel again, the system will return you to the voucher entry form. The voucher you just entered will be deleted.

---

#### See Also

- *Processing Options for Speed Voucher Entry (P0411SV)* in the *Accounts Payable Guide* for the processing options to process manual checks without existing vouchers

---

## Printing Manual Payments

After you enter a manual payment, you can print it. Usually you print a payment immediately after you enter it, but you can choose to print a payment at any time.

#### ► To print a manual payment

---

*From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.*

1. On Supplier Ledger Inquiry, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed:
  - Supplier Number
  - From Date
  - Bank Account Number
  - Thru Date

2. Choose a record and from the Row menu, choose Payment History.
3. On Work with Pay Item History, from the Row menu, choose Payments.
4. On Manual Payment Entry, click the Print Payment option and click OK.

---

**Note**

If you have already posted the payment, you will not be able to print it.

---

You can also print a manual payment by choosing Payment With Voucher Match from the Manual Payment Processing menu (G0412).

---

## Locating Manual Payments

Before you change, delete, or void a payment, you must first locate it.

You can locate manual payments on any of the following forms:

- Work with Payments
- Supplier Ledger Inquiry
- Work With Batches

► **To locate a manual payment**

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match or Payment Without Voucher Match.*

On either Work with Payments or Supplier Ledger Inquiry, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed and click Find.

- Supplier Number
- From Date
- Thru Date

On Work with Payments, you can complete the following additional fields to further limit the number of documents displayed:

- Payment Number
- Bank Account Number

### See Also

The following related topics in the *Accounts Payable Guide*:

- *Reviewing Payment Groups* for information about verifying the data in payment groups
- *Reviewing Supplier Ledger Information* for information about suppliers
- *To review or revise voucher information* for information about reviewing vouchers

---

## Revising Unposted Manual Payment Amounts

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot then change the voucher the payment was applied to so that it pays 1002 PV. You can, however, delete the payment and then apply the payment to a different voucher.

Regardless of whether the payment was entered with or without a voucher, the steps to change the amount are the same.

► **To revise the amount of an unposted manual payment**

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.*

1. On Work with Payments, follow the steps for locating manual payments.
2. Choose the payment that you want to change and click Select.
3. On Manual Payment Entry, change the amount of the payment in the header area of the form.
4. Change the amount of the payment in the detail area to correspond to the change that you made in the header area, and click OK.

The amount of the payment cannot be greater than the open amount of the vouchers that it is paying. If the original payment was for the full open amount of the voucher, the payment amount can be reduced, not increased.

---

### Caution

If you change any information in the detail area other than the payment amount, you are changing the voucher, not the payment. You run the risk of the payment not posting. If you must change any information on a manual payment, you should delete the payment and start over.

---

### See Also

The following related topics in the *Accounts Payable Guide*:

- ❑ *Locating Manual Payments* for information about finding payments created during the manual payment processes
- ❑ *Voiding Automatic Payments and Vouchers* for information about how to void automatic payments and their vouchers in a single step

---

## Approving and Posting Manual Payments

If your business requires management approval before posting, after you enter manual payments, you review and approve them. Once you have approved the payments, you post them to the general ledger.

Posting payments creates records in the Account Ledger table (F0911).

## Approving Manual Payments for Posting

Businesses that require management approval before posting use the journal review program to review and approve their manual payments. Those businesses that do not require management approval can omit this task.

### Prerequisite

- ❑ Set the Accounts Payable Constants for management approval of input according to your business requirements.

### Reviewing Manual Payments Online

From the Manual Payment Processing menu (G0412), choose Review Payments.

All PeopleSoft journal review programs work in the same way. To review and approve manual payments prior to posting, you use a review program that displays one of the following batch types:

- Manual and Void Payments with Match (M)
- Manual Payments without Match (W)

### Printing the Manual Payment Journal Report

From the Manual Payment Processing menu (G0412), choose Manual Payment Journal Report.

An alternative to reviewing payments online is printing the Manual Payment Journal Report (R04311). Use this report for proofing and balancing purposes. If you have a problem balancing the general ledger, the report can be a more workable format for detailed review.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

The processing time for this batch report is related to the amount of history retained in the Accounts Payable Ledger (F0411), Accounts Payable - Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables.

### Data Selection for Manual Payment Journal Report

The DEMO versions of this program print the entire Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

## Posting Manual Payments

*From the Manual Payment Processing menu (G0412), choose Post Manual Payments to G/L.*

When you post manual payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. Payment records are created with a document type of PN. The system typically creates journal entries that debit the A/P trade account that was originally credited when the voucher was entered.

All PeopleSoft General Ledger Post programs (R09801) work in the same way. A version exists for each of the two types of manual payments:

- Payments with Matching Vouchers (batch type M)
- Payments without Matching Vouchers (batch type W)

---

### Note

When manual payments without a voucher match are posted, the system does not generate a gain-loss record. The system interprets this type of transaction as a voucher and check combination.

---

### See Also

The following related topics in the *Accounts Payable Guide*:

- *Posting Financial Batches* for information about how to post manual payments
- *Currency Gains and Losses for Accounts Payable* in the *Multicurrency Guide* for more information about how the system creates currency gains and losses

---

## Deleting and Voiding Manual Payments

Use the Void Payment Entry program (P0413M) if you need to remove a manual payment with voucher match or a manual payment without voucher match from the system. To remove a payment from the system, you can either void or delete the payment. Voiding a payment provides an audit trail for you, while deleting a payment does not.

If the manual payment is posted, you can only void the payment. When you void the posted manual payment, the system does the following:

- Reopens the payment batch by changing the batch status back to approved so that you can post the reversing entries
- Reopens the vouchers associated with the payment by changing the pay status back to A and populating the open amount field with the original open amount

If the manual payment is unposted, you can either void or delete the payment. However, if you prefer to have an audit trail of all manual payments, you can prohibit the deletion of unposted payments by using the Delete Unposted Manual Payments processing option for the Payment With Voucher Match program (P0413M). If you enter 1 for this processing option, the system allows you to delete unposted payments. If you leave this processing option blank, the system generates an error if you attempt to delete an unposted manual payment.

If you void an unposted manual payment, the system does the following:

- Creates both the entries for the payment and the reversing entries for the void when you post the payment
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount

If you delete an unposted manual payment, the system does the following:

- Deletes the payment records from the system completely
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount

### **Voiding the Vouchers Associated with the Payment**

If you choose to void a manual payment, you can void the associated vouchers at the same time. When you choose to void the associated vouchers, the following guidelines apply:

- If both the payment and the vouchers are unposted, the system voids the payment but deletes the voucher.
- If the payment is posted but the vouchers are unposted, the system voids the payment and generates the following error: *At least one voucher could not be voided when you attempt to void the voucher.* This error prevents you from deleting the vouchers that were associated with the voided payment and from having an audit trail for a payment but no associated vouchers.
- If the payment is unposted but the voucher is posted, the system voids the payment and voids the voucher.

---

#### **Note**

If you choose to delete an unposted payment, you cannot void the vouchers at the same time. You must go back and void the vouchers at another time.

---

### **Using the Payment Without Match program to Void Manual Payments**

In addition to using the Void Payment Entry program (P0413M), you can also use the Payment Without Voucher Match program (P0411) to void a manual payment without voucher match.

When you void a payment using the Payment Without Voucher Match program, the option to void the vouchers at the same time is always selected.

The posted status of the payment and vouchers is always the same for a payment without voucher match because the vouchers belong to the same batch.

If the payment and vouchers are unposted, the system does the following:

- Voids the payment and creates reversing entries for the void when you post
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount

---

**Note**

If the Delete Unposted Manual Payments processing option for the Payment With Voucher Match program is set to blank, the system deletes both the voucher and the payment.

---

If the payment and vouchers are posted, the system does the following:

- Voids the payment and creates reversing entries for the void when you post
- Voids the vouchers and creates the reversing entries for the void when you post

**Prerequisite**

- If you want to delete unposted manual payments, using either Payment With Voucher Match (P0413M) or Payment Without Voucher Match (P0411), verify that the Delete Unposted Manual Payments processing option on the Processing tab of P0413M is set to allow payments to be deleted.

**► To delete manual payments**

---

*From the Manual Payment Processing menu (G0412), choose Void Payment Entry.*

1. On Work with Payments, either click Find to display all payments, or complete any of the following fields to limit the number of documents displayed and click Find:
  - Supplier Number
  - Payment Number
  - Bank Account Number
  - From Date
  - Thru Date
2. Choose the payment to be voided and click Delete.
3. On Confirm Delete, click OK to confirm the deletion.

**Processing Options for Void Payment Entry (P0413M)****Defaults Tab**

These processing options specify defaults used for displaying items on Void Payment Entry.

---

**1. Mode to View Open Pay Items**

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

---

---

Valid values are:

Blank

View open pay items in detail mode. The system displays each pay item.

1

View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

## **2. Assign Payment Numbers**

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank

Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1

Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

## **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank

Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

---

---

1

Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

## Display Tab

This processing option specifies whether to display the Value Date field.

---

### 1. Display Value Date Field

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank

Do not display the Value Date field.

1

Display the Value Date field.

---

## Processing Tab

These processing options specify operations that can be used for processing payment voids.

---

### 1. Display Draft Entry Option

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

---

---

Valid values are:

Blank

Do not display the Draft Entry option.

1

Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

## **2. Duplicate Number Error Message**

**Blank = Issue an error**

**1 = Issue a warning**

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank

Issue an error message.

1

Issue a warning message.

## **3. Allow Negative Payments**

**Blank = Do not allow negative payments**

**1 = Allow negative payments**

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank

Do not allow negative payments.

1

Allow negative payments.

## **4. Delete Unposted Automatic Payments**

---

---

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank

Do not allow unposted automatic payments to be deleted. These payments can be voided.

1

Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

## **5. Delete Unposted Manual Payments**

**Blank = Do not allow payments to be deleted**

**1 = Allow payments to be deleted**

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

---

## **Currency Tab**

These processing options activate certain processes in currency processing.

---

### **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

---

---

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank

Do not activate Alternate Payment on the Form menu.

1

Activate Alternate Payment on the Form menu. This allows you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form allows you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank

The system does not perform the validation; it accepts any date.

1

The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

## **3. Exchange Rate Tolerance Limit**

**Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

## **Print Tab**

These processing options specify default information used in payment printing.

---

### **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

### **2. Print Program Version Number**

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

### **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

---

Blank

Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

1

Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

---

## Void Tab

This processing option specifies whether vouchers with purchase orders can be voided.

---

### 1. Vouchers with Purchase Orders

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank

Allow the voiding of vouchers with purchase orders, and issue no message.

1

Issue a warning message.

2

Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

## Inquiry Tab

This processing option deactivates the OK and Delete buttons on inquiry transactions.

---

## 1. Deactivate OK and Delete

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank

Do not deactivate the OK and Delete options during review.

1

Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

### ► To void manual payments

*From the Manual Payment Processing menu (G0412), choose Void Payment Entry.*

1. On Work with Payments, either click Find to display all payments, or complete any of the following fields to limit the number of documents displayed and click Find:
  - Supplier Number
  - Payment Number
  - Bank Account Number
  - From Date
  - Thru Date
2. Choose the payment to be voided and choose Void Pymt from the Row menu.
3. On Void Payment, verify that the date is correct in the following field and modify it, if necessary:
  - Void G/L Date
4. If you want to void the associated vouchers, turn on the following option:
  - Void Voucher(s)
5. Click OK.

6. On Default FDA, click OK to confirm the void.

► **To void manual payments using Payment Without Voucher Match**

---

*From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.*

1. On Supplier Ledger Inquiry, choose Payments Inquiry from the Form menu.
2. On Work with Payments, click Find to display all payments or complete any of the following fields to limit the number of payments displayed and click Find:
  - Supplier Number
  - Payment Number
  - Bank Account Number
  - From Date
  - Thru Date
3. Choose the payment to be voided and choose Void Payment from the Form menu.
4. On Void Payment, verify that the date is correct in the following field, modify the date if necessary, and then click OK:
  - Void G/L Date
5. On Default VDA, click OK to confirm the void.
6. On Void Payment, click OK.

# Positive Pay

Technology has increasingly facilitated the ability of criminals to create counterfeit checks and false identification that can be used to engage in fraudulent check activities. As a result, companies must adopt practices to protect against check fraud. Positive pay can provide this protection for companies by allowing them to create a file of check information that their banking institutions can use when determining whether to issue payment for checks.

When you use positive pay, you create a file for your bank that includes information for each check that you printed during the day, such as check number, date, amount, and account number. The bank compares the information on the checks that they receive with the information in this file, and if the information for any of the checks does not match the file, the system does not pay the checks.

- You run the Generate Positive Pay Text File program (R04586) to create the text file that you send to the bank. After you run this program, you use the Text File Processor program (P007101) to copy the text file to a specified location on your PC. After the text file has been copied to your PC, you can save it in the format required by the bank.

## Prerequisites

- Verify that you have updated all payment groups.
- Verify that you have entered all manual payments.
- Verify that you have voided all necessary payments.
- Verify that you have entered a bank account number and a transit number for each bank account for which you want to use positive pay.

---

## Generating the Positive Pay Text File

At the end of each day, run the Generate Positive Pay Text File program (R04586) to create the positive pay text file to submit to your bank. When you run this program, the system selects payment records from the Accounts Payable - Matching Document table (F0413) and populates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) with information from these payment records.

When selecting records from the F0413 table, the system selects only records that meet the following criteria:

- The payment date is prior to or equal to the date specified for the Through Date processing option for the Generate Positive Pay Text File program
- The value in the Positive Pay Flag field (GFL7) is blank (for payments that have not been voided). The system includes the payment in the text file and updates the GFL7 field to a value of 1. The payment is not included the next time you run the program.
- The value in the GFL7 field is either 1 or blank (for payments that have been voided).
  - A value of 1 in the GFL7 field of a voided payment indicates that the payment was voided after being included in a positive pay text file. The system includes this payment in the text file as a stop payment and updates the GFL7 field to a value of 2. The payment is not included the next time you run the program.

- A blank value in the GFL7 field of a voided payment indicates that the payment was voided before ever being included in a positive pay text file. The system includes the payment in the text file as a Void and updates the GFL7 field to a value of 2. The payment is not included the next time you run the program.

The system creates one header record in the F007101 table for each bank's positive pay text file and includes the following information:

- Record type code  
This code indicates whether the record is a header, detail, or trailer record. A value of 1 indicates that the record is a header record, a value of 2 indicates that it is a detail record, and a value of 3 indicates that it is a trailer record.
- Bank transit/routing number
- Company name  
The system uses the value specified in the Company Name processing option for the Generate Positive Pay Text File program.
- Creation date
- Creation time

The system creates one detail record in the F007111 table for each payment in a positive pay text file and includes the following information for each payment:

- Record type code
- Bank account number
- Check number
- Payee name  
The system uses the value specified for the Payee Name processing option for the Generate Positive Pay Text File program.
- Check amount
- Currency code
- Check date
- Void date
- Status

The system also prints a report listing the information that was created in the F007101 and F007111 tables. Because this report contains headings for each column on the report, you can use it as a key when reviewing the data in the positive pay text file.

After running the Generate Positive Pay Text File program, use the Text File Processor program (P007101) to copy your text file to a specified location on your PC so that you can save the text file in the format required by the bank and then submit the file to the bank.

# Processing Options for Generate Positive Pay Text File (R04586)

## Process Tab

---

### 1. Through Date

Use this processing option to specify the through date for positive pay processing. The system processes all payments dated through this date that have not been previously included in a Positive Pay file. If you leave this processing option blank, the system uses today's date.

### 2. Company Name

**Blank = Company Master name**

**1 = A/B alpha name**

**2 = A/B mailing name**

Use this processing option to specify the name that is used as the company name in the Positive Pay text file.

Valid values are:

Blank

Use the name for the company specified in the Company Constants table (F0010).

1

Use the value specified in the Alpha Name field in the address book record for the company.

2

Use the value specified in the Mailing Name field in the address book record for the company.

### 3. Payee Name

**Blank = A/B alpha name**

**1 = A/B mailing name**

Use this processing option to specify the name that is used as the payee name in the Positive Pay text file.

Valid values are:

Blank

Use the value specified in the Alpha Name field in the address book record for the payee.

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---

Use the value specified in the Mailing Name field in the address book record for the payee.

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## Copying Positive Pay Text Files

After you run the Generate Positive Pay Text File program (R04586) to create your text file, you copy the text file to a specified location on your PC. When copying the text file, you must specify a file name and path and whether you want the system to append the text file to an existing one or to replace it.

After the text file has been copied to your PC, you can save it in the format that the bank requires and then transmit the text file to the bank.

### ► To copy positive pay text files

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*Use one of the following navigations:*

*From the Automatic Payment Processing menu (G0413), choose Text File Processor.*

*From the Manual Payment Processing menu (G0412), choose Text File Processor.*

1. On Work With Text Batches, click Find to display all text files, or enter information in the following fields to narrow your search, and click Find:
  - User ID
  - Batch Number
  - Transaction Number
2. Choose the text file that you want to copy, and then from the Row menu, choose Process Batch and then Copy Text.
3. On Copy Text To Text File, turn on one of the following options:
  - New file/Override existing file
  - Append to existing file
4. Enter a file path and file name for your text file in the following field:
  - Destination Text File Path and Name:

# Processing Options for Text File Processor (P007101)

## Process Tab

---

### **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.

---

# A/P Draft Processing

A draft is a promise to pay a debt. Drafts are used in various countries around the world. When a voucher is processed for draft payment, the draft document received by payees notifies them that the payor's bank will process the draft and transfer the funds on a specified date.

After the bank processes the draft and the debt is paid, the company that generated the draft uses the A/P Drafts - Inquiry/Selection program (P04260) to close the paid draft, and the Post Drafts Payable program (R04803) to post the closed draft.

## See Also

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

- ❑ *Writing Payments* for information about how to write payments
- ❑ *Updating the Accounts Payable Ledger* for information about how to update the accounts payable ledger
- ❑ *Drafts Payable (PD)* for information about setting up AAIs for Accounts Payable drafts

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## Processing Paid Drafts

The steps for draft processing differ slightly from the steps for automatic payment processing because of legal liabilities. Also, a specific set of pay status codes are used with drafts. The following topics describe the stages and associated pay statuses for draft processing.

## Creating Drafts

Creating a draft involves changing your original voucher to an original draft document and assigning a pay status of D (draft accepted). The system incorporates certain features of the write payments and update A/P ledger steps from the automated payment process to create a draft.

The system uses the write payments step to:

- Change the next status of the payment group from WRT (write) to UPD (update).
- Print drafts using control information for payment groups.

The system uses the update payments to the A/P ledger to:

- Create a matching document with a document type of P1, which closes the voucher.
- Create an original document with a document type of P1 and a pay status of D (draft accepted). This document is the draft, which replaces the original voucher.

## Closing Drafts

After you create a draft, the draft document is sent to the bank. When you know a draft is paid, you close the draft so that you can post it to the general ledger. To close a draft, you *select* it using the A/P

Drafts - Inquiry/Selection program (P04260). When you select it, you change the pay status of the draft from D (draft accepted) to # (draft selected).

This step has no equivalent in the automatic payment process.

## Posting Closed Drafts

After a draft is paid and closed, you post it to the general ledger. The system changes drafts with a pay status of # (draft selected) to P (draft paid). The system then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

This step has no equivalent in the automatic payment process.

---

## Closing Paid Drafts

When you know a draft is paid, based on your bank statement or the draft due date, you close the draft. This allows you to post it to the general ledger.

You choose which drafts you want to close from a list of drafts that are associated with a particular bank account. When you close a draft, the system changes its pay status from accepted to selected. After the draft is at this status, you can post it to the general ledger, which changes its pay status to paid.

### ► To close a paid draft

---

*From the Automatic Payment Processing menu (G0413), choose Draft Inquiry/Selection.*

1. On Work With A/P Drafts - Inquiry/Selection, complete the following field and click Find:
  - Bank Account
2. To limit your search to drafts that are ready to be closed, enter D in the following field in the QBE row:
  - Pay Stat
3. Choose the draft you want to close.
4. From the Row menu, choose Select to change the pay status from accepted to selected.

Before you post drafts, you can review and make changes to close drafts. To change the status of a draft from selected (closed) back to accepted (not closed), choose the draft. Then from the Row menu, choose Deselect.

### ► To post closed drafts

---

*From the Automatic Payment Processing menu (G0413), choose Post Outstanding Drafts.*

After drafts are paid and you close them, you post them to update the general ledger with the final payment information.

When you post drafts, you use a batch program that selects all drafts with a pay status of # (draft selected), indicating closed drafts. It uses the AAI item PDx to generate and post journal entries that

debit the drafts payable account and credit the payables bank account. It also changes the pay status of the draft to P (draft paid) and generates a posting report.

Four DEMO versions are available:

<b>Post Selected Drafts Payable - Proof</b>	This version runs a proof report, showing all drafts you have selected for posting on A/P Drafts - Inquiry/Selection.
<b>Post Selected Drafts Payable - Final</b>	This version is similar to the proof version except that it posts those drafts to the general ledger.
<b>Post Drafts Payable by Due Date - Proof</b>	This version runs a proof report, showing all drafts eligible for payment as of the date you specify.
<b>Post Drafts Payable by Due Date - Final</b>	This version is similar to the proof version except that it posts those drafts to the general ledger.

## Processing Options for Post Drafts Payable (R04803)

---

### Journal Entry

1. Enter a '1' to create Journal Entries. Default of blank will print a report only.

Blank = Print report only

1 = Run in final mode

2. Enter a '1' to create summary Journal Entries. Default of blank will create detail Journal Entries for each draft.

Blank = Create detail Journal Entries

1 = Journal Entries Summary

### Batch

1. Enter a '1' to override the automatic approval of the Journal Entries batch for payment and have it follow the batch management approval setup defined in the A/P Constants.

Batch Approval Override

### Dates

1. Enter the pay thru date to process. If left blank, the system date will be used.

Blank = Use system date

2. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

Blank = Use system date

### Currency

1. Enter the override exchange rate.  
currency code if an exchange rate is entered.

NOTE: selection criteria must include

Blank = Derive rate from exchange rate information

---

## Example: Paying Drafts

The following chart shows how the system uses the document type and document number information to group the entries related to the original voucher. The table shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	456	50,000		
	PV	457	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155
Create draft	P1	155	100,000		

---

## Voiding Paid Drafts

In certain situations, you might need to void a draft that has been paid. For example, you might have run the Post Outstanding Drafts program (R04803) for a particular draft in error.

If you need to void a paid draft, you must complete the following tasks:

1. Void the draft using the Void Payment Entry program (P0413M).
2. Enter a journal entry to debit the bank account and credit the drafts payable account.

You must create this entry because the system does not create this reversing entry for you when you void the payment.

---

## Reviewing Paid Drafts

You can use either the Supplier Ledger Inquiry program (P0411) or the Supplier Payment Inquiry program (P0413M) to review drafts after they have been paid.

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### Note

Because the bank determines the payment number of the draft, the possibility exists that you might have paid drafts from different suppliers with the same payment number. In this situation, if you use the Supplier Ledger Inquiry program and search by supplier number to inquire on one of the drafts, the system displays all transactions that have the same payment number, despite the fact that only one belongs to the supplier that you entered in the header. You should not select this transaction on the Supplier Ledger Inquiry form to review further detail, because the system will display all paid drafts with the same payment number. If you want to review further detail for one of the paid drafts, you should use the Supplier Payment Inquiry program.

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# Reviewing Supplier Ledger and Payment Information

At different times during the A/P process, you might need to view voucher and payment information for a specific supplier. To do this, review the supplier ledger using the Supplier Ledger Inquiry form for information such as the following:

- Open amounts remaining on a voucher
- Invoice, account, and purchase order information
- Pay status or posted code for a voucher
- Voucher detail and associated journal entry information
- Payment history

To view payment history for a supplier, select a row on the Supplier Ledger Inquiry form and choose Payment History from the Row menu to review the following information:

- Payment detail and associated journal entry information
- Payment summary information
- A/P ledger information

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## Reviewing Supplier Ledger Information

When a supplier has account or transaction questions, you need to locate the information and respond quickly. Depending on where the voucher is in your A/P process, you can use the supplier ledger to review general or specific payment information for that voucher. For payment history, you can either directly review the supplier ledger or allow your suppliers to view limited voucher information using self-service.

Use the Supplier Ledger Inquiry program (P0411) to view one of the following types of voucher information.

- Voucher detail information  
Reviewing voucher detail information is useful for finding information about discounts, due dates, taxes, and G/L distributions. You can also determine a voucher's pay and posted status, and special handling requirements for services or imported goods.
- Voucher summary information  
Reviewing voucher summary information is useful for obtaining information such as an invoice date and number, open and gross amounts, and purchase order number.

The Supplier ledger Inquiry program (P0411) displays information from the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

## See Also

- ❑ *Processing Options for Standard Voucher Entry (P0411)* in the *Accounts Payable Guide* for information about selections available in standard voucher entry

### ► To review voucher detail information

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher that you want to review and click Select.
3. On Enter Voucher - Payment Information, choose the pay item that you want to review.
4. Choose Detail from the Row menu to review the detail of a pay item.

PeopleSoft.

Supplier Ledger Inquiry - Voucher Pay Items - Detail

OK Cancel Form Tools

Pay Item	001		
Gross Amount	2,500.00	Open Amount	2,500.00
Discount Available			
Remark	Marketing Campaign Expense		
Due Date	07/15/05		
Pay Status	#	Payment In Process	
G/L Posted Code	D		

Tax Expl Code			
Tax Rate/Area			
Service/Tax Date	06/15/05		
Tax Amount			
Taxable Amount			

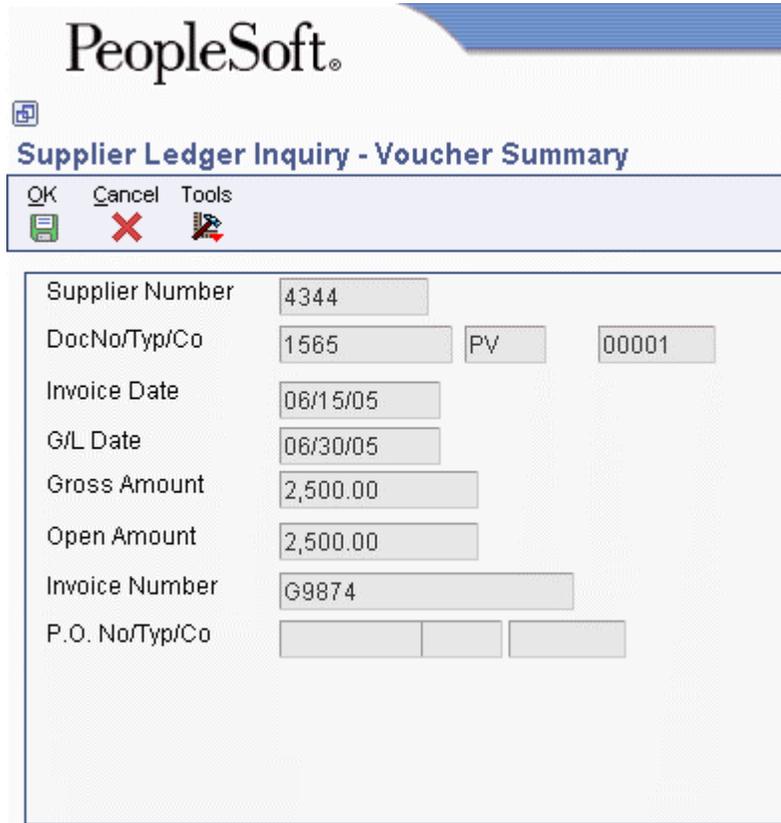
5. On Voucher Pay Items - Detail, review the detail of the pay item and click OK.
6. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu to review the journal entry for a voucher.

### ► To review voucher summary information

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher that you want to review.
3. From the Row menu, choose Summary.



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Supplier Ledger Inquiry - Voucher Summary

OK Cancel Tools

Supplier Number 4344

DocNo/Typ/Co 1565 PV 00001

Invoice Date 06/15/05

G/L Date 06/30/05

Gross Amount 2,500.00

Open Amount 2,500.00

Invoice Number G9874

P.O. No/Typ/Co

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## Reviewing Voucher Payment History

You can either review voucher payment history directly in the supplier ledger or activate the supplier self-service application.

When you want to review all vouchers paid by a specific payment, you review its payment history. For example, you can review when a voucher was paid and the amount of the payment. You can also review other information, such as the following:

- Bank account information
- Discount information

► **To review voucher payment history**

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.*

1. On Supplier Ledger Inquiry, to limit your search, complete any of the following fields and click Find:
  - Supplier Number

- Date From
  - Thru Date
  - Batch Number
2. To limit the documents displayed by date, turn on one of the following options:
    - Invoice
    - G/L
  3. To display only recurring vouchers, turn on the following option:
    - Recurring
  4. To display pay items in summary format, turn on the Summarize option.  
If you do not do this, the system displays pay items in detail format, with one line per pay item.
  5. To limit the documents displayed by pay status, turn on one of the following options:
    - Paid
    - Open
    - Withheld
    - All
  6. Click Find to display the documents that meet your search criteria.
  7. Choose the voucher that you want to review.
  8. From the Row menu, choose Payment History.

Records 1 - 3

Payment Type	Payment Number	Payment Date	Payee	Payment Amount	Discount Taken	Foreign Payment Amount
<input checked="" type="radio"/> PK	5005	06/30/05	Universal Incorporated	4,455.00-	45.00-	45.00-
<input type="radio"/> PO	5005	06/30/05	Universal Incorporated	4,455.00	45.00	45.00
<input type="radio"/> PK	5012	06/30/05	Universal Incorporated	4,455.00-	45.00-	45.00-

9. Review any of the following fields:
  - Payment Type
  - Payment Number
  - Payment Date
  - Payee
  - Payment Amount

- Discount Taken
- Post Code

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**Note**

The Work with Pay Item History form is the only form on which you can see the actual void payment (PO) records.

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## Supplier Self-Service

If you activate supplier self-service, you allow your suppliers limited access to voucher and payment information. Supplier self-service permits a supplier to inquire on payments and resolve questions independently, without contacting your A/P personnel.

To enable the supplier self-service application, you must specify one in the Supplier Self Service Mode processing option on the Process tab. This selection tells the system to retrieve the supplier's address book number from the User Profile record. The address book number controls what voucher and payment information is available to your supplier.

When a supplier initially accesses your Web page, a payment inquiry form is displayed. The supplier can inquire on *all* vouchers or narrow the search based on vouchers in a *paid* or *open* or *withheld* status. Depending on the supplier's search criteria, the voucher detail displays only the following fields:

- Due Date
- Gross Amount
- Open Amount
- Invoice Number

To view specific payment information for a voucher, a supplier can access a payment history form from the Row menu. This form displays only certain fields, including:

- Payment Type
- Payment Number
- Payment Date
- Payee
- Payment Amount
- Discount Taken

All internal A/P information related to your company and business processes are hidden from your suppliers. For example, suppliers do not have access to bank account numbers, voucher batch data, and G/L account information.

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## Reviewing Supplier Payment Information

To verify a payment to a supplier or to review a supplier's payment history, you need to locate and review the information quickly. Reviewing supplier payment information consists of:

- Locating payments
- Reviewing payments
- Reviewing payment summary information

### Locating Payments

To review payment information, you must first locate a list of payments that meet your search criteria. From this list, you choose a payment to review.

Supplier payment information is stored in the Accounts Payable Matching Document (F0413) and the Accounts Payable Matching Document Detail (F0414) tables.

► **To locate payments**

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Payment Inquiry.*

On Work with Payments, click Find to display all payments, or complete any of the following fields to limit the documents that appear:

- Supplier Number
- Payment Number
- Bank Account Number
- From Date
- Thru Date

### Reviewing Payments

You can review information about a specific payment, such as the supplier's invoice number or the voucher number. You can review both manual and automatic payments on Manual Payment Entry.

► **To review payments**

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Payment Inquiry.*

1. On Work with Payments, follow the steps for locating payments.
2. Choose the payment and click Select.
3. On Manual Payment Entry, choose the voucher that is associated with the payment.
4. Choose Vchr Dtl (Voucher Detail) from the Row menu.
5. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu to review the journal entry for the voucher.

## Reviewing Payment Summary Information

To quickly review information about a payment without directly accessing it, you can access the payment's summary information. For example, you might want to verify the bank account from which the payment is made or the amount of the payment.

If you have reconciled a payment using one of the reconciliation programs in the General Accounting system, the Payment Summary form displays the word *Reconciled* next to the Payment Date field for the payment.

### See Also

- *Account Reconciliation* in the *General Accounting Guide* for more information about how to reconcile payments

### ► To review payment summary information

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*From the Supplier & Voucher Entry menu (G0411), choose Supplier Payment Inquiry.*

1. On Work with Payments, follow the steps for locating payments.
2. Choose the payment.
3. From the Row menu, choose Pymt Sum (Payment Summary).

The screenshot shows the PeopleSoft interface for 'Supplier Payment Inquiry - Payment Summary'. The form contains the following fields and values:

Payment Type/No	PN	1	Payments Post Status	D
Payee Number	4360			Allen Supplies
Account Number	61000.1110.BEAR			Bear National Bank
Payment Amount	2,250.00		Void G/L Date	
Payment Date	07/15/05			
<input type="checkbox"/> Foreign Mode			Batch Number	6485
Currency Code	USD		Batch Date	04/24/03
Payee Bank Account			Value Date	
Payment Instrument	<input type="checkbox"/>			Default (A/R & A/P)

## Processing Options for A/P Manual Payments (P0413M)

### Defaults Tab

These processing options establish system defaults.

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#### 1. Mode to View Open Pay Items

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank

View open pay items in detail mode. The system displays each pay item.

1

View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

#### 2. Assign Payment Numbers

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank

Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1

Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

#### 3. Enter Payment Amount

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**Blank = Enter payment amount manually****1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank

Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

1

Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

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**Display Tab**

This processing option specifies whether to display the Value Date field.

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**1. Display Value Date Field**

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank

Do not display the Value Date field.

1

Display the Value Date field.

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**Processing Tab**

These processing options specify limits on automatic system processing.

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**1. Display Draft Entry Option**

Blank = Do not display option

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1 = Display option

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank

Do not display the Draft Entry option.

1

Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

## 2. Duplicate Number Error Message

Blank = Issue an error

1 = Issue a warning

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank

Issue an error message.

1

Issue a warning message.

## 3. Allow Negative Payments

Blank = Do not allow negative payments

1 = Allow negative payments

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank

Do not allow negative payments.

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1

Allow negative payments.

#### 4. Delete Unposted Automatic Payments

Blank

Do not allow payments to be deleted

1

Allow payments to be deleted

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank

Do not allow unposted automatic payments to be deleted. These payments can be voided.

1

Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

#### 5. Delete Unposted Manual Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

## Currency Tab

These processing options specify system defaults for currency processing.

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### 1. Activate Alternate Payment

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank

Do not activate Alternate Payment on the Form menu.

1

Activate Alternate Payment on the Form menu. This allows you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form allows you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

### 2. Exchange Rate Date Edit

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank

The system does not perform the validation; it accepts any date.

1

The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

### 3. Exchange Rate Tolerance Limit

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## Enter a whole number percent

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

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## Print Tab

These processing options specify system defaults for payment print.

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### 1. Payment Instrument

Use this processing option to specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

### 2. Print Program Version Number

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

### 3. Retain Print Field Value

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank

Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

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1

Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

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## **Voids Tab**

This processing option specifies limits on voiding vouchers created with purchase orders.

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### **1. Vouchers with Purchase Orders**

#### **Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank

Allow the voiding of vouchers with purchase orders, and issue no message.

1

Issue a warning message.

2

Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

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## **Inquiry Tab**

This processing option specifies whether to deactivate the OK and Delete options on the Manual Payment Entry form when you review payments.

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### **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank

Do not deactivate the OK and Delete options during review.

1

Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

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# Accounts Payable Standard and Analytical Reports

To effectively manage information about your suppliers, print accounts payable reports. For example, you might print a report to determine which vouchers have been paid for a specific supplier.

Printing standard reports enables you to review and manage voucher information, such as:

- Open balances and aging
- History for a supplier

Printing analytical reports enables you to review and analyze payment information for a supplier, such as:

- Payment detail
- Summarized payment register information
- Duplicate payment information
- Open A/R and A/P amounts
- Year-to-date vouchered amounts
- G/L account detail

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## Printing Accounts Payable Standard Reports

You can print standard reports to review and manage accounts payable information, such as vouchers to be paid, open balance amounts for suppliers, and total payment amounts for a selected supplier.

These reports read information from the Address Book Master (F0101) and Accounts Payable Ledger (F0411) tables through a joined business view.

The processing time for these reports depends on the amount of history retained in the Address Book and Accounts Payable Ledger tables. Print the reports during off-peak hours.

## Printing Open A/P Summary Reports

*From the Accounts Payable Reports menu (G0414), choose Open A/P Summary Report.*

To review summary information about open voucher balances and aging, choose from either of the following summary reports:

- A/P Summary Report
- "As-Of" - Open A/P Summary Report

You control the type of date from which you want to age your vouchers and the aging categories that you want to appear on these summary reports. Depending on the results you want, set up your aging specifications using one of the following:

<b>A/P constants</b>	<p>The system calculates aging based on the A/P constants, where you designate the number of days in each time interval for the columns on your aging reports. For example, you can designate 30, 60, 90, and 120 days and more.</p> <p>To review the A/P constants for your system, from the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.</p>
<b>Processing options</b>	<p>The system calculates aging based on processing options. The processing options override the intervals you designate in the A/P constants. You can designate aging by due date, invoice date, or G/L date, and by one of the following aging methods:</p> <ul style="list-style-type: none"> <li>• Aging days</li> <li>• Fiscal periods</li> <li>• Calendar</li> </ul>

## Processing Options for Open A/P Summary Report

### Aging Tab

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#### Note

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this tab.

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### 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 on the due date using the aging days in the General Constants table.

### 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 left blank, the system compare the current date to the date on the voucher to determine the aging category.

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### 3. Date Type

Use this processing option to specify which date on the voucher the system is to use to age open balances if the aging specifications processing option is set to use the aging processing options. The system will compare 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.

The system ignores these values if the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants. Valid values are:

Blank or 1

Aging days

2

Fiscal periods

3

Calendar months

#### **Aging Category 1**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

#### **Aging Category 2**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

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This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 3**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 4**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 5**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days. .

## **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

Apply credits to the appropriate aging column.

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## Print Tab

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### 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.

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### Data Sequence for Open A/P Summary Report

The report totals are dependent on the following sequence:

1. Company
  2. Address Number
- 

### Caution

Do not change the sequence shown above. Different data sequencing will give unpredictable results.

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## Printing Open A/P Detail Reports

*From the Accounts Payable Reports menu (G0414), choose Open A/P Detail Report.*

You can print four types of detail reports:

- A/P Detail with Remarks
- A/P Detail with Aging
- "As-Of" A/P Detail with Remarks
- "As-Of" Open A/P Details With Aging

### See Also

- *Printing Voucher Detail Reports* for information about printing A/P detail reports by approver during the voucher logging process

## A/P Detail by Supplier with Remarks and Net Amount Report

To view detailed voucher information for one or more suppliers, print the A/P Detail by Supplier with Remarks and Net Amounts report. This report shows each voucher pay item, net amounts, due dates, and remarks with the open amount information. Print any of the following versions:

- Open A/P Detail with Net Amounts & Remarks
- Open A/P Detail with Remarks
- Open A/P Detail with Recurring Frequency
- Supplier Payment Information

### Processing Options for A/P Detail by Supplier with Remarks and Net Amounts (R04423A)

#### Print Options Tab

These processing options specify print options on reports.

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#### 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 (HDPY) of the Supplier Master table (F0401). Valid values are:

Blank

Print all suppliers.

1

Exclude suppliers on payment hold.

#### 2. Recurring Voucher Information

Use this processing option to specify whether to print recurring voucher information. Valid values are:

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Blank

Print the recurring frequency and the number of remaining payments for each recurring voucher.

1

Do not print recurring voucher information.

### **3. Remaining Payments**

Use this processing option to specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system will print three asterisks (\*\*\*) beside the number of remaining payments for the voucher if the number is less than or equal to the number specified.

### **4. Payment Information**

Use this processing option to specify whether the system prints payment information on the report. Valid values are:

Blank

Do not print payment information.

1

Print payment information.

### **5. Include Payment Amounts**

Use this processing option to specify whether payment amounts will be included in the column totals for the original amount if the payment information processing option is set to print payment information. Valid values are:

Blank

Do not include payments in the column totals for the original amount.

---

---

1

Include payments in the column totals for the original amount.

---

## **Open A/P Detail with Aging Report**

To view voucher information for one or more suppliers, print the Open A/P Detail with Aging report. This report shows aging information and due dates with the open amount information. Print one of the following versions:

- Open A/P Details with Aging
- Retainages Payable with Aging
- Open A/P Details Recurring Frequency with Aging

### **Processing Options for Open A/P Details with Aging (R04423B)**

#### **Aging Tab**

These processing options specify aging criteria that will be used for this report.

---

#### **Note**

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this 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 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 processing option 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

#### **5. Aging Days**

##### **Aging Category 1**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

---

## **Aging Category 2**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

## **Aging Category 3**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

## **Aging Category 4**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

## **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 Options Tab**

These processing options specify print options for this report.

---

### **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 on payment hold.

### **2. Recurring Voucher Information**

Use this processing option to specify whether to print recurring voucher information. Valid values are:

Blank

Do not print recurring voucher information.

---

---

1

Print recurring voucher information.

### **3. Remaining Payments**

Use this processing option to specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system will print three asterisks (\*\*\*) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

### **4. Payment Information**

Use this processing option to specify whether to print payment information on the report. Valid values are:

Blank

Do not print payment information.

1

Print payment information.

### **5. Include Payment Amounts**

Use this processing option to specify whether payment amounts are included in the column totals for the original amount if the payment information processing option is set to print payment information. Valid values are:

Blank

Do not include payments in the column totals for the original amount.

1

---

---

Include payments in the column totals for the original amount.

---

### **Data Selection for Open A/P Details with Aging**

Both the Open A/P Detail with Remarks report and the Open A/P Detail with Aging report require the following data selection:

- Open amount not equal to zero
  - Pay item extension number equal to zero
- 

#### **Caution**

Do not change the data selection from the above. Doing so could yield unpredictable results.

---

### **Data Sequence for Open A/P Details with Aging**

The report totals for Open A/P Detail with Remarks and Open A/P Detail with Aging are dependent on the following data sequence:

3. Company
  4. Address Number
- 

#### **Caution**

Do not change the data sequencing from the above. Doing so could yield unpredictable results.

---

---

## **Printing Accounts Payable Analytical Reports**

The processing time for these reports depends on the amount of history that is retained in the Supplier Master (F0401), Accounts Payable Ledger (F0411), and Account Ledger (F0911) tables. You should print the reports during off-peak hours.

## **Printing Payment Detail Reports**

*From the Accounts Payable Reports menu (G0414), choose Payment Details.*

The A/P Payment History Detail report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

When you print the A/P Payment History Detail Report, the system uses payment header and voucher detail information from the following tables:

- Address Book Master (F0101)
- Accounts Payable Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)

## **Processing Options for A/P Payment History Detail Report (R04424)**

---

### Print Formats

1. Enter a '1' to print the report with foreign and domestic amounts of the payment. If left blank, only the payment amount will display.

### Print Amount Information

2. Enter a '1' to begin a new page with each payment number. If left blank, a new page will begin with each payee.

### Print Page Information

---

## **Data Sequence for A/P Payment History Detail Report**

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

## **Printing Payment Registers**

*From the Accounts Payable Reports menu (G0414), choose Payment Register.*

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summary instead of detail. This register also lists multi-stub payments and payments that were voided due to a reset.

## **Data Sequence for Payment Register**

The report totals are dependent on the following sequence:

1. Batch Number
2. Check Date
3. Document Type
4. Document Number
5. Document Company
6. Address Number

## **Printing Suspected Duplicate Payments Reports**

*From the Accounts Payable Reports menu (G0414), choose Suspected Duplicate Payments.*

Prior to payment processing, you might want to identify any duplicate vouchers. To avoid duplicate vouchers, set the A/P constants so that you get either an error message or a warning of a possible duplicate when you enter a voucher.

If the A/P constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the Accounts Payable Ledger table (F0411). Vouchers appear on this report based on one of the following criteria:

- Duplicate invoice number
- Duplicate amount within an invoice

This report does not adjust the status of any vouchers listed.

### **Data Sequence for Suspected Duplicate Payments**

The report totals are dependent on the following sequence:

- Address Number
- Invoice Number
- Document Number
- Document Type
- Document Company
- Pay Item
- Pay Item Extension Number

## **Printing Supplier Analysis Reports**

*From the Accounts Payable Reports menu (G0414), choose Supplier Analysis.*

To review a supplier's transaction activity, print the Supplier Analysis Report. This report lists suppliers according to their year-to-date vouchered amount (gross amount less taxes), with the supplier with the highest amount vouchered appearing first. It also shows, the amount vouchered the previous year, and the value in the Hold Payment field of the Supplier Master record.

For the Vouchered Year to Date column to list only the current year's activity, you must run the Update YTD Voucher Amounts program (R04820A) as part of your annual close procedures. Suppliers with a year-to-date balance of zero do not appear on this report. Information on this report is from the Supplier Master table (F0401).

### **See Also**

- *Updating YTD Voucher Amounts* in the *Accounts Payable Guide* for information about updating YTD voucher information for suppliers

### **Processing Options for Supplier Analysis Report (R04602)**

---

#### Currency

Enter the Currency that the report is to be stated in. If left blank the report will be stated in U.S.Dollars (USD). This is only used if multi currency is on.

Currency

---

## Data Sequence for Supplier Analysis Report

The report totals are dependent on the following sequence:

1. Amount Vouchered Year-to-Date
2. Address Number

---

### Caution

Do not change the data sequence noted above. Doing so may cause unpredictable results.

---

## Printing Supplier Totals by G/L Account Reports

*From the Accounts Payable Reports menu (G0414), choose Supplier/Customer Totals by G/L Acct.*

To analyze which suppliers provide specific types of services and products based on G/L distributions, print the Supplier/Customer Totals by Account report. This shows G/L account detail information and totals by supplier from the Account Ledger table (F0911).

### Processing Options for Supplier/Customer Totals by Account (R09450)

---

#### Display

Enter the type of Account Number to print on the Report. ' ' = Number entered during input '1' = Structured Account '2' = Short Account ID '3' = Third Account Number

Enter a '1' to print the Supplier/Customer Address. If left blank, no address will print

---

---

## Printing Netting Reports

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

You can print netting reports that show whether your company owes or is owed money. These reports do not make adjustments to the account ledgers. Instead, the reports provide comparisons between A/R and A/P amounts, and are useful in the following situations:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer or supplier has both A/R and A/P balances.

You can use this information to net the receivable and payable balances for eligible organizations.

# Creating the A/R and A/P Netting Report Workfile Table

*From the Accounts Receivable Reports menu (G03B14), choose Refresh A/P and A/R Netting.*

Before you can print the Netting - Aging Report, you must create the workfile it uses. When you do this, the system rebuilds the A/R Netting Workfile table (F03B465) based on current information in the Accounts Receivable Ledger and Accounts Payable Ledger tables.

## Prerequisite

- ❑ Verify that the A/R Netting Workfile table (F03B465) exists. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

## Processing Options for Refresh A/P and A/R Netting (R03B465)

---

### Version

1. Netting Workfile Build for A/R (R03B4651).  
Blank = ZJDE0001
  2. Netting Workfile Build for A/P (R03B4652).  
Blank = ZJDE0001
- 

## Data Selection for Refresh A/P and A/R Netting

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting table. You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For A/R, by changing the data selection for A/R Netting File Refresh (R03B4651)
- For A/P, by changing the data selection for A/P Netting File Refresh (R03B4652)

# Printing the Receivables/Payables Netting Report

*From the Accounts Receivable Reports menu (G03B14), choose Receivables/Payables Netting.*

You print the Receivables/Payables Netting report when you want the system to calculate the potential offsets between open accounts payable balances and open accounts receivable balances.

This report lists information from the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables.

When you print this report, the system does the following in the order listed:

- Totals the open accounts receivable and open accounts payable balances for each account
- Compares the two sums
- Calculates the potential offsets

For example, an account with an open accounts receivable balance of 50,000.00 USD and an open accounts payable balance of 30,000.00 USD has a potential accounts receivable offset of 20,000.00 USD. If the opposite were true, the account would have a potential accounts payable offset.

- Calculates the net amount of the two offset fields and lists the grand total in the appropriate column

This report does not have associated processing options.

### **Data Selection**

Each data selection field should be equal to \*ALL so that the report includes all data and gives a complete picture of potential netting.

### **Data Sequence**

This report is sequenced by address number and company. You should not change this sequence.

### **Prerequisite**

- Update the A/R Netting Workfile table by running the Build Netting Report File program (R03B465).

## **Printing the Netting - Aging Report**

*From the Accounts Receivable Reports menu (G03B14), choose Netting - Aging Report.*

You print the Netting - Aging Report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By creating different versions of this report, you can review detailed or summary information. You can also review multicurrency- or domestic-currency versions of the report.

This report lists information from the A/R Netting Workfile table (F03B465).

When you print this report, the system:

- Totals the open accounts receivable and open accounts payable amounts for each account
- Ages the balances for each account as determined by the processing options

### **Data Selection**

You can use data selection to limit the detail on the report. For example, you can include any fields from the Address Book Master table (F0101), as well as many of the fields shared by the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables.

### **Data Sequence**

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

### **Prerequisite**

- Update the A/R Netting Workfile table by running the Build Netting Report File program (R03B465).

## Processing Options for the Netting - Aging Report (R03B466)

### Format Control Tab

---

#### 1. Foreign and domestic currency

**Blank = Domestic Only Aging**

**'1' = Foreign Currency Aging**

Use this processing option to specify whether to print aging information for domestic amounts only or for both foreign and domestic amounts. Valid values are:

Blank

Print and age domestic amounts only.

1

Print and age domestic and foreign amounts.

#### 2. Suppliers invoice number

**Blank = Do not print**

**'1' = Print supplier's invoice number**

Use this processing option to specify whether to print the invoice number for each supplier on the report. Valid values are:

Blank

Do not print the invoice number on the report.

1

Print the invoice number on the report.

---

## Aging Tab

---

### 3. A/R Company Constants

**Blank = Use processing options**

**1 = Use A/R company constants**

Use this processing option to specify whether the system retrieves aging specifications from the Accounts Receivable constants or from the Aging processing options. Valid values are:

Blank

Use the values specified in the Aging processing options.

1

Use the values specified in the Accounts Receivable constants. If the Age as of Date field in the Accounts Receivable constants is blank, the system uses the value in the Aging Date processing option. If the value in the Aging Date processing option is also blank, the system uses the current date. The system ignores processing options 3 through 12 when you choose this option.

### 4. Aging Date

**Blank = Use current date**

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

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

### 5. Date Type

**D = Due date (Default)**

**I = Invoice date**

**G = G/L date**

---

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

D

Use the invoice due date. This is the default value.

I

Use the invoice date.

G

Use the general ledger date.

#### **6. Aging Method (1,2,3)**

**Blank = 1**

**1 = Aging Days**

**2 = Fiscal Periods**

**3 = Calendar**

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

1

Aging days. The system assigns invoices to the aging categories that you specified in the Aging Category 1 through Aging Category 8 processing options. The aging categories are user defined.

2

Fiscal periods. The system creates the aging categories by using the fiscal periods defined by the date pattern that you assigned to the company record.

3

---

---

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

### **7. Aging Category 1**

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

### **8. Aging Category 2**

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

### **9. Aging Category 3**

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

### **10. Aging Category 4**

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

### **11. Aging Category 5**

Use this processing option in conjunction with the value entered in the Aging Category 4 processing option to specify the interval that the system uses for the fourth aging category.

---

## 12. Age Credits

**Blank = Do not age**

**1 = Use aging option 6**

Use this processing option to specify the aging method for credit invoices. Valid values are:

Blank

The system does not age credit invoices. The system will include the credit amount in the current aging column.

1

The system uses the aging method that you specify in the Date Type processing option on the Aging tab.

---

## Maximum Days Tab

---

### 13. Maximum number of aging days

Use this processing option to specify the maximum number of aging days for a transaction to be included on this report. If you leave this processing option blank, all transactions are included regardless of the aging days.

---

## Rounding Tab

---

### 14. Rounding Factor:

**Blank = No rounding (Default)**

**'0' = Round to decimals only**

**'1' = Divide by 10**

**'2' = Divide by 100**

**'3' = Divide by 1000**

**'4' = Divide by 10000**

**'5' = Divide by 100000**

Use this processing option to determine the rounding factor to be used for the amounts on this report. Valid values are:

Blank

No rounding.

0

Round to decimals only.

1

Divide by 10.

2

Divide by 100.

3

Divide by 1000.

4

Divide by 10000.

---

5

Divide by 100000.

---

## File Build Tab

---

### 15. File Build Options:

**Blank = No workfile build (Default)**

**'1' = Build permanent file**

**'2' = Build temporary workfile**

Use this processing option in conjunction with the A/R Build Version and A/P Build Version processing options to specify whether to build the work files. Valid values are:

Blank

Do not build the work files.

1

Build permanent work files.

2

Build temporary work files. Temporary files will be cleared at the completion of this report.

### 16. A/R Build Version (R03B4651)

**Blank = ZJDE0001**

Use this processing option to specify the version of the A/R Netting File Refresh program (R03B4651) to run. If you leave this processing option blank, the system uses ZJDE0001 as the default version.

### 17. A/P Build Version (R03B4652)

**Blank = ZJDE0001**

Use this processing option to specify the version of the A/P Netting File Refresh program (R03B4652) to run. If you leave this processing option blank, the system uses ZJDE0001 as the default version.

# Accounts Payable Integrity Reports

Integrity reports identify problems and inconsistencies with your data so that you can resolve them and ensure that your PeopleSoft systems remain in balance. Use these reports to verify that your accounts payable data matches your G/L data and that your accounts payable transactions have the correct pay status.

You can run integrity reports only as of the current day. Integrity reports do not have "as of" capabilities. That is, you cannot run them as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time.

Follow these guidelines when running integrity reports:

- Submit one integrity report at a time
- Run integrity reports when other users are not accessing the system to ensure accuracy
- Run integrity reports weekly so that you do not risk compromising your accounting data
- Run integrity reports as needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly

The accounts payable integrity reports include posted transactions only.

---

## Running Accounts Payable Integrity Reports

You should run the accounts payable integrity reports:

- Weekly so that you do not risk compromising your accounting data
- As needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly

These integrity reports include posted transactions only.

## A/P To G/L Integrity Report By Batch

*From the Period End Processing menu (G0421), choose A/P Orig Doc to G/L by Batch.*

The A/P To G/L Integrity Report By Batch verifies that the gross amount of each batch in the Accounts Payable Ledger table (F0411) is in balance with the amounts in the corresponding batch in the Account Ledger table (F0911). It also checks for an invalid pay status on every pay item.

This report does not include batches of payments entered without voucher match (batch type W). To test the integrity of this type of batch, run the A/P Payments to G/L by Batch report.

This report performs two types of integrity tests:

- Balance Test
- Pay Status Test

## Balance Test

The balance test performs the following for each batch:

- Compares the gross amount in the Accounts Payable Ledger table with the gross amount in the Account Ledger table
- Compares the automatic offset amount with the A/P control amount
- Compares both the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain or loss transactions to the gross voucher amounts. It also does not add the discount taken or subtract the discount lost from the gross amount for the associated payment transaction.

The system adds the VAT to the voucher taxable amount and subtracts the amount of Use tax on transactions. It also adds the VAT from unposted PE (matching document type) transactions for any change to the gross amount.

## Pay Status Test

The pay status test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status should be paid. If a voucher has an open amount, the pay status should be held or approved. If any discrepancies exist, the voucher transactions print on the integrity report.

## A/P Payments To G/L By Batch Report

*From the Period End Processing menu (G0421), choose A/P Payments to G/L by Batch.*

The A/P Payments To G/L By Batch report verifies that each batch of Accounts Payable Matching Document Detail (F0414) payments is in balance with the corresponding batch of Account Ledger (F0911) amounts.

This test performs the following comparisons for each batch:

- Compares the gross amount in the A/P Matching Document Detail table with the gross amount in the Account Ledger table
- Compares the automatic offset amount with the A/P control amount
- Compares both of the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain and loss transactions because no offset accounts exist in the G/L.

Because manual payments made without a matching voucher (type W) contain both voucher and payment information, the system identifies integrity problems for this batch type differently than for other batch types:

- Gross Amount column. When a difference exists between the payment and voucher amounts, the program prints the difference in this column, with an error message that specifies which amount is greater.
- Distribution Amount column. When a difference exists between the distribution amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.
- Automatic Offsets column. When a difference exists between the automatic offset amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.

## **A/P To G/L Integrity by Offset Account Report (R047001A)**

*From the Period End Processing menu (G0421), choose A/P to G/L by Offset Account.*

The A/P to G/L by Offset Account integrity report compares the posted open Accounts Payable Ledger table (F0411) amounts with the balance in the offsetting A/P control (trade) accounts in the Account Balances table (F0902). The open Accounts Payable Ledger table (F0411) amounts do not include taxes or discounts.

This test:

- Summarizes the Accounts Payable Ledger open amounts for each G/L account. (The G/L offset code in the voucher points to the A/P control offset account, which is item PC in AAI's.)
- Compares the G/L account amount with the corresponding A/P control account. The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the G/L offset account number appear on the integrity report. AAI's control which accounts appear on the report.
- Prints the sum of any G/L offset code that cannot be associated with an account in the Account Balances table. This usually occurs if an AAI is missing, if it's been changed, or if it points to an invalid account.

The G/L Annual Close process for the prior year must be run for the A/P to G/L Integrity by Offset Account report to be accurate. The report adds the balance forward from the prior year to any activity for the current year. The G/L Annual Close provides the prior year balance forward amount.

---

## **Correcting Accounts Payable Out-of-Balance Conditions**

After running an integrity report, you must correct any errors that the system detects.

### **Report Amounts Do Not Net to Zero**

This error occurs with the A/P To G/L Integrity Report By Batch and A/P To G/L Integrity By Offset Account reports. It is usually caused by unposted A/P batches. The system updates the A/P ledger tables, whereas the post program updates the Account Balances table (F0902).

To correct this error, post all A/P batches.

The following example illustrates why the integrity report shows amounts that are out of balance unless the transactions are posted.

This is what happens when you enter and post voucher #1234:

- Document Type = PV (voucher)
- Gross Amount = 1,000 (F0411)
- Open Amount = 1,000 (F0411)
- Posted Code = D (F0411)
- Amount = 1,000 (F0902)

The open amount in the F0411 and the amount in the F0902 are in balance.

This is what happens when you void voucher #1234:

- Document Type = PV (voucher)
- Gross Amount = 1,000 (F0411)
- Open Amount = Blank (zero) (F0411)
- Posted Code = D (F0411)
- Amount = 1,000 (F0902)

Because the open amount is now zero, and the F0902 amount is 1,000, the integrity report shows the amounts as out of balance.

This is what happens when you post the voided transaction:

- Matching Document Type = PE (change the voucher amount)
- Gross Amount = -1,000 (F0411)
- Open Amount = Blank (zero) (F0411)
- Posted Code = D (F0411)
- Amount = Blank (zero) (F0902)

The -1,000 in the F0411 is applied to the amount in the F0902. The open amount in the F0411 and the amount in the F0902 are now in balance (both are at zero).

## **Batch Was Posted Out of Balance without Automatic Offset Entries**

This error occurs only with the A/P To G/L Integrity By Offset Account report. It can occur when a power failure occurs during posting or when more than one post program is active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.

## Invalid Journal Entry Was Posted to an A/P Account

This error occurs with the A/P To G/L Integrity Report By Batch and A/P To G/L Integrity By Offset Account reports. Typically, the A/P control offset account (posting edit code = M) includes only machine-generated entries with a document type of AE (automatic entry). A manually entered document, such as a journal entry, that appears in this account can cause a balancing problem.

To correct this, locate the journal entry, correct or void the entry, and post it.

## Data Records Are Damaged

This error can occur with any A/P integrity report for a variety of reasons, including hardware failure.

To correct this problem:

- If the damaged records are in the Accounts Payable Ledger table, you might need to use a utility program to remove them from the table. For more information, contact your system administrator.
- If the records are in the Account Balances table, you might need to repost the Account Ledger.

## G/L Offset Code Was Changed

This error occurs only with the A/P To G/L Integrity By Offset Account report. It occurs if you change the G/L offset code to which your vouchers are assigned and the system cannot find a match for the Accounts Payable Ledger records that contain the old offset code.

The report prints the old PCyyyy (where yyyy equals the G/L offset code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code.

The report does not print the G/L account balance, because the system cannot find a match.

You can correct this error in one of two ways:

- Change the A/P amounts with the old offset codes to include the new offset code.
- Set up the old offset code and retain it until you have paid all open vouchers that have the old code.

## A/P Control Account Was Changed

This error occurs only with the A/P To G/L Integrity By Offset Account report. It occurs if you change the AAIs for the A/P control account to which the voucher G/L offset code is attached. The system cannot find a match in the Account Balances table because the association between the G/L offset code and the old account number is lost.

The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old A/P control account balance amount.

To correct this problem, locate the old A/P control offset account total and manually add it to balance this account.

## The Voucher (F0411) and Payment (F0414) are Out of Balance

This error occurs only for batches with a batch type of W (without match) on the A/P Payments To G/L By Batch report. It occurs for one of the following reasons:

- A void to a transaction that does not void related transactions
- A power failure or other problem during the post process
- Data records are damaged

To correct this problem, determine which amount is incorrect by printing the Manual Payment Journal report and general journal reports.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your system administrator.

### See Also

- ❑ *Printing the Manual Payment Journal* in the *Accounts Payable Guide*
- ❑ *Printing General Journals* in the *General Accounting Guide*

## General Ledger Transactions Are Out of Balance

This error can occur on the A/P Orig Doc to G/L by Batch report and A/P Payments to G/L by Batch report (batch type W only). The error can be related to either distribution amounts or automatic offset amounts, and can be caused by any of the following:

- Unposted A/P batches. To correct this problem, post all A/P batches.
- Journal entries that have been voided incorrectly. This happens when you use the wrong program to void entries. For example, you use Journal Entry (P0911) rather than Void Payment Entry (P0413M). To correct this problem, you might need to use a data file utility to reset the records to their original state. Then, use the correct program to void the transaction. For more information, contact your system administrator.
- A power failure or other problem during the post process (distribution amounts only). To correct this problem, repost the batch.
- A batch posted out of balance without automatic offset entries.
- An invalid journal entry posted to an A/P account.
- Damaged data records.
- A changed A/P control account.
- An exit out-of-balance when you enter the voucher expense distribution.

# Accounts Payable "As Of" Reports

You can use "as of" reports to help resolve problems you might encounter with your data. Prior to printing and reviewing these reports, you must create a complete picture of the Accounts Payable ledger (F0411) as of a specific date. You can generate a file as of a specific period of time and compare the Accounts Payable transaction open balance with the balance of the A/P Trade Account for the same period of time. These two balances should match if all of the transactions are posted to the general ledger and the trade account has been updated properly.

Auditors find these reports especially useful because they can run them for any period of time, as long as the date file has been generated.

---

## Generating Date Tables

*From the Period End Processing menu (G0421), choose Date File Generation.*

To update your workfiles, you must generate a date table. The system uses the date you specify in the first processing option and compares it with the G/L date of all the A/P transactions. The open amount of the voucher is calculated based on the voucher's gross amount, adjustments, and payment transactions within the G/L date time frame. The Create A/P 'As Of' files report updates three worktables if you set up your processing options appropriately:

- WF - "As Of" Accounts Payable Ledger table (F0411A), based on the Accounts Payable Ledger table (F0411)
- WF - "As Of" Accounts Payable Payment Register table (F0413A), based on the Accounts Payable Matching Document table (F0413)
- WF - "As Of" Accounts Payable Payment Detail table (F0414A), based on the Accounts Payable Matching Document Detail table (F0414)

To produce custom reports that include payment information as of a specific date, you can use the WF - "As Of" Accounts Payable Payment Register and WF - "As Of" Accounts Payable Payment Detail tables.

If you are updating only open items, the system uses the date you enter in the Date processing option and compares it with the G/L date of the records as follows:

- If the G/L date of the voucher is after the date entered, the WF - "As Of" Accounts Payable Ledger table (F0411A) is not updated.
- If the G/L date of the voucher is equal to or prior to the date entered, the voucher is included in the table, but adjustment (including voiding vouchers) and payment records must be considered to determine the open amount of the voucher.
- If the G/L date of the adjustment or payment record is after the date entered, the records are not considered in the calculation of the open amount. The open amount of the voucher is equal to the gross amount.
- If the G/L date of the adjustment or payment record is equal or prior to the date entered, the amount of the payment or adjustment is subtracted from the gross amount of the voucher and updated so that it becomes the open amount.

When you update only open items, records are written to the WF - "As Of" Accounts Payable Ledger table (F0411A) alone. The system automatically sets the pay status to A (approved) if an open amount exists in your Accounts Payable Ledger (F0411)

If you are including both Open and Paid items in the worktables, the date comparison indicated previously continues, but payment records with a G/L date equal or prior to the date entered are also updated to the WF - "As Of" Accounts Payable Payment Register table (F0413A) and WF - "As Of" Accounts Payable Payment Detail table (F0414A). If no open amounts exist in your Accounts Payable Ledger (F0411), the system will automatically set the pay status to P (paid).

You need to include paid items in the worktables only when:

- You want to include paid information on the report that you are running
- You want to include vouchers that have been prepaid on the report

Vouchers are considered prepaid any time the G/L date of the payment precedes the G/L date of the voucher. The processing time for generating the worktables for both open and paid items can take significantly longer than the time it takes to generate a table for just open items.

#### **Prerequisite**

- Schedule this procedure for after business hours to ensure adequate processing time.

## **Processing Options for Create A/P 'As Of' Files (R04901)**

---

Process

1. 'As Of' Date
  2. Update Option
    - Blank = Open items only
    - 1 = Include paid items
  3. Prepayment Remark
    - Blank = Write prepayments with item's original Remark
    - 1 = Override prepayment's Remark with payment type and number
- 

## **Printing Accounts Payable "As Of" Reports**

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*From the Period End Processing menu (G0421), choose Open A/P Detail Report or Open A/P Summary Report.*

To review information in your A/P ledger as of a specific date, run the following "as of" reports:

- A/P Detail Reports
- A/P Summary Reports

These batch reports are excellent problem-solving tools. For example, you can use the A/P Detail reports to compare the A/P period end balance with the A/P trade account balance in the general ledger.

These reports include information as of the date you specify in the report processing options and the date you specify when you generate your date table.

## Prerequisite

- Ensure that you have generated the date table with the correct "as of" date.

# Processing Options for "As-Of" Open A/P Details with Aging (R04423D)

## Aging Tab

These processing options specify the aging criteria to be used on the report.

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P constants. If you change the default 1 to a blank in the first processing option, the system retrieves aging specifications from the values you enter on this 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 on the due date using the aging days in the Accounts Payable constants.

### 2. Date Type

Use this processing option 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.

### **3. 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

### **4. Aging Days**

#### **Aging Category 1**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

---

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 2**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 3**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 4**

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

---

---

## 5. 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 Options Tab

These processing options specify print options on reports.

---

### 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 of the Supplier Master table (F0401). Valid values are:

Blank

Print all suppliers.

1

Exclude suppliers that are on payment hold.

### 2. Recurring Voucher Information

Use this processing option to specify whether to print recurring voucher information. Valid values are:

---

---

Blank

Do not print recurring voucher information.

1

Print recurring voucher information.

### **3. Remaining Payments**

Use this processing option to specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks (\*\*\*) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

### **4. Payment Information**

Use this processing option to specify whether to print payment information on the report. Valid values are:

Blank

Do not print payment information.

1

Print payment information.

### **5. Include Payment Amounts**

Use this processing option to specify whether payment amounts are included in the column totals for the original amount if the payment information processing option is set to print payment information. Valid values are:

Blank

---

---

Do not include payments in the column totals for the original amount.

1

Include payments in the column totals for the original amount.

---

## **Processing Options for Open A/P Summary Report (R04413)**

---

### **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 on the due date using the aging days in the General Constants table.

#### **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 left blank, the system compare the current date to the date on the voucher to determine the aging category.

#### **3. Date Type**

---

---

Use this processing option to specify which date on the voucher the system is to use to age open balances if the aging specifications processing option is set to use the aging processing options. The system will compare 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.

The system ignores these values if the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants. Valid values are:

Blank or 1

Aging days

2

Fiscal periods

3

Calendar months

---

## 5. Aging Days

### **Aging Category 1**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 2**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

### **Aging Category 3**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

---

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

#### **Aging Category 4**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

#### **Aging Category 5**

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days. .

### **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

Apply credits to the appropriate aging column.

---

## **Print Tab**

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### **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.

---

## **Working with YTD Voucher Amounts**

As part of your cash management procedures, you will want to review the total vouchered amount for your suppliers. Although the vouchered year-to-date (YTD) amount field is updated interactively as vouchers are entered, you should run the update to ensure accurate totals. To see accurate totals, you must make any necessary corrections and then update the supplier's YTD voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

## Correcting YTD Voucher Amounts

*From the A/P Advanced & Technical Operations menu (G0431), choose Update YTD Voucher Amount.*

You will want to correct any errors with your supplier records before you update their voucher amounts for the year-to-date. To locate these errors, run the annual close program in proof mode. The system sends any workflow messages to the Work Center program (P012501). It lists each supplier that is in error, with an error message and a corresponding document number. You must correct these errors before you update YTD voucher amounts.

Continue to rerun the update program in proof mode until you have corrected all errors. When you rerun the program in proof mode, use data selection to select only those suppliers that were previously in error to verify that they are no longer in error.

## Updating YTD Voucher Amounts

*From the A/P Advanced & Technical Operations menu (G0431), choose Update YTD Voucher Amount.*

Typically, you update YTD voucher amounts soon after you close the year for A/P activity as part of your annual close procedures. The YTD voucher amount is based on the *gross amount* of the voucher. When you update YTD amounts, the system does the following for all suppliers across all companies, based on the beginning and ending date you specify in the Date Options processing options:

- Calculates total voucher amounts from the Accounts Payable Ledger table (F0411)
- Updates the following in the Supplier Master table (F0401):
  - Prior year-end voucher amounts
  - Year-to-date voucher amounts

When you update these voucher amounts, the system removes the amounts from the year-to-date total so that it will reflect only the current year's activity.

If the system finds errors when you update year-to-date voucher amounts, it sends an error message to the Workflow Management system.

If you purge your A/P records more than once a year, remember to update your supplier YTD voucher amounts each time you do so.

The Update YTD Voucher Amount is a batch program.

### Computation Methods

You can update the Supplier Master table (F0401) using a computation method you specify in the Computation processing option.

#### Computation Method 1

This method uses the dates you specify in the Date Options processing options to calculate the prior-year vouchered amounts and to update the Amount Vouchered PYE field. Therefore, it is critical that A/P transactions from the prior year exist in your environment. Any transaction with G/L dates after

those entered in the Date Options processing options will have amounts updated in the Vouchered YTD field.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the “from date” and 12/31/04 as the “thru date.” These dates identify the prior year, so all transactions after 12/31/04 are updated for the current year. If you enter dates beginning with 01/01/05 and ending with 12/31/05, the Amount Vouchered PYE field will be updated and any transactions after 12/31/05 will be updated in the Amount Vouchered YTD field.

You can run this process as often as necessary, but it will be accurate only if A/P vouchers between the beginning date and the current date have not been purged from the Accounts Payable Ledger table (F0411).

### Computation Method 2

This method assumes that transactions from the prior year have been purged or are missing from your records. You still enter the dates of the prior fiscal year as in computation method 1, but the program uses the information differently. Because no records exist for the prior year, the program calculates the vouchered YTD amount by adding the amounts of vouchers with a G/L date after the “thru date” that you specify in the Date Options processing options. Next, the program subtracts this total from the existing amount vouchered YTD total. The result is updated in the Amount Vouchered PYE field. The Amount Vouchered YTD field is replaced with the newly calculated year-to-date amount.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the “from date” and 12/31/04 as the “thru date.” The total of all vouchers with a G/L date after 12/31/04 equals the new year-to-date amount. The new prior year amount is calculated by subtracting the new year-to-date amount from the previous amount vouchered YTD total.

<b>10,000</b>	The current amount vouchered YTD total.
<b>6,500</b>	The total of vouchers with a G/L date after the “thru date.” This amount becomes the new amount in the Amount Vouchered YTD field.
<b>3,500</b>	The new amount vouchered PYE. This amount is the result of subtracting the new year-to-date amount (6500) from the current amount vouchered YTD total (10,000). If your system has been active for more than two years, the amount vouchered PYE includes all years prior to the current year since you last ran Update YTD Voucher Amount.

---

### Caution

If you run this process more than once for Computation Method 2, the Amount Vouchered PYE field displays zero.

---

### Prerequisite

- ❑ Enter all vouchers for all companies for the period or fiscal year.

### Processing Options for Update YTD Voucher Amount (R04820A)

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#### Date Options

1. Enter a "From" date to be used as the beginning period for the close.

From Date

2. Enter a "Thru" date to be used as the ending period for the close.

Thru Date

#### Update Contr

3. Enter a '1' to update the Supplier Master in Final Mode. If left blank, the balances in the Supplier Master will not be updated (Proof Mode). NOTE: A run in proof mode is highly recommended if using computation method 2.

#### Computation

4. Enter a '1' to compute prior vouchered using the "From" and "Thru" dates. Enter a '2' to compute prior vouchered by taking the existing YTD vouchered less the computed YTD vouchered, using the "Thru" date only.

#### Chg Amt Curr

5. For Computation Method '1' only; Final Mode only. Enter a currency here to be updated to the Amount Currency in your Supplier Master file. If left blank, the Supplier Master file will not be updated.

Currency Code - A/B Amounts

---

### What You Should Know About Processing Options

<b>Date Options</b>	The system uses the amount calculated for the date range (processing options 1 and 2) to update the prior year-end voucher amounts in the supplier master.  It uses the amount calculated for the dates after the date designated in processing option 2 to update the year-to-date voucher amount in the supplier master.
---------------------	--

### Reviewing YTD Voucher Amounts

After you update YTD voucher amounts, you can review the information you updated in either of two ways:

- Review supplier balances online
- Review supplier balances on a report

### Prerequisite

- ❑ Run Update YTD Voucher Amount so that your supplier records reflect accurate year-to-date and prior year-end amounts.

► **To review supplier balances online**

---

You can review supplier balances online using any form that displays the supplier number.

*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, choose Additional Info from the Form menu.

The screenshot shows the PeopleSoft interface for 'Supplier Master Information - Additional Supplier Information'. At the top, the PeopleSoft logo is visible. Below it, the title 'Supplier Master Information - Additional Supplier Information' is displayed. A toolbar contains 'OK', 'Cancel', and 'Tools' buttons. The main form area includes a 'Supplier Number' field with the value '3480' and the name 'Digger Enterprises'. Below this, there are four rows of data fields: 'Amount Vouchered YTD' with the value '11,748,538.42', 'Amount Vouchered PYE' with an empty field, 'Address Book Amount' with the value '0.00', and 'Minimum Check Code' with the value '1'.

4. On Additional Supplier Information, verify the year-to-date and prior-year-end vouchered amounts.

► **To review supplier balances on a report**

---

*From the Accounts Payable Reports menu (G0414), choose Supplier Analysis.*

To view a supplier's transaction activity, print a version of the Supplier Analysis Report. This report lists suppliers in descending order according to their year-to-date voucher amount. The system updates the year-to-date amounts for a supplier at the time you enter the voucher.

**Processing Options for Supplier Analysis Report (R04602)**

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**Currency**

Enter the Currency that the report is to be stated in. If left blank the report will be stated in U.S.Dollars (USD). This is only used if multi currency is on.

Currency

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## Building the Customer/Supplier Balance Worktable

*Use one or both of the following navigations:*

*From the Accounts Payable Reports menu (G0414), choose Generate Supplier Balance.*

*From the Accounts Receivable Reports menu (G03B14), choose Generate Customer Balance.*

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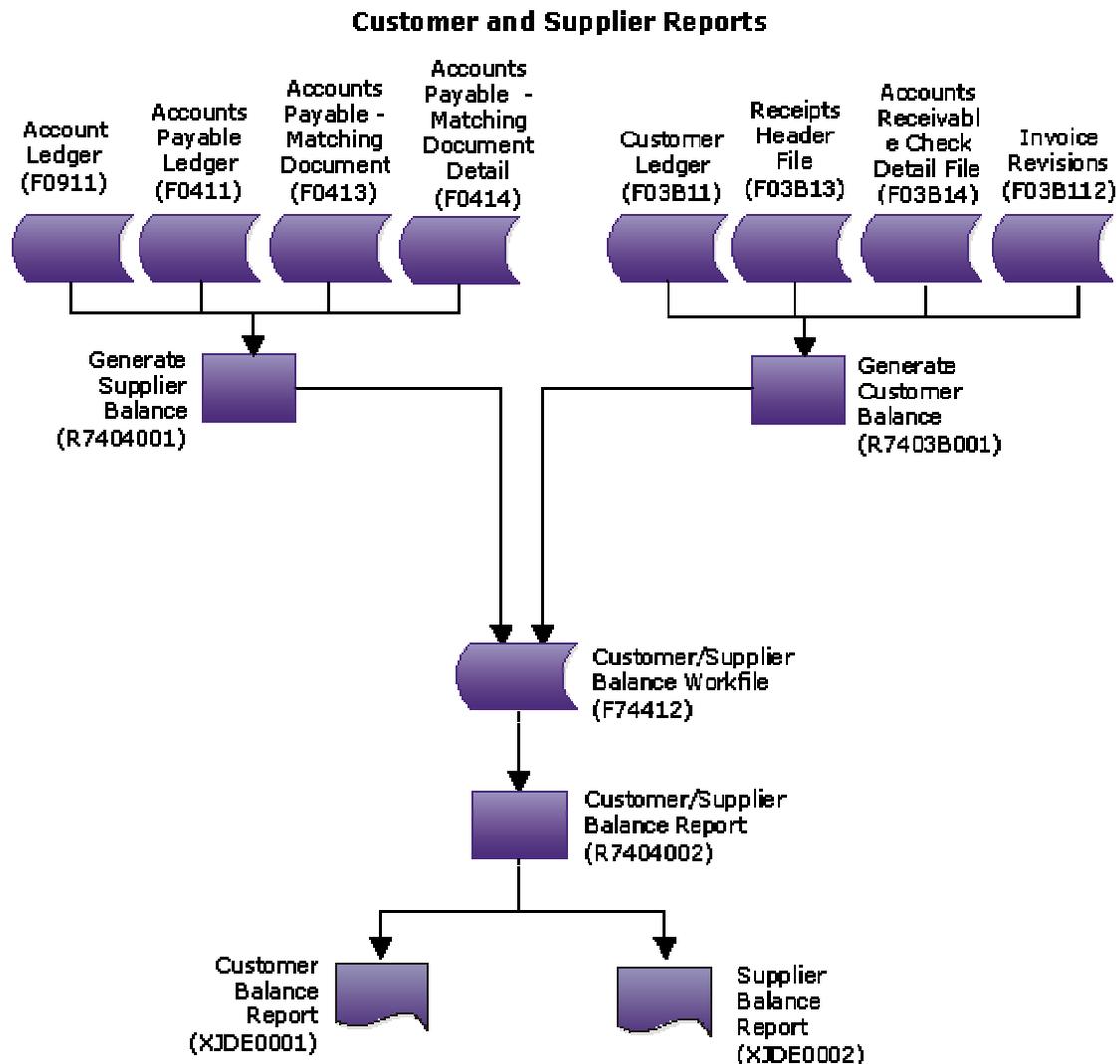
### **Note**

Generate Supplier Balance (R7404001) and Generate Customer Balance (R7403B001) are also available from the following menus:

- Spanish Reports (G74S09)
  - French Reports (G093151)
  - Italian Reports (G093152)
- 

The Customer/Supplier Balance Worktable (A/P and A/R) (F74412) contains information about customer and supplier transactions. You build the F74412 table by running the Generate Supplier Balance program and the Generate Customer Balance program. The F74412 table supplies information for the Customer/Supplier Balance Report (R7404002).

The following illustration shows the process for building the F74412 table as it applies to the Customer and Supplier Balance reports:



The way you group information in the F74412 table determines how information is displayed on the Customer Balance Report and the Supplier Balance Report. You can group information in the F74412 table as follows:

- By G/L offset and customer or supplier number
- By G/L offset and customer parent or supplier parent number
- By trade account and customer or supplier number
- By trade account and customer parent or supplier parent number
- By customer or supplier number only
- By customer parent or supplier parent number only

To specify how information is grouped in the F74412 table, you set the processing options for the Generate Supplier Balance and Generate Customer Balance programs.

If you group information in the F74412 table by G/L offset, drafts and deductions are excluded from the customer and supplier balance reports. For other groupings, drafts are included.

The Generate Supplier Balance program retrieves information from the following tables:

- F0411 - Accounts Payable Ledger
- F0413 - Accounts Payable - Matching Document
- F0414 - Accounts Payable Matching Document Detail
- F0911 - Account Ledger

The Generate Customer Balance program retrieves information from the following tables:

- F03B11 - Customer Ledger
- F03B112 - Invoice Revisions
- F03B13 - Receipts Header
- F03B14 - Receipts Detail

The F74412 table is rebuilt each time you run the Generate Supplier Balance and Generate Customer Balance programs. The Generate Supplier Balance program rebuilds only Accounts Payable records, while the Generate Customer Balance program rebuilds only Accounts Receivable records.

# Processing Options for Generate Supplier Balance (R7404001)

## Select Tab

Use these processing options to specify the dates to use to select transactions.

---

### 1. Date From

Use this processing option to enter the beginning of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

Note: The initial balance is calculated based on one day prior to the date you enter.

### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

---

## Process Tab

Use these processing options to specify how to group transactions and to specify whether withholding should be displayed on a separate line.

---

## **1. Group Mode**

### **Blank - No G/L Grouping**

**1 - Group by G/L Offset**

**2 - Group by Trade Account**

Use this processing option to specify whether the process should group information by G/L offset, by trade account, or leave the information ungrouped.

Valid values are:

Blank

No G/L grouping.

1

Group by G/L Offset.

2

Group by Trade Account.

Note: Grouping by G/L Offset excludes drafts and deductions.

## **2. Process Mode**

### **Blank - Group by Supplier Number**

**1 - Group by Supplier Parent Number**

Use this processing option to indicate whether the process should group information by Parent Supplier Number or Supplier Number.

Valid values are:

Blank

---

---

Group by Supplier Number.

1

Group by Parent Supplier Number.

### **3. Withholding Tax**

**Blank - Single line per document**

**1- Separate line for Withholding Tax**

Use this processing option to specify whether the process should create a separate line for withholding tax for each payment document.

Valid values are:

Blank

Single line per document.

1

Separate line for Withholding Tax.

---

## **Printing Customer and Supplier Balance Reports**

*Use one of the following navigations:*

*From the Accounts Payable Reports menu (G0414), choose Supplier Balance Report.*

*From the Accounts Receivable Reports menu (G03B14), choose Customer Balance Report.*

*From the Spanish Reports menu (G74S09), choose Customer / Supplier Balance Report.*

*From the French Reports menu (G093151), choose Customer / Supplier Balance Report.*

The Supplier Balance Report and Customer Balance Report are different versions of the same program (R7404002). Whether a specific version of the program produces a Supplier Balance Report or Customer Balance Report depends on the processing options.

You print the supplier and customer balance reports to review the detail of the transactions between your company and your customers or suppliers. The reports also show the following information for each customer or supplier for a given date range and selected companies:

- Initial balance
- Debit and credit balance
- Closing balance

The supplier and customer balance reports have the following additional features:

- Transactions are printed with debit and credit amounts in separate columns.
- You can print the report with transaction amounts, including draft amounts, displayed in euro or another currency.
- You can print the report in summary or detail mode.
- You can use the G/L Class (GLC) for data selection, sequencing, and subtotaling if you group by G/L Offset when you build the Customer/Supplier Balance Worktable (A/P and A/R) (F74412).
- You can determine your customer or supplier as of a certain date, based on the “from” and “thru” dates specified in the processing options of the Generate Supplier Balance program (R7404001) and Generate Customer Balance program (R7403B001).
- Transactions are printed within the period specified in the processing options of the Generate Supplier Balance and Generate Customer Balance programs.
- You can compare your customer and supplier balances by G/L offset or trade account with the account balances.

The supplier and customer balance reports are based on information in the Customer/Supplier Balance Worktable (A/P and A/R) table (F74412). You must build the table using the Generate Supplier Balance program (R7404001) and the Generate Customer Balance program (R7403B001) before you run the customer and supplier balance reports.

The initial balance is calculated as of one day prior to the date specified in the Date From processing options for the Generate Supplier Balance and Generate Customer Balance programs.

---

**Note**

When a voucher is paid for a supplier who is subject to withholding tax, the amount of withholding tax held can be printed on the line immediately after the payment on the supplier version of the report, depending on how the processing options are set for the Generate Supplier Balance program.

---

# Processing Options for Customer / Supplier Balance Report (R7404002)

## Select Tab

---

### 1. Balance from:

**Blank = Account Payable**

**1 = Account Receivable**

Use this processing option to indicate whether you want to print an Accounts Payable (supplier) balance report or an Accounts Receivable (customer) balance report. Valid values are:

Blank

Print an Accounts Payable report.

1

Print an Accounts Receivable report.

---

## Print Tab

---

### 1. Print Mode:

**Blank - Detail Mode.**

**1 - Summary Mode.**

Use this processing option to specify the print mode. Valid values are:

Blank

Print detail including initial balance, closing balance, and all of the documents for the selected period.

1

Print only the closing balance.

## Currency Tab

---

### 1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored in the system. The system converts and shows domestic amounts in this As If currency. For example, an amount in FRF can appear as if it is in EUR. If you leave this processing option blank, the system prints the amounts in the domestic currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-If Currency Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

---

# Forecasting Cash Flow

*From the Cash Forecasting menu (G09319), choose Refresh Cash Forecast Data.*

When you run the Refresh Cash Forecast Data program (R00522), you specify a version for the following programs:

- Extract A/R Cash Forecast Data (R03B522)
- Extract A/P Cash Forecast Data (R04522)

---

## Note

The Refresh Cash Forecast Data program also includes a version for the Extract G/L Cash Forecast Data program (R09522). For more information, see *Refreshing Cash Forecast Data* in the *General Accounting Guide*.

---

The Extract A/R Cash Forecast Data and Extract A/P Cash Forecast Data programs perform the following tasks:

- Retrieve active cash type rules for A/R and A/P from the Cash Type Rules table (F09521)
- Extract open invoices with amounts that are not equal to 0, pay status A (approved), and a posted code D (posted) as well as posted code not equal to D and a revision of 1 from the Customer Ledger table (F03B11).
- Extract open vouchers with amounts that are not equal to 0 and a pay status that is not equal to P (paid) from the Accounts Payable Ledger table (F0411).

To determine which open invoices and vouchers to include in your cash forecast data, the system uses processing options for the beginning and ending dates. You specify the beginning date in the Based On Date processing option. Based on the value that you specify for the Future Number of Days processing option, the system calculates the ending date. Invoices and vouchers with due dates that are between the beginning and ending dates are included in your cash forecast data.

- Depending on whether a cash type has the Past Due option activated, do one of the following:
  - If a cash type has the Past Due option activated, the program chooses due dates that are less than the based on date specified in a processing option as follows:

The program adjusts the based-on date by the negative beginning number and the negative ending number of past-due days to derive the most recent past-due date and the oldest past-due date, respectively. The program selects transactions with due dates that are less than or equal to the most recent past-due date as well as transactions that are greater than or equal to the oldest past-due date and writes new A/R and A/P cash forecast records to the F09522 table.
  - If a cash type does not have the Past Due option activated, the program chooses due dates that are greater than or equal to the based-on date specified in a processing option and less than or equal to the ending date and writes new A/R and A/P cash forecast records to the F09522 table.

- For each cash type code, refresh the F09522 table with new cash forecast records that include summarized amounts by bank account and due date

The extraction programs take a conservative approach to cash forecasting. The extraction program for A/P forecasts amounts without including estimated discounts.

**See Also**

- *Cash Forecasting* in the *General Accounting Guide* for detailed information about the setup and analysis programs
- *Multicurrency Cash Forecasting* in the *Multicurrency Guide* for specific information about cash forecasting in a multicurrency environment

---

# Processing Options for Refresh Cash Forecast Data (R00522)

## Process Tab

---

### 1. Based On Date

**Blank = Today's date**

Use this processing option to specify the based on date for which to create cash forecast data in the Cash Forecast Data table (F09522). If data for the based on date already exists in the F09522 table, use the Purge Cash Forecast Data program (R09522B) to purge the existing data before you create new cash forecast data. If you leave this processing option blank, the system uses today's date for the based on date.

### 2. Future Number of Days

**Blank = 7 calendar days**

Use this processing option to specify the future number of days in which to create cash forecast data. For example, if you specify 10, the system creates cash forecast data from (and including) the based on date through the next 9 calendar days. If you leave this field blank or specify 0, the system creates cash forecast data from (and including) the based on date through the next 6 calendar days.

---

## Version Tab

---

### 1. A/R Cash Forecast Data Extraction Version (R03B522)

**Blank = ZJDE0001**

Use this processing option to specify the version to use for the Extract A/R Cash Forecast Data program (R03B522). If you leave this processing option blank, the system uses version ZJDE0001.

### 2. A/P Cash Forecast Data Extraction Version (R04522)

**Blank = ZJDE0001**

Use this processing option to specify the version to use for the Extract A/P Cash Forecast Data program (R04522). If you leave this processing option blank, the system uses version ZJDE0001.

---

### **3. G/L Cash Forecast Data Extraction Version (R09522)**

**Blank = ZJDE0001**

Use this processing option to specify the version to use for the Extract G/L Cash Forecast Data program (R09522). If you leave this process option blank, the system uses version ZJDE0001.

---

### **Purge Tab**

#### **1. Prior Number of Days**

**Blank or 0 = Do not Purge**

Use this processing option to specify the prior number of days in which to begin purging cash forecast records. If you specify 10, all cash forecast records with based on dates prior to 10 days from the based on date will be purged. For example, if the based on date is June 14, all cash forecast records with based on dates June 4 and before will be purged. If you specify 1, all records with based on dates prior to today will be purged. If you leave this field blank or specify 0, no records will be purged.

# Purging Accounts Payable Records

*From the A/P Advanced & Technical Operations menu (G0431), choose Purge Closed A/P Records.*

To conserve system disk space, purge your paid Accounts Payable records periodically. When you purge Accounts Payable records, you run a batch program that:

- Removes paid transactions from the Accounts Payable Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables if:
  - The G/L date of the transaction is on or before the "as of" date set in a processing option.
  - The open amount is zero.
- Removes Accounts Payable payment summary information from the Accounts Payable Matching Document table if the payment date of a record is on or before the payment date set in a processing option.
- Removes all drafts that have not yet been paid. This is because the draft document type P1 does not have a G/L date or an open amount. To prevent this from happening, use the data selection to exclude documents with document type P1 and pay status D.
- Copies purged records to the following tables:
  - Purge - Accounts Payable Ledger (F0411P)
  - Purge - Accounts Payable Matching Document (F0413P)
  - Purge - Accounts Payable Matching Document Detail (F0414P)

For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

---

## Caution

Be careful that you do not purge Accounts Payable ledger information that might be needed by other systems, such as Procurement.

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## System Administrator Responsibilities

The system administrator is responsible for several tasks related to purging Accounts Payable records:

- After you purge Account Payable records, contact your system administrator to reorganize the files. This reorders the remaining records, maximizes system disk space, speeds system processing, and rebuilds the table indices.

- When you purge Accounts Payable records, the system does not purge the associated journal entries. Contact your system administrator to develop a plan to purge the Account Ledger table (F0911).
- To remove the tables of purged records from your system, contact your database administrator.

### **Prerequisite**

- ❑ Back up the Accounts Payable Ledger (F0411), Accounts Payable-Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables.
- ❑ Update YTD voucher amounts.

## **Processing Options for Purge Closed A/P Records (R04800)**

### **Select Tab**

---

#### **1. G/L Purge Date**

Use this processing option to specify a G/L date for the system to use when determining which records to purge from the Accounts Payable Ledger (F0411), Accounts Payable - Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables.

---

## **Data Selection and Sequence for Purge Closed A/P Records (R04800)**

### **Data Selection**

To prevent the system from purging recurring vouchers, set the Number of Payments equal to (EQ) ZERO.

To prevent the system from purging drafts that have not yet been paid, exclude documents with document type P1 and pay status D.

### **Data Sequencing**

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

After the purge process is complete, you can defragment the Accounts Payable Ledger table (F0411) and rebuild the table indices. Contact your database administrator for more information about this process.

# Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is important to successfully implementing an enterprise solution. Full interoperability among different systems results in a flow of data among the different products that is seamless to the user. PeopleSoft provides interoperability functions to facilitate the exchange of data with systems that are external to PeopleSoft.

---

## Outbound Transactions

In an outbound transaction, you send data from PeopleSoft to an external system. The system, in effect, creates a copy of the transaction and places the copied transaction in an interface table where external systems can access it.

Interoperability for outbound transactions requires that you set a processing option specifying a transaction type. Additionally, some entry programs allow you to specify a version of the Master Business Function Processing Options program that, in turn, allows you to specify a version of the Interoperability Processing Options program. This is useful if you need to create your own version of the Interoperability Processing Options program to designate different transaction types.

In the Accounts Payable system, the following programs use the Voucher Entry MBF Processing Options program (P0400047) to write outbound transactions; therefore, you can specify a version of the F0411 Interoperability Processing Options program (P0400048):

- A/P Standard Voucher Entry (P0411)
- A/P Speed Voucher Entry (P0411SV)
- Prepayment Vouchers (P0411)
- Logged Vouchers (P0411)
- Multi Company - Single Supplier (P041016)
- Multi-Voucher Entry (P041017)
- Store and Forward Batch Voucher Processor (R04110Z2)
- Voucher Batch Processor (R04110Z)

The following Accounts Payable programs do not use the Voucher Entry MBF Processing Options program, so you cannot designate a version of the Interoperability Processing Options program. These programs always use version ZJDE0001 of the F0411 Interoperability Processing Options program to write outbound voucher transactions:

- Speed Status Change (P0411S)
- A/P Voucher Journal Entry Redistribution (P042002)
- Recycle Recurring Vouchers (R048101)
- Batch Update for Multitiered A/P (R005141)
- General Ledger Post Report (R09801)

The system copies and stores outbound voucher transactions in the F0411 Interoperability Table (F0411Z3). The system copies and stores corresponding journal entries for outbound voucher transactions in the F0911 Interoperability Table (F0911Z4).

The following *payment* programs also create outbound interoperability transactions.

- A/P Manual Payments (P0413M)
- A/P Speed Voucher Entry (P0411SV)
- A/P Void Payment (P0413V)
- A/P Auto Payments - Update Driver (R04575)
- Version ZJDE0003 Automated Payments Post (R09801)
- Version ZJDE0004 Manual Payment with Match Post (R09801)
- Version ZJDE0005 Manual Payment without Match Post (R09801)

These programs always use version ZJDE0001 of the F0413Z1 Retrieve Interoperability Processing Options program (P0400297) to create outbound payment transactions.

The system copies and stores outbound payment transactions in the F0413 and F0414 Interoperability tables (F0413Z1 and F0414Z1). The system copies and stores corresponding journal entries for outbound payment transactions in the F0911 Interoperability Table (F0911Z4).

---

**Note**

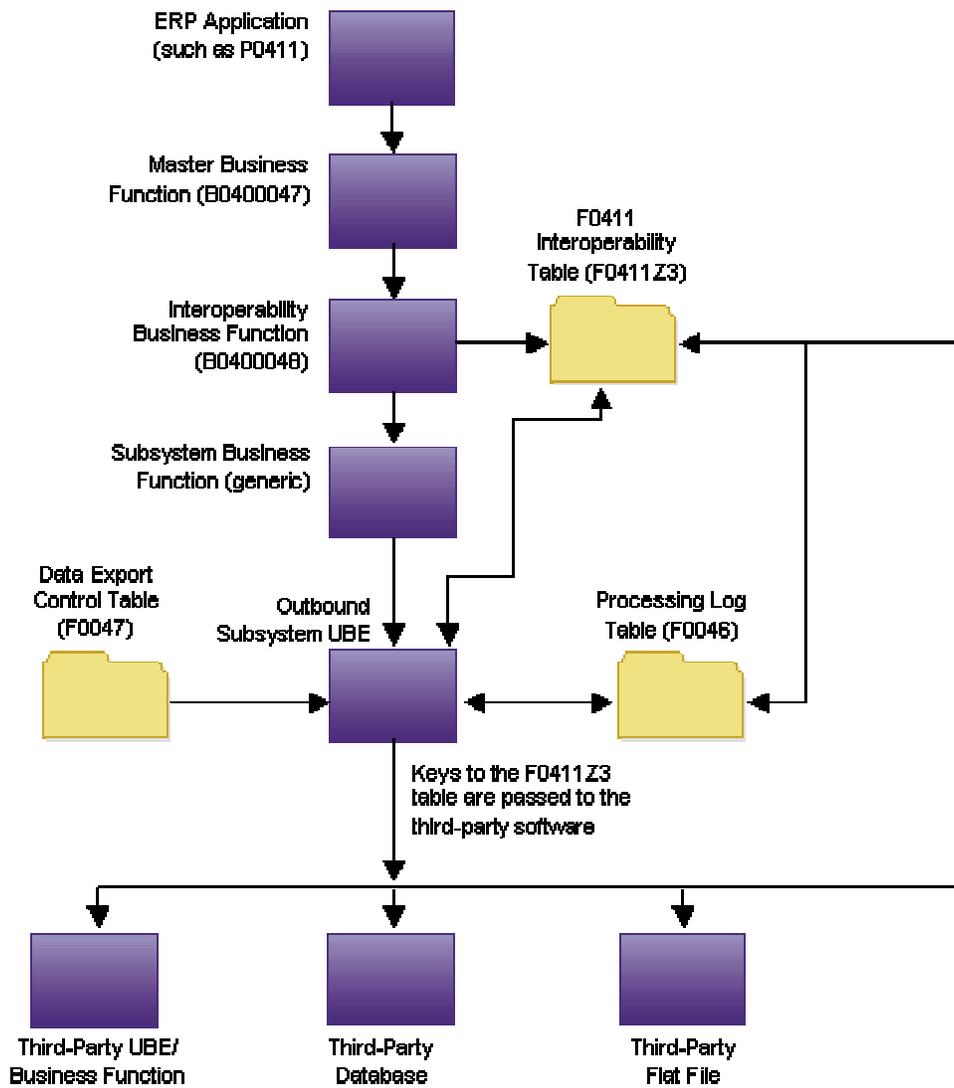
Payment programs that update voucher records also update the F0411 Interoperability Table if the processing option is set appropriately.

---

## Outbound Interoperability Example

The following diagram shows the outbound interoperability process for a voucher transaction. In this example, transactions are created in the A/P Standard Voucher Entry program (P0411) and sent through the outbound interoperability process to a third-party software package. An outbound payment transaction follows this same interoperability process except that payment transactions do not use a master business function. Outbound payments use Interoperability Business Function B0400297 and Interoperability tables F0413Z1 and F0414Z1.

### Interoperability



---

## Setting Up Outbound Interoperability

In an outbound transaction, you send data from PeopleSoft software to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls. In the Accounts Payable system, you can send both voucher and payment transactions through outbound interoperability.

## Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between PeopleSoft software and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

Record types are hard coded and cannot be changed.

### ► To review record types

---

*From the Financials Interoperability Reporting menu (G00313), choose Record Type.*

On Work With User Defined Codes, review the following fields:

- Codes
- Description 01

## Processing Options for User Defined Codes (P0004A)

### Defaults Tab

These processing options specify the defaults for system code and record type.

---

## 1. Enter the desired System Code:

Use this processing option to enter a user defined code (98/SY) that identifies a PeopleSoft EnterpriseOne system.

## 2. Enter the desired Record Type:

Use this processing option to specify a default user defined code (UDC). You should enter only appropriate UDCs that belong to the product code that you entered in the Enter the Desired System Code processing option.

---

## Setting Up Transaction Types

To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

---

### Note

PeopleSoft provides transaction type JDEVOUCH for vouchers and JDEPYMNT for payments.

---

### ► To set up transaction types

---

*From the Financials Interoperability Processing menu (G00313), choose Transaction Type.*

1. On Work With User Defined Codes, click Add.
2. On User Defined Codes, scroll to the last empty row of the detail area and complete the following fields:
  - Codes
  - Description 01

---

### Caution

Be sure to add each new code on the *last* detail row so that you do not inadvertently overwrite a blank code, which might appear in the first detail row. A blank code might have only a period in the Description field.

---

## See Also

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

## Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define data export controls based on either of the following:

<b>UBE or batch processor</b>	You can specify a vendor-specific outbound batch processor that accesses the PeopleSoft interface tables.
<b>Function name and library</b>	You can specify a vendor-specific function name and library to identify the external custom program that accesses the PeopleSoft interface tables.

### ► To set up data export controls

From the *Financials Interoperability Processing* menu (G00313), choose *Data Export Controls*.

1. On *Work With Data Export Controls*, click *Add*.

The screenshot shows the PeopleSoft interface for 'Data Export Controls - Data Export Control Revisions'. At the top, there's a 'PeopleSoft' logo and a 'Sign' button. Below that, the window title is 'Data Export Controls - Data Export Control Revisions'. There are standard window controls (OK, Delete, Cancel, Tools) and a toolbar with icons for save, delete, and refresh. The main form has two input fields: 'Transaction' with the value 'JDEPYMNT' and 'Order Type' which is empty. The 'Transaction' field has a dropdown arrow and the text 'Outbound Payments' next to it. Below the form is a table with the following columns: 'Seq', 'UBE Name', 'Version', 'Function Name', and 'Function Library'. The table shows 'Records 1 - 1' and has a 'Customize Grid' button. The first row has 'Seq' 1.00 and the other columns are empty.

2. On *Data Export Control Revisions*, complete the following field with the appropriate transaction type, such as *JDEVOUCH* (vouchers) or *JDEPYMNT* (payments):
  - Transaction
3. Complete the following field:
  - Order Type
4. To specify a vendor-specific batch process, complete the following fields:
  - UBE Name
  - Version
5. To specify a vendor-specific function, complete the following fields:

- Function Name
  - Function Library
6. Complete the remaining fields:
    - Execute For Add
    - Execute For Upd
    - Execute For Del
    - Execute For Inq
    - Flat File Exp Mode
    - Ext DB Exp Mode
    - Ext API Exp Mode
    - Launch Immediately
  7. Click OK.

#### See Also

- *Vendor-Specific Outbound Functions* in the *Interoperability Guide* for more information about passing key fields from the interoperability tables to your system

## Setting Up the Flat File Cross-Reference

For outbound transactions, if you cannot write data from PeopleSoft software to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

### ► **To set up the flat file cross-reference**

---

*From the Financials Interoperability Processing menu (G00313), choose Flat File Cross Reference.*

1. On Work With Flat File Cross-Reference, click Add.
2. On Flat File Cross-Reference, complete the following field with a transaction type such as JDEVOUCH to specify vouchers or JDEPYMNT to indicate payments:
  - Transaction
3. Complete the following field with 2 to specify that this transaction type is outbound:
  - Direction Indicator
4. Complete the following field with 1 to specify header records and 2 (if necessary) to specify detail records:
  - Record Type
5. Complete the following field with F0411Z3 for JDEVOUCH, or F0413Z1 or F0414Z1 for JDEPYMNT to specify the source of the information:

- File Name
6. Click OK.

### See Also

- *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

---

## Sending Transactions

To enable outbound processing for vouchers and payments, you specify the transaction type in the corresponding processing options. For vouchers, use the F0411 Interoperability Processing Options program (P0400048). For payments, use the F0413Z1 Retrieve Interoperability Processing Options program (P0400297).

To send corresponding Accounts Payable journal entry transactions, set the processing option in the F0911 Interoperability Processing Options program (P0900160). You are not required to use the same transaction type that is used for vouchers or payments, but the processing option must be completed for journal entries to be processed to the F0911 Interoperability Table (F0911Z4).

When you send outbound Accounts Payable voucher or payment transactions, you should also include the matching Accounts Payable journal entry transactions.

If you create additional versions of the F0411 Interoperability Processing Options program for additional transaction types (for either vouchers or journal entries), you must specify the version that you create in the corresponding Voucher Entry MBF Processing Options (P0400047) or Journal Entry MBF Processing Options (P0900049) programs.

If you create additional versions of the Voucher or Journal Entry MBF Processing Options program, you must specify the version that you create in the processing option of the voucher entry program that uses the master business function processing options.

The default outbound transaction is a copy of a transaction after you create or change it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). To control the type of image, you set the corresponding processing option in the F0411, F0413, and F0911 interoperability processing options programs.

---

### Note

Creating and sending before images requires additional processing time.

---

The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option:

- Voucher transactions are placed in the F0411 Interoperability Table (F0411Z3).
- Payment transactions are placed in the F0413 and F0414 Interoperability Tables (F0413Z1 and F0414Z1).
- Corresponding journal entry transactions are placed in the F0911 Interoperability Table (F0911Z4).

The data is then available for an external system to use.

### Prerequisite

- ❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See *Setting Up Outbound Interoperability* in the *Accounts Payable Guide*.
- ❑ For the interoperability processing option for the Voucher Entry MBF Processing Options program (P0400047), specify the version of the F0411 Interoperability Processing Option program (P0400048) that you want to run. If you leave this processing option blank, the system uses the default version (ZJDE0001).

### ► To enable outbound processing

---

You can differentiate outbound transactions by transaction type by creating multiple versions of the interoperability processing option programs. For example, you might want to differentiate vouchers generated by the procurement system from vouchers generated manually.

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

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

1. On Work With Interactive Versions, type the appropriate Interoperability business function in the Interactive Application field and click Find.  
  
For voucher transactions, enter P0400048, for payments, enter P0400297, and for corresponding journal entries, enter P0900160.
2. Choose the version specified in the Voucher Entry MBF Processing Options, or ZJDE0001 if the processing option is blank.
3. From the Row menu, choose Processing Options.
4. Set the processing options and click OK.
5. From the Row menu, choose Run.

The system places a copy of each transaction in the outbound interface table and updates it with the transaction type that you specify in the processing option.

## Processing Options for F0411 Interoperability Processing Options

---

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

Transaction Type

2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

Before Image

---

## Processing Options for F0413Z1 Retrieve Interoperability Processing Options

---

### Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

### Transaction Type

2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

### Before Image

---

---

## Reviewing the Processing Log

You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

### ► To review the processing log

---

*From the Financials Interoperability Processing menu (G00313), choose Processing Log.*

1. On Work With Processing Log, complete the following field with the transaction type that you want to review. For example, type JDEVOUCH for voucher transactions or JDEPYMNT for payment transactions.
  - Transaction
2. Click Find to review successfully processed transactions ready for third-party software integration.

The information in the processing log is for review only and cannot be changed in the processing log or in PeopleSoft programs.

---

## Purging Interoperability Transactions

*Use one of the following navigations:*

*For vouchers: From the Financials Interoperability Processing menu (G00313), choose Purge F0411 Interoperability Table.*

*For payments: From the Financials Interoperability Processing menu (G00313), choose Purge F0413/F0414 Interoperability Table.*

When data becomes obsolete or when you need more disk space, you can use the Purge Interoperability Table programs to remove data from the interoperability tables. These programs identify processed voucher and payment transactions in the F0411 and F0413 interoperability tables (F0411Z3 and F0413Z1) and the corresponding records in the Processing Log table (F0046).

If the corresponding records in the Processing Log table are all marked as processed, the program purges the processed transactions in the F0411, F0413, and F0414 interoperability tables, and the corresponding records in the Processing Log table. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

**See Also**

- *Purge Interface Table Information* in the *Interoperability Guide* for more information about purging Interoperability information from the interface tables

# Vertex Sales Tax Q Series

If your company wants to apply sales taxes automatically, you can use the Vertex Sales Tax Q Series system with the following EnterpriseOne systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

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## Caution

If you are using the Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

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## See Also

- *Interface to Vertex Sales Tax Q Series Guide* for information about using the Vertex Sales Tax Q Series product

# EnterpriseOne PeopleBooks Glossary

<b>“as of” processing</b>	A process that is run at a specific point in time to summarize item transactions.
<b>52 period accounting</b>	A method of accounting that uses each week as a separate accounting period.
<b>account site</b>	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
<b>active window</b>	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
<b>ActiveX</b>	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
<b>activity</b>	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
<b>activity driver</b>	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
<b>activity rule</b>	The criteria by which an object progresses from a given point to the next in a flow.
<b>actual cost</b>	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
<b>adapter</b>	A component that connects two devices or systems, physically or electronically, and enables them to work together.
<b>add mode</b>	The condition of a form where a user can enter data into it.
<b>advanced interactive executive</b>	An open IBM operating system that is based on UNIX.
<b>agent</b>	A program that searches through archives or other repositories of information on a topic that is specified by the user.
<b>aging</b>	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60

	days, and so on.
<b>aging schedule</b>	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
<b>allegato IVA clienti</b>	In Italy, the term for the A/R Annual VAT report.
<b>allegato IVA fornitori</b>	In Italy, the term for the A/P Annual VAT report.
<b>application layer</b>	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
<b>application programming interface (API)</b>	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
<b>AS/400 Common</b>	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
<b>assembly inclusion rule</b>	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
<b>audit trail</b>	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
<b>automatic return</b>	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
<b>availability</b>	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
<b>available inventory</b>	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
<b>back office</b>	The set of enterprise software applications that supports the internal business functions of a company.
<b>backhaul</b>	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
<b>balance forward</b>	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
<b>balance forward receipt application method</b>	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
<b>bank tape (lock box) processing</b>	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

<b>base location</b>	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
<b>basket discount</b>	A reduction in price that applies to a group or “basket” of products within a sales order.
<b>basket repricing</b>	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
<b>batch job</b>	A job submitted to a system and processed as a single unit with no user interaction.
<b>batch override</b>	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
<b>batch process</b>	A type of process that runs to completion without user intervention after it has been started.
<b>batch program</b>	A program that executes without interacting with the user.
<b>batch version</b>	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
<b>batch/lot tracking</b>	The act of identifying where a component from a specific lot is used in the production of goods.
<b>batch/mix</b>	A manufacturing process that primarily schedules short production runs of products.
<b>batch-of-one processing</b>	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
<b>binary large object (BLOB)</b>	A collection of binary data stored as a single entity in a [file].
<b>binder clip</b>	See paper clip.
<b>black products</b>	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
<b>blend note</b>	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
<b>blend off</b>	Reworking off-specification material by introducing a small percentage back into another run of the same product.
<b>blind execution</b>	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
<b>boleto</b>	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
<b>bolla doganale</b>	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs

	authority to charge VAT and duties on extra-EU purchasing.
<b>bookmark</b>	A shortcut to a location in a document or a specific place in an application or application suite.
<b>bordero &amp; cheque</b>	In Brazil, bank payment reports.
<b>broker</b>	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
<b>BTL91</b>	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
<b>budgeted volume</b>	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
<b>bunkering</b>	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
<b>business function</b>	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
<b>business function event rule</b>	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
<b>business object library</b>	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
<b>business unit</b>	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
<b>business view</b>	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
<b>business view design aid (BDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
<b>buy-back crude</b>	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
<b>CAB</b>	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.

<b>cadastro de pessoas físicas</b>	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
<b>category code</b>	A code that identifies a collection of objects sharing at least one common attribute.
<b>central object</b>	A software component that resides on a central server.
<b>central objects merge</b>	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
<b>central server</b>	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
<b>certificate input</b>	See direct input.
<b>certificate of analysis (COA)</b>	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
<b>change management</b>	[In software development] A process that aids in controlling and tracking the evolution of software components.
<b>change order</b>	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
<b>chargeback</b>	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
<b>chart</b>	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
<b>check-in location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
<b>checksum value</b>	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
<b>class</b>	[In object-oriented programming] A category of objects that share the same characteristics.
<b>clean cargo</b>	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
<b>client access</b>	The ability to access data on a server from a client machine.
<b>client machine</b>	Any machine that is connected to a network and that exchanges data with a server.
<b>client workstation</b>	A network computer that runs user application software and is able to request data from a server.
<b>ClieOp03</b>	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.

<b>ClieOp2</b>	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>cluster</b>	Two or more computers that are grouped together in such a way that they behave like a single computer.
<b>co-existence</b>	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
<b>cold test</b>	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
<b>commitment</b>	The number of items that are reserved to fill demand.
<b>common object request broker architecture</b>	An object request broker standard that is endorsed by the Object Management Group.
<b>compa-ratio</b>	An employee's salary divided by the midpoint amount for the employee's pay grade.
<b>component changeout</b>	See component swap.
<b>component object model (COM)</b>	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
<b>component swap</b>	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
<b>conference room pilot environment</b>	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
<b>configurable network computing (CNC)</b>	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
<b>configurable processing engine</b>	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDI) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
<b>configuration management</b>	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry

	process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
<b>configured item segment</b>	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
<b>consuming location</b>	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
<b>contra/clearing account</b>	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
<b>contribution to profit</b>	Selling price of an item minus its variable costs.
<b>control table</b>	A table that controls the program flow or plays a major part in program control.
<b>control table workbench</b>	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
<b>control tables merge</b>	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>cost assignment</b>	Allocating resources to activities or cost objects.
<b>cost component</b>	An element of an item's cost—for example, material, labor, or overhead.
<b>cost object</b>	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
<b>cost rollup</b>	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
<b>costing elements</b>	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
<b>credit memo</b>	A negative amount that is used to correct a customer's statement when he or she is overcharged.
<b>credit notice</b>	The physical document that is used to communicate the circumstances and value of a credit order.
<b>credit order</b>	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders

	usually add the product back into inventory. This process is linked with delivery confirmation.
<b>cross segment edit</b>	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
<b>crude oil assay</b>	A procedure for determining the distillation curve and quality characteristics of a crude oil.
<b>cumulative update</b>	A version of software that includes fixes and enhancements that have been made since the last release or update.
<b>currency relationships</b>	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
<b>currency restatement</b>	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
<b>current cost</b>	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
<b>customer pricing rules</b>	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
<b>D.A.S. 2 Reporting (DAS 2 or DADS 1)</b>	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
<b>data dictionary</b>	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
<b>data source workbench</b>	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
<b>data structure</b>	A description of the format of records in a database such as the number of fields, valid data types, and so on.
<b>data types</b>	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
<b>datagram</b>	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
<b>date pattern</b>	A period of time that is set for each period in standard and 52-period accounting and forecasting.
<b>DCE</b>	See distributed computing environment.
<b>DEB</b>	See déclaration d'échange de biens.

<b>debit memo</b>	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
<b>debit memo</b>	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
<b>debit statement</b>	A list of debit balances.
<b>de-blend</b>	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
<b>déclaration d'échange de biens (DEB)</b>	The French term that is used for the Intrastat report.
<b>delayed billing</b>	The invoicing process is delayed until the end of a designated period.
<b>delta load</b>	A batch process that is used to compare and update records between specified environments.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail</b>	The specific information that makes up a record or transaction. Contrast with summary.
<b>detail information</b>	Information that primarily relates to individual lines in a sales or purchase order.
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
<b>direct input</b>	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
<b>direct ship orders</b>	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
<b>direct usage</b>	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
<b>director</b>	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
<b>dirty cargo</b>	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
<b>dispatch planning</b>	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups

	<p>Scheduled delivery date</p> <p>Scheduled delivery time</p> <p>Preferred delivery date</p> <p>Preferred delivery time</p> <p>Average delivery time for that geographical location</p> <p>Available resources</p> <p>Special equipment requirements at the product's source or destination.</p>
<b>displacement days</b>	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
<b>display sequence</b>	A number that the system uses to re-order a group of records on the form.
<b>distributed computing environment (DCE)</b>	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
<b>distributed data processing</b>	Processing in which some of the functions are performed across two or more linked facilities or systems.
<b>distributed database management system (DDBMS)</b>	A system for distributing a database and its control system across many geographically dispersed machines.
<b>do not translate (DNT)</b>	A type of data source that must exist on the AS/400 because of BLOB restrictions.
<b>double-byte character set (DBCS)</b>	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
<b>downgrade profile</b>	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
<b>DTA</b>	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
<b>dual pricing</b>	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
<b>dynamic link library (DLL)</b>	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
<b>dynamic partitioning</b>	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
<b>economy of scale</b>	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.

<b>edit mode</b>	A processing mode or condition where the user can alter the information in a form.
<b>edit rule</b>	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
<b>employee work center</b>	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
<b>Emulator</b>	An item of software or firmware that allows one device to imitate the functioning of another.
<b>encapsulation</b>	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
<b>engineering change order (ECO)</b>	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
<b>enhanced analysis database</b>	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
<b>enterprise server</b>	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
<b>EnterpriseOne object</b>	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
<b>EnterpriseOne process</b>	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
<b>EnterpriseOne web development computer</b>	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll.

	R2 with interpretive and application controls/form.
<b>environment workbench</b>	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
<b>equivalent fuel</b>	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
<b>escalation monitor</b>	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
<b>ESR</b>	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
<b>event rule</b>	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
<b>exit bar</b>	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
<b>facility</b>	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
<b>fast path</b>	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
<b>file handle</b>	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
<b>file server</b>	A computer that stores files to be accessed by other computers on the network.
<b>find/browse</b>	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
<b>firm planned order (FPO)</b>	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
<b>fiscal date pattern</b>	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
<b>fix/inspect</b>	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
<b>fixed quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change

	when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
<b>flexible account numbers</b>	The format of account numbers for journal entries. The format that you set up must be the three segments:  Business unit.  Object.  Subsidiary.
<b>form design aid (FDA)</b>	The EnterpriseOne GUI development tool for building interactive applications and forms.
<b>form exit</b>	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
<b>form interconnection</b>	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
<b>form type</b>	The following form types are available in EnterpriseOne:  Find/browse.  Fix/inspect.  Header detail.  Headerless detail.  Message.  Parent/child.  Search/select.
<b>form-to-form call</b>	A request by a form for data or functionality from one of the connected forms.
<b>framework</b>	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
<b>frozen cost</b>	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
<b>frozen update program</b>	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
<b>globally unique identifier (GUI)</b>	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
<b>handle</b>	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
<b>hard commitment</b>	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
<b>hard error</b>	An error that cannot be corrected by a given error detection and correction system.
<b>header</b>	Information at the beginning of a table or form. Header information is used to

	identify or provide control information for the group of records that follows.
<b>header information</b>	Information that pertains to the entire order.
<b>hover help</b>	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
<b>ICMS</b>	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
<b>ICMS Substituto</b>	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
<b>ICMS Substituto-Markup</b>	See imposto sobre circulação de mercadoria e serviços substituto-markup.
<b>imposto de renda (IR)</b>	Brazilian income tax.
<b>imposto sobre produtos industrializados</b>	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
<b>imposto sobre services (ISS)</b>	In Brazil, tax on services.
<b>inbound document</b>	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
<b>indented tracing</b>	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
<b>indexed allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
<b>indirect measurement</b>	Determining the quantity on-hand by:  Measuring the storage vessels and calculating the content's balance quantity.  or  Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
<b>indirect usage</b>	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
<b>in-process rework</b>	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).  Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
<b>INPS withholding tax</b>	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.

<b>inscrição estadual</b>	ICMS tax ID. In Brazil, the state tax ID.
<b>inscrição municipal</b>	ISS tax ID. In Brazil, the municipal tax ID.
<b>integrated toolset</b>	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
<b>integrity test</b>	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interbranch sales order</b>	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
<b>Interoperability</b>	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
<b>inventory pricing rule</b>	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
<b>inventory turn</b>	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
<b>invoice</b>	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
<b>IP</b>	See imposto sobre produtos industrializados.
<b>IR</b>	See imposto de renda.
<b>IServer Service</b>	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
<b>ISS</b>	See imposto sobre serviços.
<b>jargon</b>	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
<b>java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that allows heterogeneous servers to access each other's data.
<b>jde.ini</b>	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
<b>JDE.LOG</b>	The main diagnostic log file of EnterpriseOne. Always located in the root

	directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
<b>JDEBASE Database Middleware</b>	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> <li>1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> <li>a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request.</li> <li>b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL.</li> </ol> </li> <li>2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).</li> </ol>
<b>JDECallObject</b>	An application programming interface that is used by business functions to invoke other business functions.
<b>JDEIPC</b>	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
<b>JDENET</b>	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
<b>JDENET communications middleware</b>	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
<b>just in time installation (JITI)</b>	EnterpriseOne’s method of dynamically replicating objects from the central object location to a workstation.
<b>just in time replication (JITR)</b>	EnterpriseOne’s method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
<b>Kagami</b>	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
<b>latitude</b>	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>laytime (or layhours)</b>	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of “Seventy-Two Hours, Reversible” means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port.</p>

	Such considerations are important for purposes of computing demurrage.
<b>leading zeros</b>	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
<b>ledger type</b>	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
<b>level break</b>	The position in a report or text where a group of similar types of information ends and another one begins.
<b>libro IVA</b>	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
<b>line of business</b>	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
<b>linked service type</b>	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
<b>livro razao</b>	In Brazil, a general ledger report.
<b>load balancing</b>	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
<b>location workbench</b>	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
<b>log files</b>	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
<b>logic data source</b>	Any code that provides data during runtime.
<b>logical compartment</b>	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.  For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
<b>logical file</b>	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
<b>logical shelf</b>	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.

<b>logical warehouse</b>	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
<b>longitude</b>	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>LSV</b>	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
<b>mail merge</b>	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
<b>mailmerge workbench</b>	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
<b>main fuels</b>	Usually refers to bulk fuel products, but sometimes includes packaged products.
<b>maintenance loop</b>	See maintenance route.
<b>maintenance route</b>	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
<b>maintenance work order</b>	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
<b>manufacturing and distribution planning</b>	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
<b>mapping</b>	A set of instructions that describes how one data structure passes data to another.
<b>master business function</b>	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
<b>master business function</b>	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
<b>master table</b>	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
<b>matching document</b>	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

<b>media object</b>	An electronic or digital representation of an object.
<b>media storage objects</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>memory violation</b>	An error that occurs as the result of a memory leak.
<b>menu selection</b>	An option on a menu that initiates a software function directly.
<b>message center</b>	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
<b>messaging application programming interface (MAPI)</b>	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
<b>metal content</b>	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
<b>metals management</b>	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
<b>mobile inventory</b>	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
<b>modal</b>	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
<b>model work order</b>	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
<b>modeless</b>	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
<b>multiple stocking locations</b>	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
<b>multitier architecture</b>	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
<b>named event rules (NER)</b>	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
<b>national language support (NLS)</b>	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
<b>natureza da operação</b>	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
<b>negative pay item</b>	An entry in an account that indicates a prepayment. For example, you might

	prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
<b>net added cost</b>	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
<b>next status</b>	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
<b>node</b>	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
<b>non-inventory items</b>	See non-stock items.
<b>non-list price</b>	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
<b>non-prime product</b>	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
<b>non-stock items</b>	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
<b>nota fiscal</b>	In Brazil, a legal document that must accompany all commercial transactions.
<b>nota fiscal fatura</b>	In Brazil, a nota fiscal and invoice information.
<b>notula</b>	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
<b>object configuration manager (OCM)</b>	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
<b>object embedding</b>	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
<b>object librarian</b>	A repository of all versions, applications, and business functions that are re-usable in building applications.
<b>object linking</b>	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as

	anywhere it has been linked. See also object embedding.
<b>object linking and embedding (OLE)</b>	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
<b>object management workbench (OMW)</b>	The change management system that is used for EnterpriseOne development.
<b>object-based technology (OBT)</b>	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
<b>object-oriented technology (OOT)</b>	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
<b>offsetting account</b>	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
<b>open database connectivity (ODBC)</b>	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
<b>open systems interconnection (OSI)</b>	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
<b>order detail line</b>	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
<b>order hold</b>	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
<b>order-based pricing</b>	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
<b>outbound document</b>	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
<b>outturn</b>	The quantity of oil that is actually received into a buyer's storage tanks when a

	<p>vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually “turned out” by the vessel into storage.</p> <p>When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.</p>
<b>overhead</b>	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
<b>override conversion method</b>	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
<b>package / package build</b>	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time “snapshot” of the central objects on the deployment server.
<b>package location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
<b>package workbench</b>	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
<b>packaged products</b>	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
<b>pane/panel</b>	A resizable subarea of a window that contains options, components, or other related information.
<b>paper clip</b>	An icon that is used to indicate that a media object is attached to a form or record.
<b>parent/child form</b>	<p>A type of form that presents parent/child relationships in an application on one form:</p> <p>The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.</p> <p>The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.</p> <p>The parent/child form supports drag and drop functionality.</p>
<b>parent/child relationship</b>	See parent/component relationship.
<b>parent/component relationship</b>	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent

	<p>and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.</p> <p>2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
<b>partita IVA</b>	In Italy, a company fiscal identification number.
<b>pass-through</b>	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
<b>pay on consumption</b>	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
<b>payment group</b>	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
<b>PeopleSoft database</b>	See JDEBASE Database Middleware.
<b>performance tuning</b>	The adjustments that are made for a more efficient, reliable, and fast program.
<b>persistent object</b>	An object that continues to exist and retains its data beyond the duration of the process that creates it.
<b>pervasive device</b>	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
<b>planning family</b>	A means of grouping end items that have similarity of design or manufacture.
<b>plug-in</b>	A small program that plugs into a larger application to provide added functionality or enhance the main application.
<b>polymorphism</b>	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
<b>portal</b>	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
<b>Postfinance</b>	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
<b>potency</b>	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ( $100 / 80 = 1.25$ ).
<b>preference profile</b>	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
<b>preflush</b>	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.

<b>preventive maintenance cycle</b>	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
<b>preventive maintenance schedule</b>	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
<b>primary service type</b>	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
<b>pristine environment</b>	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
<b>processing option</b>	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
<b>product data management (PDM)</b>	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
<b>product line</b>	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
<b>product/process definition</b>	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
<b>production environment</b>	An EnterpriseOne environment in which users operate EnterpriseOne software.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
<b>project</b>	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
<b>projected cost</b>	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
<b>promotion path</b>	The designated path for advancing objects or projects in a workflow.
<b>protocollo</b>	See registration number.
<b>PST</b>	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
<b>published table</b>	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated

	publishers in the enterprise.
<b>publisher</b>	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>pull replication</b>	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
<b>query by example (QBE)</b>	Located at the top of a detail area, this area is used to search for data to display in the detail area.
<b>rate scheduling</b>	A method of scheduling product or manufacturing families, or both.  Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
<b>rate type</b>	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
<b>real-time</b>	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
<b>receipt routing</b>	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
<b>referential integrity</b>	Ensures that a parent record cannot be deleted from the database when a child record for exists.
<b>regenerable</b>	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
<b>register types and classes</b>	In Italian VAT Summary Reporting, the classification of VAT transactions.
<b>relationship</b>	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
<b>rélevé d'identité bancaire (RIB)</b>	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
<b>remessa</b>	In Brazil, the remit process for A/R.
<b>render</b>	To include external data in displayed content through a linking mechanism.
<b>repassé</b>	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.

<b>replenishment point</b>	The location on or near the production line where additional components or subassemblies are to be delivered.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>report design aid (RDA)</b>	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
<b>repost</b>	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
<b>resident</b>	Pertaining to computer programs or data while they remain on a particular storage device.
<b>retorno</b>	In Brazil, the receipt process for A/R.
<b>RIB</b>	See relevé d'identité bancaire.
<b>ricevute bancarie (RiBa)</b>	In Italy, the term for accounts receivable drafts.
<b>riepilogo IVA</b>	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
<b>ritenuta d'acconto</b>	In Italy, the term for standard withholding tax.
<b>rollback</b>	[In database management] A feature or command that undoes changes in database transactions of one or more records.
<b>rollup</b>	See cost rollup.
<b>row exit</b>	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
<b>runtime</b>	The period of time when a program or process is running.
<b>SAD</b>	The German name for a Swiss payment format that is accepted by Postfinance.
<b>SAR</b>	See software action request.
<b>scalability</b>	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
<b>scripts</b>	A collection of SQL statements that perform a specific task.
<b>scrub</b>	To remove unnecessary or unwanted characters from a string.
<b>search/select</b>	A type of form that is used to search for a value and return it to the calling field.
<b>selection</b>	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
<b>serialize</b>	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
<b>server map</b>	The server view of the object configuration mapping.
<b>server workbench</b>	During the Installation Workbench process, Server Workbench copies the server

	configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
<b>service interval</b>	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
<b>service type</b>	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
<b>servlet</b>	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
<b>share path</b>	The network node under which one or more servers or objects reside.
<b>shop floor management</b>	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
<b>silent mode</b>	A method for installing or running a program that does not require any user intervention.
<b>silent post</b>	A type of post that occurs in the background without the knowledge of the user.
<b>simulated cost</b>	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
<b>single-byte character set (SBCS)</b>	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
<b>single-level tracking</b>	Finding all immediate parents where a specific lot has been used (consumed).
<b>single-voyage (spot) charter</b>	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
<b>slimer</b>	A script that changes data in a table directly without going through a regular database interface.
<b>smart field</b>	A data dictionary item with an attached business function for use in the Report Design Aid application.
<b>SOC</b>	The Italian term for a Swiss payment format that is accepted by Postfinance.
<b>soft commitment</b>	The number of items that is reserved for sales orders or work orders in the primary units of measure.
<b>soft error</b>	An error from which an operating system or program is able to recover.
<b>software action request (SAR)</b>	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.

<b>SOG</b>	The French term for a Swiss payment format that is accepted by Postfinance.
<b>source directory</b>	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
<b>special period/year</b>	The date that determines the source balances for an allocation.
<b>specification merge</b>	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
<b>specification table merge workbench</b>	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
<b>specifications</b>	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
<b>spot charter</b>	See single-voyage charter.
<b>spot rates</b>	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
<b>stamp tax</b>	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
<b>standalone</b>	Operating or capable of operating independently of certain other components of a computer system.
<b>standard cost</b>	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
<b>standard costing</b>	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
<b>subprocess</b>	A process that is triggered by and is part of a larger process, and that generally consists of activities.
<b>subscriber table</b>	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
<b>summary</b>	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
<b>super backflush</b>	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory

	and account for labor amounts at strategic points throughout the manufacturing process.
<b>supersession</b>	Specification that a new product is replacing an active product on a specified effective date.
<b>supplemental data</b>	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
<b>supplying location</b>	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
<b>system code</b>	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
<b>system function</b>	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
<b>table access management (TAM)</b>	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
<b>table conversion workbench</b>	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
<b>table design aid (TDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
<b>table event rules</b>	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
<b>table handle</b>	A pointer into a table that indicates a particular row.
<b>table space</b>	[In relational database management systems] An abstract collection of containers in which database objects are stored.
<b>task</b>	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
<b>task view</b>	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
<b>termo de abertura</b>	In Brazil, opening terms for the transaction journal.

<b>termo de encerramento</b>	In Brazil, closing terms for the transaction journal.
<b>three-tier processing</b>	The task of entering, reviewing, approving, and posting batches of transactions.
<b>three-way voucher match</b>	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
<b>threshold percentage</b>	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
<b>throughput agreement</b>	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
<b>throughput reconciliation</b>	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
<b>token</b>	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
<b>tolerance range</b>	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
<b>TP monitor</b>	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
<b>tracing</b>	The act of researching a lot by going backward, to discover its origin.
<b>tracking</b>	The act of researching a lot by going forward, to discover where it is used.
<b>transaction set</b>	An electronic business transaction (EDI Standard document) composed of segments.
<b>transclude</b>	To include the external data in the displayed content through a linking mechanism.
<b>transfer order</b>	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
<b>translation adjustment account</b>	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
<b>translator software</b>	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The

	data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
<b>tree structure</b>	A type of graphical user interface that displays objects in a hierarchy.
<b>trigger</b>	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:  Calculator.  Calendar.  Search form.
<b>two-way voucher match</b>	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
<b>universal batch engine (UBE)</b>	[In EnterpriseOne] A type of application that runs a noninteractive process.
<b>unnormalized</b>	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
<b>user overrides merge</b>	The User Overrides merge adds new user override records into a customer's user override table.
<b>user-defined code (UDC)</b>	A value that a user has assigned as being a valid entry for a given or specific field.
<b>utility</b>	A small program that provides an addition to the capabilities which are provided by an operating system.
<b>variable numerator allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
<b>variable quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
<b>variance</b>	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates.  2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
<b>versions list merge</b>	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
<b>VESR</b>	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
<b>visual assist</b>	Forms that can be invoked from a control to assist the user in determining what

	data belongs in the control.
<b>voucher logging</b>	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
<b>wareki date format</b>	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
<b>wash down</b>	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
<b>wchar_t</b>	An internal type of a wide character. Used for writing portable programs for international markets.
<b>web server</b>	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
<b>work order life cycle</b>	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
<b>workfile</b>	A system-generated file that is used for temporary data processing.
<b>workflow</b>	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
<b>workgroup server</b>	A network server usually containing subsets of data that are replicated from a master network server.
<b>WorldSoftware architecture</b>	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
<b>write payment</b>	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
<b>write-off</b>	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
<b>Z file</b>	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
<b>z-process</b>	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for

	an external system to access.
<b>zusammenfassende melding</b>	In Germany, the term for the EU Sales Listing.

# Index

## 1

1099, 5

A/P Workfile table (F045143), 24

user defined codes, 24

## A

A/P annual close, 6

A/P cash forecasting, 6

A/P Detail reports

printing open A/P detail reports, 444

A/P drafts

draft processing codes, 24

A/P Ledger

updating payments, 335

A/P Ledger table (F0411), 12

A/P Matching Document Detail table (F0414),  
12

A/P Matching Document table (F0413), 12

A/P Original Document to G/L by Batch  
(R04701), 467

A/P Original Document to G/L by Batch Report,  
467

A/P Payee Control File Purge (R0450P), 282

A/P Payments to G/L by Batch (R04702A), 468

A/P Payments to G/L by Batch Report, 468

A/P records

purging, 502

A/P reports

standard and analytical, 440

A/P Reports

standard and analytical, 440

A/P Summary reports

printing open A/P summary reports, 440

A/P to G/L by Offset Account (R047001A), 469

A/P to G/L by Offset Account report, 469

A/R and A/P Netting Workfile table (F03465),  
457

AAI

Account Ranges, 30

G/L offset, 29

ranges of accounts, 29

AAIs, 6, 28

Default, 30

General Accounting system, 28

reviewing, 38, 39

revising, 38, 39

Account Balances table (F0902), 13

Account Ledger table (F0911), 13, 491

Account number

invalid, 107

Accounts Payable - Matching Document table  
(F0413), 491

Accounts Payable Constants (P0000)

setting up batch control, 18

setting up management approval, 19

Accounts Payable Ledger table (F0411), 491

Accounts Payable Matching Document Detail  
table (F0414), 491

Activating a bank account as a vendor record  
type

Work With Bank Accounts by Address form,  
91

Adding batch information, 99

Adding batch invoices, 221, 238

Adding or revising a model journal entry

Enter Vouchers - G/L Distribution form, 129

Address Book Master table (F0101), 12

Advanced payment terms

installment example, 69

multitiered due date rules, 73

setting up, 55

setting up codes, 67

setting up due date rules, 59

setting up payment term codes, 67

setting up workday calendars, 55

updating available discounts, 76

Advanced Payment Terms (P00145), 55, 67, 69,  
71

Analytical reports, 6

Annual close, 485

correcting YTD voucher amounts, 485

reviewing YTD voucher amounts, 487

updating YTD voucher amounts, 485

Approving batches, 168

Approving invoice batches, 167

Assigning bank accounts to suppliers

Work With Bank Accounts By Address form,  
82

Assigning multiple bank accounts to suppliers

Set Up Bank Accounts By Address form, 90

Work With Bank Accounts by Address form,  
90

Assigning payment instrument relationships

- Work With Multiple Vendor Bank Account Types form, 92
- Assigning programs to payment instruments
  - Set Up Payment Instrument Defaults form, 265
  - Work With Payment Instrument Defaults form, 265
- Attachments
  - creating payment groups, 296
  - setting up payment instruments, 264
- Automatic accounting instructions
  - A/P, 32
  - A/P draft processing, 36
  - A/P overview, 31
  - discounts available (PKD), 34
  - discounts lost (PKL), 34
  - drafts payable (PD), 36
  - form 1099-DIV (PX1), 37
  - form 1099-INT (PX6), 37
  - form 1099-MISC (PXA), 37
  - overview, 31
  - payables bank (PB), 32
  - payables trade (PC), 33
  - reviewing, 38, 39
  - revising, 38, 39
  - search sequence, 32
  - setting up, 41
  - translating to another language, 42
  - voucher logging expense (PP), 34
  - working with, 38
- Automatic accounting instructions (AAIs), 28
- Automatic Payment Review (P0011), 343
- Automatic payment setup
  - assigning programs to payment instruments, 264
  - revising payment formats, 266
  - setting up payment information, 274
  - setting up payment instruments, 264
  - setting up print sequences, 262
- Automatic Payment Setup (P0410), 276
- Automatic payments
  - approving, 344
  - bank tapes, 368
  - copying payments to tape, 368
  - creating payment groups, 296
  - determining cash requirements, 287
  - drafts, 6
  - holding vouchers, 296
  - locating, 430
  - overview, 251
  - posting, 344
  - preparing for payment processing, 287

- releasing vouchers, 296
- removing processed payments, 334
- removing unprocessed payments, 323
- resetting payment processing, 332
- reviewing, 343, 430
- reviewing payments (update status), 322
- reviewing payments (write status), 319
- reviewing summary information, 431
- reviewing vouchers, 288
- revising unprocessed payments, 323
- revising vouchers, 289
- updating the A/P ledger, 335
- voiding a payment and its vouchers, 347
- voiding payments, 346
- working with payment groups, 314
- writing, 327

## B

- Bank Account Cross Reference (P0030A)
  - activating a bank account as a vendor record, 91
  - assigning multiple bank accounts to suppliers, 90
- Bank Account Exception report, 262
- Bank Account Exception Report (R00310), 262
- Bank account information
  - overview, 253
  - revise or delete, 257
  - setup G/L, 254
- Bank Account Information (P0030G), 254, 257
- Bank account record types, 253
- Bank accounts
  - activating as vendor record type, 91
  - assigning multiple to suppliers, 89, 90
- Bank Accounts by Address (P0030A), 258, 260, 261
- Bank accounts for customers and suppliers
  - revising and deleting, 260
  - setting up, 258
- Bank transit numbers
  - setup, 261
- Bank type codes
  - user defined codes, 25
- Batch approval, 168
- Batch Approval / Post Security (P00241), 18
- Batch Approval / Post Security Constants (P00241), 19
- Batch approval and post security
  - setting up, 18
- Batch control
  - difference amounts, 165
  - overview, 98

- Batch information
  - entering, 99
- Batch invoice processing, 194
- Batch Invoice Processor (R03B11Z1I), 194
- Batch Invoice Revisions (P03B11Z1), 221, 238
- Batch invoices
  - adding, 221, 238
  - deleting, 221, 238
  - revising, 221, 238
- Batch processing
  - business data tables used, 226
  - creating vouchers to store and forward, 227
  - downloading vouchers, 226
  - for vouchers, 224
  - posting batch vouchers, 222
  - posting vouchers, 244
  - processing batch vouchers, 215, 233
  - processing vouchers, 233
  - purging processed batch vouchers, 222, 245
  - reviewing batch vouchers, 221, 238
  - storing and forwarding vouchers, 224
  - submitting vouchers for processing, 215
  - updating transaction control records, 244
  - uploading vouchers to the server, 232
  - vouchers, 224
- Batch review, 164, 165
  - adding transactions to a batch, 167
- Batch status
  - posting, 170
- Batch totals
  - reviewing, 100
- Batch Versions (P98305), 266
- Batch vouchers, 6
- Batches
  - invoice approving, 167
- Batches (P0011), 99, 165, 168
- Build Netting Report File (R03B465), 457
- Business process management, 6
- Business Unit Information (P0030B), 275

## C

- Calculate Withholding (R04580), 284
- Calculations
  - discounts, 130
- Calendar
  - setting up for advanced payment terms, 55
- Cash management, 6
- Cash requirements
  - determining, 287
- Cash Requirements Report, 287
- Cash Requirements Report (R04431), 287
- Check digits, 26

- Choosing a model for a journal entry
  - Model Journal Entries form, 129
  - Supplier Ledger Inquiry form, 129
- Choosing a model for a model entry
  - Enter Voucher - G/L Distribution form, 129
- Closing a draft
  - Work With A/P Drafts-Inquiry/Selection form, 422
- Closing out negative pay items
  - Manual Payment Entry form, 395
  - Select Open Pay Items form, 395
  - Work With Prepayment Selection form, 395
- Codes
  - user-defined, 6
- Constants for A/P, 15
- Contract management integration with A/P system, 10
- Controlled data, 280
- Converting vouchers for batch processing, 193
- Copy Bank Tape File to Tape (P0457), 368, 370
- Copying a voucher
  - Supplier Ledger Inquiry form, 121
- Copying payments to tape, 368
- Copying tape tables to tapes or diskettes
  - Copy Bank Tape to Tape form, 370
- Create Payment Control Groups (R04570), 296
- Create Payment Groups
  - processing options, 300
- Creating
  - vouchers to store and forward, 227
- Creating the A/R and A/P Netting Workfile table, 457
- Creating vouchers to store and forward
  - Enter Voucher - Payment Information form, 228
  - Work With Store & Forward Vouchers form, 228
- Currency, 6
- Currency processing (multinational), 11
- Customer / Supplier Balance Report (R7404002), 494
  - processing options, 496
- Customer Balance report
  - printing, 495
- Customer Ledger table (F03B11), 491
- Customer/Supplier Balance Worktable
  - building, 490
  - example, 490
- Customer/Supplier Balance Worktable (A/P and A/R) (F74412), 490
- Customers
  - revising up bank account information, 260

setting up bank account information, 258

## D

Data Export Control Revisions form, 509

Data export controls  
setting up, 509

Date File Generation (R04901), 473

Date ranges  
setting up for due date rules, 65

Date tables  
generating date tables, 473

Dates  
error and warning messages, 101

Debit memos  
entering, 136  
excluding from payment group, 323

Debit statements  
creating payment groups, 296  
defined and explained, 265  
setting up payment instruments, 264

Delete G/L bank account, 257

Deleting batch invoices, 221, 238

Deleting customer and supplier bank accounts,  
260

Deleting posted vouchers  
Voucher Entry Journal Review form, 184  
Work With Batches form, 184

Discounts, 6  
calculating, 130  
entering a voucher, 131, 132

Draft Inquiry/Selection (P04260), 422

Draft processing, 421  
AAs, 36  
closing drafts, 422  
differences between drafts and automatic  
payments, 421  
example of paying drafts, 423  
posting outstanding drafts, 422  
posting selected drafts, 422  
proof and final post versions, 422, 423  
purging unpaid drafts, 502  
selecting and closing drafts, 422  
updating the A/P ledger, 421  
writing payments, 421

Draft processing codes  
setup for A/P, 24

Drafts, 421

Due date rule date ranges  
setting up, 60

Due date rules  
setting up, 63  
simulator, 66

Due Date Rules Revisions (P00146), 59, 63, 66,  
73

Due upon receipt payment terms, 50  
setting up, 50

*Duplicate invoice notification*, 6

## E

*EDI*, 6

EDI Invoice Detail (F47042), 246

EDI Invoice Header - Inbound (F47041), 246

EDI Invoice Summary - Inbound (F47044), 246

EDI Payments

Creating Automatic Payments, 359

Processing Outbound EDI Payments, 359

Electronic Data Interchange (EDI)

Edit/Create Voucher, 248

Mapping Requirements for Inbound  
Vouchers, 246

Processing Inbound EDI Vouchers, 246

Processing Outbound EDI Payments, 357

Purging Inbound EDI Vouchers, 249, 250

Purging Outbound EDI Payments, 362

Transferring Inbound EDI Vouchers, 248

Entering a speed voucher

Speed Voucher Entry form, 156

Entering batch information, 99

Entering general ledger information

Enter Voucher - G/L Distribution form, 107

Entering logged vouchers

Journal Entry Prompt form, 140

Supplier Ledger Inquiry form, 140

Entering manual payments (speed method)

Payment Information form, 399

Speed Voucher Entry form, 399

Entering manual payments (standard  
method)

Enter Voucher - G/L Distribution form, 396

Enter Voucher - Payment Information  
form, 396

Payment Information form, 396

Supplier Ledger Inquiry form, 396

Entering manual payments with existing  
vouchers

Manual Payment Entry form, 375, 376

Work With Payments form, 375

Work with Speed Status Change form, 374

Entering multiple vouchers for multiple  
suppliers

Multi-Voucher Entry form, 161

Supplier Ledger Inquiry form, 161

Entering multiple vouchers for single suppliers

Multi Voucher-Single Supplier form, 159

- Supplier Ledger Inquiry form, 159
- Entering multiple vouchers for single vouchers
  - Processed Voucher Summary form, 160
- Entering pay items
  - Select Open Pay Items form, 376
- Entering prepaid vouchers
  - Enter Voucher - Payment Information form, 154
  - Supplier Ledger Inquiry form, 154
- Entering recurring vouchers
  - Enter Voucher - Payment Information form, 147
  - Supplier Ledger Inquiry form, 147
- Entering supplier master information
  - Supplier Master Revision form, 80
  - Work With Supplier Master form, 80
- Entering supplier records
  - Work With Supplier Master form, 79
- Entering voucher information
  - Enter Voucher - Payment Information form, 105
- Entering vouchers for multiple companies
  - Supplier Ledger Inquiry form, 163
- Entering vouchers for multiple suppliers
  - Multi Company-Single Supplier form, 163
- Enterprise-Wide Profitability Solution system, 215
- Equipment/Plant integration with A/P system, 10
- Errors
  - G/L date, 101
- Example
  - soft rounding, 134
- Exception reports, 6

## F

- F0011 (Batch Control Records), 98
- Fixed assets integration with A/P system, 10
- Flat file cross-reference
  - interoperability, 510
- Flat File Cross-Reference form, 510
- Flat files
  - converting to Interoperability, 507
  - cross-reference for Interoperability, 510
- Flow Diagrams
  - System, 7
- Forecasting, 6
- Forms
  - Additional Selection Criteria, 318
  - Additional Supplier Information, 488
  - Copy Bank Tape to Tape, 368, 370
  - Data Export Control Revisions, 509

- Enter G/L Date to Void, 184
- Enter Voucher - G/L Distribution, 107, 143, 396, 426
- Enter Voucher - Payment Information, 105, 147, 154, 183, 228, 396, 426, 430
- Enter Vouchers - G/L Distribution, 129, 183
- Flat File Cross-Reference, 510
- Global Updates, 291
- Journal Entry Prompt, 140
- Manual Payment Entry, 375, 376, 395, 430
- Model Journal Entries, 129
- Multi Company-Single Supplier, 163
- Multi-Voucher Entry, 159, 161
- Payee Control Approval, 280
- Payee Control Details, 280
- Payment Detail, 321
- Payment Group Detail, 319
- Payment Header Detail-Update Status, 323
- Payment Header Detail-Write Status, 321
- Payment Information, 396, 399
- Payment Journal Review, 343
- Payment Summary, 431
- Processed Voucher Summary, 160
- Reset Payments, 333, 334
- Review Expanded AAI Descriptions, 44
- Review Multiple Vendor Bank Account Status, 94
- Revise Payment Group Controls, 330, 331
- Revise Payment Value Date, 325
- Revise Recurring Voucher Information, 149
- Select Open Pay Items, 376, 395
- Set Up Bank Accounts By Address, 90
- Set Up Business Unit Payment Information, 275
- Set Up Multiple AAI Items, 39
- Set Up Multiple Vendor Bank Account Types, 92
- Set Up Payment Sequence, 263
- Speed Voucher Entry, 156, 399
- Split Payments, 292, 325
- Supplier Ledger Inquiry, 120, 121, 122, 154, 184, 185, 427
- Supplier Master Revision, 80, 93
- Translate AAI Descriptions, 43
- Update Single Pay Item, 283, 289
- Void Payment, 347, 348
- Voucher Entry Journal Review, 184
- Voucher Summary, 427
- Work Day Calendar Revisions, 57
- Work With A/P Drafts-Inquiry/Selection, 422
- Work With A/P Payment Company Information, 276

- Work With AP Speed Release, 289, 294
- Work With Bank Accounts by Address, 91
- Work With Bank Accounts By Address, 82
- Work With Batches, 184, 343
- Work With Business Unit Payment Information, 275
- Work With Data Export Controls, 508, 509
- Work With Flat File Cross-Reference, 510
- Work With Manual Payments, 401
- Work with Pay Item History, 427
- Work With Payment Detail, 321
- Work With Payment Groups, 318, 319, 321, 322, 323, 325, 327, 330, 331, 332, 333, 334, 337
- Work With Payment Group-Update Status, 322
- Work With Payment Group-Write Status, 319, 327
- Work With Payment Sequences, 263
- Work With Payments, 347, 348, 385, 430
- Work With Prepayment Selection, 395
- Work With Recurring Voucher History, 147
- Work with Speed Status Change, 283, 288, 291, 292, 296, 374
- Work With Store & Forward Vouchers, 228
- Work With Supplier Master, 79, 93
- Work With Versions, 266
- Work With Voucher JE Redistribution, 143
- Write Payments, 331

## G

- G/L account
  - assigning relationships with payment instruments, 91
- G/L accounts
  - resolving out of balance, 469
- G/L bank account information
  - delete or revise, 257
  - setup, 254
- G/L posted codes
  - posting, 170
- Gains/Losses, 6
- General accounting integration with A/P system, 10
- General Ledger Post (R09801), 171, 181
- General Ledger Post report, 181
- General Ledger Post Report (R09801), 168
- Generate Customer Balance (R7403B001), 491
- Generate Supplier Balance (R7404001), 491
  - processing options, 492
- Global update
  - speed status change, 291

- Goods and services tax, 6
- GST taxes, 6

## I

- Installment payment term
  - example, 69
- Installment payment terms
  - setting up, 71
- Integrity reports, 467
  - A/P Original Document to G/L by Batch, 467
  - A/P Payments to G/L by Batch, 468
  - A/P to G/L by Offset Account, 469
  - correcting out-of-balance conditions, 469
- Interface tables
  - converting flat files for Interoperability, 507
  - flat file cross-reference for Interoperability, 510
- Interoperability
  - converting flat files, 507
  - flat file cross-reference, 510
  - outbound transactions, 511, 512
  - purging, 513
  - record types, 507
- Invalid account numbers, 107
- Inventory integration with A/P system, 10
- Invoice Revisions table (F03B112), 491
- Invoices
  - add to existing batch, 167
  - adding batch invoices, 221, 238
  - approving batches, 167
  - canceling recurring, 149
  - deleting batch invoices, 221, 238
  - entering out of balance, 136
  - entering with discounts, 130
  - process for recycling recurring, 151
  - recurring, 145
  - recycle recurring, 150
  - reviewing information, 166, 167
  - revising batch invoices, 221, 238
  - revising information, 166, 167
  - revising recurring, 148

## J

- Job cost integration with A/P system, 10
- Journal Entry Transactions - Batch File table (F0911Z1), 193, 202

## L

- Language
  - translating automatic accounting instructions, 42

Line Extension Code field, 170  
Locating a voucher  
    Supplier Ledger Inquiry form, 427  
Locating manual payments  
    Work With Manual Payments form, 401  
Locating payments  
    Work With Payments form, 430  
Logged vouchers, 137  
    AAIs for voucher logging expense, 34  
    entering, 140  
    example, 138  
    redistributing, 142  
    revising, 142

## M

Manual Payment Journal  
    printing, 403  
Manual Payment Journal Report (R04311), 403  
Manual payments, 6  
    approving for posting, 403  
    entering payments with existing vouchers,  
        373  
    entering payments without existing vouchers,  
        396  
    locating, 401, 430  
    overview, 373  
    posting, 404  
    prepaid vouchers, 385  
    printing, 400  
    reviewing, 403, 430  
    reviewing manual payments online, 403  
    reviewing summary information, 431  
    revising unposted payments, 402  
Master business function (MBF), 122  
Matching document type codes, 22  
MBF, 6  
Menu overview, 14  
Model journal entries  
    entering, 129  
Monetary accounts, 6  
Multi Voucher-Multi Supplier (P0411), 161  
Multi Voucher-Single Supplier (P0411), 159  
Multinational features, 10  
Multinational functionality, 6  
    currency processing, 11  
Multiple bank accounts  
    assigning to suppliers, 89, 90  
Multiple languages, 11  
Multiple Vendor Bank Account Types  
    (P0417M), 92  
Multitiered discounts  
    payment terms, 73

    updating available discounts, 76  
Multitiered due date rules  
    setting up, 73  
Mutlinalional functionality  
    multiple languages, 11

## N

Negative pay items  
    closing out, 394  
Net payment terms, 50  
Netting - Aging Report (R03B466), 458  
    processing options, 459

## O

Open A/P Detail report, 286  
Open A/P Detail Report (P04423), 444, 474  
Open A/P Detail with Aging  
    processing options, 478  
Open A/P Detail with Aging report, 447  
Open A/P Detail with Remarks report, 445  
Open A/P Summary Report (P04413), 440, 474  
Out of balance  
    exiting speed voucher, 157  
Outbound transactions, 504  
Out-of-balance conditions, 6  
Out-of-balance invoices  
    entering, 136  
Overview  
    Accounts Payable system, 5  
    automatic payment processing, 251  
    bank account information, 253  
    batch voucher processing, 224  
    business process management, 6  
    draft processing, 421  
    *duplicate invoice notification*, 6  
    manual payment processing, 373  
    menu, 14  
    multinational functionality, 10  
    payee control, 277  
    *payment processing*, 6  
    *reporting*, 7  
    standard and analytical reports, 440  
    supplier information, 79  
    supplier ledger and payment information, 425  
    supplier management, 5  
    system flow, 7  
    tables and descriptions, 12

## P

Payee control, 277  
    considerations and setup, 278

- controlled fields, 277
- limitations, 279
- printing changes to controlled data, 281
- purging records, 282
- report, 281
- reviewing and approving changes to controlled data, 280
- Payee Control Approval Report (R04505), 281
- Payee Control Review and Approval (P0450), 280
- Payee Control table (F0450), 278
- Payment Analysis report, 317
  - printing, 317
- Payment Analysis Report (R04578), 317
- Payment Detail report, 453
- Payment Details (R04424), 453
- Payment Group Edit report, 297
- Payment group status
  - update, 315
  - write, 315
- Payment groups
  - creating, 296
  - pay item statuses, 314, 315
  - reviewing, 318
  - reviewing payments (update status), 322
  - reviewing payments (write status), 319
  - working with, 314
- Payment information
  - setting up, 274
- Payment instrument
  - assigning relationships with G/L accounts, 91
- Payment Instrument Defaults (P0417), 265
- Payment instruments
  - assigning programs, 264
  - assigning to suppliers, 266
  - components of, 264
  - processing options for formats, 268
  - revising formats, 266
  - setting up, 264
- Payment processing*, 6
- Payment Register (R09313), 454
- Payment Register report, 454
- Payment registers
  - creating payment groups, 296
  - setting up payment instruments, 264
- Payment Sequence (P0415), 263
- Payment terms
  - due upon receipt, 50
  - due upon receipt setup, 50
  - multitiered discounts, 73
  - net, 50
  - net with discounts, 50
  - proximate date, 50
  - proximate date with discounts, 50
  - setting up advanced payment terms, 55
  - setting up proximate date, 53
  - split payment terms, 50
  - split payment terms setup, 54
  - split payment terms with discounts, 50
- Payment Terms Revisions (P0014), 50, 53, 54
- Payment With Voucher Match (P0413M)
  - applying manual payments to prepaid vouchers, 385
  - changing the amount of an unposted manual payment, 402
  - entering payment information, 375
  - locating a manual payment, 401
  - printing a manual payment, 400
- Payment Without Voucher Match (P0411)
  - enter manual payments (standard method), 396
  - locating a manual payment, 401
- Payments
  - automatic, 251
  - closing out negative pay items for prepaid vouchers, 394
  - formats, 6, 266
  - manual payments, 373
  - prepayments, 152
  - terms, 6
  - update status, 6
  - write status, 6
- Post Manual Payments to G/L (R09801), 404
- Post Outstanding Drafts (R04803), 422
- Post security
  - setting up, 18
- Post Vouchers to G/L (R09801)
  - posting batch vouchers, 222
  - posting vouchers, 244
- Posting
  - automatic payments, 344
  - batch vouchers, 222
  - creating automatic offsets, 169
  - initiating other programs, 170
  - outstanding drafts, 422
  - revising posted vouchers, 182
  - selecting data, 168
  - updating the batch status, 170
  - updating the Line Extension Code field, 170
  - updating the posted code, 170
  - updating the Taxes table, 170
  - validating information and error processing, 169
  - verifying journal entry post, 181

- voiding posted vouchers, 183
- vouchers for batch processing, 244
- Posting G/L journal entries to equipment, 168
- Pre-note status, 89
- Prepaid Vouchers
  - applying manual payments, 385
- Prepayment Selection (P0411P), 394
- Prepayment Voucher Entry (P0411), 154
- Prepayments
  - applying manual payments, 385
  - closing out negative pay items, 394
  - entering, 152
  - example, 153
- Print sequences for payments, 262
- Printing
  - A/P, 473
  - changes to controlled data, 281
  - Open A/P Summary Reports, 440
- Printing manual payments, 400
- Printing netting reports, 456
- Processing
  - batch vouchers, 215, 233
  - vouchers, 234
- Processing errors
  - voucher batch processing, 219
- Processing options
  - A/P Detail by Supplier with Remarks and Net Amounts (R04423A), 445
  - A/P Manual Payments, 377, 386
  - Create Payment Groups, 300
  - Customer / Supplier Balance Report (R7404002), 496
  - Generate Supplier Balance (R7404001), 492
  - Open A/P Detail with Aging, 478
  - Open A/P Details with Aging (R04423B), 447
  - Supplier Master MBF (P00100042), 87
  - supplier self service, 429
- Processing transaction information, 215, 233
- Procurement integration with A/P system, 10
- Program IDs
  - P0014 (Payment Terms Revisions), 50, 53
  - P00146 (Due Date Rules Revisions), 66
- Programs and IDs
  - (P00146) Due Date Rules Revisions, 59, 63, 73
  - P0000 (Accounts Payable Constants), 18
  - P00071 (Work Day Calendar), 55, 57
  - P0011 (Automatic Payment Review), 343
  - P0011 (Batches), 99, 165, 168
  - P0011 (Review Payments), 403
  - P0011 (Voucher Journal Review)
    - reviewing vouchers, 166
    - voiding a specific pay item, 185
    - voiding an entire voucher, 184
- P0012 (Automatic Accounting Instructions)
  - setting up AAIs, 41
- P0014 (Payment Terms Revisions), 54
- P00145 (Advanced Payment Terms), 55, 67, 69, 71
- P00241 (Batch Approval / Post Security Constants), 19
- P00241 (Batch Approval / Post Security), 18
- P0030A (Bank Account Cross Reference), 90, 91
- P0030A (Bank Accounts by Address), 258, 260, 261
- P0030B (Business Unit Information), 275
- P0030G (Bank Account Information), 254, 257
- P03B11 (Standard Invoice Entry), 130
- P03B11Z1 (Batch Invoice Revisions), 221, 238
- P04012 (Supplier Master Information)
  - assigning a payment instrument to a supplier, 266
  - assigning bank accounts to suppliers, 82
  - entering supplier master information, 80
  - reviewing pre-note status of a user defined record type, 93
  - reviewing supplier balances online, 488
  - setting up a supplier for withholding, 282
- P0410 (Automatic Payment Setup), 276
- P0411 (Multi Voucher-Multi Supplier), 161
- P0411 (Multi Voucher-Single Supplier), 159
- P0411 (Payment Without Voucher Match)
  - enter manual payments (standard method), 396
  - locating a manual payment, 401
- P0411 (Prepayment Voucher Entry), 154
- P0411 (Recurring Voucher Entry)
  - reviewing online, 147
  - revising, 149
- P0411 (Standard Voucher Entry)
  - choosing a model for the journal entry, 129, 130
  - entering a recurring voucher, 147
  - entering a voucher with discounts, 131, 132
  - entering voucher information, 104
- P0411 (Supplier Ledger Inquiry)
  - copying a voucher, 121
  - deleting unposted vouchers, 122
  - reviewing voucher detail information, 426

- reviewing voucher payment history, 427
- reviewing voucher summary information, 427
- revising a posted voucher, 183
- revising an unposted voucher, 120
- voiding a specific pay item using Supplier Ledger Inquiry, 185
- voiding an entire voucher using Supplier Ledger Inquiry, 184
- P0411 (Voucher Logging Entry), 140
- P0411P (Prepayment Selection), 394
- P0411S (Speed Status Change)
  - approving a voucher for payment, 374
  - releasing or placing a voucher on hold, 296
  - reviewing vouchers, 288
  - revising an individual voucher, 289
  - revising multiple vouchers, 291
  - setting up an existing voucher for withholding, 283
  - splitting a payment, 292
- P0411SV (Speed Payment Entry), 399
- P0411SV (Speed Voucher Entry), 156
- P0411Z1 (Store and Forward Batch Voucher Revision), 228
- P0413M (Payment With Voucher Match)
  - applying manual payments to prepaid vouchers, 385
  - changing the amount of an unposted manual payment, 402
  - entering payment information, 375
  - locating a manual payment, 401
  - printing a manual payment, 400
- P0413M (Supplier Payment Inquiry)
  - locating payments, 430
  - reviewing payment summary information, 431
  - reviewing payments, 430
- P0413M (Void Payment Entry), 347, 348
- P0415 (Payment Sequence), 263
- P0417 (Payment Instrument Defaults), 265
- P0417M (Multiple Vendor Bank Account Types), 92
- P042002 (Voucher JE Redistribution), 143, 144
- P04260 (Draft Inquiry/Selection), 422
- P04413 (Open A/P Summary Report), 440, 474
- P04423 (Open A/P Detail Report), 444, 474
- P04428 (Voucher Detail Report), 187
- P0450 (Payee Control Review and Approval), 280
- P0457 (Copy Bank Tape File to Tape), 368, 370
- P04571 (Work with Payment Groups), 323, 324
  - removing an entire payment group, 327
  - removing an unprocessed payment, 327
  - removing processed payments, 334
  - resetting payment processing, 333
  - reviewing a payment group, 318
  - reviewing payment and voucher information (write status), 319
  - reviewing payment information (update status), 322
  - reviewing payment summary information (write status), 321
  - revising control information for a payment group, 331
  - revising the value date of a payment, 325, 326
  - updating the A/P ledger, 337
  - writing all payments in a payment group, 330
  - writing selected payments in a payment group, 332
- P98305 (Batch Versions), 266
- R00310 (Bank Account Exception Report), 262
- R0041Z1 (Update Transaction Control Record), 244
- R0041Z1P (Purge Store and Forward Vouchers), 245
- R005141 (Update A/P Vouchers), 76
- R005142 (Update A/R Invoices), 76
- R03B11Z1I (Batch Invoice Processor), 194
- R03B465 (Build Netting Report File), 457
- R03B8101 (Recycle Recurring Invoices), 150, 151
- R04110Z2 (Store and Forward Batch Voucher Process), 233
- R0411Z1 (Voucher Upload), 233
- R0411Z1P (Purge Batch Voucher Entries), 222
- R04305 (Recurring Voucher Report), 148
- R04311 (Manual Payment Journal Report), 403
- R04424 (Payment Details), 453
- R04431 (Cash Requirements Report), 287
- R04505 (Payee Control Approval Report), 281
- R0450P (A/P Payee Control File Purge), 282
- R04570 (Create Payment Control Groups), 296

R04578 (Payment Analysis Report), 317  
 R04580 (Calculate Withholding), 284  
 R04601 (Suspected Duplicate Payments), 454  
 R04602 (Supplier Analysis), 488  
 R047001A (A/P to G/L by Offset Account), 469  
 R04701 (A/P Original Document to G/L by Batch), 467  
 R04702A (A/P Payments to G/L by Batch), 468  
 R04800 (Purge Closed A/P Records), 502  
 R04802 (Update Approver/Category Code 7), 87  
 R04803 (Post Outstanding Drafts), 422  
 R04820A (Update YTD Voucher Amount), 485  
 R04901 (Date File Generation), 473  
 R09313 (Payment Register), 454  
 R09450 (Supplier/Customer Totals by G/L Account), 456  
 R09801 (General Ledger Post Report), 168  
 R09801 (General Ledger Post), 171, 181  
 R09801 (Post Manual Payments to G/L), 404  
 R09801 (Post Vouchers to G/L)  
     posting batch vouchers, 222  
     posting vouchers, 244  
 R7403B001 (Generate Customer Balance), 491  
 R7404001 (Generate Supplier Balance), 491  
 R7404002 (Customer / Supplier Balance Report), 494  
 Provincial sales tax, 6  
 Proximate date payment terms, 50  
     setting up, 53  
 Purchase order voucher  
     redistributing, 144  
 Purge Batch Voucher Entries (R0411Z1P), 222  
 Purge Closed A/P Records (R04800), 502  
 Purge Store and Forward Vouchers (R0041Z1P), 245  
 Purging  
     A/P records, 502  
     approved payee control records, 282  
     Inbound EDI Vouchers, 250  
     Outbound EDI Payments, 362  
     processed batch vouchers, 222, 245  
 Purging data, 514

**R**

Receipts Detail table (F03B14), 491  
 Receipts Header table (F03B13), 491  
 Recurring invoices  
     recycle, 150  
     recycle process, 151  
 Recurring invoices and vouchers  
     canceling, 149  
     overview, 145  
 Recurring Voucher Entry (P0411)  
     reviewing online, 147  
     revising, 149  
 Recurring Voucher Report (R04305), 148  
 Recurring vouchers  
     revising, 148  
 Recycle process for recurring invoices and vouchers, 151  
 Recycle Recurring Invoices (R03B8101), 150, 151  
 Redistributing a purchase order voucher, 144  
 Redistributing logged vouchers  
     Enter Voucher - G/L Distribution form, 143  
     Work With Voucher JE Redistribution form, 143  
 Releasing or placing a voucher on hold  
     Work with Speed Status Change form, 296  
 Releasing or placing multiple vouchers on hold, 294  
     Work With AP Speed Release form, 294  
 Releasing vouchers  
     automatic payments, 296  
 Removing entire payment groups  
     Work With Payment Groups form, 327  
 Removing processed payments, 334  
     Work With Payment Groups form, 334  
 Removing unprocessed payments  
     Work With Payment Groups form, 327  
     Work With Payment Group-Write Status form, 327  
*Reporting*, 7  
     withheld amounts, 287  
 Reports  
     A/P Voucher Journal, 186  
     Bank Account Exception, 262  
     Calculate Withholding Error, 284  
     Calculate Withholding Status, 284  
     Cash Requirements, 287  
     Customer / Supplier Balance Report (R7404002), 494  
     General Ledger Post, 181  
     integrity reports, 467  
     Manual Payment Journal, 403  
     Netting-Aging (R03B466), 458  
     Open A/P Detail, 286, 474  
     Open A/P Detail with Aging, 447  
     Open A/P Detail with Remarks, 445

- Open A/P Summary, 474
- Payment Analysis, 317
- Payment Detail, 453
- Payment Group Edit, 297
- Payment Register, 454
- printing voucher journal reports, 186
- Receivables/Payables Netting (R03B450), 457
- Recurring Voucher report, 148
- Supplier Totals by G/L Account, 456
- Suspected Duplicate Payments, 454
- types of analytical reports, 453
- types of standard reports, 440
- Voucher Journal, 186
- Reports:, 473
- Reset
  - return pay item to payment process, 315
- Resetting payment processing, 332
  - Reset Payments form, 333, 334
  - Work With Payment Groups form, 333
- Review Payments (P0011), 403
- Reviewing and approving controlled data changes to, 280
  - Payee Control Approval form, 280
  - Payee Control Details form, 280
- Reviewing and changing status and detail for a tape table
  - Copy Bank Tape to Tape form, 368, 370
- Reviewing automatic payments
  - Payment Journal Review form, 343
  - Work With Batches form, 343
- Reviewing batches, 164, 165
- Reviewing payment and voucher information
  - Payment Detail form, 321
  - Work With Payment Detail form, 321
- Reviewing payment groups
  - Additional Selection Criteria form, 318
  - Payment Group Detail form, 319
  - Work With Payment Groups form, 318
- Reviewing payment information (update status)
  - Work With Payment Groups form, 322
  - Work With Payment Group-Update Status form, 322
- Reviewing payment summary information
  - Payment Header Detail-Update Status form, 323
  - Payment Header Detail-Write Status form, 321
  - Payment Summary form, 431
  - Work With Payment Groups form, 321, 323
  - Work With Payments form, 431
- Reviewing payments
  - Enter Voucher - Payment Information form, 430
  - Manual Payment Entry form, 430
  - Work With Payments form, 430
- Reviewing payments with a write status
  - Work With Payment Groups form, 319
  - Work With Payment Group-Write Status form, 319
- Reviewing prepaid vouchers, 155
- Reviewing record types
  - interoperability, 507
- Reviewing recurring vouchers
  - Supplier Ledger Inquiry form, 147
  - Work With Recurring Voucher History form, 147
- Reviewing the pre-note status
  - Review Multiple Bank Account Status form, 94
  - Supplier Master Revision form, 93
  - User-defined record type, 93
  - Work With Supplier Master form, 93
- Reviewing voucher detail information
  - Enter Voucher - G/L Distribution form, 426
  - Enter Voucher - Payment Information form, 426
  - Supplier Ledger Inquiry form, 426
- Reviewing voucher payment history, 427
  - Supplier Ledger Inquiry form, 427
  - Work with Pay Item History form, 427
- Reviewing voucher summary information
  - Supplier Ledger Inquiry form, 427
  - Voucher Summary form, 427
- Reviewing vouchers
  - Work with Speed Status Change form, 288
- Reviewing YTD voucher amounts, 487
- Reviewing YTD Voucher Amounts
  - Additional Supplier Information form, 488
- Revise G/L bank account information, 257
- Revising a posted voucher
  - Enter Voucher - Payment Information form, 183
  - Enter Vouchers - G/L Distribution from, 183
  - Supplier Ledger Inquiry form, 183
- Revising an individual voucher
  - Update Single Pay Item form, 289
  - Work With AP Speed Release form, 289
- Revising an unposted voucher
  - Supplier Ledger Inquiry form, 120
- Revising batch invoices, 221, 238
- Revising control information for payment groups
  - Revise Payment Group Controls form, 331

- Work With Payment Groups form, 331
- Revising customer and supplier bank accounts, 260
- Revising multiple vouchers
  - Global Updates form, 291
  - Work with Speed Status Change form, 291
- Revising processing options for payment formats
  - Work With Versions form, 266
- Revising recurring vouchers
  - Supplier Ledger Inquiry form, 149
- Revising the value date of payments
  - Revise Payment Value Date form, 325
  - Work With Payment Groups form, 325
- Rounding versus soft rounding, 133

## S

- Sales taxes, 6
- Secured users
  - setting up, 19
- Security
  - batch approval and post, 18
- Self Service (Supplier), 429
- Sending transactions from PeopleSoft EnterpriseOne, 511
- Sending transactions from PeopleSoft software, 512
- Sending transactions to external systems, 511, 512
- Set up G/L bank account information, 254
- Setting up a print sequence for payments
  - Set Up Payment Sequence form, 263
  - Work With Payment Sequences form, 263
- Setting up approved by users, 18
- Setting up company names to print on payments
  - Work With A/P Payment Company Information form, 276
- Setting up customer and supplier bank accounts, 258
- Setting up data export controls, 508, 509
- Setting up due date rule date ranges, 60, 65
- Setting up due date rules, 63
- Setting up existing vouchers for withholding
  - Update Single Pay Item form, 283
- Setting up installment payment terms, 71
- Setting up multiple bank accounts for suppliers, 89
- Setting up multitiered due date rules, 73
- Setting up payment information by business unit
  - Set Up Business Unit Payment Information form, 275

- Work With Business Unit Payment Information form, 275
- Setting up payment terms for multitiered discounts, 73
- Setting up secured users, 18
- Setting up work day calendars, 57
- Setup, 6
  - AAIs, 41
  - constants for A/P, 15
  - payment information, 274
  - payment instruments, 264
  - payment terms, 46
  - print sequence for payments, 263
  - suppliers for withholding, 282
- Setup bank transit numbers, 261
- Simulator
  - due date rules, 66
- Special handling codes, 23
- Speed Payment Entry (P0411SV), 399
- Speed Status Change (P0411S)
  - approving a voucher for payment, 374
  - releasing or placing a voucher on hold, 296
  - reviewing vouchers, 288
  - revising an individual voucher, 289
  - revising multiple vouchers, 291
  - setting up an existing voucher for withholding, 283
  - splitting a payment, 292
- Speed Voucher Entry (P0411SV)
  - entering, 155
  - exiting out of balance, 157
- Split payment terms, 50
- Split payment terms setup, 54
- Split payment terms with discounts, 50
- Split Payments form, 325
- Splitting payments
  - Split Payments form, 292
  - Work With Payment Groups form, 324
  - Work with Speed Status Change form, 292
- Standard Invoice Entry (P03B11), 130
- Standard Voucher Entry (P0411)
  - choosing a model for the journal entry, 129, 130
  - entering a recurring voucher, 147
  - entering a voucher with discounts, 131, 132
  - entering voucher information, 104
- Store and Forward Batch Voucher Process (R04110Z2), 233
- Store and Forward Batch Voucher Revision (P0411Z1), 228
- Submitting vouchers for batch processing, 215, 233

- Supplier
  - pre-note status, 93
- Supplier Analysis (R04602), 488
- Supplier Balance report
  - printing, 495
- Supplier information
  - overview, 79
- Supplier ledger information, 425
- Supplier Ledger Inquiry (P0411)
  - copying a voucher, 121
  - deleting unposted vouchers, 122
  - reviewing voucher detail information, 426
  - reviewing voucher payment history, 427
  - reviewing voucher summary information, 427
  - revising a posted voucher, 183
  - revising an unposted voucher, 120
  - voiding a specific pay item using Supplier Ledger Inquiry, 185
  - voiding an entire voucher using Supplier Ledger Inquiry, 184
- Supplier management, 5
- Supplier Master Information (P04012)
  - assigning a payment instrument to a supplier, 266
  - assigning bank accounts to suppliers, 82
  - entering supplier master information, 80
  - reviewing pre-note status of user defined record type, 93
  - reviewing supplier balances online, 488
  - setting up a supplier for withholding, 282
- Supplier Master table (F0401), 12
- Supplier payment information, 425
  - reviewing, 430
- Supplier Payment Inquiry (P0413M)
  - locating payments, 430
  - reviewing payment summary information, 431
  - reviewing payments, 430
- Supplier records
  - entering, 79
  - withholding, 6
  - year-to-date voucher amounts, 487
- Supplier Self Service, 429
- Supplier Totals by G/L Account report, 456
- Supplier/Customer Totals by G/L Account (R09450), 456
- Suspected Duplicate Payments (R04601), 454
- Suspected Duplicate Payments report, 454
- Suspense accounts
  - vouchers, 34
- System
  - features, 5

- flow, 7
- integration, 10
- tables and descriptions overview, 12

System setup, 15

- AAIs for A/P, 32
- constants, 15
- overview, 15
- user defined codes for A/P, 21

## T

Table IDs

- F0018 (Taxes), 170
- F0030 - Bank Transit Number Master, 79, 89, 277
- F0101 - Address Book Master, 12, 79, 277, 278
- F0111 - Address Book - Who's Who, 278
- F0111 - Who's Who, 79
- F0115 - Telephone Number, 79
- F0116 - Address by Date, 79
- F03465 - A/R and A/P Netting Workfile, 457
- F0401 - Supplier Master, 12, 79, 93
- F0401M - Multiple Vendor Bank Account Status, 89, 93
- F0411 - A/P Ledger, 12, 278
- F0411A - As Of A/P Ledger workfile, 473
- F0411AJC - A/P Report Join, 474
- F0411P - Purge - A/P Ledger, 502
- F0411Z1 - Voucher Transactions - Batch Upload, 193, 215, 221
- F0411Z1 - Voucher Transactions – Batch Upload, 234
- F0413 - A/P Matching Document, 12
- F0413A - As Of A/P Matching Document workfile, 473
- F0413P - Purge - A/P Matching Document, 502
- F0414 - A/P Matching Document Detail, 12
- F0414A - As Of A/P Matching Document Detail workfile, 473
- F0414P - Purge - A/P Matching Document Detail, 502
- F0417M - Multiple Vendor Bank Account Types, 89
- F0450 - Payee Control, 278, 280, 282
- F045143 - 1099 A/P Workfile, 24
- F04571 - A/P Payment Control Group, 297
- F04572 - A/P Payment Header, 297
- F04573 - A/P Payment Detail, 297
- F0902 - Account Balances, 13
- F0911 - Account Ledger, 13, 215, 234

F0911Z1 - Journal Entry Transactions - Batch File, 193, 221

F0911Z1T - Journal Entry Transactions - Batch Tag File, 221

#### Tables

descriptions and contents of, 12

F0011 (Batch Control Records), 98

F03B11 (Customer Ledger), 491

F03B112 (Invoice Revisions), 491

F03B13 (Receipts Header), 491

F03B14 (Receipts Detail), 491

F0411 (Accounts Payable Ledger), 491

F0413 (Accounts Payable - Matching Document), 491

F0414 (Accounts Payable Matching Document Detail), 491

F0911 (Account Ledger), 491

F47041 (EDI Invoice Header - Inbound), 246

F47042 (EDI Invoice Detail), 246

F47044 (EDI Invoice Summary - Inbound), 246

F74412 (Customer/Supplier Balance Worktable (A/P and A/R)), 490

#### Taxes

calculating withholding, 284

paying withholding taxes to a supplier, 286

paying withholding taxes to a tax authority, 286

setting up a supplier for withholding, 282

supplier withholding taxes, 282

withholding, 6

withholding taxes reports, 284

#### Terms

payment, 6

#### Three-tier process

posting, 98

reviewing and approving, 98

#### Translating

automatic accounting instructions, 42

#### Translating AAIs, 42

## U

#### Undo

remove pay item from payment group, 315

#### Update

payment group status, 315

Update Approver/Category Code 7 (R04802), 87

Update Transaction Control Record (R0041Z1), 244

Update YTD Voucher Amount (R04820A), 485

#### Updating

YTD voucher amounts, 485

Updating A/P ledger from address book, 87

Updating the A/P ledger

Work With Payment Groups form, 337

Updating transaction control records, 244

Uploading

vouchers to the server, 232

User Defined Codes (P0004A)

1099 processing (01/07 and 04/TR), 24  
A/P, 21

bank type codes (00/BT), 25

document types (00/DV and 00/DT), 21

draft processing codes, 24

payment instruments (00/PY), 23

payment status (00/PS), 22

special handling (00/HC), 23

User defined record types, 91

assigning relationships between G/L account  
and payment instrument, 91

reviewing the pre-note status, 93

## V

Value dates, 325

Value-added taxes, 6

*Vendor*, 6

Vendor Record Type, 91

Verifying

journal entry post, 181

Verifying the post of journal entries, 181

Void Payment Entry (P0413M), 347, 348

Voiding automatic payments

Void Payment form, 347

Work With Payments form, 347

Voiding automatic payments and their vouchers

Void Payment form, 348

Work With Payments form, 348

Voiding posted vouchers

Supplier Ledger Inquiry form, 184, 185

Voucher batch processing

processing errors, 219

Voucher Detail Report (P04428), 187

Voucher document type codes, 21

Voucher JE Redistribution (P042002), 143, 144

Voucher Journal Review (P0011)

reviewing vouchers, 166

voiding a specific pay item, 185

voiding an entire voucher, 184

Voucher Logging Entry (P0411), 140

Voucher Transactions - Batch File table  
(F0411Z1)

discounts, 205

Voucher Transactions - Batch Update table  
(F0411Z1)

- optional fields, 206
- Voucher Transactions - Batch Upload table (F0411Z1), 193, 202
  - ignored fields, 213
  - payment processing, 205
  - reserved fields, 214
- Voucher Upload (R0411Z1), 233
- Vouchers
  - batch headers, 182
  - canceling recurring, 149
  - changing pay items, 120
  - changing voucher amounts, 120
  - copying, 120
  - correcting YTD voucher amounts, 485
  - creating payment groups, 296
  - deleting unposted, 121
  - downloading to PC, 226
  - entering debit memos, 136
  - entering manual payments with existing vouchers, 373
  - entering manual payments without existing vouchers, 396
  - entering multiple vouchers, 158
  - entering recurring vouchers, 146
  - entering speed vouchers, 155
  - entering standard vouchers, 103
  - entering vouchers for multiple companies, 161
  - entering with a preliminary account, 137
  - entering with discounts, 130
  - for multiple companies, 161
  - grouping for automatic payments, 296
  - multiple companies, 161
  - multiple suppliers, 161
  - paying unposted vouchers, 120
  - preparing for automatic payments, 287
  - process for recycling recurring, 151
  - processing vouchers, 98
  - recurring, 146
  - recurring voucher reports, 148
  - recurring vouchers, 6
  - recycle recurring, 150
  - redistributing logged vouchers, 142
  - reviewing detail information, 426
  - reviewing payment history, 427
  - reviewing prepaid, 155
  - reviewing recurring vouchers, 147
  - reviewing summary information, 427
  - reviewing vouchers for payment, 288
  - revising and voiding posted vouchers, 181
  - revising posted vouchers, 182
  - revising recurring, 148

- revising unposted, 119
- revising vouchers for automatic payments, 289
- supplier self service, 429
- updating YTD amounts for suppliers, 485
- voiding posted vouchers, 183
- year-to-date amounts for suppliers, 487

## W

- Warnings
  - G/L date, 101
- Withholding taxes, 282
  - calculating, 284
  - paying to a supplier, 286
  - paying to a tax authority, 286
  - setting up suppliers, 282
- Work Day Calendar (P00071), 55, 57
- Work Day Calendar Revisions form, 57
- Work day calendars
  - setting up, 57
- Work With Data Export Controls form, 508, 509
- Work With Flat File Cross-Reference form, 510
- Work with Payment Groups (P04571), 323, 324
  - removing an entire payment group, 327
  - removing an unprocessed payment, 327
  - removing processed payments, 334
  - resetting payment processing, 333
  - reviewing a payment group, 318
  - reviewing payment and voucher information (write status), 319
  - reviewing payment information (update status), 322
  - reviewing payment summary information (write status), 321
  - revising control information for a payment group, 331
  - revising the value date of a payment, 325, 326
  - updating the A/P ledger, 337
  - writing all payments in a payment group, 330
  - writing selected payments in a payment group, 332
- Workday calendars
  - setting up, 55
- Workflow messages
  - reviewing, 181
- Write
  - payment group status, 315
- Writing
  - automatic payments, 327
- Writing all payments in a payment group
  - Revise Payment Group Controls form, 330
  - Work With Payment Groups form, 330

Write Payments form, 331  
Writing selected payments in a payment group  
Work With Payment Groups form, 332

## **Y**

Year-end procedures, 485  
Year-to-date voucher amounts, 485

