

PeopleSoft®

EnterpriseOne 8.10
Global Solutions Japan
PeopleBook

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Global Solutions Japan PeopleBook
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Table of Contents

About These EnterpriseOne PeopleBooks Preface	1
EnterpriseOne Application Prerequisites	1
Obtaining Documentation Updates	1
Typographical Conventions and Visual Cues	2
Typographical Conventions.....	2
Visual Cues	3
Comments and Suggestions	3
Setting Up Your System for Localization	4
Setting Up User Display Preferences.....	4
Processing Options for User Profiles (P0092)	6
Setting Up User Defined Codes for Japan	6
Setting Up Country Constants.....	9
Setting Up Country Constants for Japan.....	14
Setting Up Currency Codes	15
How Currency Decimals Are Managed	16
Setting Up Tax Rate Areas	17
Tax Rate Areas for Items	18
Revising Tax Rate Areas	18
Nonrecoverable VAT	19
Processing Options for Tax Rate/Areas (P4008).....	23
Setting Up Tax Rates and Areas for Consumption Tax	23
Setting Up Fiscal Date Patterns	23
G/L Date Warnings and Errors.....	24
Setting Up Fiscal Date Patterns for Japan	29
Setting Up the Stamp Tax Table for Japan	30
Setting Up Your System with the Wareki Date Format	31
Setting Up Your System for Tax Reconciliation	31
Processing Options for Journal Entry (P0911).....	32
Validating Bank ID Numbers	33
Overriding Bank ID Validation	34
Entering Additional Information for Suppliers	35
Additional Information	37
Financials Statements for Japan	37

Balance Sheet for Japan.....	37
Profit and Loss Statement for Japan.....	40
Multiple Ledger Types.....	42
Translation Considerations for Multilingual Environments.....	42
Translation Routines.....	44
PeopleSoft EnterpriseOne Multicurrency Solution Summary.....	45
Withholding Japanese Taxes	48
Entering Japanese Withholding Information.....	48
Calculating Withholding - Japan.....	49
Processing Options for Calculate Withholding - Japan (R7500090).....	49
Reviewing the Withholding Tax Detail Report.....	50
Processing Consumption Tax for Japan	51
Entering Journal Entries with VAT.....	51
Example: Journal Entry with VAT.....	52
Processing Options for Journal Entries with VAT (P09106).....	55
Tracking Taxes by G/L Account.....	55
Processing A/R Drafts in Japan	57
Printing the Draft Receivable Report - Japan.....	57
Working with Kagami	58
Printing Kagami Statements.....	58
Processing Options for Kagami Invoice Statement - Japan (R03B5001JP).....	61
Statement Processing	65
Generating Statements.....	65
Technical Considerations When Generating Statements.....	68
Processing Options for Statement Notification Refresh (R03B500X).....	68
Processing Options for Statement Print (R03B5001).....	75
Reviewing Statements.....	78
Processing Options for Review Statements (P03B202).....	80
Reprinting Statements.....	81
Resetting Statements.....	81
Purging Statements and Delinquency Notices.....	83
Processing Options for Statement/Notification Purge (R03B5010).....	83
Processing Hankin Hante Payments	85
Setting Up Payment Split and Draft Split Amounts for Japan.....	86
Automatically Splitting Payments in Japan.....	88
Processing Options for Automatic Payment Split – Hankin Hante (R75J04PS).....	93
Automatically Splitting Drafts in Japan.....	94
Processing Options for Automatic Draft Split – Hankin Hante (R75J04DS).....	97
Manually Splitting Drafts for Japan.....	99

Accounts Payable Draft Processing for Japan	100
Setting Up Bank Account Information	100
Creating a Payment Group Version for A/P Drafts - Japan.....	110
Processing Automatic Payments to Create A/P Drafts - Japan	110
Creating an A/P Draft - Japan	111
Paying an A/P Draft - Japan.....	111
Posting Outstanding A/P Drafts - Japan	112
Processing Options for Stamp Tax Calculation Report - Japan (R750403)	112
Processing Manual Payments to Create A/P Drafts - Japan.....	113
Entering Bank-Assigned Draft Numbers for A/P Drafts – Japan	114
Printing the A/P Draft Payable List - Japan	114
Working with Bank and Branch Information for Japan	115
Updating Bank and Branch Information for Japan	116
Revising Bank and Branch Information for Japan.....	116
Entering Bank Charge Information for Japan.....	117
Creating Payment Groups for Bank Transfers – Japan	118
 Automatic Payment Processing	 120
Working with Payment Instruments.....	121
Working with Japanese Payment Formats	122
Setting Up Payment Instruments	123
Creating Payment Control Groups	133
Processing Vouchers with Discounts	136
Next Numbers for Create Payment Control Groups	137
Processing Options for Create Payment Control Groups (R04570).....	137
Data Sequence for Create Payment Control Groups	147
Example: Data Sequenced by Business Unit	149
Example: Data Sequence by Due Date and Payment Creation by Voucher.....	151
Working with Payment Groups.....	153
Printing the Payment Analysis Report	155
Reviewing Payment Groups.....	156
Reviewing Payments with a Write Status	157
Reviewing Payments with an Update Status	160
Revising Unprocessed Payments	161
Working with Automatic Payments.....	165
Writing Payments	165
Record Reservation for Payments	167
Payment ID Using Next Numbers	167
Resetting Payment Processing	170
Removing Processed Payments.....	172
Updating the Accounts Payable Ledger.....	173
Processing Options for Work with Payment Groups (P04571).....	175
 EnterpriseOne PeopleBooks Glossary	 181
 Index	 217

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

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.

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.

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.

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.

See Also

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

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.

Note

Example of a note.

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.

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.

Setting Up Your System for Localization

Before you use PeopleSoft EnterpriseOne software, you must set up and define certain information that the system uses during processing. You use this information to customize the system for your business needs. You must complete the system setup tasks that are included in the base guides, as well as country-specific tasks.

Setting Up User Display Preferences

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

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

You use localization country codes to specify the country in which you are working. The system supplies localization country codes in user defined code table 00/LC. This table stores both two-digit and three-digit localization country codes.

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

► To set up user display preferences

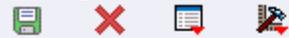
From the EnterpriseOne Menu, choose My System Options.

1. On User Default Revisions, choose User Profile Revisions.
2. On User Profile Revisions, complete the following field:
 - Localization Country Code



My System Options - User Profile Revisions

OK Cancel Form Tools



User ID	<input type="text" value="BR857194"/>
Address Number	<input type="text" value="8015"/>
Default Icon File	<input type="text"/>

Display Preferences

Language	<input type="text"/>
<input type="radio"/> Right To Left	<input checked="" type="radio"/> Left to Right
Date Format	<input type="text" value="DMY"/> <i>Day, Month, Year (DDMMYY)</i>
Date Separator Character	<input type="text"/> <i>System value</i>
Decimal Format Character	<input type="text"/> <i>System value</i>
Localization Country Code	<input type="text" value="ES"/> <i>Spain</i>
Universal Time	<input type="checkbox"/>
Time Format	<input type="checkbox"/>

3. Complete the following optional fields:

- Language
- Date Format
- Date Separator Character
- Decimal Format Character

4. Click OK.

See Also

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

Processing Options for User Profiles (P0092)

A/B Validation

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

Setting Up User Defined Codes for Japan

Many fields throughout PeopleSoft EnterpriseOne software accept only user defined codes. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

Caution

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

See Also

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

Document Type - Invoices Only (00/DI)

Set up original document types so that you can identify, group, and process similar transactions.

In addition to the hard-coded document types that are used throughout PeopleSoft software, you can set up document types that are based on your specific business needs.

You must enter the identical matching document types in user defined codes Document Type - Invoice Only (00/DI). For Japan, you can set up document types for:

- RI - Invoice
- RR - Recurring invoice
- RT - A/R fee & interest
- R2 - Contract billing
- R3 - Draft invoice

Document Type - All Documents (00/DT)

Set up matching document types so that you can identify, group, and process similar transactions.

In addition to the hard-coded document types that are used throughout PeopleSoft software, you can set up document types that are based on your specific business needs. You must enter the original identical document types in user defined codes Document Type - All Documents (00/DT). For Japan, you can set up document types for:

- RI - Invoice
- RR - Recurring invoice
- RT - A/R Fee & interest
- R2 - Contract billing
- R3 - Draft invoice

Payment Instrument (00/PY)

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

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

To process discounted drafts in Japan, you must define a special payment instrument for discounted drafts. The system uses the special payment instrument with the RD3x AAI to create the contingent liability transactions for discounted drafts.

For Japan, set up the following user defined codes:

- D - Draft by invoice (AR & AP)
- Q - Bank transfer - Japan

Note

You must set up a payment instrument to calculate withholding for Japan. See *Withholding Japanese Taxes* in the *Global Solutions Japan Guide*.

Address Book - Language (01/LP)

Set up user defined codes to specify a language to use in forms and printed reports. Before any translations become effective, a language code must exist at either the system level or in your user preferences.

For Japan, a 3 is required in the Special Handling Code field in Address Book - Language (01/LP) to enable the secondary alpha name field in the address book to allow Kana names. The 3 in the Special Handling Code field also enables searching the description field in the Business Unit form.

Accounts Payable - Attachment Program - Payments (04/PA)

Set up each of the programs that you use to print payment attachments as a user defined code. The following programs are available for Japan:

- P04573 (Auto Payment Detail)
- R04573JP (Japan Bank Paper Transfer)

Debit Statement Pgm - Payments (04/PD)

Set up each of the programs that you use to print a debit statement with a payment as a user defined code. The following program is available for Japan:

- P04574 (Print Dbt Statement – Standard)

Print/Tape Program - Payments (04/PP)

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

- R04572JP (Create A/P Bank Tape - Japan)
- R04572N (Print Automatic Payments – Draft Format)

Accounts Payable - Register Program - Payments (04/PR)

Set up each of the programs that you use to print payment registers as a user defined code. The following programs are available for Japan:

- R04576JP (A/P Auto Payment Register – Japan)
- R04576N (A/P Auto Payment Register – Drafts)

Invoice Type - Japan (75/IC)

Set up user defined codes to identify each type of invoice that you want to include in the summarized invoices (Kagami) that you print. For example, you can set up codes to identify:

- Document type - Invoices only UDC (00/DI)
- Document type - All documents UDC (00/DT)

Draft Status Code (75/PS)

Set up user defined codes to identify the status of a draft in the Accounts Receivable system. For Japan, set up the following codes:

- # - Selected
- D - Received
- G - Remitted
- P - Paid (discounted drafts)
- R - Updated (discounted drafts)

Receipt Type - Japan (75/RE)

Set up user defined codes to identify each type of receipt that you want to include in the summarized invoices (Kagami) that you print. For example, you can set up codes for the following types of receipts:

- RA - A - Adjustment
- RC - C - Cash receipts
- RK - A - Cash receipts - check
- RO - A - Reversing or void
- RV - A - Non-sufficient funds
- RA - A - Chargeback
- R1 - D - Draft

Bank Transfer Type (75/TT)

Set up user defined codes to identify each type of bank transfer that your company uses. For Japan, set up codes for the following bank transfer types:

- Blank - Default
- E - Express bank transfer with bank charge
- L - Letter bank transfer with bank charge
- 7 - Express bank transfer without bank charge
- 8 - Letter bank transfer without bank charge

Withholding Tax Category (75/WT)

Set up user defined codes to identify each type of withholding tax category that your company uses. For Japan, set up codes for the following withholding tax authority types:

- Blank - Without calculation
- 1 - Resident
- 2 - Nonresident
- 3 - Attorney

Setting Up Country Constants

Country constants define how address book information prints on reports and mailing labels. Countries require specific information for postal addresses. If you conduct business in different countries, you must define mail formats for each country. When you set up country constants, you specify the mailing format for the country and a default country format.

Country constant information is stored in the Country Constants Master File table (F0070).

Mailing Formats

The Address Book system provides 16 mailing formats. When you use the Address Book Revisions program (P01012) to enter or revise an address book record, you assign a country code to the address book record. When you print a report or label, the system matches the country code that is assigned to the address book record with the country code that is stored in the F0070 table and prints the address in the format that is specified by the address format ID. When you set up country constants, you assign an address format ID to a country code.

Default Country Format

When you set up country constants, you can include any of the following items for an address format ID:

- Attention line and location of the attention line
- Salutation and location of the salutation
- Postal code sign
- Country code

Each country code that you set up can include a different combination of these items, even if they have the same format number. For example, you assign an address format ID of 08 to both Brazil and Mexico. You want your Brazil address records to include an attention line. On the Set Up Country Constants form, you set up address format ID 08 to include attention line information such as attention abbreviation, attention name placement, and title location. When you print reports and labels for your Brazilian addresses, the attention information appears. The attention information does not appear for any other country using format address ID 08 unless you specify attention information on the Set Up Country Constants form for that country.

When you set up country constants, set up one constant with a blank country code. Enter all other information for that country constant, including the address format ID number.

You can set up only one format for each country.

Caution

When you change the address format ID for a specific country, all address book records that are associated with that country are affected. Only authorized personnel should be allowed to change country constants.

Predefined Mailing Formats

The following table shows the mailing formats that are shipped with the Address Book system, as well as the items included in each format. If you need more than 16 formats or if a format does not satisfy your business requirements, you must customize your system to accommodate the new formats.

The country, which is optional for these formats, is entered using the Country Constants Revisions program (P0070).

Mailing Format	Items Included
Format 01	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/City • Country (optional)
Format 02	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • State • Postal Code • Country (optional)
Format 03	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/Postal Code • State • Country (optional)
Format 04	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/State/Postal Code • Country (optional)
Format 05	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • State • Country (optional)
Format 06	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/State/City • Country (optional)
Format 07	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • Country (optional)
Format 08	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/City/State • Country (optional)

Mailing Format	Items Included
Format 09	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/State • Postal Code • Country (optional)
Format 10	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/Postal Code • Country (optional)
Format 11	<ul style="list-style-type: none"> • Mailing Name • Postal Code/City • Address Block • Country (optional)
Format 12	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/State • Postal Code • Country (optional)
Format 13	<ul style="list-style-type: none"> • Postal Code • Mailing Name • Address Block • City • Country (optional)
Format 14	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • County • Postal Code • Country (optional)
Format 15	<ul style="list-style-type: none"> • Postal Code • Address Block • City • Mailing Name • Country (optional)
Format 16	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/City • Country (optional)

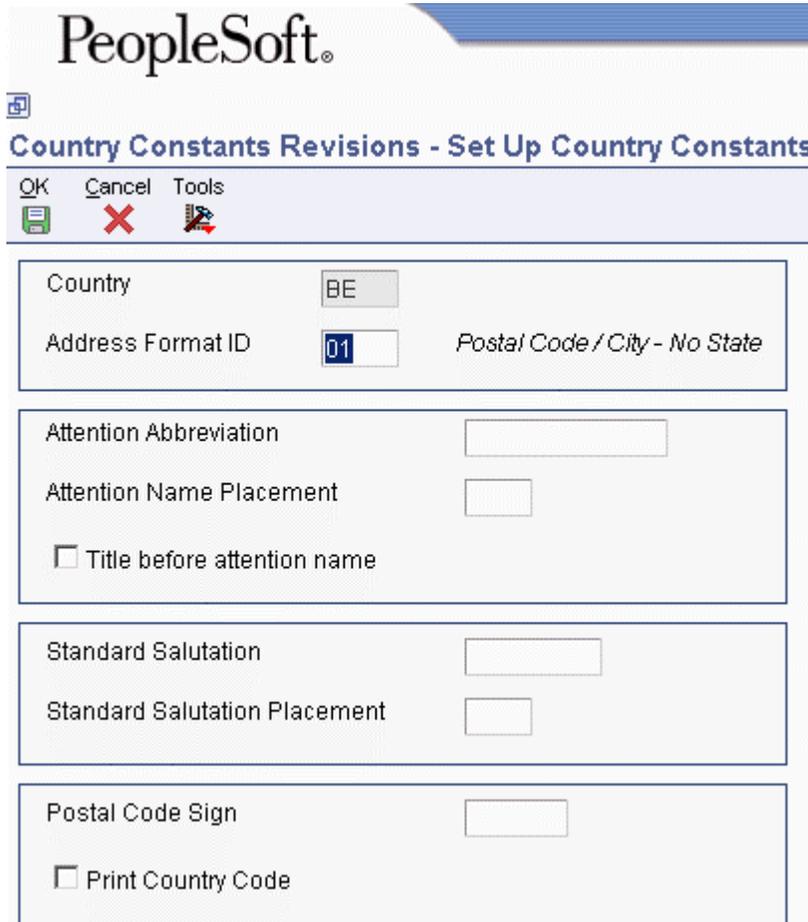
Prerequisite

- ❑ Define country codes in UDC table 00/CN. To assign more than one address format ID for a country, define a second country code.

► To set up country constants

From the Address Book Setup menu (G0141), choose Country Constants Revisions.

1. On Work With Country Constants, click Add.



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Country Constants Revisions - Set Up Country Constants

OK Cancel Tools

Country BE

Address Format ID 01 Postal Code / City - No State

Attention Abbreviation

Attention Name Placement

Title before attention name

Standard Salutation

Standard Salutation Placement

Postal Code Sign

Print Country Code

2. On Set Up Country Constants, complete the following fields:
 - Country
 - Address Format ID
3. Complete the following optional fields:
 - Attention Abbreviation
 - Attention Name Placement
 - Title before attention name

- Standard Salutation
- Standard Salutation Placement
- Postal Code Sign

These optional fields are associated with the country code. If you enter values in these fields, the values appear on all address book records that use that particular country code.

4. Turn on the following option, if applicable:
 - Print Country Code
5. Click OK.

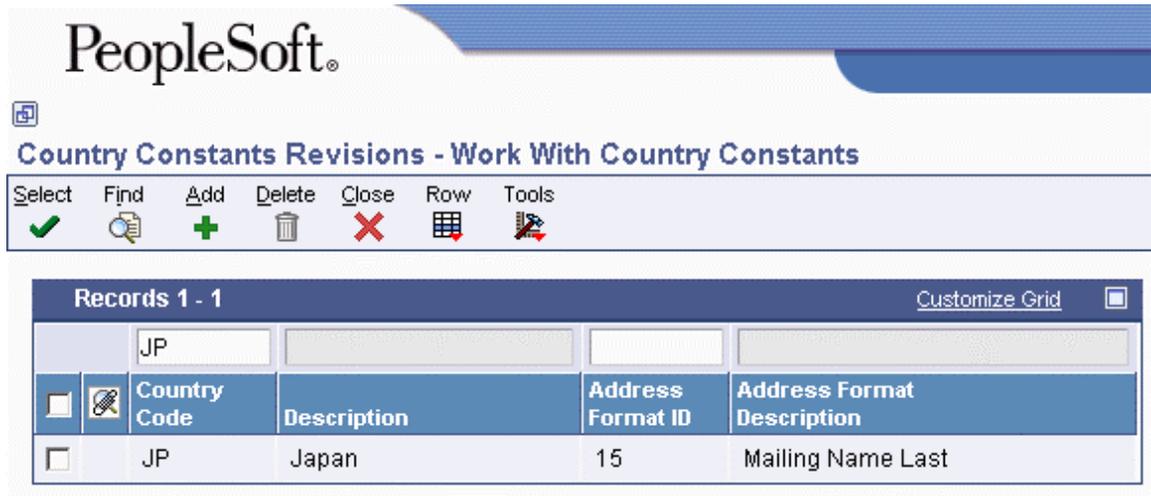
Setting Up Country Constants for Japan

Before you can use the Japan-specific programs in PeopleSoft EnterpriseOne software, you must set up the Country Constants.

► To set up Country Constants for Japan

On the Address Book Setup (G0141) menu, choose Country Constants Revision.

1. On Work With Country Constants, locate the Japan country code (JP) and click Select.



2. On Set Up Country Constants, enter 15 in the following field, and then click OK:
 - Address Format ID

When you enter 15 in the Address Format ID field, you enable the Mailing Name Last address format to unify the appearance of addresses on documents, reports, and mailing labels.

Setting Up Currency Codes

For your currency amounts to reflect the correct decimal positions, you must set up a currency code for each currency with which you work. For each currency code, you also assign a program that converts amounts to words when writing payments.

After you set up your currency codes, you assign them to:

- Companies
- Monetary accounts (usually bank accounts)
- Suppliers and customers
- Ledger types

The system stores currency code information in the Currency Codes table (F0013).

The currency codes that are provided with the PeopleSoft demo data are recognized by the International Organization for Standardization (ISO).

► To set up currency codes

From the Multi-Currency Setup menu (G1141), choose Designate Currency Codes.

1. On Work With Currency Codes and Rates, click Add.



The screenshot shows a PeopleSoft dialog box titled "Designate Currency Codes - Set Up Currency Codes". The dialog has a standard Windows-style title bar with "OK", "Cancel", and "Tools" buttons. Below the title bar, there are four input fields:

Currency Code	EUR
Description	euro
Display Decimals	2
Amount to Word Translator	

2. On Set Up Currency Codes, complete the following fields:
 - Currency Code
 - Description
 - Display Decimals

Caution

After you specify the number of decimal positions for a currency in the Display Decimals field, do not change it. If you change it, transactions that are already processed will be adversely affected.

3. Enter a translator program number in the following field and click OK:

- Amount to Word Translator

The translator program number that you enter in this field must exist in UDC 98/CT. Each program number is hard-coded and converts numeric values to words on payments based on the language specified for the translator program, regardless of the language specified for the user profile. The number of decimal places is also hard-coded in the translator program.

For example, translator program number X00500FR is a French program that would convert 2,454.25 EUR to DEUX MILLE QUATRE CENT CINQUANTE QUATRE ET 25/100*****.

You can override the translator program number assigned to a currency in the processing options for the print payment program (R04572 and so on). If you leave the Amount to Word Translator field blank and do not assign a translator program number in the print payment program, the system converts numeric values to English words.

How Currency Decimals Are Managed

The number of decimal positions that the system displays for an amount varies according to the currency code and the type of ledger used for the transaction. Review the following table to determine how the system manages decimals in a multicurrency environment.

Decimals	Description
Decimals for amounts that appear without a company number	Controlled by the value of the Display Decimals field (CDEC) in the Data Dictionary for the amount fields used.
Decimals for transaction amounts in ledger type AA (domestic currency)	Controlled by the base (company) currency code. The number of decimals for a currency is defined in the Currency Codes table (F0013).
Decimals for amounts in unit ledgers (ledger types ending in U)	Controlled by the value of the Display Decimals field (CDEC) in the Data Dictionary for the amount fields used.
Decimals for transaction amounts in ledger type CA (foreign currency) Post Account Balances by Currency: On	Controlled by the transaction currency code. The number of decimals for a currency is defined in the F0013 table.

Decimals	Description
<p>Decimals for transaction amounts in ledger type CA (foreign currency)</p> <p>Post Account Balances by Currency: Off</p>	<p>Controlled by a general ledger account currency code, if applicable, or the transaction currency code associated with a specific total amount.</p> <p>The system obtains the currency code from the following tables in the order listed:</p> <ul style="list-style-type: none"> • Account Balances (F0902) and Asset Account Balances File (F1202) • Account Ledger (F0911) • Customer Ledger (F03B11) and Accounts Payable Ledger (F0411)
<p>Decimals for transaction amounts or balances that are not unit, AA, or CA ledger types</p>	<p>Controlled by the base (company) currency code. The number of decimals for a currency is defined in the F0013 table.</p> <p>Note</p> <p>An exception to this rule occurs when a currency has been assigned to a ledger type in the Ledger Type Master File (F0025). In this case, the decimals are controlled by the currency assigned to the ledger, not the company.</p>

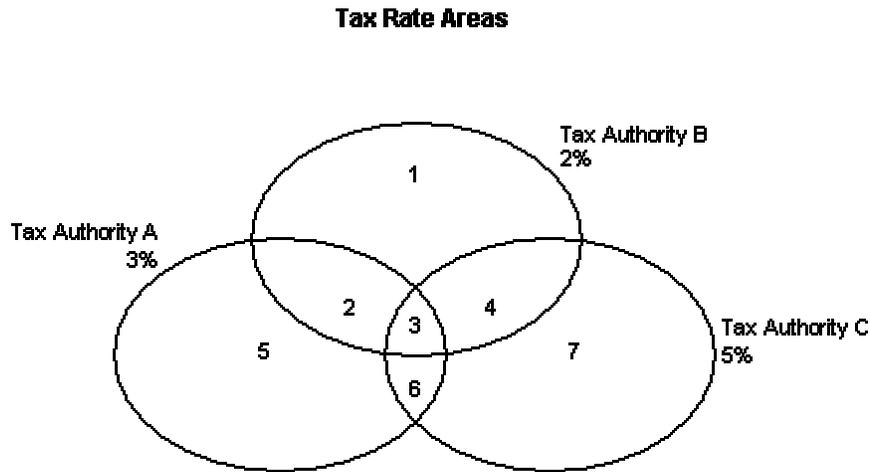
Setting Up Tax Rate Areas

To calculate and track the different taxes that you pay to your suppliers or for your customers, you must set up tax rate areas. Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographic area. Additionally, each authority within a tax area can have a different tax rate.

When you set up tax rate areas, you must specify effective dates. The system does not check for duplicate tax rate and area information, which means that you can set up different tax rates and effective date ranges for the same tax rate and area. The system checks for overlapping effective date ranges. When an overlap exists, the system issues an error.

The Tax Rates/Areas program (P4008) also provides features for special situations. For example, you can specify whether tax is calculated as "tax-on-tax," whether a portion of the tax is nonrecoverable (available for input credits), and whether maximum unit cost is associated with a particular item.

The following diagram illustrates how some tax areas could be organized:



The three circles represent three tax authorities. The seven numbered areas represent tax areas.

Notice that tax authority jurisdiction can overlap and that a tax area can be assessed taxes by one or more tax authorities. The tax rate for a tax authority does not vary from one tax area to another. Tax authority A assesses a 3% tax in tax areas 2, 3, 5, and 6.

For each tax area, however, the total tax burden can vary. It is the cumulative effect of multiple tax authorities for a single tax area that causes the tax burden to vary from one tax area to another. For example, the businesses located in tax area 5 must remit tax to only one tax authority (Tax Authority A for 3%). Businesses in tax area 2 remit taxes to two tax authorities (Tax Authorities A for 3% and B for 2%), and businesses in tax area 3 remit taxes to all three tax authorities.

You can run a report to review all of the tax areas that are set up.

Tax Rate Areas for Items

You can specify tax information for an item or group of items. To specify tax information for an item, set the processing option to validate information against the Item Branch File table (F4102) and enter the item number in the tax rate area.

To specify a tax rate for an item group, enter one of the valid options in the Sales Taxable Y/N field on the Item Branch/Plant Info. form (W41026A). Options 3 through 8 are for grouping items together based on the tax rate. You set up the tax rate by area for one of the options and then specify the option for like items on the Item Branch/Plant Info. form.

Revising Tax Rate Areas

You can revise any of the information for the tax rate area except the expiration date. If you need to extend the expiration date of a tax rates area, you must enter a new tax rate area record.

See Also

- *Setting Up a Base Pricing Structure* in the *Sales Order Management Guide* for more information about setting up item and customer price groups

Nonrecoverable VAT

When they sell their goods, most countries that pay value added taxes (VAT) fully recover the amount of VAT that they paid. In other words, VAT paid in accounts payable is offset against any VAT collected in accounts receivable to reduce the amount owed to the government or, in some cases, to generate a tax rebate. Exceptions to this rule might include expenses such as meals and entertainment, which are only 50% recoverable.

When you cannot recover all of the VAT that you pay, you must set up the tax rate area to indicate the percentage of tax that is nonrecoverable (or not available for credit). When you use the tax rate area in a transaction, the system credits the VAT account for the amount that can be recovered only. The system does not create a separate entry to an account for the nonrecoverable amount; however, it does store the amount in the Accounts Payable Ledger (F0411) and Customer Ledger (F03B11) tables.

The system only recognizes nonrecoverable VAT when using type explanation codes V, B, and C.

Example: Using Nonrecoverable VAT

When you set up a tax rate area that has nonrecoverable VAT, you enter the percent of the nonrecoverable tax on a separate line. Although the system requires a tax authority, it does not use the tax authority for reporting. When you specify a nonrecoverable percent, such as 50, the percent applies to the total tax on the tax rate area. However, if you set up the tax rate area for multiple tax authorities, the system applies the nonrecoverable tax to the first tax authority defined.

For example, the following tax rate area has two tax authorities specified, as well as a nonrecoverable percent.



Tax Rate/Areas - Tax Rate/Area Revisions

Work With Tax Rate/Areas Tax Rate/Area Revisions

OK Cancel Form Previous Next Tools

Tax Rate/Area: Effective Date:

Description: Expiration Date:

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
<input type="text" value="4090"/>	Revenue of Canada	<input type="text"/>	<input type="text" value="7.000"/>	
<input type="text" value="4030"/>	Treasurer of Ontario	<input type="text"/>	<input type="text" value="8.000"/>	<input type="checkbox"/> Commonund Tax
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/> VAT Expense
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/> VAT Expense
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/> VAT Expense
			TOTAL TAX	<input type="text" value="15.000"/>

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

When you enter a voucher or invoice and use this tax rate area (ONT), the system will apply the entire 50% to the account associated with the G/L Offset GST.

In this example, the AAIs associated with the tax rate area point to the following accounts:

- 1.4444 for RTGST
- 1.4445 for RTPST

If you enter an invoice for a taxable amount of 1,000 USD, the system calculates the tax amount as 150 USD (1,000 x .15) and the gross amount as 1,150 (1,000 + 150). When you post the invoice, the system creates the following entries:

Doc Type	Account	Account Description	Debit	Credit	Calculation
RI	3.5010	Store Sales		1,075	Taxable + (Tax x 50%)
AE	1.1210	A/R Trade	1,150		Taxable + Tax
AE	1.4444	VAT Payable (GST)	5*		(1,000 x 7%) - 75 = - 5
AE	1.4445	VAT Payable (PST)		80	1,000 x 8% = 80

*Normally, the entry to VAT Payable is a credit, but because the system calculates a – 5 (credit), it debits the account.

Prerequisites

- ❑ Set up the tax authorities in the address book.
- ❑ Set up the necessary tax AAs.

► **To set up tax rate areas**

From the Tax Processing and Reporting menu (G0021), choose Tax Rate/Areas.

1. On Work With Tax Rate/Areas, click Add.

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Tax Rate/Areas - Tax Rate/Area Revisions

Work With Tax Rate/Areas | Tax Rate/Area Revisions

OK Cancel Form Previous Next Tools

Tax Rate/Area: CO Effective Date: 01/01/97
 Description: Colorado State & Regional Tax Expiration Date: 12/31/06

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
4010	Colorado State Treasurer	TXTX	3.800	<input type="checkbox"/> Compound Tax
				<input type="checkbox"/> VAT Expense
				<input type="checkbox"/> VAT Expense
				<input type="checkbox"/> VAT Expense
			TOTAL TAX	3.800

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

2. On Tax Rate/Area Revisions, complete the following fields:
 - Tax Rate/Area
 - Description
 - Effective Date
 - Expiration Date
 - Tax Auth 1

Enter the address number of the tax authority.

- G/L Offset

Only tax explanation code V uses the G/L Offset for the 2nd and subsequent tax authorities. The system ignores the field for all other tax explanation codes.

- Tax Rate

Note

If you use tax explanation codes B (VAT + Use) or C (VAT + sales), you must enter the VAT tax authority and tax rate on the first line of the tax rate area.

3. To calculate tax on the previous tax rate entered, activate the following option:

- Compound Tax

The system calculates compound tax only when you use tax explanation codes B and C.

To calculate compound taxes for tax explanation code V (VAT), use tax explanation code V+.

4. To calculate a nonrecoverable VAT percentage, complete steps 5 and 6; otherwise, proceed to step 7.

5. Turn on the following option:

- VAT Expense

6. Complete the following field to specify the nonrecoverable VAT percent:

- Tax Rate

The nonrecoverable percent applies to the first tax rate only when using tax explanation codes C and B. For other tax explanation codes, the system multiplies the nonrecoverable percent by the total tax, but applies it to the first tax authority only.

7. Verify the system-supplied information in the TOTAL TAX field:

8. To specify tax rate/area information for an inventory item, complete the following fields:

- Item Number

You can enter an item number or an item group (3–8). If you enter an item group, you must set the Validation processing option to 0; otherwise, the system validates the number specified for a group as an item.

- Maximum Unit Cost

These fields are used in the sales and procurement systems only. You can disable these fields by setting a processing option.

9. Click OK.

10. On Work With Tax Rate/Areas, to print the tax rates that are set up, choose Tax Area Report from the Report menu.

Processing Options for Tax Rate/Areas (P4008)

Display

Enter a value to either show or hide the Item Number and Maximum Unit Cost fields.

1 = show these fields

0 = hide these fields

Edits

Enter a value to validate Item Numbers

1 = Validate Item Numbers

0 = Do not validate Item Numbers

Setting Up Tax Rates and Areas for Consumption Tax

To calculate and track the different taxes that you pay to your customers and suppliers, you must set up tax areas and rates. Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate. You set up tax rates in the Tax Rates/Areas (P4008) program.

Japan has three percentage rates for both accounts payable and accounts receivable. You must set up the appropriate tax rate to calculate payable taxes.

Setting Up Fiscal Date Patterns

Fiscal date patterns specify the beginning date for the fiscal year and the end date for each period in that year. The system must have a calendar, or fiscal date pattern, associated with each company in your organization. When you enter transactions, the system uses the G/L date of each transaction to establish where to post the transaction in the company's fiscal date pattern.

You can use the regular fiscal date pattern (system-defined by the letter R) or define your own (represented by the letters A–N). The regular pattern includes 14 periods for the following:

- 12-period accounting

This type of accounting contains one period per month.

- 13-period accounting

This type of accounting contains one period per month, plus one period used only for adjustments.

- 14-period accounting

This type of accounting contains one period per month, plus two periods used only for adjustments.

- 4-4-5-period accounting

This type of accounting divides the fiscal year into four quarters with each quarter containing 13 weeks (4+4+5=13 weeks). The retail industry typically uses this date pattern so that they can compare accounting periods with exactly the same length. Months with 28, 30, or 31 days are not the same length and therefore do not provide an exact basis for comparison.

After you set up a fiscal date pattern for a company, you can assign the pattern to other companies. If your companies all use the same fiscal date pattern, set up the fiscal date pattern once and then assign it to all companies. You cannot set up a company until you set up the fiscal date pattern for the company. You can access the fiscal date pattern forms without specifying a company.

You cannot set up more than one fiscal date pattern for the same fiscal year, which could happen with short years. For example, if you set up period 1 of 2005 to end on January 7, 2005, and period 1 of 2006 to end on December 31, 2005, the system considers both of these to be fiscal year 2005.

Typically, you should not change a fiscal date pattern unless you are restructuring your company. You cannot delete a fiscal date pattern if the pattern code and fiscal year exist together in the Company Constants table (F0010).

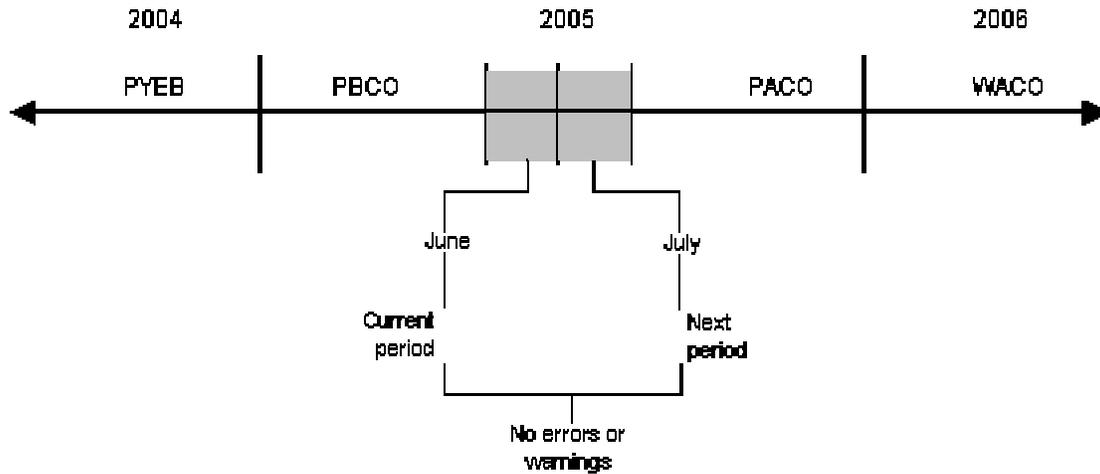
Fiscal date patterns are stored in the Date Fiscal Patterns table (F0008).

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.

G/L Date Warnings and Errors



- 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
PYEB - Prior Year-End Balance	<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>
PBCO - Post Before Cut Off	<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>

Message	Explanation
PACO - Post After Cut Off	<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>
WACO - Way After Cut Off	<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>Note</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>

► **To set up fiscal date patterns**

You can set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

1. On Work With Companies, choose Date Pattern from the Form menu.
2. On Work With Fiscal Date Patterns, click Add.



Company Names & Numbers - Set Up Fiscal Date Pattern

OK Cancel Tools



Fiscal Date Pattern	<input type="text" value="R"/>
Date Fiscal Year Begins	<input type="text" value="01/01/05"/>

Period	End Date	Period	End Date
1	<input type="text" value="01/31/05"/>	8	<input type="text" value="08/31/05"/>
2	<input type="text" value="02/28/05"/>	9	<input type="text" value="09/30/05"/>
3	<input type="text" value="03/31/05"/>	10	<input type="text" value="10/31/05"/>
4	<input type="text" value="04/30/05"/>	11	<input type="text" value="11/30/05"/>
5	<input type="text" value="05/31/05"/>	12	<input type="text" value="12/31/05"/>
6	<input type="text" value="06/30/05"/>	13	<input type="text"/>
7	<input type="text" value="07/31/05"/>	14	<input type="text"/>

3. On Set Up Fiscal Date Pattern, complete the following fields:
 - Fiscal Date Pattern
 - Date Fiscal Year Begins
4. Continue to step 5, 6, or 7 depending on the fiscal accounting pattern for the company.

12-Period Accounting

5. Complete the following field for each of the 12 periods in the pattern, and then click OK:
 - End Date

13-Period Accounting

6. Complete the following field for each of the 13 periods in the pattern, and then click OK:
 - End Date

If your fiscal year ends on 12/31/05, enter 12/30/05 as the end date for period 12 and then enter 12/31/05 as the end date for period 13. Period 13 is the period that you can use to enter any adjustments.

14-Period Accounting

7. Complete the following field for each of the 14 periods in the pattern, and then click OK:
 - End Date

If your fiscal period ends on 12/31/05, enter 12/29/05 as the end date for period 12, 12/30/05 as the end date for period 13, and then 12/31/05 as the end date for period 14. You can use periods 13 and 14 to enter any adjustments.

► **To set up fiscal date patterns for 4-4-5-period accounting**

You can set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

1. On Work With Companies, choose Date Pattern from the Form menu.
2. On Work With Fiscal Date Patterns, click Add.

Period	End Date	Period	End Date
1	01/26/05	8	08/24/05
2	02/26/05	9	09/28/05
3	03/30/05	10	10/26/05
4	04/26/05	11	11/23/05
5	05/25/05	12	12/31/05
6	06/29/05	13	
7	07/27/05	14	

3. On Set Up Fiscal Date Pattern, complete the following fields:
 - Fiscal Date Pattern
 - Date Fiscal Year Begins
4. Complete the following field for each of the 12 periods in the pattern, and then click OK:
 - End Date

In the example above, the end date for period 1 represents the end date of the 4th week from January 1st. The end date for period 2 represents the end date of the 4th week from January 26th, and the end date for period 3 represents the end date of the 5th week from February 23rd. These three periods make up the 4-4-5 week period.

Setting Up Fiscal Date Patterns for Japan

You must set up fiscal date patterns for Japan. You must enter J in the Fiscal Date Pattern field for each record that you have displayed in Company Setup.

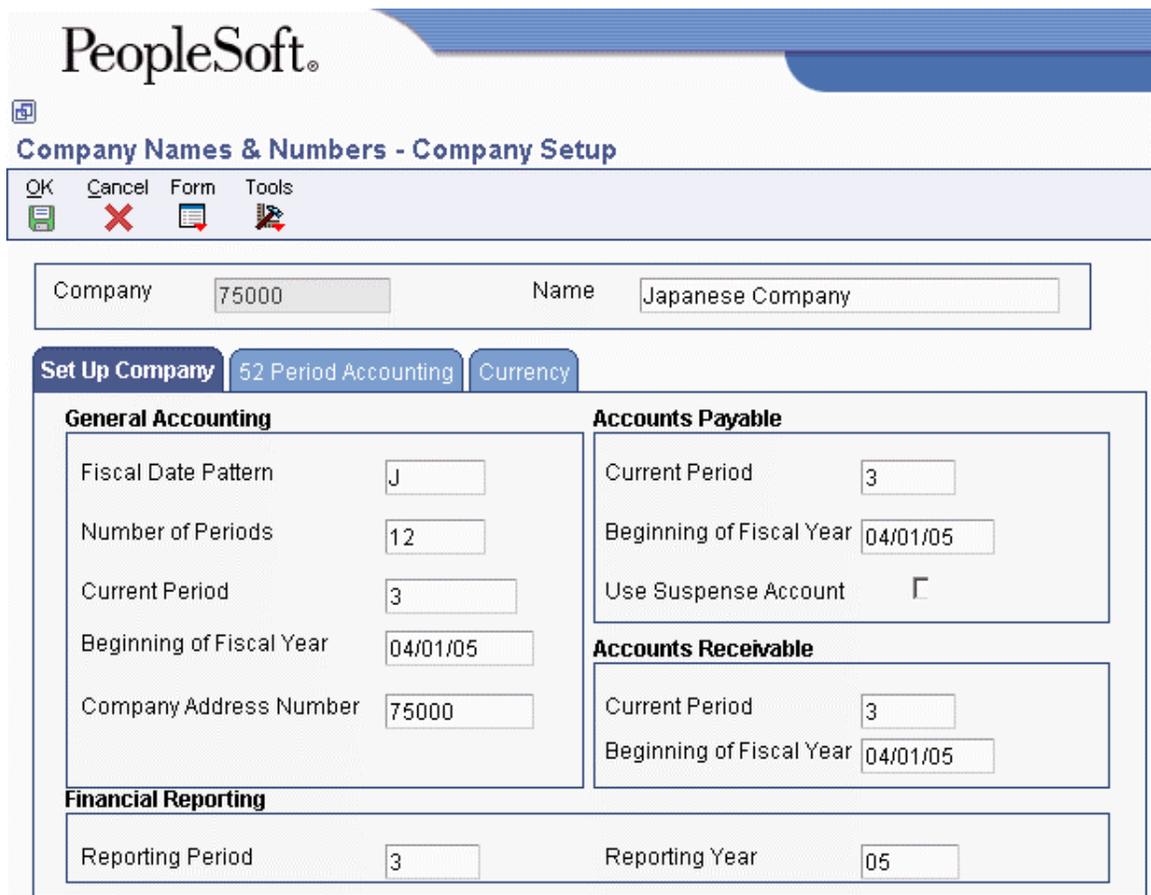
Note

In Japan, the fiscal year begins in April.

► To set up fiscal date patterns for Japan

On the Organization & Account Setup (G09411), choose Company Names & Numbers.

1. Choose the record with which you want to work and click Select.



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Company Names & Numbers - Company Setup

OK Cancel Form Tools

Company 75000 Name Japanese Company

Set Up Company 52 Period Accounting Currency

General Accounting

Fiscal Date Pattern	J
Number of Periods	12
Current Period	3
Beginning of Fiscal Year	04/01/05
Company Address Number	75000

Accounts Payable

Current Period	3
Beginning of Fiscal Year	04/01/05
Use Suspense Account	<input type="checkbox"/>

Accounts Receivable

Current Period	3
Beginning of Fiscal Year	04/01/05

Financial Reporting

Reporting Period	3	Reporting Year	05
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2. On Company Setup, choose the Set Up Company tab.
3. Enter J in the following field to enable the correct date pattern for the Japan fiscal year:
 - Fiscal Date Pattern

Setting Up the Stamp Tax Table for Japan

When businesses in Japan issue drafts for payment, they are required to pay a stamp tax. The tax amount depends on the amount of the draft.

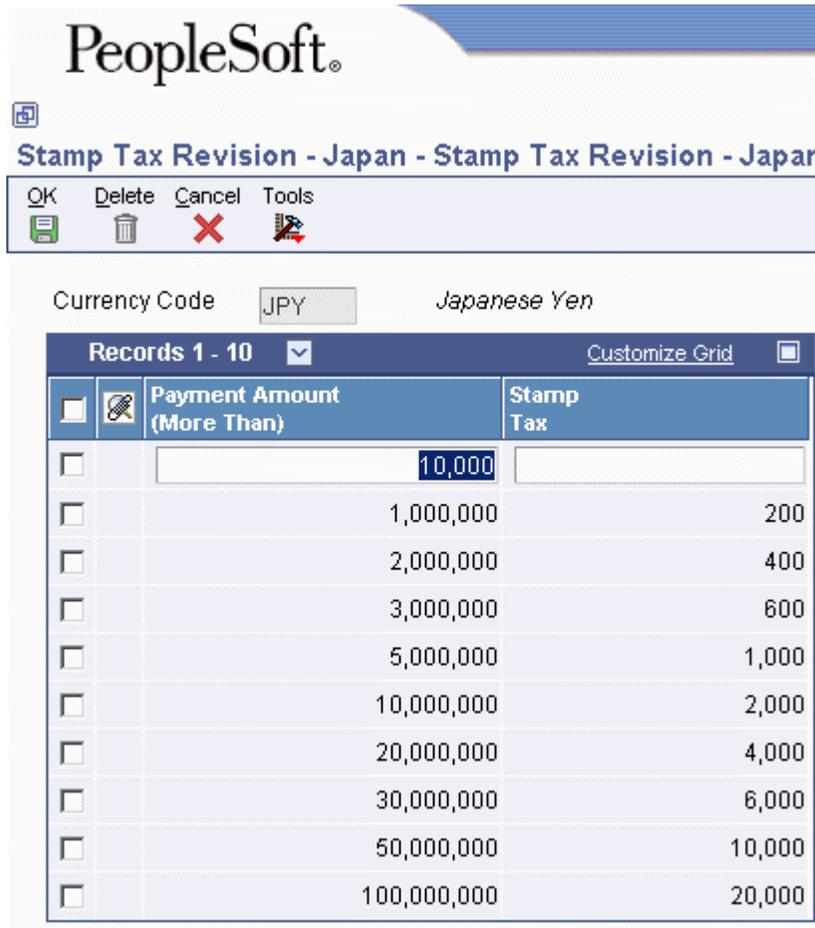
To calculate and report on the stamp tax for accounts payable drafts, you must set up and maintain the Stamp Tax – Japan table (F75013) through the Stamp Tax Revision – Japan program (P75013).

Note

The Stamp Tax Revisions form is not a multicurrency form. The system recognizes only your company currency for the records in the Stamp Tax – Japan table (F75013).

► **To set up the Stamp Tax table for Japan**

From the Japanese Localization menu (G75J), choose Stamp Tax Revision - Japan.



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Stamp Tax Revision - Japan - Stamp Tax Revision - Japan

OK Delete Cancel Tools

Currency Code JPY Japanese Yen

	Payment Amount (More Than)	Stamp Tax
<input type="checkbox"/>	10,000	
<input type="checkbox"/>	1,000,000	200
<input type="checkbox"/>	2,000,000	400
<input type="checkbox"/>	3,000,000	600
<input type="checkbox"/>	5,000,000	1,000
<input type="checkbox"/>	10,000,000	2,000
<input type="checkbox"/>	20,000,000	4,000
<input type="checkbox"/>	30,000,000	6,000
<input type="checkbox"/>	50,000,000	10,000
<input type="checkbox"/>	100,000,000	20,000

On Stamp Tax Revision - Japan, complete the following fields:

- Payment Amount (More Than)
- Stamp Tax

Setting Up Your System with the Wareki Date Format

In Japan, an era ends with the death of an emperor and then a new era begins with the reign of a new emperor. For example, the Japanese eras since the year 1886 are as follows:

Meiji Era	1866-1912
Taisho Era	1912-1926
Showa Era	1926-1989
Heisei Era	1989-present

Although the date format YY/MM/DD is used in Japan, businesses often use a special date convention that shows the year of the current era. This date format is referred to as the Wareki date format.

The Wareki date format is HYY/MM/DD, where H is an optional character for the specific era and YY is the sequential year since the start of the era. For example, in the current era, the Wareki equivalent of 99/01/31 (January 31, 1999) would be H11/01/31, or January 31 of the eleventh year of the Heisei Era. Businesses usually use the Wareki date format on outgoing documents; however, all dates on a bank tape must be represented in the Wareki format.

To use the Wareki date format, you must have a Japanese operating system. PeopleSoft EnterpriseOne software uses the date format that you specify in your Windows desktop settings.

Setting Up Your System for Tax Reconciliation

To capture the information that the system needs to reconcile tax amounts to the transactions that generated the tax, you must perform the following setup procedures for the General Accounting, Accounts Payable, and Accounts Receivable systems:

General Accounting	On the Journal Entries, Reports, Inquiries menu (G0911), choose Journal Entries with Debit/Credit Format. Set the processing option for the Journal Entry program to display the Pay Item field in the debit/credit format.
Accounts Payable and Accounts Receivable	Set the processing option for the accounts payable and accounts receivable Journal Entry program to display the journal entries with debit/credit format on your entry forms.

You must complete the setup for tax reconciliation before you enter any business transactions.

Processing Options for Journal Entry (P0911)

Defaults Tab

1. Batch Type

Blank = *

Enter a valid value from the UDC 98/IT or blank will default * for all batch types.

Use this processing option to specify the system and type of entries the batch produces. Examples of batch types include G for General Accounting, V for Voucher Entry, and IB for Invoices. If you leave this field blank, the system processes all batch types.

Display Tab

1. Debit/Credit Format

Blank = No Debit/Credit Format

1 = Debit/Credit format

Use this processing option to specify whether to display journal entries in a Debit or Credit format .

Versions Tab

1. Journal Entry MBF Version (P0900049)

Blank = ZJDE0001

Use this processing option to specify whether to override the journal entry MBF version for journal entry processing. You must specify a valid version for P0900049. If you leave this processing option blank, the system uses version ZJDE0001.

This processing option should be changed only by personnel responsible for your system setup.

Edits Tab

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.

Validating Bank ID Numbers

A bank ID number identifies the bank with which you have established an account. The bank ID number is included in the customer information that you remit for processing accounts receivable drafts and EFT payments.

You activate bank ID validation routines for the following countries by setting up the Localization Country Code in your user profile:

- Italy
- France
- Belgium
- Finland
- Spain
- Japan
- New Zealand

Completing the Localization Country Code field on the User Profile Revisions form causes the system to search for a bank ID validation routine, but the validation routine to use is not specified. For example, if you specify Belgium in the Localization Country Code field, you can still validate bank IDs for other countries. When you use the Bank Accounts by Address program (P0030A), the system uses the value in the Country field on the Mailing tab on the Address Book Revision form to determine which validation to use for the address book record.

Note

You can upload bank information for Spain and Italy. For these countries, the system uses the uploaded bank information to validate bank transit numbers. For information about the upload process for Spain, see *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*. For information about the upload process for Italy, see *Bank Information Processing* in the *Global Solutions Italy Guide*.

The system validates bank code numbers and bank branch codes when you enter bank IDs into the Bank Accounts by Address (P0030A) or the G/L Bank Accounts (P0030G) program. The system identifies the customers whose bank information is invalid with an error message.

You can check for missing bank information for customers by running the Bank Account Validation report (R00314).

The system validates account and bank identification information throughout the draft process as follows:

A/R Batch Draft Creation (R03B671) The system prints an error report that lists customers with missing or invalid bank information. You can review the list to correct or update the bank information before you generate the drafts.

Draft Remittance (R03B672) When you remit drafts, the system validates bank information again and includes the drafts for all of the specified customers in the electronic bank file. The system prints an error report that lists the customers with missing or invalid bank information.

Overriding Bank ID Validation

You can override bank ID validation for a specific country by adding the country code to UDC 70/BI. The system does not run bank ID validation routines for countries listed in this UDC table.

Entering Additional Information for Suppliers

Before you can process drafts or bank transfers, you must create a supplier master record. When you create a supplier master record, you set up information about how the system processes various business transactions for that supplier.

In Japan, in addition to the standard supplier information, you must set up information that is required to process drafts and bank transfers. This additional information includes:

- Payee address number
- Bank transfer type
- Payment term
- Withholding tax category
- Draft ratio

Information about suppliers is stored in the following tables:

Supplier Master (F0401) Contains supplier information

Address by Date (F0116) Contains mailing address information

Bank Transit Master (F0030) Contains bank account information

Japanese A/B Tag Table (F750401) Contains additional address book information that is maintained by the country server for Japan

You can access the additional information for a supplier from the Supplier Master Information form when you add a new supplier to the system or change the information for an existing supplier.

See Also

- ❑ *Entering Supplier Records* in the *Accounts Payable Guide* for more information about adding new suppliers to the system

Prerequisite

- ❑ Verify that Japan is the country that you have selected for your user display preferences. See *Setting Up User Display Preferences* in the *Global Solutions Japan Guide*.
- ❑ Set up payment terms for drafts. See *Setting Up Payment Terms* in the *Accounts Payable Guide*.

- ❑ Set up a user defined codes table (75/TT) for transfer types. See *Setting Up User Defined Codes for Japan* in the *Global Solutions Japan Guide*.

► **To enter additional information for suppliers for Japan**

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

1. On Work with Supplier Master, locate a supplier master record and click Select.
2. On Supplier Master Information, choose Regional Info from the Form menu.

The screenshot shows the PeopleSoft interface for 'Address Book Revision Japan'. The title bar includes 'OK', 'Cancel', and 'Tools' buttons. The main form area displays the following fields:

Address Number	<input type="text" value="7339"/>	<i>Fujimori Shosha</i>
Bank Transfer Type	<input type="text" value="E"/>	<i>Express Bank Transfer</i>
Payment Terms	<input type="text" value=""/>	<i>Net 30 Days</i>
Withholding Tax Category	<input type="text" value="1"/>	<i>Resident</i>
Draft Ratio	<input type="text" value="0.6000"/>	

3. On Address Book Revision Japan, complete the following fields and click OK:
 - Bank Transfer Type
 - Payment Terms
 - Withholding Tax Category
 - Draft Ratio

You must set up a withholding tax authority to calculate Japanese withholding taxes.

Additional Information

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

Financials Statements for Japan

The following account listings demonstrate the uniform format for financial statements that are used by most businesses in Japan.

Balance Sheet for Japan

Assets	Liabilities
Current Assets	Current Liabilities
Cash on hand and at bank	Trade notes payable
Trade notes receivable	Trade accounts payable
Allowance for bad debts	Trade notes, accounts payable to affiliates
Trade accounts receivable	Short-term borrowings
Allowance for bad debts	Current portion of long-term borrowings
Trade notes, accounts receivable from affiliates	Other accounts payable
Allowance for bad debts	Accrued corporation and inhabitants tax
Marketable securities	Accrued enterprise tax
Treasury stock	Accrued expenses
Merchandise	Deposits received
Finished goods	Deferred income
Semi-finished goods	Allowances
Work in progress	Allowance for bonus payments
Raw materials and consumables	Allowance for damages
Supplies	Allowance for repairs

Advance payments	Allowance for warranty
Prepaid expenses	Other current liabilities
Other accounts receivable	<i>Total current liabilities</i>
Other accounts receivable from affiliates	
Short-term loans	
Allowance for bad debts	
Other current assets	
<i>Total current assets</i>	

II Fixed Assets

Tangible fixed assets

Buildings	Accumulated depreciation
Structures	Accumulated depreciation
Machinery and equipment	Accumulated depreciation
Vehicles	Accumulated depreciation
Tools, fixtures, and fittings	Accumulated depreciation
Land	
Construction in progress	
<i>Total tangible fixed assets</i>	

Intangible fixed assets

II Long-Term Liabilities

Bonds payable
Bonds with warrants
Convertible bonds
Long-term borrowings
Long-term borrowings from shareholders, officers, and employees
Long-term borrowings from affiliates
Allowances
Allowances for severance payments
Allowances for special repair
Other
<i>Total long-term liabilities</i>

Total liabilities

Capital

Mining rights

I Share Capital

Land rights

II Capital Reserve

Trademark rights

III Legal Earned Reserve

Patents

IV Other Surpluses

Telephone rights

1. Other capital surpluses

Good will

Reserves for government grants

Total intangible fixed assets

Reserves for gain on insurance claims

Investment and other assets

2. Voluntary reserves

Long-term cash at bank

Reserve for overseas investment losses

Investment in securities

Reserve for dividend equalization

Investment in subsidiaries

Reserve for business extension

Investment in affiliates

Reserve for additional equipment

Investment in partnerships

Reserve for sinking fund

Long-term loans

General reserve

Allowance for bad debts

3. Unappropriated

Doubtful receivables

Total capital

Long-term prepaid expenses

Other

Total liabilities and capital

Total investment and other assets

Total fixed assets

III Deferred Charges

Organizing expenses

Pre-operating costs

Experimental research costs

Development costs

Stock issuing costs

Bond discounts

Interest during construction

Total deferred charges

Total assets

Profit and Loss Statement for Japan

I Turnover

Turnover to affiliates

Turnover to other customers

II Cost of Sales

1. Opening stock

2. Purchases

Subtotal

3. Closing stock

Gross Profit

III Distribution Costs and Administration Expenses

Packaging and freight

Commission

Warehouse

Advertising

Directors' remuneration

Payroll

Bonuses

Welfare benefits

Traveling

Postage, telephone, and telex

Utilities

Insurance and maintenance

Taxes and dues

Provision for accrued enterprise tax

Depreciation

Provision for allowance for doubtful accounts

Research and development

Other

Operating Profit

IV Non-Operating Income

Interest income and dividends

Interest income from affiliates

Interest income on securities

Dividend income

Dividend income from affiliates

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

<p>Business Unit Descriptions</p>	<p>You can translate the descriptions of the business units that you set up for your system.</p> <p>The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).</p> <p>Print the Business Unit Translation Report (R00067) to review the description translations in the base language, and one or all of the additional languages that your business uses.</p>
<p>Account Descriptions</p>	<p>You can translate the descriptions of your accounts into languages other than the base language.</p> <p>After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language, and one or all of the additional languages that your business uses.</p>
<p>Automatic Accounting Instruction (AAI) Descriptions</p>	<p>You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system.</p>
<p>UDC Descriptions</p>	<p>You can translate the descriptions of the UDCs that you set up for your system.</p>
<p>Delinquency Notice Text</p>	<p>Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.)</p> <p>The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.</p>

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

See Also

- ❑ *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for information about translating user defined codes
- ❑ *Translating Business Units* in the *General Accounting Guide* for information about translating business units
- ❑ *Translating Accounts* in the *General Accounting Guide* for information about translating accounts
- ❑ *Setting Up Letter Text for Delinquency Notices and Statements* in the *Accounts Receivable Guide*

Translation Routines

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

The system provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500C - Including cents
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)
- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

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

PeopleSoft EnterpriseOne Multicurrency Solution Summary

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

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

EnterpriseOne performs the following multicurrency functions throughout most base applications:

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

EnterpriseOne stores each currency in a different ledger, as illustrated in the following table:

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Withholding Japanese Taxes

Japanese withholding tax applies to professional services given by doctors, lawyers, and so on. For example, in the pharmaceutical industry, companies must submit their experimental drugs to clinical testing for the drugs to pass the requirements. Doctors perform these tests and record the results for the pharmaceutical company. When the doctors submit their reports to the medical companies, they are paid for their services. The doctors (suppliers) are paid without the withholding tax amount.

The payer (company) holds the withholding tax amount as a liability tax payment to the government. During each fiscal period, the withholding tax amount and its base are recorded in a subledger by each payee (supplier), and the tax amount is calculated.

Annually, the company creates a statutory report on accumulated withholding tax and submits the report to the government tax authority. The report is created only when a threshold amount is reached. The report is then sent to both the government tax authority and the supplier.

Entering Japanese Withholding Information

You might need to add, delete, or revise the Japanese withholding information. Withholding Revisions - Japan (P75014) allows you to maintain your withholding information.

► **To enter Japanese withholding information**

From the Japanese Localization menu (G75J), choose Withholding Revisions - Japan.

1. On Withholding Inquiry, click Add.

PeopleSoft®

Withholding Revisions - Japan - Enter Withholding Information

OK Delete Cancel Tools

Withholding Tax 1 Currency Code JPY

Records 1 - 3			Customize Grid	
<input type="checkbox"/>	<input type="checkbox"/>	Taxable Amount	Percent Withholding	Deduction Amount
<input type="checkbox"/>	<input type="checkbox"/>	1,000,000	0.1000	0
<input type="checkbox"/>	<input type="checkbox"/>	9,999,999,999	0.2000	0
<input type="checkbox"/>	<input type="checkbox"/>			

2. On Enter Withholding Information, complete the following fields, and then click OK.
 - Withholding Tax
 - Currency Code
 - Taxable Amount
 - Percent Withholding
 - Deduction Amount
3. Click Find to review your entries.

Calculating Withholding - Japan

From the Japanese Localization menu (G75J), choose Calculate Withholding - Japan.

Calculate Withholding - Japan (R7500090) calculates the withholding for Japan, updates the existing pay item, and 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 system stores the withholding information in the Withholding Tax Detail – Japan table (F750411).

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.

The system creates a pay item for the withholding amount by using the tax authority in the supplier master record. You can override this value with a processing option.

If you leave the processing option blank, the system assigns a pay status of H (hold) to pay items for tax authorities, thus allowing you to accumulate withholdings and pay them on a periodic basis.

Prerequisites

- Set up your suppliers with a payment instrument and withholding tax authority. See *Entering Additional Information for Suppliers* in the *Global Solutions Japan Guide*.
- Set the processing options for Country Specific Processing Options - Japan (P04580JP).
- Set the processing options for Calculate Withholding - Japan (R7500090), including the withheld record due date and the rounding.

Processing Options for Calculate Withholding - Japan (R7500090)

Process

1. Release Pay Status Code

Blank = 'A'

2. Withheld Pay Status Code
-

Blank = 'H'

3. Withheld Record Due Date

Blank = Voucher's due date

4. Rounding

Blank = Rounding nearest integer

1 = Rounding down

2 = Rounding up

5. G/L Offset

6. G/L Bank Account

Taxes

1. Tax Authority for A/P Withholding

Reviewing the Withholding Tax Detail Report

From the Japanese Localization menu (G75J), choose Withholding Tax Detail - Japan.

You submit the Withholding Tax Detail-Japan (R7500100) report to the government tax authority and the supplier. This report shows withholding tax amounts and open withholding tax amounts by supplier for a fiscal period.

Processing Consumption Tax for Japan

Businesses in Japan are required to submit the Consumption Tax report. Consumption tax must be reported against the revenue or expense that originally generated the tax.

Prerequisite

- ❑ You must set up your system for tax reconciliation before entering any business transactions. See *Setting Up Your System for Tax Reconciliation* in the *Global Solutions Japan Guide*.

Entering Journal Entries with VAT

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

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

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

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

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

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

- Automatically updates the Taxes table (F0018)
The system ignores the tax processing options when you post the journal entry.
- Creates Account Ledger records (F0911) for the tax account specified in the AAI item GTxxxx (where xxxx is the G/L offset from the tax rate area)

Note

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

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

- V
This code identifies the entry as the account entered in the Journal Entries with VAT program that has tax information specified.
- T
This code identifies the entry as the tax account that the system creates based on the AAI item GTxxxx.
- O
This code identifies the entry as the offset account entered in the Journal Entries with VAT program (P09106).

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

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

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

Example: Journal Entry with VAT

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

The screenshot displays the 'Journal Entries with VAT' interface in PeopleSoft. The header includes the PeopleSoft logo and a 'Sign Out' link. Below the header, there are navigation icons (OK, Delete, Cancel, Form, Row, Tools) and a toolbar. The main form contains the following fields:

- Batch Number: 6120
- Address Number: 0
- Doc Type/No/Co: JE 3805 00070
- G/L Date: 06/30/05
- Explanation: Daily Bank Charges
- Ledger Type: AA EUR
- Currency Code: EUR
- Exchange Rate: (empty)
- Base Currency: EUR Foreign

Below the form is a table titled 'Records 1 - 4' with columns: Account Number, Taxable Amount, Tax, Tx Ex, Tax Area, Gross Amount, Track Taxes, and Description. The table contains three rows:

Account Number	Taxable Amount	Tax	Tx Ex	Tax Area	Gross Amount	Track Taxes	Description
7001.9250	100,000.00				100,000.00	0	Miscellaneous Expense
70.1240	15,000.00				15,000.00	0	VAT Recoverable
70.1110.BBL	115,000.00-				115,000.00-	0	Banque Bruxelles La

At the bottom of the table, there is a 'Remaining Amount' field with a value of 0.

Because the offsetting entry (70.1110.BBL) did not have taxes, the gross amount must equal the sum of the taxable and tax amounts entered for account 70.8630; otherwise, the journal entry is not in balance and the system displays an error message.

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

The screenshot shows the PeopleSoft Journal Entry program (P0911) interface. The header includes the PeopleSoft logo and a 'Sign Out' link. The main window title is 'Journal Entry'. Below the title bar is a toolbar with icons for 'OK', 'Delete', 'Cancel', 'Form', 'Row', and 'Tools'. The form contains the following fields:

- Batch Number: 28224
- Model, Percent, Reverse: (checkboxes)
- Doc Type/No/Co: JE, 1, 00070
- G/L Date: 06/15/05
- Explanation: Bank Charges
- Ledger Type: AA, EUR
- Currency: EUR, Exchange Rate: (empty)
- Base Currency: EUR, Foreign: (checkbox)

Below the form is a table titled 'Records 1 - 5' with the following columns: Account Number, Amount, Account Description, Subledger Type, Subledger, Subledger Description, and Remark. The table contains the following data:

Account Number	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
70.8630	1,000.00	Bank Charges				
70.1240	64.40	VAT Recoverable				
70.1240	85.60	VAT Recoverable				
70.1110.BBL	1,150.00	Banque Bruxelles Lambert				

At the bottom of the table, there is a 'Remaining Amount' field.

Prerequisite

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

► To enter journal entries with VAT

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

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

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

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

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

- Tax Area
5. Complete one of the following fields:
- Taxable Amount
If you enter the taxable amount, the system calculates the gross amount.
 - Gross Amount
If you enter the gross amount, the system calculates the taxable amount.
6. To track taxes by G/L account, enter 1 in the following field:
- Track Taxes
The account must be set up as taxable in the Account Master table (F0901) to accept a value of 1.
7. If necessary, complete the following field in the detail area:
- Address Number
8. Review the calculated tax amount in the following field:
- Tax
If you change the tax amount, the system validates your change against the Tax Rules.
9. Repeat steps 4–8 for each G/L distribution line.

Note

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

10. Click OK.

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

► **To enter a tax-only journal entry**

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

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

3. Complete the following optional field in the header area:
 - Address Number
4. Complete the following fields for the tax-only G/L distribution:
 - Account Number
 - Tx Ex

You must use VT.

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

Processing Options for Journal Entries with VAT (P09106)

Addr # Required

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

Address Book Number

MBF Version

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

Version

Tracking Taxes by G/L Account

In countries where VAT is levied, it is a common business requirement to track and reconcile VAT amounts to revenue and expense accounts by tax rate area. In some countries auditors are required to validate the relationship between tax amount and G/L accounts to certify compliance with governmental regulations.

Regardless of whether you enter the G/L distribution for a voucher or invoice, or the system creates entries to the general ledger automatically, the system will track taxes by general ledger account when the following occurs:

- The pay item of a voucher (F0411) or invoice (F03B11) contains a tax explanation code and tax rate area.
- The G/L distribution account is set up to track taxes.

- For vouchers and invoices that you enter manually, the Track Taxes field on the G/L Distribution form has a value of 1.

Note

For system-generated journal entries, such as those generated from the distribution AAls, the system automatically updates Track Taxes to 1 if the account is taxable.

For manual entries, the system uses the following rules to determine whether to write tax information to the Account Ledger record (F0911), and which tax information to write.

- If tax information does not exist on the F0411 or F03B11 record, and you add tax information to the general ledger account, the system removes the tax information from the record when you click OK.
- If the general ledger account is taxable, and you do not complete the Tax Rate Area field on the G/L Distribution form, the system uses the default tax rate area that is set up on the Account Master record (F0901). You must enter a tax explanation code.
- If the general ledger account is taxable, but you do not want to track taxes for the transaction, you can override the Track Taxes field to 0.

After the Account Ledger (F0911) record is updated with tax information, you must post the transaction to update the Taxes table (F0018). After the Taxes table is updated, you run the Update Tax Reconciliation Repository program (R0018R) to update the Tax Reconciliation Repository table (F0018R), where the information can be used for tax reporting.

In addition to the standard invoice and voucher entry programs, the following programs have been enabled to track taxes:

- Speed Invoice Entry (P03B11SI)
- Speed Voucher Entry (P0411SV)
- All versions of Standard Voucher Entry (P0411), including:
 - Voucher Logging Entry
 - Prepayment Voucher Entry
 - Multi Voucher-Single Supplier
 - Multi Voucher-Multi Supplier
 - Multi Company-Single Supplier

See Also

See the following topics in the *Tax Reference Guide*:

- ❑ *Updating the Taxes Table* for information about when and how the system updates tax information for reporting and reconciliation
- ❑ *Updating the Tax Reconciliation Repository* for information about updating Tax Reconciliation Repository table (F0018R) for tracking taxes by G/L account

Processing A/R Drafts in Japan

In Japan, banks assign a draft number to all drafts. All queries regarding drafts refer to this bank-assigned draft number. Businesses are required to include the bank-assigned draft number on all draft reporting.

Bank-assigned draft numbers are alphanumeric codes that are *not* generated by PeopleSoft EnterpriseOne software. You can input and revise this number manually. You can also use this number to inquire on your drafts in the system.

Use the Reference field to input the draft number. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks.

The Reference field is included in the following programs:

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

To access the Reference field, locate a draft and click Select. Choose Additional Information from the Form menu on the Drafts Entry form.

Printing the Draft Receivable Report - Japan

From the Japanese Localization menu (G75J), choose Draft Receivable Report.

In Japan, businesses that process accounts receivable drafts must submit a list of processed drafts. The listing must include the bank-assigned draft number. To meet this requirement, you can print the Draft Receivable Report – Japan (R7503420).

Working with Kagami

In Japan, bank transfers are the most commonly used method of payment. Japanese banks charge a fee for each transfer that a business requests. To help customers avoid excessive bank charges, a monthly summarized invoice, or Kagami, is issued as the general billing procedure for Japanese businesses.

Businesses that use monthly summarized invoicing do not issue invoices for every goods delivery. Instead, businesses establish a monthly cut-off date with the customer and issue one invoice that summarizes all of the customer's business transactions for the prior month.

Kagami statements include the following information:

- "Bill to" name and address for the customer.
- Billing period.

Although billing periods vary by customer, the beginning of the period must be the day after the last cutoff date. The end of the previous period is the cutoff date.

- Open amount as of the cutoff date.

The open amount is summarized by sales, cash receipts, adjustments, and so on.

- Detailed information -- such as invoice number, item number, and price -- from each sales order.

Printing Kagami Statements

To print Kagami statements, follow the A/R statement process, specifying Kagami Invoice Statement Japan (R03B5001JP) as the print program.

Kagami Invoice Statement

Statement Number

1600

Remit To:

102-0075
Tajima Chiyoda-ku
Sanda-ku 5-14
Nishinomiya Sanchahe Bldg.
Tokyo
Japanese Company (MLNM)

Billing Address:

165-0061
Tokyo-to Shitaya-ku Sandagaya 5-4-8
Tokyo
Japan Customer 75020 (MLNM)

Date 11/30/2005
Account 75020
Currency JPY

Document Type	Invoice Number	Pay Item	Invoice Date	Remark	Previous Balance	Write-Off/Discount	Payments Received	Adjustments	Outstanding Balance
75020	Japan Customer 75020 (ALPH)								
A/R Drafts	564	001	6/30/2006	JAPANESE BANK	0	0	0	0	0
Invoice	16981	001	6/1/2005		0	0	0	0	262,500
TOTAL CURRENT BALANCE DUE									<u>262,500</u>
									<u>262,500</u>

ACCOUNT SUMMARY

Previous Balance - As Of	11/30/2005	262,500
New Invoices		0
Discount Taken		0
Payments Received - Thank You		0
Adjustments		0
Current Payment Due		262,500
Payment Terms :	Japan 15 Advanced Payment Term	

KAGAMI SUMMARY

Payments Received Breakdowns :	0.00
Draft Payments Received	0
Cash and Other Payments Received	0
Tax Information Breakdowns :	

Kagami Invoice Statement

Statement Number **1600**

Remit To: TOKOOTS 102-0075 Japan Chiyoda-ku Sakuraga 5-14 Nishinomiya Sanchahe Bldg. Tokyo Japanese Company (MLMM)	Billing Address: 164-0061 Tokyo to Shitaya-ku Sandagaya 5-4-8 Tokyo Japan Customer 75020 (MLMM)	Date 11/30/2005 Account 75020 Currency JPY	
--	--	--	--

Document Type	Invoice Number	Pay Item	Invoice Date	Remark	Previous Balance	Write Offs/ Discount	Payments Received	Adjustments	Outstanding Balance
							Taxable Amount	Tax Amount	Net-Taxable Amount
				Invoice Type 1			0	0	0
				Invoice Type 2			0.00	0.00	.00
				Invoice Type 3			0.00	0.00	.00
				Other Invoice Type			0	0	0
				GRAND TOTALS :			0	0	0

ACCOUNT AGING				
Current	1 - 30	31 - 60	61 - 90	91 - 120
	252,500	0	0	0

► **To specify the Kagami print program**

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

1. Create a copy of the Statement Refresh with Draft version.
2. From the Row menu, choose Processing Options.
3. On Processing Options, click the Print tab.
4. In the Print Program field, type the program number, R03B5001JP, and then click OK.

Prerequisite

- Verify that you have a next number set up for the summarized invoice number in the Accounts Receivable system. For this verification, use the next number for the Statement No. field. See *Setting Up System Next Numbers* in the *Accounts Receivable Guide*.

Processing Options for Kagami Invoice Statement - Japan (R03B5001JP)

Print Tab

Use these processing options to customize various defaults for Kagami Invoice Statement Print - Japan (R03B01JP).

1. Aging Information

Blank = Do not print aging information

1 = Print aging information

Use this processing option to specify whether to print aging information. Valid values are:

Blank

The system does not print aging information.

1

The system prints aging information.

2. Account Summary

Blank = Print account summary

1 = Suppress print on account summary

Use this processing option to specify whether to print the account summary. Valid values are:

Blank

The system prints the account summary.

1

The system does not print the account summary.

3. Invoice Date

Blank = Suppress print on invoice date

1 = Print invoice date

Use this processing option to specify whether to print the invoice date. Valid values are:

Blank

The system does not print the invoice date.

1

The system prints the invoice date.

4. Statement Number

Blank = Suppress print on statement number

1 = Print the statement number

Use this processing option to specify whether to print the statement number. Valid values are:

Blank

The system does not print the statement number.

1

The system prints the statement number.

5. Remit to Address

Blank = Suppress print on remit to address

1 = Print remit to address

Use this processing option to specify whether to print the remit to address. Valid values are:

Blank

The system does not print the remit to address.

1

The system prints the remit to address

6. Tax Information

Blank = Suppress print

1 = Print

Use this processing option to specify whether to print tax information on the invoice document level.

Valid values are:

Blank

The system does not print the tax information.

1

The system prints the tax information.

7. Sales Information

Blank = Suppress print

1 = Print from F4211

2 = Print from F42119

3 = Print from F4211, if not found print from F42199

Use this processing option to specify whether to print sales information on the invoice. You can specify that the system prints information from the Sales Order Detail table (F4211) or from the Sales Order History table (F42119). Valid values are:

Blank

The system does not print sales information.

1

The system prints sales information from the Sales Order Detail table (F4211).

2

The system prints sales information from the Sales Order History table (F42119).

3

The system prints sales information from the Sales Order Detail table (F4211), if it exists. If no data exist in the F4211, the system prints sales information from the Sales Order History table (F42119).

8. Kagami Summary

Blank = Suppress print

1 = Print

Use this processing option to specify whether to print the Kagami summary. Valid values are:

Blank

The system does not print the Kagami summary.

1

The system prints the Kagami summary.

Process Tab

Use this processing option to customize invoice records when printing the Kagami invoice statement.

1. Invoice Record

1 = Summarize each invoice record

Use this processing option to specify whether to summarize each invoice record. Valid values are:

Blank

The system does not summarize each invoice record.

1

The system summarizes each invoice record.

Statement Processing

You send statements to your customers to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate statements in detail, wherein each invoice appears on a statement until it is paid, or you can generate statements that are summarized. When summarized, unpaid invoices are summarized into a single balance forward amount like on a credit card statement.

When you generate statements, the system updates invoice records that appear on the statement with the statement number and statement date. The system also updates the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer customer inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last minute payment by a customer or make a change to the data selection. Information is stored in the statement tables until you purge it.

Prerequisite

- ❑ Ensure that you have completed the Print Statement option on the Accounts Receivable Constants form and on the Customer Master Revision form (Collection tab).
- ❑ Post all invoices and receipts. The system selects only posted records for processing statements.
- ❑ Run Update A/R from Address Book (R03B802) to ensure that changes made to the customer's alpha name or parent number are updated to invoices and reflected properly on the statement.

Generating Statements

From the Statement Reminder Processing menu (G03B22), choose Statement Notification Refresh.

When you generate statements, in addition to creating records in the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables, the system updates the following fields in the following tables:

Customer Ledger (F03B11)	<ul style="list-style-type: none">• Statement Number (CTL)• Statement Date (SMTJ)
Invoice Revisions (F03B112)	<ul style="list-style-type: none">• Statement Print Flag (STPF)
Receipts Detail (F03B14)	<ul style="list-style-type: none">• Statement Number (CTL)• Statement Date (SMTJ)

You use processing options to customize statements for your organization. For example, you can choose the statement print program and version that you want to use to print statement detail. This allows you to specify whether to print aging or account summary information on the statement, whether to print each invoice pay item or summarize the pay items for each invoice, and the date that you want to print on the statement.

The following print programs, which are set up on user defined code 03B/ST, are available for generating statements:

- R03B5001 - Statement Print
This is the standard statement print program.
- R03B5001JP - Kagami Invoice Statement
This is a localized statement format for Japan.
- R03B5002 - Italian Statement Print
This is a localized statement format for Italy.
- R03B5003 - Statement Print Credit Card
This is the print program that you use to print statements in a credit card format. The system prints only new invoices and summarizes invoices previously printed into a balance forward amount.
- R03B506 - Statement Print with Draft
This is the statement print program that you use when you want to include draft information.

You can also create a custom print program to use.

When you want to limit the invoices that print on the statement or change the order in which invoices print, you use the data selection and data sequence for the statement print program. For example, you might want to exclude paid invoices from the statement, or you might want invoices to print on the statement according to due date instead of document number.

Note

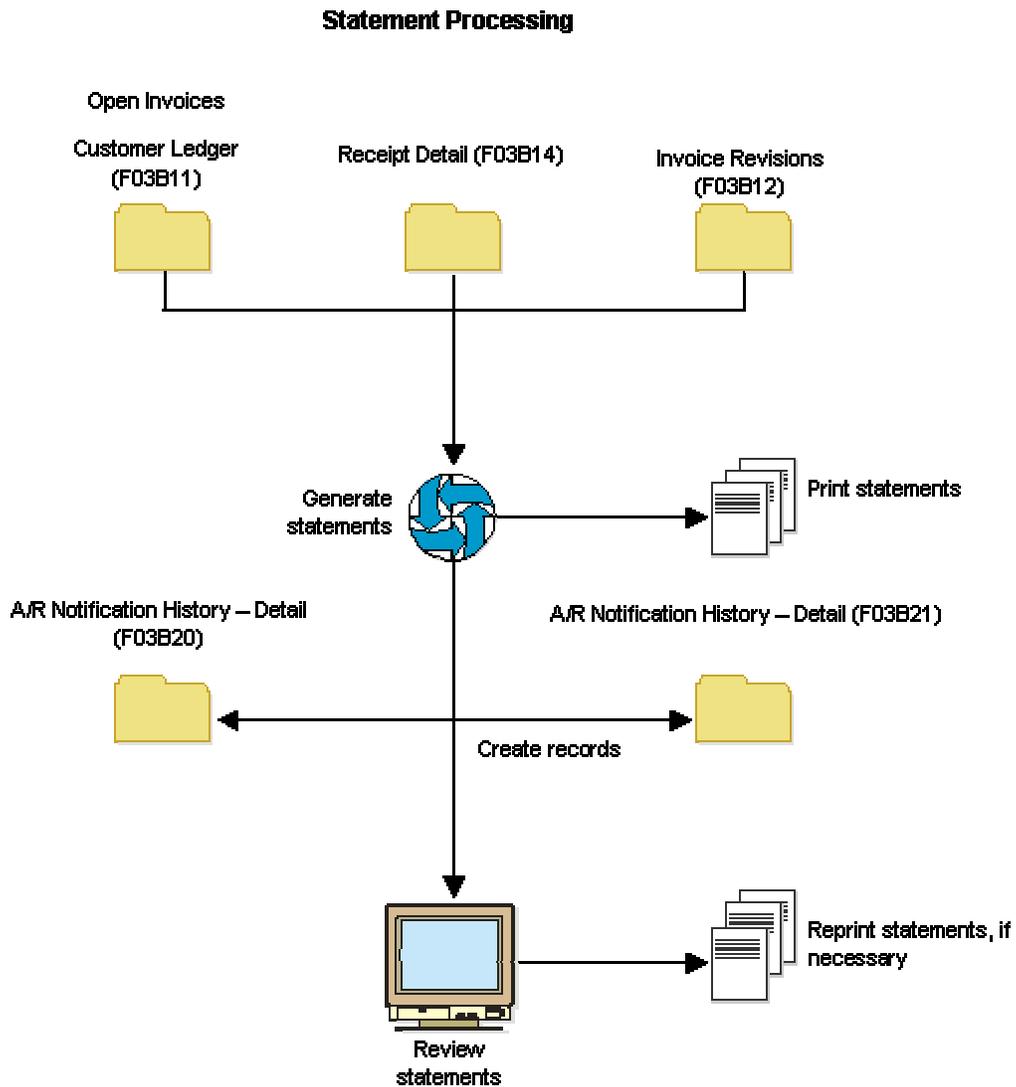
To exclude paid invoices from the statement, use the following data selection in the version of the statement print program:

Open Amount is not equal to <ZERO>

This data selection allows credit amounts and debit amounts to appear on the statement, but excludes paid invoices.

The data selection for Statement Notification Refresh (R03B500X) controls which statements are generated, not which invoices are printed on the statement. You should not change the data sequence for R03B500X.

The following graphic illustrates how the system processes statements:



Technical Considerations When Generating Statements

The following are the programs involved when you generate statements:

Program	Description
R03B500X	This program updates the F03B20, F03B21, F03B11, F03B112, and F03B14 tables.
R03B5005	This is the print driver that is used to submit the print program that you specify in the processing option. This program does not update any tables.
R03B5001 R03B5002 R03B5003 R03B5001JP R03B506 R03B5001TW	These are the print programs that produce the statement. You can choose which print program the system uses. Some of these programs meet country-specific requirements. See the appropriate Global Solutions guide for more information.

What You Should Know About Processing Options

Both the Statement Notification Refresh program (R03B500X) and the Statement Print program (R03B5001) have a processing option for summarizing invoices.

In the Statement Notification Refresh program, the processing option specifies whether to create a summarized invoice record in the F03B20 table, in addition to a record for each invoice. This processing option works independently of the corresponding option in the Statement Print program.

In the Statement Print program, the processing option specifies whether to print each invoice pay item on the statement or print one invoice that summarizes all pay items. This processing option is dependent on the corresponding processing option in the Statement Notification Refresh program. To print summarized invoices, you must also specify that the system create the summarized invoice record.

Processing Options for Statement Notification Refresh (R03B500X)

Consolidation Tab

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

1. Company

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

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

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

Aging Tab

These processing options specify the aging criteria for statements.

1. Company Constants

Blank = Use options 2 thru 10

1 = Use Company Constants

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

Blank

Use processing options 2 through 5.

1

Use the Accounts Receivable constants.

2. Statement Date

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

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

3. Date Type

D = Due date (Default)

I = Invoice date

G = G/L date

S = Statement date

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the

value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

D

Use the invoice due date.

I

Use the invoice date.

G

Use the G/L date.

S

Use the statement date.

4. Aging Categories

1 = Aging days

2 = Fiscal period

3 = Calendar

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

1

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

2

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

3

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

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

5. Aging Category 1

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

aging categories.

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

6. Aging Category 2

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

7. Aging Category 3

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

8. Aging Category 4

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

9. Aging Category 5

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

10. Aging Category 6

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

11. Credits

Blank = Age credits

1 = Apply to current balance

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

Blank

Age credits.

1

Apply credits to Current aging balance.

12. Exclude Future Amounts

Blank = Do not exclude

1 = Exclude

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

13. Multi-Currency

Blank = Domestic

1 = Foreign

Use this processing option to specify whether to generate and print amounts on the statement in the domestic or foreign currency. Valid values are:

Blank

Domestic currency. Prints all domestic and foreign currency invoices and receipts in the domestic currency of the remit to company.

1

Foreign currency. Prints all invoices and receipts in the transaction currency of the invoice.

14. Draft Flag

Blank = Do not print with draft

1 = Print with draft

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

Print Tab

These processing options specify options such as how the system prints the Remit To address, the version of the print program to use, and the letter to print on the statement.

1. Remit To Address

Blank = Company

A = 1st address number

B = 2nd address number

C = 3rd address number

D = 4th address number

E = Factor/special payee

F = 5th address number

Address = address number

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

Blank

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

A

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

B

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

C

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

D

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

E

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

F

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

Address

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

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

2. Print Statement by Due Date

Blank = Do not print by Due Date

1 = Print by Due Date

Use this processing option to specify the statement print program to use to produce statements. Use the Search button for a list of valid statement print programs. If you leave

this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

3. Print Program

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

4. Version of Print Program

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

5. Letter Name

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

Update Tab

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

1. Date - As Of

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

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

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

Caution: The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program

(R03B500X). You might also want to limit your data selection to the specific customer for whom you are generating the statement.

2. Statement Number Update

Blank = Always update

1 = Update blank fields only

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

Blank

Update the statement number on all invoice records.

1

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

3. Summarize Invoices

Blank = Pay items only

1 = Summarized and pay items

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

Blank

Include invoice pay item records only.

1

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

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

Processing Options for Statement Print (R03B5001)

Print Tab

These processing options specify the information to print on the statement.

1. Print Aging Information

Blank = Do not Print

1 = Print

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

Blank

Do not print aging information.

1

Print aging information.

2. Suppress Account Summary

Blank = Do not suppress

1 = Suppress

Use this processing option to specify whether to print an account summary on the bottom of each statement. Valid values are:

Blank

Print an account summary.

1

Do not print an account summary.

3. Print Date

Blank = Due Date

1 = Invoice Date

Use this processing option to specify the date to print on the statement. Valid values are:

Blank

Print the due date.

1

Print the invoice date.

4. Print Statement Number

Blank = Do not Print

1 = Print

Use this processing option to specify whether to print the statement number at the top of each statement. Valid values are:

Blank

Do not print the statement number.

1

Print the statement number.

5. Print ' Remit to ' Address

Blank = Do not Print

1 = Print

Use this processing option to specify whether to print the Remit To address at the top of each statement. Valid values are:

Blank

Do not print the Remit To address.

1

Print the Remit To address.

Note: The system determines which Remit To address to print based on the corresponding processing option in the Statement Notification Refresh program (R03B500X).

6. Print Summarized Invoices

Blank = Print each payitem

1 = Summarize

Use this processing option to specify whether to print each invoice or each invoice pay item on the statement.

Blank

Print each invoice pay item on the statement.

1

Print one invoice that summarizes all its pay items on the statement. You must appropriately set the corresponding processing option (Summarize Invoices on the Update Tab) in the Statement Notification Refresh program (R03B500X) if you enter 1 for this processing option.

Reviewing Statements

Because the system stores statement information, you can review statements online. This is especially useful when a customer contacts you about a statement. The Review Statements program (P03B202) allows you to quickly access the statement and interactively respond to the customer's concern. You can also reprint a statement previously generated.

When you review statement information, you can review the invoices and payments that were recorded on the statement.

When you review statements, you can access:

- All statements for all of your customers
- All statements for a specific customer
- Statements with a specific notification date
- Invoice and payment information on a specific statement
- Summary information for the statement, such as associated aging information

The information that the system displays is for inquiry purposes only.

When you review statements, the system displays information from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. These tables are also used to store information about delinquency notices.

See Also

- *Reviewing Statements in the Invoice and Receipt Currencies* in the *Multicurrency Guide*

► To review statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

1. On Work With Notifications, click Find to display all statements for all customers, or complete any of the following fields to limit the information that the system displays, and click Find:
 - Statement Number
 - Customer Number
 - Notification Date

Note

The system displays both delinquency notices and statements for the customer if you do not specifically designate a statement number. To display only statements, enter ST in the QBE row for the Notification Type (No Ty) field.

2. To review the details of a statement, choose the statement and click Select or choose Review from the Row menu.



Review Statements - Statement Review

Select Find Close Form Row Tools

Statement Number Remit To Address *Financia/Distribution Company*
 Statement Date Billing Address *CSC Corporation*
 Invoice Summary Payment Terms *Net 30 Days*

Currency Code	<input type="text" value="USD"/> <i>U.S. Dollar</i>	Revisions/Write Offs	<input type="text"/>
New Invoices	<input type="text"/>	Receipt Adjustment	<input type="text"/>
Discount Taken	<input type="text"/>	Previous Balance	<input type="text" value="16,716.66"/>
Payments Received	<input type="text"/>	Outstanding Amt Due	<input type="text" value="16,716.66"/>

Transaction Currency Code	<input type="text"/>	Transaction Payments Received	<input type="text"/>
Transaction Discount Taken	<input type="text"/>	Transaction Receipt Adjustment	<input type="text"/>

Records 1 - 7									
Address Number	Name	Do Ty	Description	Document Number	Co	Pay Itm	Invoice Date	Due Date	
<input checked="" type="radio"/>	150	CSC Corporation	RI	Invoice	3035	00001	001	04/30/05	05/30/05
<input type="radio"/>	150	CSC Corporation	RI	Invoice	3035	00001	002	04/30/05	05/30/05
<input type="radio"/>	150	CSC Corporation	RI	Invoice	3035	00001	003	04/30/05	05/30/05
<input type="radio"/>	150	CSC Corporation	RI	Invoice	3038	00001	001	04/30/05	05/30/05
<input type="radio"/>	150	CSC Corporation	RI	Invoice	3066	00001	001	07/11/05	08/10/05
<input type="radio"/>	150	CSC Corporation	RI	Invoice	3066	00001	002	07/11/05	08/10/05
<input type="radio"/>	150	CSC Corporation	RI	Invoice	3066	00001	003	07/11/05	12/31/10

3. On Statement Review, to display invoice pay items that are summarized, click the following option and click Find:

- Invoice Summary

The system displays the summarized invoice pay item only when you choose the corresponding processing option when you run Statement Notification Refresh (R03B500X).

4. To review the statement summary, which includes aging information, choose Summary from the Form menu.



Review Statements - Notification Summary

OK Cancel Tools

Statement Number

Notification Date

Remit To Address *Financial/Distribution Com,*

Address Number *CSC Corporation*

Payment Terms *Net 30 Days*

Previous Balance

New Invoices

Discount Taken

Payments Received

Revisions/Write Offs

Outstanding Balance Due

Currency Code *U.S. Dollar*

Aging Information

Future Amount	<input type="text"/>
Current	<input type="text" value="5,435.92"/>
1 - 30	<input type="text"/>
31 - 60	<input type="text"/>
61 - 90	<input type="text" value="11,112.62"/>
91 - 120	<input type="text"/>
Over 120	<input type="text"/>
	<input type="text"/>

The system ages invoices according to the specifications that you chose in the processing options for Statement Notification Refresh (R03B500X).

Processing Options for Review Statements (P03B202)

Version

1. Version of the Statement Notification Reset (R03B5015) for the statement to be reset.

Blank = Version ZJDE0001

Reprinting Statements

Reprinting statements	<p>While reviewing statements, you might need to reprint one for a customer. To do this, choose the statement that you want to reprint on Work With Notifications, and then choose Reprint from the Row menu.</p> <p>Alternatively, on Statement Review, choose Reprint from the Form menu, and then click Cancel.</p> <p>The system runs the print program when you exit the Work With Notifications form.</p>
Changing statement print information	<p>You can change the information that the system uses to print statements. For example, you can change the print program and the version that the system uses to reprint statements. To change statement print information, choose Print Information from the Row menu on the Work With Notifications form.</p>

Resetting Statements

You can reset transactions on current statements and reprocess the statements to include additional information that might not have been received or processed at the time you generated the original statement. This includes payment information, adjustments, and changes to invoices. For example, if you process statements before receiving a payment, you can reset the statement that you generated to include the payment information on the statement before sending it to the customer.

You can reset only the last statement generated. The system issues an error message if you try to reset previously generated statements.

When you reset statements, the system runs the version of the Statement Notification Reset program (R03B5015) that you enter in the processing options of the Review Statements program (P03B202) and resets the following tables to the status they had before you originally processed the statements:

- A/R Notification History (F03B20).
- A/R Notification History Detail (F03B21).
- Customer Ledger (F03B11). If you process and print an invoice in a statement once, the system resets the Statement Number (CTL) and Statement Date (SMTJ) to blank. If you do so more than once, the system resets CTL and SMTJ to their previous values.
- Receipts Detail (F03B14). The system resets the statement number and statement date to blank.
- Invoice Revisions (F03B112). The system resets the Statement Print Flag (STPF) to blank.

If you need to revise a statement that is not the current statement, you can generate a new statement by using the As Of Date processing option in the Statement Notification Refresh program (R03B500X).

► **To reset statements**

From the *Statement Reminder Processing* menu (G03B22), choose *Review Statements*.

1. On *Work With Notifications*, locate and choose the statement that you want to reset.
2. From the *Row* menu, choose *Reset*.

The screenshot shows the PeopleSoft interface for reviewing statements. At the top, there's a header with the PeopleSoft logo and a title bar that says "Review Statements - Work With Notifications". Below the title bar is a toolbar with four buttons: "Select" (with a green checkmark icon), "Close" (with a red X icon), "Row" (with a grid icon), and "Tools" (with a red arrow icon). Underneath the toolbar is a search area with three input fields: "Statement Number" with an asterisk, "Customer Number" with an asterisk, and "Notification Date" with an asterisk. Below the search area is a table with a dark blue header bar that says "Records 1 - 10" with a dropdown arrow. The table has five columns: "No Ty", "Description", "Customer Number", "Name", and "Remit To Company". The first row is selected, and the "Row" menu is open, showing the "Reset" option. The table contains 10 rows of data, with the first row being a statement for CSC Corporation with customer number 150 and remit to company 00001. The remaining 9 rows are also statements for CSC Corporation with customer number 150 and remit to company 00001, followed by 4 rows for Recipient 1 with customer number 1001 and remit to company 00001.

No Ty	Description	Customer Number	Name	Remit To Company
<input checked="" type="checkbox"/>	Statement	150	CSC Corporation	00001
<input type="checkbox"/>	Statement	150	CSC Corporation	00001
<input type="checkbox"/>	Statement	150	CSC Corporation	00001
<input type="checkbox"/>	Statement	150	CSC Corporation	00001
<input type="checkbox"/>	Statement	150	CSC Corporation	00001
<input type="checkbox"/>	Statement	1001	Recipient 1	00001
<input type="checkbox"/>	Statement	1001	Recipient 1	00001
<input type="checkbox"/>	Statement	1001	Recipient 1	00001
<input type="checkbox"/>	Statement	1001	Recipient 1	00001
<input type="checkbox"/>	Statement	1001	Recipient 1	00001

In the detail area, the system marks the statements for reset. To deselect statements, choose the marked statements and choose *Reset* from the *Row* menu.

3. Click *Close*.

When you click *Close*, the system runs the *Statement Notification Reset* program (R03B5015). You must rerun *Statement Notification Refresh* to regenerate a new statement for the customer.

Purging Statements and Delinquency Notices

From the Statement Reminder Processing menu (G03B22), choose Statement/Notification Purge.

When you consider statement or delinquency notice information to be obsolete, you can purge it. The Statement/Notification Purge program removes statement and delinquency notice records from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system does not write purged information to another table for archiving. If you want to retain purged information, keep a backup of your tables before purging them.

The system purges both statement and delinquency notices unless you specify a notification type in the data selection.

- To purge statements only, use the notification type ST.
- To purge delinquency notices only, use the notification type DL.

The system purges records based on the values in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the system reads the oldest value (either the date in the Notification Date processing option or the value in the Number of Months processing option) to purge the fewest number of records.

The system does not produce a report of the records purged.

Note

The purge program does not remove records with a future date. To remove all the records in the F03B20 and F03B21 tables, consider using a data file utility.

Processing Options for Statement/Notification Purge (R03B5010)

Date Tab

These processing options specify the records that the system purges, as well as whether the program is run in proof or final mode.

1. Purge Date

Blank = Use current date

Use this processing option in conjunction with the Number of Months processing option to specify the records to purge from the A/R Notification History table (F03B20) and the A/R Notification History Detail table (F03B21). The system purges all records with a notification date that is equal to or less than the date specified, unless the number of months specified selects fewer records. For example, if you specify a notification date of 12/31/05, but also specify to retain 6 months of data, the system determines which processing option purges the fewest records and uses that processing option. If you leave

this processing option blank, the system uses today's date.

Note: To purge only statement records or only delinquency notice records, use data selection to specify the notification type (DL for notices and ST for statements).

2. Number of Months

Use this processing option in conjunction with the Notification Date processing option to specify the records to purge from the A/R Notification History table (F03B20) and the A/R Notification History Detail table (F03B21). The system removes all records with a notification date that is older than the number of months specified, unless you specify a date in the Notification Date processing option that results in fewer records to purge. For example, if you specify to retain 6 months of data, but enter a notification date that is three months in the past, the system uses the notification date.

3. Final Mode?

Blank = Report only

1 = Purge and Report

Use this processing option to specify whether to run this program in proof or final mode. In proof mode, the system only prints a report of the records that will be purged. In final mode, the system purges the records from the tables, as well as prints a report. Valid values are:

Blank

Print a report only.

1

Purge the records and print a report.

Processing Hankin Hante Payments

Hankin Hante is a Japanese payment method to automatically split Accounts Payable payments. Payments over a designated amount are split into two smaller payments of different payment instruments-- typically, a bank transfer and a draft. Splitting payments by using the Hankin Hante method is a general business practice in Japan because it allows a company to improve cash flow by deferring payment.

The Japanese government imposes a stamp tax on bank drafts. The amount of the stamp tax is determined by the draft amount. As a general practice, Japanese businesses split draft payments into two or more smaller drafts so that they pay less stamp tax.

For example, the stamp tax for a draft of 8,000,000 JPY is 2,000 JPY, the stamp tax for a 5,000,000 JPY draft is 1,000 JPY, and the stamp tax for a draft of 3,000,000 JPY is 600 JPY. Splitting an 8,000,000 JPY draft into two drafts of 5,000,000 JPY and 3,000,000 JPY saves 400 JPY in stamp tax.

To split Accounts Payable payments into payments of different types, complete the following steps:

1. Set up your system for Hankin Hante payments:
 1. Define the split amounts for drafts and for bank transfers in the Hankin Hante Split Amounts program (P75J0411).
 2. Assign the same payment instrument to each Hankin Hante supplier.
 3. Complete the Draft Ratio field on the Address Book Revision Japan form. You complete this form when you enter additional information for suppliers.
2. Use the Create Payment Control Groups program (R04570) to create preliminary payment control groups.
3. Run the Automatic Payment Split – Hankin Hante program (R75J04PS) in proof mode to review the Hankin Hante payment splits.
4. Run the Automatic Payment Split – Hankin Hante program in final mode.
5. Run the Create Payment Control Groups program to create payment control groups for the newly split bank transfers and drafts.
6. Run the Automatic Payment Groups program (P04571) to write and update draft and bank transfer payments.
7. Run the Batches program (P0011) to review draft and bank transfer payments.
8. Run the General Ledger Post Report program (R09801) to post draft and bank transfer payments to the general ledger.
9. Run the Automatic Draft Split – Hankin Hante (R75J04DS) program in proof mode to review the split of the Hankin Hante draft payments.
10. Run the Automatic Draft Split – Hankin Hante program in final mode.
11. Run the Bank Draft Number Revision–Japan program (P75301) to update the draft number and change the maturity date.
12. Run the Manual Draft Split – Hankin Hante program (P75J04DS) to manually split drafts that could not be split automatically.
13. Run the A/P Draft Payable List-Japan program (R75402) to print the draft report.

14. Run the A/P Drafts Inquiry/Selection program (P04260) to select drafts for settlement.
15. Run the Post Drafts Payable program (R04803) to post the drafts to the general ledger.

Setting Up Payment Split and Draft Split Amounts for Japan

Before you automatically split Hankin Hante payments into drafts and bank transfer payments, or split drafts into smaller drafts, you must set up the Hankin Hante Split Amounts table (F75J04SA) with the split amounts for bank transfers and drafts. When you access the F75J04SA table using the Hankin Hante Split Amounts program (P75J0411), you click an option to choose whether to set up payment splits or draft splits. When you choose to set up payment splits, you create a list that the system uses to determine the amounts at which to split a Hankin Hante payment into a draft and a bank transfer. When you choose to set up draft splits, you create a list that the system uses to determine the amounts at which to split draft payments.

You must set up the F75J04SA table with a list of payment splits before you can run the Automatic Payment Split – Hankin Hante program (R75J04PS), and you must set up the F75J04SA table with a list of draft splits before you can run the Automatic Draft Split – Hankin Hante program (R75J04DS). If you do not set up the F75J04SA with the appropriate lists, the R75J04PS and R75J04DS reports print an error message; and the programs do not split the payments or drafts.

Generally, you set up payment splits and draft splits once and modify them only when your company changes its Hankin Hante payment policy.

Before you automatically split Hankin Hante payments, you must also do the following:

- Assign the same payment instrument to each supplier for which you want to split payments into drafts and bank transfers.
- Assign a draft ratio to each supplier.

See Also

- *Setting Up Payment Instruments* in the *Global Solutions Japan Guide* for information about assigning payment instruments
- *Entering Additional Information for Suppliers* in the *Global Solutions Japan Guide* for information about assigning a draft ratio

► To set up payment split and draft split amounts

From the Japanese Localization menu (G75J), choose Hankin Hante Split Amounts.

1. On Set Up Hankin Hante Split Amounts, choose one of the following options:
 - Payments
 - Drafts

Choose Payments if you want to set up or modify the split amounts that the system uses to determine the levels at which to split Accounts Payable payments into bank transfers and drafts.

Choose Drafts if you want to set up or modify the split amount that the system uses to determine the levels at which to split drafts into smaller drafts.

PeopleSoft

Hankin Hante Split Amounts - Set Up Hankin Hante Split Amounts

OK Find Delete Cancel Tools

Type of Split Amounts

Payments Drafts

Records 1 - 6		Customize Grid	
<input type="checkbox"/>	<input type="checkbox"/>	Split Amount	Description
<input type="checkbox"/>		1,000,000	Split payment at 1000000
<input type="checkbox"/>		2,000,000	Split payment at 2000000
<input type="checkbox"/>		3,000,000	Split payment at 3000000
<input type="checkbox"/>		5,000,000	Split payment at 5000000
<input type="checkbox"/>		10,000,000	Split payment at 10000000
<input type="checkbox"/>			

2. Complete the following field with an amount at which you want to split payments or drafts:
 - Split Amount
3. Complete the following field with a description of the split:
 - Description
4. Repeat Steps 2 and 3 until you have set up all of the split levels that you need, and then click OK.

See Also

- ❑ *Automatically Splitting Payments in Japan* in the *Global Solutions Japan Guide* for examples of how the value that you enter in the Split Amount field on the Set Up Hankin Hante Split Amounts form determines how the system splits payments
- ❑ *Automatically Splitting Drafts in Japan* in the *Global Solutions Japan Guide* for examples of how the value that you enter in the Split Amount field on the Set Up Hankin Hante Split Amounts form determines how the system splits drafts.

Automatically Splitting Payments in Japan

From the Japanese Localization menu (G75J), choose Automatic Payment Split – Hankin Hante.

You run the Automatic Payment Split – Hankin Hante batch process after you run the Create Payment Control Groups (R04570) batch process. When you run the Automatic Payment Split – Hankin Hante process in final mode, the system splits Hankin Hante payments into bank transfers and drafts. You specify in processing options the payment type for Hankin Hante payments and the payment types for drafts and bank transfer. The system splits the amount for each supplier into bank transfers and drafts according to the split amounts that you set up in the Hankin Hante Split Amounts program (P75J0411) and the draft ratio that you specify when you set up the supplier master information.

When the system splits the payment into a draft and bank transfer, the following actions occur:

- The vouchers are restored to an unpaid, approved status.
- The payment instrument for each voucher changes to either a draft or bank transfer, and if necessary, the system splits the one pay item into two pay items.

You specify the payment instruments for the Hankin Hante payments that you want to split and the payment instruments for drafts and bank transfers in the processing options. The Hankin Hante payment instrument determines which payment workfile records the system selects for processing. In final mode, the draft and bank transfer payment instruments are assigned to the Accounts Payable Ledger (F0411) records for each payment that is split into drafts and bank transfers. You set up payment instruments in the Payment Instrument (00/PY) UDC.

When you run the Automatic Payment Split – Hankin Hante batch process, the system processes only the payment control groups that are at a Write status and that are of the payment instrument type that you specify for Hankin Hante payments.

You can specify in the processing options the version of the Create Payment Control Groups (R04570) batch process that the Automatic Payment Split – Hankin Hante batch process runs as the final step when you run the Automatic Payment Split – Hankin Hante program in final mode. If you do not specify a version for the Create Payment Control Groups batch process in the Automatic Payment Split – Hankin Hante batch process, you must run the Create Payment Control Groups process manually.

The report for the Automatic Payment Split – Hankin Hante batch process shows the following information in the detail section:

- Payee number
- Payee name
- Payment type
- Document number
- Company
- Original pay item
- Original amount
- Draft payment

- Bank transfer payment
- New pay items

If you have not set up the Hankin Hante Split Amounts table (F75J04SA) with the payment split amounts, the report prints an error message and the system does not process any records.

Example of Automatically Splitting Hankin Hante Payments

Suppose that your company has defined the split for Hankin Hante payments in 1,000,000 JPY increments. Suppose further that you set up and assigned a payment type of H to suppliers for Hankin Hante payments and that you set up the draft ratio for your suppliers as shown in Table 1.

Table 1 (Draft Ratios)

Supplier	Payment Instrument	Draft Ratio
5001	H	50 percent
5002	H	75 percent
5003	H	50 percent
5004	H	50 percent
5005	H	0 percent

You run the Create Payment Control Groups (R04570) batch process to create payment workfile records for H-type payment instruments, and then run the Automatic Payment Split – Hankin Hante process to split the H-type payment records into bank transfers and drafts.

The system splits the payment amount that is due to each supplier according to the split amounts in table F75J04SA and the draft ratio for each supplier. The system first verifies that the payment amount is at least equal to the lowest split amount in table F75J04SA. If the payment amount is greater than or equal to the lowest amount in the table, the system processes the amount that is due to the supplier according to the supplier’s draft ratio. If the payment amount is not at least the amount of the lowest split amount, the system processes the amount that is due as a draft.

Table 2 shows how the system would split Hankin Hante payments for the suppliers who are listed in Table 1.

Table 2 (Supplier Payments)

Supplier	Original Payment Amount	Draft Payment	Bank Transfer Payment
5001	4,000,000	2,000,000	2,000,000
5002	4,000,000	3,000,000	1,000,000
5003	1,500,000	750,000	750,000
5004	1,000,000	1,000,000	
5005	1,000,000		1,000,000

Suppose Supplier 5001 has three vouchers that total 4,000,000 JPY, as shown in Table 3.

Table 3 (Supplier 5001 Vouchers)

Voucher	Original Payment Amount
PV 1234 001	1,000,000
PV 1235 001	2,000,000
PV 1236 001	1,000,000

Total	4,000,000

Supplier 5001 has a draft ratio of 50 percent. This situation means that up to 50 percent of the amount due can be sent as a draft. Since 50 percent of the original amount is equal to one of the levels in the Hankin Hante Split Amounts table (F75J04SA), the payment is split into a draft of 2,000,000 JPY and a bank transfer of 2,000,000 JPY. The system does the following to accomplish the split:

- Resets PV 1234 001 from payment instrument H (Hankin Hante) to payment instrument D (draft).
- Splits PV 1235 001 into two pay items. Pay item 001 is reset to payment instrument of D (draft) and the amount is changed to 1,000,000 JPY. Pay item 002 has a payment instrument of W (bank transfer) and is 1,000,000 JPY.
- Resets PV 1236 001 from payment instrument H (Hankin Hante) to payment instrument W (bank transfer).

Table 4 shows the results of the payment split for Supplier 5001.

Table 4 (Supplier 5001 Splits)

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 1234 001	1,000,000	1,000,000	
PV 1235 001	2,000,000	1,000,000	
PV 1235 002			1,000,000
PV 1236 001	1,000,000		1,000,000
	-----	-----	-----
Totals	4,000,000	2,000,000	2,000,000

Suppose Supplier 5002 has three vouchers that total 4,000,000 JPY, as shown in Table 5.

Table 5 (Supplier 5002 Vouchers)

Voucher	Original Payment Amount
PV 2234 001	1,000,000
PV 2235 001	2,000,000
PV 2236 001	1,000,000

Total	4,000,000

Supplier 5002 has a draft ratio of 75 percent. This situation means that up to 75 percent of the amount that is due can be sent as a draft. Since 75 percent of the original amount is equal to one of the levels in the in table F75J04SA, the system splits the original amount into a draft that is equal to 75 percent of the original amount and a wire transfer that is equal to 25 percent of the original amount. The system does the following to accomplish the split:

- Resets PV 2234 001 and PV 2235 001 from payment instrument H (Hankin Hante) to payment instrument D (draft)
- Resets PV 2236 001 from payment instrument H (Hankin Hante) to payment instrument W (bank transfer)

Table 6 shows the results of the payment split for Supplier 5002.

Table 6 (Supplier 5002 Splits)

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 2234 001	1,000,000	1,000,000	
PV 2235 001	2,000,000	2,000,000	
PV 2236 001	1,000,000		1,000,000
	-----	-----	-----
Totals	4,000,000	3,000,000	1,000,000

Suppose Supplier 5003 has one voucher of 1,500,000 JPY. Supplier 5003 has a draft ratio of 50 percent. This situation means that up to 50 percent of the amount due can be sent as a draft. Since 50 percent of the original amount is less than the lowest split amount in the F75J04SA table, the system splits the original amount into a draft that is equal to 50 percent of the original amount and a wire transfer that is equal to 50 percent of the original amount. The system does the following to accomplish the split:

- Splits PV 3235 001 into two pay items. Pay item 001 is reset to payment instrument D (draft), and the amount is changed to 750,000 JPY. Pay item 002 has a payment instrument of W (bank transfer) and is 750,000 JPY.

Table 7 shows the results of the payment split for Supplier 5003.

Table 7 (Supplier 5003 Splits)

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 3234 001	1,500,000	750,000	
PV 3234 002			750,000
-----	-----	-----	-----
Totals	1,500,000	750,000	750,000

Suppose Supplier 5004 has one voucher of 1,000,000 JPY. Since 1,000,000 is equal to the lowest split amount in table F75J04SA, the system processes the entire payment as a draft and does not consider the supplier's draft ratio. The system does the following to process the payment:

- Resets PV 4234 001 from payment instrument H (Hankin Hante) to payment instrument D (draft)

Table 8 shows the result of the R75J04PS process for Supplier 5004.

Table 8 (Supplier 5004 Splits)

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 4234 001	1,000,000	1,000,000	
	-----	-----	-----
Total	1,000,000	1,000,000	

Suppose Supplier 5005 has one voucher of 1,000,000 JPY. This supplier has a draft ratio of 0 percent, so the system processes the entire amount that is due as a bank transfer. The system does the following to process the payment:

- Resets PV 5234 001 from payment instrument H (Hankin Hante) to payment instrument W (bank transfer)

Table 9 shows the result of the R75J04PS process for Supplier 5005.

Table 9 (Supplier 5005 Splits)

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 5234 001	1,000,000		1,000,000
	-----	-----	-----
Total	1,000,000		1,000,000

Prerequisite

- ❑ Set up the payment split amounts in the Hankin Hante Split Amounts program (P75J0411) program. See *Setting Up Payment Split and Draft Split Amounts* in the *Global Solutions Japan Guide*.
- ❑ Define a payment instrument in the Payment Instrument UDC (00/PY) for Hankin Hante suppliers, and assign that payment instrument to each Hankin Hante supplier. See *Setting Up User Defined Codes for Japan* in the *Global Solutions Japan Guide*.

Processing Options for Automatic Payment Split – Hankin Hante (R75J04PS)

Process Tab

1. Proof or Final Mode

Use this processing option to specify whether to run this process in proof or final mode. Valid values are:

Blank

Run in proof mode. The system generates and prints a report without performing any updates.

1

Run in final mode. The system restores the vouchers to an unpaid approved status, updates the Accounts Payable Ledger table (F0411), and prints the report.

2. Draft Payment Instrument

Use this processing option to specify the type of payment instrument that the system assigns to the voucher pay items for the split payment that is paid by the draft. You choose a payment instrument type from the Payment Instrument UDC table (00/PY).

3. Bank Transfer Payment Instrument

Use this processing option to specify the type of payment instrument that the system assigns to the remaining voucher pay items of the split payment to be paid by bank transfer. You choose a payment instrument type from the Payment Instrument UDC table (00/PY).

Select Tab

1. Hankin Hante Payment Instrument

Use this processing option to specify the type of payment instrument that the system splits into draft and bank transfer payments. The system selects for processing only the unwritten payment control groups of the payment instrument type that you specify. You choose a payment instrument type from the Payment Instrument UDC table (00/PY).

Versions Tab

1. Create Payment Control Groups (R04570)

Use this processing option to specify the version that the system uses to create new payment groups. If you enter a version, the system automatically runs the specified version of the Create Payment Control Groups program (R04570) after splitting the Hankin Hante payments into draft and bank transfer payments. If you leave this processing option blank, you must run the Create Payment Control Group process (R04570) manually.

Automatically Splitting Drafts in Japan

From the Japanese Localization menu (G75J), choose Automatic Draft Split – Hankin Hante.

You split drafts to minimize the amount of stamp tax that you must pay. In the processing options for the Automatic Draft Split – Hankin Hante program (R75J04DS), you can specify whether the system splits drafts according to the split amounts that you specify in the Hankin Hante Split Amounts table (F75J04SA) or according to the fixed amount that you specify in the processing options. You set up the amounts in table F75J04SA by using the Hankin Hante Split Amounts program (P75J0411).

If you choose to split the drafts using the amounts in table F75J04SA, you can also choose whether to limit the number of splits. When you limit the number of splits, you limit the number of drafts. For example, if you specify that two splits are allowed, the maximum number of drafts is three (the original draft plus the two drafts that are split from the original).

The system processes only pending drafts that have a document type of P1, a pay status of D, and that are eligible for splitting. Eligible drafts are those that have amounts greater than the fixed amount which is specified, if the fixed-amount split method is selected in the processing options, or that have amounts greater than the lowest table-split amount if that split method is selected.

The report for the Automatic Draft Split – Hankin Hante program shows the following information:

- Payee number
- Payee name
- Payment type
- Document number
- Company

- Original pay item
- Original draft amount
- Split draft amounts
- New pay items

The system produces a report when you run the Automatic Draft Split – Hankin Hante program in proof and final mode. Additionally, the system does the following when you run the program in final mode:

- Splits the original drafts into smaller drafts
- Retains the original pay item for one draft
- Creates new pay items for the new drafts
- Updates the Accounts Payable Ledger (F0411) table with the new draft amount for the original pay item, and the new pay items and amounts for the new drafts

If you set the Draft Split Method processing option to process splits by using table amounts and you have not set up the table amounts, or you set the processing option to process splits by using a fixed amount and you have not specified an amount in the Fixed Split Amount processing option, the system does not process the splits; the report contains an error message.

Example of Automatic Draft Splits using the Table Amounts Method

Suppose your company has defined split amounts for drafts as shown in the following table:

Split Type	Amount
Draft	1,000,000
Draft	2,000,000
Draft	3,000,000
Draft	5,000,000
Draft	10,000,000

Suppose further that you set the Draft Split Method processing option to process splits using table amounts and do not specify a maximum number of splits. When you run the Automatic Draft Split – Hankin Hante program, the system splits an 18,500,000 JPY draft into four drafts as follows:

- The original draft amount of 18,500,000 JPY is greater than the last (highest) draft split amount of 10,000,000 JPY, so the system changes the amount for that pay item to 10,000,000 JPY.
- The remaining 8,500,000 JPY is greater than the fourth split amount of 5,000,000 JPY, so the system creates a second pay item for 5,000,000 JPY.
- The remaining 3,500,000 JPY is greater than the third split amount of 3,000,000 JPY, so the system creates a third pay item for 3,000,000 JPY.
- The remaining 500,000 JPY is less than the first (lowest) split amount, so the system creates a fourth pay item for 500,000 JPY.

The following table shows how the system split the original draft:

Original Draft	Original Draft Amount	Split Drafts	Splits Draft Amounts
P1 1234 001	18,500,000	P1 1234 001	10,000,000
		P1 1234 002	5,000,000
		P1 1234 003	3,000,000
		P1 1234 004	500,000

If you process the same original draft of 18,500,000 JPY and set the Maximum Number of Splits processing option to 2, the system splits the draft as follows:

- The original draft amount of 18,500,000 JPY is greater than the last (highest) draft split amount of 10,000,000 JPY, so the system changes the amount for that pay item to 10,000,000 JPY.
- The remaining 8,500,000 JPY is greater than the fourth split amount of 5,000,000 JPY, so the system creates a second pay item for 5,000,000 JPY.
- The system creates a third pay item for the remaining 3,500,000 JPY because three is the maximum number of drafts allowed when you set the maximum number of splits to two.

The following table shows how the system split the original draft:

Original Draft	Original Draft Amount	Split Drafts	Splits Draft Amounts
P1 1234 001	18,500,000	P1 1234 001	10,000,000
		P1 1234 002	5,000,000
		P1 1234 003	3,500,000

Example of Automatic Draft Splits using the Fixed Amounts Method

Suppose that you set the Draft Split Method processing option to process splits using a fixed amount, and you set the Fixed Split Amount processing option to 1,000,000 JPY. When you run the Automatic Draft Split – Hankin Hante program, the system splits a 3,500,000 JPY draft into four drafts as follows:

- The original draft amount of 3,500,000 JPY is greater than the specified split amount of 1,000,000 JPY, so the system changes the amount for that pay item to 1,000,000 JPY.
- The remaining 2,500,000 JPY is greater than the specified split amount of 1,000,000 JPY, so the system creates a second pay item for 1,000,000 JPY.
- The remaining 1,500,000 JPY is greater than the specified split amount of 1,000,000 JPY, so the system creates a third pay item for 1,000,000 JPY.
- The remaining 500,000 JPY is less than the specified split amount of 1,000,000 JPY, so the system creates a fourth pay item for 500,000 JPY.

The following table shows how the system split the original draft:

Original Draft	Original Draft Amount	Split Drafts	Splits Draft Amounts
P1 4321 001	3,500,000	P1 4321 001	1,000,000
		P1 4321 002	1,000,000
		P1 4321 003	1,000,000
		P1 4321 004	500,000

Prerequisite

- Set up draft split amounts in the Hankin Hante Split Amounts table (F75J04SA). See *Setting Up Payment Split and Draft Split Amounts for Japan* in the *Global Solutions Japan Guide*.

Processing Options for Automatic Draft Split – Hankin Hante (R75J04DS)

Process Tab

1. Proof or Final Mode

Use this processing option to specify whether to run the program in proof or final mode. Valid values are:

Blank

Run in proof mode. The system prints an edit report and does not update any records.

1

Run in final mode. The system splits the selected drafts, updates the Accounts Payable Ledger table (F0411), and prints a report.

2. Draft Split Method

Use this processing option to specify the method that the system uses to split the selected drafts. If you choose the fixed amount method, you must enter an amount in the Fixed Split Amount processing option in the R75J04DS program. Valid values are:

1

Fixed amount method. The system splits the selected drafts according to the amount that you enter in the Fixed Split Amount processing option. For example, if you enter 1,000,000, the system splits a draft of 3,000,000 into three drafts of 1,000,000 each, and splits a draft of 1,500,000 into one draft of 1,000,000 and one draft of 500,000.

2

Table amounts method. The system splits the selected drafts based on the amounts set up for drafts in the Hankin Hante Split Amounts table (F75J04SA).

3. Fixed Split Amount

Use this processing option to specify the amount of the fixed split when you use the fixed amount method to split drafts. You must enter an amount in this processing option if you set the Draft Split Method processing option in this program to 1 (Fixed amount). The system ignores this processing option if you set the Draft Split Method processing option to 2 (Table amount).

4. Maximum Number of Splits

Use this processing option to specify the maximum number of times that the system splits selected drafts into smaller drafts when you set the Draft Split Method processing option to 2 (Table amounts). When you set the Draft Split Method processing option to 2 and specify a maximum number of splits in this processing option, the system splits the original drafts into smaller drafts according to the draft split amounts in the Hankin Hante Split Amounts table (F75J04SA), but limits the number of times it splits the original drafts.

For example, if the F75J04SA table specifies draft split levels of 1,000,000, 3,000,000, 5,000,000, and 10,000,000, and you enter 2 for this processing option, the system splits an original draft of 19,500,000 two times, which results in three drafts (the original draft and two new drafts). In this example, the draft amounts would be 10,000,000, 5,000,000, and 4,500,000. If you did not specify a maximum number of splits in this processing option, the system would split the original draft into drafts of 10,000,000, 5,000,000, 3,000,000, 1,000,000, and 500,000.

If you leave this processing option blank and you set the Draft Split Method processing option for this program to 2 (Table amounts), the system does not limit the number of splits. The system ignores this processing option if you set the Draft Split Method processing option to 1 (Fixed amount).

Manually Splitting Drafts for Japan

Many companies split drafts into smaller amounts to save on stamp taxes. You can automatically split drafts by using the Automatic Draft Split – Hankin Hante (R75J04DS) batch program, or you can manually split drafts by using the Manual Draft Split – Hankin Hante (P75J04DS) application. You can split only one draft at a time when you split drafts manually.

► **To manually split Hankin Hante drafts**

From the Japanese Localization menu (G75J), choose Bank Draft Number Revision.

1. On Bank Draft Number Revision, click Find to locate the draft with which you want to work.
2. Choose the draft, and then choose Split from the Row menu.

You can choose Split only if the draft is in Japanese Yen.

3. On Split Drafts Pending, change the draft amount in the following field to the amount of one of the drafts:

- Draft Amount

The system displays the unallocated amount in the Remaining Amount field. You must specify one or more drafts for this amount until the amount displayed is 0.

4. Tab to the next blank line and complete the following field with the amount of the next draft:

- Draft Amount

The new draft has the same document number, document type, and document company as the original draft. The pay item for the new draft is the next pay item number.

5. Repeat step 4 until you have split the entire original amount and the amount that the system displays in the Remaining Amount field is 0.
6. Click OK to split the draft.

Note

The OK button is disabled until the amount in the Remaining Amount field is 0.

Accounts Payable Draft Processing for Japan

In Japan, most accounts payable vouchers are paid with a draft. To pay vouchers with a draft, businesses:

1. Enter supplier invoices.
2. Process the invoices through the Accounts Payable department.
3. Create draft documents in lieu of checks or bank transfers.
4. Send draft documents to the bank for payment.

When the draft documents arrive for processing, the bank performs the following steps:

1. Assigns draft numbers to the payments to be processed.
2. Remits funds to the supplier on the draft.

In addition to completing the internal draft process, businesses are required to do the following:

1. Report and remit a stamp tax for each supplier voucher that is paid with a draft.
2. Include the bank-assigned draft number on all draft reporting.

Prerequisites

- ❑ You must set up the Stamp Tax table for reporting purposes before processing drafts. See *Setting Up the Stamp Tax Table for Japan* in the *Global Solutions Japan Guide*.
- ❑ Verify that bank account information is set up for your suppliers. See *Setting Up Bank Account Information* in the *Accounts Payable Guide*.

Setting Up Bank Account Information

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

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

- Bank Account Information (P0030G) – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.

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

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

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

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B).
P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A).
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

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

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

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

See Also

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

► To set up G/L bank account information

Use one of the following navigations:

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

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

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

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



Bank Account Information - Set Up G/L Bank Account

OK	Cancel	Form	Tools
G/L Bank Account	<input type="text" value="1.1110.BEAR"/>		
Description	<input type="text" value="Bear Creek National Bank"/>		
Payment Information			
Next Payment Number	<input type="text" value="5048"/>	Next Autodebit Number	<input type="text" value="2"/>
Default Print Options			
Number of Alignment Forms	<input type="text" value="2"/>		
Detail Lines Per Stub	<input type="text" value="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		1001	AB Common
Record Type			
<input checked="" type="radio"/> Supplier <input type="radio"/> Customer <input type="radio"/> A/R Drafts, Auto Debit <input type="radio"/> Auto Receipts Payor			
Bank Information			
Bank Transit Number	111255000		
Bank Account Number	1225545454		
Control Digit	<input type="text"/>		
IBAN	<input type="text"/>		
Description	Bank Transit Account		
Checking or Savings Account	0	Checking account	
SWIFT Code	<input type="text"/>		
Reference/Roll Number	<input type="text"/>		
Bank Address Number	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. The title bar reads "PeopleSoft®" and "Bank Account Addresses - Set Up Bank Transit Address". Below the title bar are buttons for "OK", "Cancel", and "Tools". The form contains the following fields:

- Bank Transit:** A text box containing the value "852200451".
- Address Number:** A text box containing the value "3003".
- Address:** A multi-line text box containing the address "CSC Corporation", "43 Biltmore Plaza", and "Scottsdale AZ 85257".

The text "CSC Corporation" is also displayed to the right of the Address Number field.

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.

Creating a Payment Group Version for A/P Drafts - Japan

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

Before you can process A/P drafts as payments for vouchers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group is processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payments
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable drafts for Japan. Set up the data selection for the version to specify the payment instrument for drafts or bank transactions. If you want to specify the draft payment instrument, choose user defined code D. If you want to specify the bank transaction payment instrument, choose user defined code Q.

Use the processing options for the new version to specify an override bank account number. The system uses the override account number as the short account ID of the draft payables account to which the drafts will be posted.

Set up the data selection for the version to specify your payment instrument for Japanese drafts and the original bank account number on the voucher records.

Processing Automatic Payments to Create A/P Drafts - Japan

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

After you set up your system to meet Japanese requirements for accounts payable drafts, you can create drafts using the automatic payment process in the J.D. Edwards Accounts Payable system.

Creating an A/P Draft - Japan

To create A/P drafts, access the Work with Payment Groups form and inquire on the draft payable account number. Choose the vouchers that you want to include in a payment group for drafts.

When you create A/P drafts, you use the Write function on Work with Payment Groups to print the drafts.

After you use the Write function to print your drafts, use the Update function to do the following

1. Change the pay status of an original voucher from # (in process) to P (paid).
2. Create a matching document with a document type of P1. This matching document closes the original voucher.
3. Create a new original document. The system assigns a document type of P1 with a pay status of D to the new document, indicating that the draft has been created
4. Print the Stamp Tax Calculation Report - Japan (R750403). The system generates the report based on the amount of the draft and the information in the Stamp Tax - Japan table (F75013).

When you create A/P drafts, you can use a processing option to submit the group to post. When you submit the payment group to post, the system creates journal entries that debit the accounts payable trade account and credit the drafts payable account. The system uses AAI item PDx to identify the general ledger account to use for drafts payable.

Paying an A/P Draft - Japan

When an A/P draft has been paid by your bank and cash has been transferred, you must identify the paid draft in your system by choosing the draft for payment. When you choose the draft for payment, the system closes the draft and creates a batch for posting.

The following table shows how the system uses the document type and document number information to group the entries that are related to the original voucher. The table shows one draft that replaces 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		

Posting Outstanding A/P Drafts - Japan

After an A/P draft has been paid, you post the draft to the general ledger. The system selects drafts with a pay status of draft selected, and then generates and posts journal entries that debit drafts payable and credit the payables bank account. The system also changes the pay status of the draft to paid and generates a post report.

See Also

- ❑ *Processing Options for Work with Payment Groups* in the *Accounts Payable Guide* for more information on processing options for the A/P Automatic Payments program
- ❑ *Automatic Payment Processing* in the *Accounts Payable Guide* for more information on processing options for the A/P Automatic Payments program

Processing Options for Stamp Tax Calculation Report - Japan (R750403)

Process Tab

Use this processing option to specify the mode in which the system processes the Stamp Tax calculation.

1. Mode

Blank = Proof

1 = Final

Use this processing option to specify the mode in which to process the stamp tax calculation. Valid values are:

Blank

Proof mode

1

Final mode

Processing Manual Payments to Create A/P Drafts - Japan

When you need to remit an accounts payable draft to pay a supplier immediately, you can use the manual payment process.

To create an accounts payable draft for a voucher that you have already entered, enter a manual payment with voucher match. You can choose whether to print the payment. If you do not print the payment, you prepare it manually.

► To process manual payments to create A/P drafts - Japan

From the Manual Payment Processing menu (G0412), choose Payment with Voucher Match.

1. On Work with Payments, click Add.
2. On Manual Payment Entry, complete the following fields:
 - Payment Number
 - Supplier Number
 - Bank Account Number
 - Payment Amount
 - Remark
 - Payment Date
 - Currency Code
 - Exchange Rate

If you do not enter a payment number, the system uses the next payment number of the account that you enter in the G/L Bank Account field.

3. To automatically print the payment, click the Print Payment option.
4. From the Form menu, choose Pay Items to access Select Open Pay Items.
5. On Select Open Pay Items, choose the voucher that you want to pay and click Select.
The system automatically loads the voucher in the detail area of Manual Payment Entry.
6. On Manual Payment Entry, click OK to finish entering the payment.

Entering Bank-Assigned Draft Numbers for A/P Drafts – Japan

In Japan, banks assign a bank draft number to all draft transactions. Businesses are required to include the bank draft number on all draft reporting.

Bank draft numbers are alphanumeric codes that you can input and revise manually. You can also use the number to review your drafts.

► **To enter bank draft numbers for A/P drafts for Japan**

From the Japanese Localization menu (G75J), choose Bank Draft Number Revision.

1. On Bank Draft Number Revision, complete the following fields to locate a specific draft:
 - G/L Bank Account Number
 - Supplier Number
 - Draft Number
 - Document Type
 - Bank Draft Number
2. In the Automatic Loading section, complete the following field to automatically number bank drafts:
 - Starting Bank Draft Number
3. Click Find.
4. Complete the following fields in the detail area:
 - Bank Draft Number
 - Cleared Date

Printing the A/P Draft Payable List - Japan

From the Japanese Localization menu (G75J), choose A/P Draft Payable List.

In Japan, businesses that process drafts can print the A/P Draft Payable List to list all of the outstanding draft payables, including the bank name and value date.

Working with Bank and Branch Information for Japan

Bank transfers are commonly used in Japan to move funds between bank accounts. The Japanese Bank Association (JBA) has defined detailed standards regarding fund transfers that include:

- Bank transfer tape format
- Bank charges applied to transfers
- Consumption taxes assessed on bank charges

In Japan, businesses can remit payment by electronic or paper bank transfers. To process any bank transfer, banks require the following information:

Bank/branch number Every bank and bank branch through which a transfer is processed can be identified by a bank/branch number. Bank/branch numbers are assigned to banks by the JBA. Businesses should validate these numbers to prevent incurring a bank charge for the submission of invalid bank information.

Payor and payee bank account information The bank account information for the payor and the payee consists of an account number and an account type. The following account types are possible:

- Savings
- Current
- Deposit
- Other

Bank transfer payor number A bank transfer number is assigned to each payor by the bank.

Transfer type Businesses can select the following transfer types:

- Express with bank charges
- Letter with bank charges
- Express without bank charges
- Letter without bank charges

Updating Bank and Branch Information for Japan

From the Japanese Localization menu (G75J), choose Bank/Branch Table Upload.

In Japan, banks and bank branches are identified by a bank number and a branch number. These numbers are assigned to banks by the JBA.

You can upload the latest bank and branch information from the JBA into a table on your system. When you process bank transfers, the system validates the bank numbers and branch numbers for each transfer against valid values in the table.

To upload bank and branch information to your system, run the Upload Bank/Branch Master program. The system creates the Bank/Branch Master - Japan table (F75010) and prints a report that lists the following information:

- Total number of bank records added
- Total number of branch records added
- Total number of records read

Use processing options to replace all of the existing records in the F75010 table or to add only records that do not already exist in the table.

Processing Options for Bank/Branch Table Upload – Japan (R75010A)

File

1.

Enter the From Library name. The Library which contains the uploaded JBA Bank/Branch Information File specified in Option 2. (FUTURE)

2.

Enter the From File name. The File which contains the JBA Bank/Branch Information uploaded through Client Access/PC Support. (FUTURE)

Update

1.

Enter '1' to REPLACE records in file. Default is ADD record to file. Replace or Add

Revising Bank and Branch Information for Japan

You can update or add bank and branch information to your system manually on an as-needed basis. The following steps describe how to revise bank and branch information. To add bank and branch information, click the Add on the Work With Bank - Japan form.

► To revise bank and branch information for Japan

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.

1. On Work with Bank - Japan, locate an existing record.
2. From the Row menu, choose Bank/Branch.

PeopleSoft®

Bank/Branch/Charge Revision - Bank/Branch Revision

OK Find Delete Cancel Tools

Bank Code 0001

JAPANESE BANK Japanese Bank

Records 1 - 3 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Branch Code	Branch Name (Alpha Name)	Branch Name (Secondary Name)
<input type="checkbox"/>	<input type="checkbox"/>	001	TOKYO BRANCH	Tokyo Branch
<input type="checkbox"/>	<input type="checkbox"/>	002	OSAKA BRANCH	Osaka Branch
<input type="checkbox"/>	<input type="checkbox"/>			

3. On Bank/Branch Revision, complete the following fields:
- Branch Name (Alpha Name)
 - Branch Name (Secondary Name)

Entering Bank Charge Information for Japan

Banks levy a service charge on each transfer that they process. The amount of the service charge is based on the following information:

- The actual amount of the transfer (also referred to as the treating amount)
- Whether the transfer is an express or letter transfer
- Whether the transfer is an internal or external bank transfer
- Whether the transfer is an internal or external branch transfer

Either the customer or the supplier agrees to pay the bank charges. The amount of the transfer is the total payment amount minus the bank charges and tax.

In addition, the service charge for each bank transfer is subject to consumption tax.

In some cases, the addition of the consumption tax on the amount of the transfer moves the transfer into another treating charge category. When this action happens, the transfer becomes subject to a lower service charge, and the business must recognize an adjustment for the transfer.

To process accounts payable bank transfers, you must maintain bank charge information for your system. To do this procedure, access the Bank Charge Revision form.

► **To enter bank charge information for Japan**

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.

1. On Work with Bank - Japan, locate an existing record.
2. From the Row menu, choose Bank Charge.

Records 1 - 3					
<input type="checkbox"/>	<input type="checkbox"/>	Treating Amount	In-Branch Charge	In-Branch C-Tax	Ex-Branch Charge
<input type="checkbox"/>	<input type="checkbox"/>	29,999	100	5	200
<input type="checkbox"/>	<input type="checkbox"/>	9,999,999,999	500	25	600
<input type="checkbox"/>	<input type="checkbox"/>				

3. On Bank Charge Revision, complete the following fields:
 - Treating Amount
 - In-Branch Charge
 - In-Branch C-Tax
 - Ex-Branch Charge
 - Ex-Branch C-Tax
 - Express-Trans Charge
 - Express-Trans C-Tax
 - Letter-Trans Charge
 - Letter-Trans C-Tax

Creating Payment Groups for Bank Transfers – Japan

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

Before you can process bank transfers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process the same types of vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group is processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payment format
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable bank transfers for Japan. Set up the data selection for the version to specify the payment instrument for bank transfers.

When you run the Create Payment Control Groups program for bank transfers, the system:

- Calculates the appropriate bank charges and consumption tax for each transfer.
- Creates a separate pay item for each transfer to represent the bank charge, consumption tax, and adjustment amounts as follows:
 - Pay item 997 represents the bank charge amount.
 - Pay item 998 represents the consumption tax amount.
 - Pay item 999 represents any adjustment amount.
- Reduces the total payment amount for the transfer by these amounts.
- Prints a report listing the bank charges.

Note

If you use accounts payable bank transfers for Japan, voucher pay items 997, 998, and 999 are reserved. You cannot use these voucher pay items in the base Accounts Payable system.

When you process accounts payable bank transfers for Japan, the system creates the following journal entries for each transfer:

- Normal journal
- Bank charge journal
- Consumption tax journal
- Bank charge adjustment journal

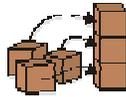
To void the bank transfer, you must void all of the associated journals entries.

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Step 1.
Set up auto
withholding.



Step 2.
Run Cash
Requirements



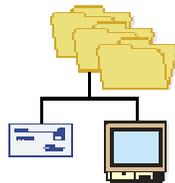
Step 3.
Decide what to pay. Use Speed
status Change to put all other
payments on hold.



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 bank account information for your suppliers. See *Setting Up Bank Account Information* in the *Global Solutions Japan Guide*.

Working with Payment Instruments

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

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

- Payment registers
 - A printed list of payments.
- Attachments
 - A printed report that contains the detail information which does not fit on a payment stub.
- Debit statements
 - A printed list of debit balances. This printed list is debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out on a voucher.

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

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

Payment Instrument Codes

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

Note

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

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

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

Working with Japanese Payment Formats

Assign the following programs to payment instruments for Japan:

Payment formats Specify the Create A/P Bank Tape – Japan program (R04572JP) as the Write program to generate the payment format that is accepted by Japanese banks.

Attachments Specify the Japan Bank Transfer Paper program (R04573JP) as the Attachment program to generate the attachments for accounts payable bank transfers for Japan.

Processing Options for Create A/P Bank Tape – Japan (R04572JP)

Tape

Enter the following default values:

Device Name

Tape Density

Label Name

Block Size

New Volume

Tape (more)

New Owner ID

File Name

Processing Options for Japan Bank Transfer Paper (R04573JP)

Date selection

Enter "01" for Japanese Date format, default will use Western Date format.

Selection Number

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.

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

Address Format (FUTURE)

Payment

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

Print Information

Print

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

Form Type (FUTURE)

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

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

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:

1. 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.

2. 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
3. Assigns each payment group a "next status" of WRT (write).
 4. Changes the pay status of selected vouchers from A to # (payment in-process).
 5. Creates the following worktables to use in writing payments:
 - A/P Payment Processing - Header table (F04571). Contains a single header record for each payment group with information about that group of payments.
 - A/P Payment Processing - Summary table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program (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).
 6. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
 - Hold payment code active
 - Supplier master information missing

- Amount under payment limit

The following graphic shows the process for creating payment groups:

Creating Payment Groups



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

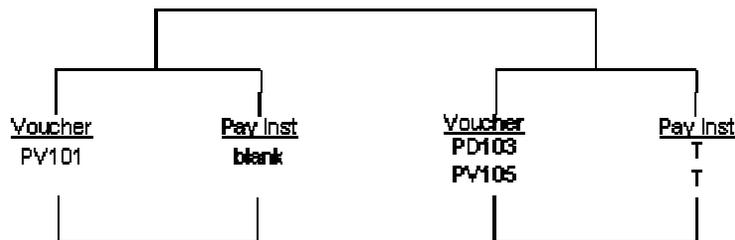


Create payment groups

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.

1

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:

Address	Document	Due Date	Amount	Business Unit
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.

Payment Control Group # 1				
Address	Document	Due Date	Amount	Business Unit
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	

Payment Control Group #2

Address	Document	Due Date	Amount	Business Unit
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.

Payment Control Group # 1

Address	Document	Due Date	Amount	Business Unit
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:

Document	Due Date	Amount
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.

Document	Due Date	Amount
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.

Document	Due Date	Amount
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.

Document	Due Date	Amount
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:

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

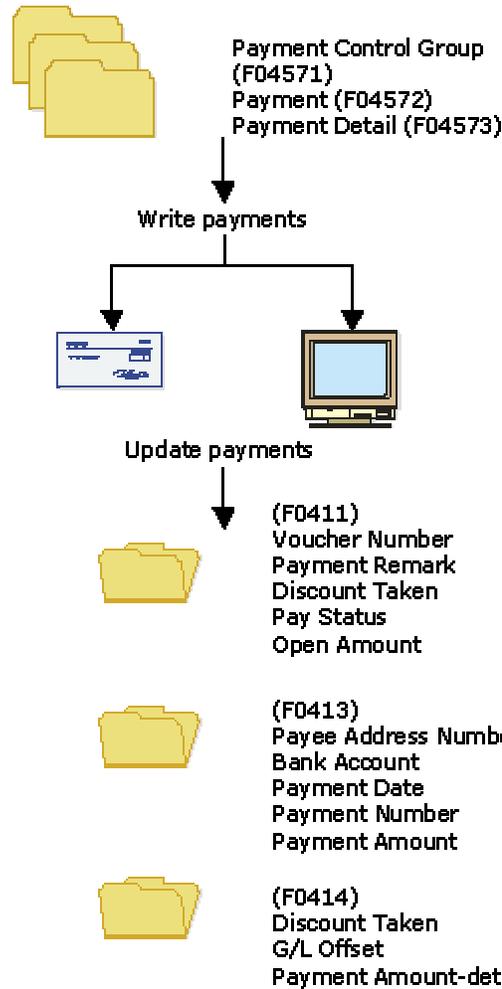
When pay items in a payment group are at a status of *write* or *update*, you might need to perform one of the following actions:

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

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

Working With Payment Groups

Vouchers are selected and stored in temporary workfiles



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.

The screenshot shows the 'Write Status' screen in PeopleSoft. At the top, the title is 'Work with Payment Groups - Work With Payment Group - Write Status'. Below the title bar is a toolbar with icons for Select, Find, Close, Regional Info, Form, Row, and Tools. The main area contains several input fields: 'Bank Account' (1.1110.BEAR, Bear Creek National Bank), 'Version' (XJDEDOC1), 'Total Amount' (24,776.00), 'Number of Payments' (2), and 'Currency' (USD). There are also 'Amount From' and 'Through' fields. Below this is a table titled 'Records 1 - 2' with columns: Payee Number, Payee Name, Payment Amount, Discount Taken, Value Date, Stub Total, and Company. The table contains two rows:

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company
1001	AB Common	10,000.00			1	00001
4344	Universal Incorporated	14,776.00	124.00		1	00001

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

The screenshot shows the 'Work With Payment Detail' screen in PeopleSoft. The title is 'Work with Payment Groups - Work With Payment Detail'. Below the title bar is a toolbar with icons for Select, Find, Close, Regional Info, Row, and Tools. The main area contains input fields for 'Payee' (1001, AB Common), 'Bank Account' (1.1110.BEAR, Bear Creek National Bank), and 'Payment Amount' (10,000.00, Currency USD). Below this is a table titled 'Records 1 - 2' with columns: Document Number, Doc Type, Doc Co, Pay Item, Payment Amount, Discount Taken, and Invoice Number. The table contains two rows:

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
1580	PV	00001	001	5,500.00		17984
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

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

► To split a payment

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

1. On Work With Payment Groups, 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	<i>Print Payments - Standard</i>	Print Version	<input type="text"/>
Register	P04576	<i>Payment Register - Standard</i>	Register Version	<input type="text"/>
Attachment	P04573	<i>Print Attachments - Standard</i>	Attachment Version	<input type="text"/>
Debit Statement	P04574	<i>Print Dbt Statement - Standard</i>	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.



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

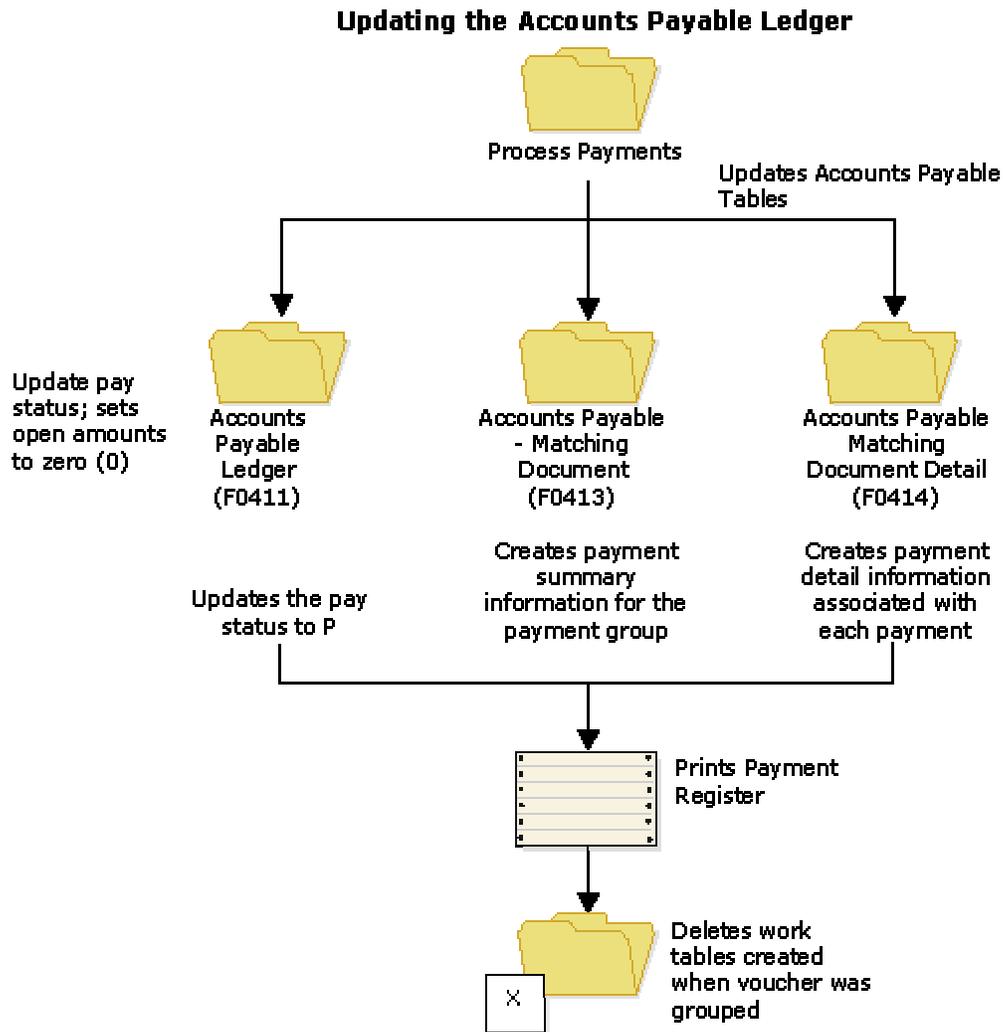
Updating the Accounts Payable Ledger

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

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

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

Payment Instrument

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

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

Currency Code

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

Currency Code

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

Display Alternate Currency Amounts

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

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

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

Currency Tab

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

Effective Date

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

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

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

Use Voucher's Rate

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

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

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

1. Interactive Process

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

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

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

BACS Tab

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

1. BACS Processing

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

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	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.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each other 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++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	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.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	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.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	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.
assembly inclusion rule	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.
audit trail	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.
automatic return	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.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	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.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	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.
balance forward	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.

balance forward receipt application method	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.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	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.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	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.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	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.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	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.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	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.
business function event rule	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.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	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.

business view	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.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	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."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas fisicas	Cadastro de pessoas fisicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	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.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	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.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	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.

checksum value	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.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	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.
ClieOp2	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.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	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.

component swap	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.
conference room pilot environment	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.
configurable network computing (CNC)	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.
configurable processing engine	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.
configuration management	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.
configured item segment	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.
consuming location	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.
contra/clearing account	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.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	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.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	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.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	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.
cross segment edit	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.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	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.
currency restatement	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.

current cost	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.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	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.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	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.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	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.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'échange de biens.
debit memo	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.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	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.
déclaration d'échange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	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.
direct input	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.
direct ship orders	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.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

displacement days	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.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	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.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	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.
downgrade profile	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.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	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.
dynamic link library (DLL)	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.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	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.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

embedded event rule	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.
employee work center	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.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	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.
enhanced analysis database	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.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	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.
EnterpriseOne process	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.
EnterpriseOne web development computer	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.

environment workbench	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.
equivalent fuel	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.
escalation monitor	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.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[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.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	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.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	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.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	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.
firm planned order (FPO)	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.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

fixed quantity	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.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[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.
form interconnection	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.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	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.
header information	Information that pertains to the entire order.
hover help	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.
ICMS	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	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.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e serviços substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	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.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	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.
indirect usage	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.

in-process rework	<p>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).</p> <p>Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.</p>
INPS withholding tax	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.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	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.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	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.
inventory turn	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.
invoice	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.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	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.
ISS	See imposto sobre servicos.

jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	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.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	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.
JDE.LOG	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.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: <ol style="list-style-type: none"> 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 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).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	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.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	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.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	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.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	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.
laytime (or layhours)	<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. Such considerations are important for purposes of computing demurrage.</p>
leading zeros	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.
ledger type	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.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company’s work; also a tool to control the relationship with that customer, including product pricing.
linked service type	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.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.

location workbench	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.
log files	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.
logic data source	Any code that provides data during runtime.
logical compartment	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.
logical file	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.
logical shelf	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.
logical warehouse	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.
longitude	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.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	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.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	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.

maintenance work order	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.
manufacturing and distribution planning	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.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	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.
master table	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.
matching document	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.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	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.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.

modal	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.
model work order	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.
modeless	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.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	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.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	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).
net added cost	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.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	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.

non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	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.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	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.
object embedding	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.
object librarian	A repository of all versions, applications, and business functions that are reusable in building applications.
object linking	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.
object linking and embedding (OLE)	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.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.

object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	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.
offsetting account	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.
open database connectivity (ODBC)	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.
open systems interconnection (OSI)	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.
order detail line	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.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	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.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

outturn	<p>The quantity of oil that is actually received into a buyer's storage tanks when a 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>
overhead	<p>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.</p>
override conversion method	<p>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.</p>
package / package build	<p>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.</p>
package location	<p>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.</p>
package workbench	<p>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.</p>
packaged products	<p>Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.</p>
pane/panel	<p>A resizable subarea of a window that contains options, components, or other related information.</p>
paper clip	<p>An icon that is used to indicate that a media object is attached to a form or record.</p>
parent/child form	<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>

parent/child relationship	See parent/component relationship.
parent/component relationship	<p>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 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>
partita IVA	In Italy, a company fiscal identification number.
pass-through	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.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	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.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	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.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.

potency	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 ($100 / 80 = 1.25$).
preference profile	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.
preflush	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.
preventive maintenance cycle	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.
preventive maintenance schedule	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.
primary service type	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.
pristine environment	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.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	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.
product line	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.
product/process definition	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.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.

program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	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.
publisher	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.
pull replication	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).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	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.
rate type	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.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	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.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.

regenerable	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.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
relevé d'identité bancaire (RIB)	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.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repassé	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See relevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[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.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	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.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	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.
service interval	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.
service type	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.
servlet	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.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.

silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	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.
single-byte character set (SBCS)	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.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	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.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	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.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	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.
stamp tax	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.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	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.
standard costing	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.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	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.
summary	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.
super backflush	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.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	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).

supplying location	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.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	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.
table conversion workbench	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.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	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.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	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.

threshold percentage	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.
throughput agreement	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.
throughput reconciliation	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.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	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.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	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.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	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.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	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.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	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.
variance	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.
versions list merge	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.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.

visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	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.
wareki date format	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.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	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.
workfile	A system-generated file that is used for temporary data processing.
workflow	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.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	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.

Z file	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.
z-process	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.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

Index

- A/P draft
 - creating, 111
- A/P Draft Payable List (R75402)
 - printing, 114
 - report, 114
- A/P drafts
 - creating from automatic payments, 110
- A/P Ledger
 - updating payments, 173
- A/R batch draft creation
 - bank account information, 34
- A/R Batch Draft Creation (R03B671), 34
- Account types
 - bank transfers, 115
- Accounts Payable - attachment program - payments user defined code (04/PA), 8
- Accounts payable - debit statement pgm - payments user defined code list (04/PD), 8
- Accounts payable - register program - payments user defined code list (04/PR), 8
- Accounts payable bank transfers
 - bank and branch information, 116
 - bank charge information, 117
 - journal entries, 119
 - pay items, 119
 - payment groups, 118
 - voiding, 119
- Accounts payable drafts, 100
 - bank-assigned draft numbers, 114
 - example of payment, 111
 - manual payments, 113
 - override bank account, 110
 - paying, 111
 - payment group version, 110
 - posting outstanding drafts, 112
 - printing, 111
 - stamp tax, 30
- Accounts payable system
 - tax reconciliation setup, 31
- Accounts receivable drafts
 - bank-assigned draft numbers, 57
 - list of processed drafts, 57
- Accounts receivable system
 - tax reconciliation setup, 31
- Address book - language user defined code list (01/LP), 7
- Address Book Revision Japan form, 36
- Address by Date table (F0116), 35
- Alternate ledger types, 42
 - currency, 42
 - depreciation, 42
 - user defined, 42
- As If currency
 - repost, 47
- Assigning programs to payment instruments
 - Set Up Payment Instrument Defaults form, 124
 - Work With Payment Instrument Defaults form, 124
- Attachments
 - creating payment groups, 133
 - generating for automatic payments, 121
 - setting up payment instruments, 123
- Automatic accounting instructions (AAIs)
 - G/L account for drafts payable, 111
 - PDx, 111
- Automatic Draft Split - Hankin Hante (R75J04DS), 94
- Automatic payment processing
 - payment instruments, 121
- Automatic payment setup
 - assigning programs to payment instruments, 123
 - revising payment formats, 125
 - setting up payment instruments, 123
- Automatic Payment Split - Hankin Hante (R75J04PS), 88
- Automatic payments
 - assigning payment formats, 122
 - creating payment groups, 133
 - overview, 120
 - processing, 120
 - processing to create A/P drafts, 110
 - removing processed payments, 172
 - removing unprocessed payments, 161
 - resetting payment processing, 170
 - reviewing payments (update status), 160
 - reviewing payments (write status), 157
 - revising unprocessed payments, 161
 - updating the A/P ledger, 173
 - working with payment groups, 153
 - writing, 165
- Balance currency restatement
 - multicurrency, 47
- Bank Account by Address (P0030A), 34
- Bank account information

- A/R batch draft creation, 34
- default for payment instrument, 121
- draft remittance, 34
- overview, 100
- revise or delete, 105
- setup G/L, 102
- Bank Account Information (P0030G), 102, 105
- Bank account record types, 100
- Bank Account Validation (R00314), 34
- Bank accounts
 - A/P drafts override, 110
 - payor information, 115
- Bank Accounts by Address (P0030A), 106, 108, 109
- Bank accounts for customers and suppliers
 - revising and deleting, 108
 - setting up, 106
- Bank and branch information
 - revising, 116
 - updating, 116
 - working with, 115
- Bank and branch numbers
 - bank transfers, 115
- Bank Charge Revision form, 118
- Bank charges, 117
 - pay item, 119
- Bank Draft Number Revision (P75301), 99, 114
- Bank Draft Number Revision form, 114
- Bank ID validation, 33
- Bank numbers
 - revising, 116
 - updating, 116
- Bank transfer type user defined code list (75/TT), 9
- Bank transfers
 - account types, 115
 - accounts payable, 115
 - bank and branch information, 116
 - bank and branch numbers, 115
 - bank charge information, 117
 - journal entries, 119
 - overview, 115
 - pay items, 119
 - payment groups, 118
 - payment instrument defaults, 122
 - payor account information, 115
 - payor number, 115
 - transfer types, 115
 - treating amount, 117
 - treating charge, 117
 - voiding, 119
- Bank Transit Master table (F0030), 35
- Bank Transit Number Master File table (F0030), 34
- Bank transit numbers
 - setup, 109
- Bank/Branch Master – Japan table (F75010), 116
- Bank/Branch Revision form, 117
- Bank/Branch Table Upload (R75010A), 116
- Bank/Branch/Charge Revision (P7530JP), 116, 118
- Bank-assigned draft numbers
 - A/P drafts, 114
 - A/R drafts, 57
- Banks
 - bank and branch numbers, 115
- Batch Versions (P98305), 125
- Branch numbers
 - revising, 116
 - updating, 116
- Business Unit Alternate Description Master table (F0006D), 44
- Business unit descriptions
 - translating, 44
- Calculate Withholding - Japan (R7500090), 49
 - processing options, 49
- Company
 - fiscal date pattern, 23
- Company Setup form, 29
- Constants
 - country, 9
- Consumption tax
 - bank transfers, 117
 - Japanese, 51
 - pay item, 119
 - report, 51
 - setup, 23
- Country constants
 - setting up, 9
- Country servers, 4
- Create Payment Control Groups (R04570), 133
 - report, 110, 118
- Create Payment Groups
 - processing options, 137
- Create Payment Groups (R04570)
 - accounts payable drafts, 110
- Creating a payment group version for A/P drafts, 110
- Creating an A/P draft, 111
- Creating payment groups for bank transfers, 118
- Currency
 - As If repost, 47
 - balance restatement, 47

- defining codes, 15
- detailed restatement, 46
- domestic - data entry, 46
- foreign - data entry, 46
- ledgers, example, 42
- multiple, 45
 - AA ledger, 45
 - CA ledger, 45
 - XA ledger, 45
- Currency Exchange Rate table (F0015), 46
- Customers
 - revising up bank account information, 108
 - setting up bank account information, 106
- Daily transaction rates, 46
 - setting up, 46
 - default rate, 46
 - individual rate, 46
 - spot rate, 46
- Dates
 - error and warning messages, 24
 - fiscal patterns, 29
 - Wareki date format, 31
- Debit memos
 - excluding from payment group, 161
- Debit statements
 - creating payment groups, 133
 - defined and explained, 123
 - generating for automatic payments, 121
 - setting up payment instruments, 123
- Default exchange rates, 46
- Defining currency codes, 15
- Delete G/L bank account, 105
- Deleting customer and supplier bank accounts, 108
- Delinquency notice text
 - translating, 44
- Delinquency notices
 - purging, 83
- Depreciation ledgers
 - example, 42
- Detailed currency restatement
 - multicurrency, 46
- Discounted drafts, 7
- Display preferences
 - setup, 4
- Document type - all documents user defined code list (00/DT), 7
- Document type - invoices only user defined code list (00/DI), 6
- Draft numbers
 - bank-assigned for A/P drafts, 114
 - bank-assigned for A/R drafts, 57
- Draft payment term
 - suppliers, 35
- Draft ratios
 - Hankin Hante payments, 88
- Draft Receivable report (R7503420), 57
- Draft remittance
 - bank account information, 34
- Draft Remittance (R03B672), 34
- draft splits, 94
 - using fixed amounts, 96
 - using table amounts, 95
- Draft status code user defined code list (75/PS), 8
- drafts
 - Hankin Hante, 85
- Drafts
 - accounts payable, 100
 - bank-assigned numbers for A/P drafts, 114
 - bank-assigned numbers for A/R drafts, 57
 - discounted, 7
 - example of payment, 111
 - manual payments, 113
 - payment group version, 110
 - posting outstanding drafts, 112
 - stamp tax on payments, 30
- Electronic fund transfer (EFT)
 - automatic payment formats, 122
- Electronic funds transfers
 - accounts payable bank transfers, 115
- Enter tax-only journal entry with VAT, 53
- Entering a journal entry with tax
 - tax only, 54
- Entering additional information for suppliers, 35
- Entering bank charge information, 117
- Entering bank-assigned draft numbers, 114
- Entering journal entries with VAT, 51
- Eras
 - Wareki date format, 31
- Errors
 - G/L date, 24
- Express transfer types, 115
- Fiscal date patterns
 - setting up, 23
- Formats
 - bank transfer tape, 115
- Forms
 - Additional Selection Criteria, 156
 - Address Book Revision Japan, 36
 - Bank Charge Revision, 118
 - Bank Draft Number Revision, 114
 - Bank/Branch Revision, 117
 - Company Setup, 29

- Manual Payment Entry, 113
- Payment Detail, 159
- Payment Group Detail, 157
- Payment Header Detail-Update Status, 161
- Payment Header Detail-Write Status, 159
- Reset Payments, 171, 172
- Revise Payment Group Controls, 168, 169
- Revise Payment Value Date, 163
- Set Up Fiscal Date Patterns, 27, 28
- Split Payments, 163
- Stamp Tax Revision - Japan, 30
- User Profile Revisions, 4
- Work with Companies, 29
- Work With Fiscal Date Patterns, 27
- Work With Payment Detail, 159
- Work With Payment Groups, 156, 158, 159, 160, 161, 163, 165, 168, 169, 170, 171, 172, 175
- Work With Payment Group-Update Status, 160
- Work With Payment Group-Write Status, 158, 165
- Work with Tax Rates/Areas, 23
- Work With Versions, 125
- Write Payments, 169
- G/L bank account information
 - delete or revise, 105
 - setup, 102
- G/L Bank Accounts (P0030G), 34
- Gains and loss recognition
 - multicurrency, 46
 - realized, 46
 - unrealized, 46
- General Accounting system
 - tax reconciliation setup, 31
- Globalization
 - setting up user display preferences, 4
- Hankin Hante
 - overview, 85
- Hankin Hante payments
 - draft ratios, 88
 - example of automatic payment split, 89
 - example of draft splits, 95, 96
 - manually splitting drafts, 99
 - setting up draft ratios, 36
 - setting up draft splits, 86
 - setting up payment splits, 86
 - splitting drafts automatically, 94
 - splitting drafts manually, 99
 - splitting payments automatically, 88
- Hankin Hante Split Amounts (P75J0411), 86
- Hankin Hante Split Amounts table (F75J04SA), 86
- IDs
 - bank validation, 33
- Individual contracts exchange rates, 46
- Intercompany settlements
 - multicurrency, 46
- Invoice type - Japan user defined code list (75/IC), 8
- Invoices
 - Kagami, 9, 58
 - summarized invoices, 9
- Japanese A/B Tag Table (F750401), 35
- Japanese Bank Association (JBA)
 - bank and branch numbers, 115
 - standards for fund transfers, 115
- Journal entries
 - bank transfers, 119
- Journal Entries with VAT (P09106), 53, 54
 - add tax-only, 53
 - processing options, 55
- Journal entry with VAT
 - add, 51
 - adding, 54
- Kagami
 - working with Kagami, 58
- Kagami Invoice Statement - Japan (R03B5001JP)
 - processing options, 61
- Kagami Invoice Statement - Japan report (R03B5001JP), 58
- Kagami statements
 - printing, 58
 - receipt type setup, 9
- Kana names, 7
- Ledger types
 - alternate, 42
 - currency, 42
 - currency ledgers, 42
 - depreciation, 42
 - depreciation ledgers, 42
 - user defined, 42
 - user defined ledgers, 42
- Letter transfer types, 115
- Mailing formats, 9
- Manual Draft Split - Hankin Hante (P75J04DS), 99
- Manual Payment Entry form, 113
- Manual payments for A/P drafts, 113
- Multicurrency
 - Currency Exchange Rate table, 46
 - default rate, 46

- individual rate, 46
 - spot rate, 46
- solution summary, 45
 - AA ledger, 45
 - CA ledger, 45
 - XA ledger, 45
- Multilingual environments
 - translation issues, 42
- Multiple ledger types, 42
 - currency, 42
 - depreciation, 42
 - user defined, 42
- Outstanding A/P drafts, 112
- Overview
 - bank account information, 100
 - statement processing, 65
- Pay items
 - adjustments, 119
 - bank transfers, 119
- Pay status, 111
- Payee account information
 - bank transfers, 115
- Payee address number
 - suppliers, 35
- Paying a draft, 111
 - example, 111
- Payment Analysis report, 155
 - printing, 155
- Payment Analysis Report (R04578), 155
- Payment Group Edit report, 134
- Payment group status
 - update, 153
 - write, 153
- Payment groups
 - bank transfers, 118
 - control information, 119
 - creating, 133
 - pay item statuses, 153
 - process information, 119
 - reviewing, 156
 - reviewing payments (update status), 160
 - reviewing payments (write status), 157
 - version for account payable drafts, 110
 - working with, 153
- Payment Instrument Defaults (P0417), 124
- Payment instrument user defined code list (00/PY), 7
- Payment instruments, 121
 - assigning formats, 122
 - assigning programs, 123
 - assigning to suppliers, 125
 - components of, 123
 - processing options for formats, 125
 - revising formats, 125
 - setting up, 123
- Payment registers
 - creating payment groups, 133
 - generating for automatic payments, 121
 - setting up payment instruments, 123
- Payment with Voucher Match (P0413M), 113
- payments
 - Hankin Hante, 85
 - splitting Hankin Hante payments, 88
- Payments
 - formats, 125
- Payor account information
 - bank transfers, 115
- Payor number
 - bank transfers, 115
- PDx (AAI), 111
- Posting outstanding drafts, 112
- Print programs for statement processing, 68
- Print/tape program - payments user defined code list (04/PP), 8
- Printing A/P drafts, 111
- Printing Kagami statements, 58
- Processing A/R drafts in Japan, 57
- Processing accounts payable drafts, 100
- Processing automatic payments, 120
- Processing automatic payments to create A/P drafts, 111
 - example of payment, 111
 - paying a draft, 111
 - posting outstanding drafts, 112
 - printing the drafts, 111
- Processing bank transfers
 - creating payment groups for bank transfers, 118
- Processing consumption tax, 51
- Processing manual payments to create A/P drafts, 113
- Processing options
 - Calculate Withholding - Japan (R7500090), 49
 - Create Payment Groups, 137
 - Kagami Invoice Statement - Japan (R03B5001JP), 61
 - R75J04DS (Automatic Draft Split - Hankin Hante), 97
 - R75J04PS (Automatic Payment Split - Hankin Hante), 93
 - Stamp Tax Calculation (R750403), 112
- Programs and IDs
 - (P09106) Journal Entries with VAT, 53, 54

P00065 (Translate Business Units), 44
 P0030A (Bank Account by Address), 34
 P0030A (Bank Accounts by Address), 106, 108, 109
 P0030G (Bank Account Information), 102, 105
 P0030G (G/L Bank Accounts), 34
 P0092 (User Profiles), 4
 P03B202 (Review Statements), 78, 81, 82
 P03B2801 (Letter Text Table Maintenance), 44
 P04012 (Supplier Master Information)
 assigning a payment instrument to a supplier, 125
 P0401I (Supplier Master Information), 36
 P0413M (Payment with Voucher Match), 113
 P0417 (Payment Instrument Defaults), 124
 P04570 (Create Payment Groups), 119
 P04571 (Work with Payment Groups), 110, 161, 162
 removing an entire payment group, 165
 removing an unprocessed payment, 165
 removing processed payments, 172
 resetting payment processing, 171
 reviewing a payment group, 156
 reviewing payment and voucher information (write status), 158
 reviewing payment information (update status), 160
 reviewing payment summary information (write status), 159
 revising control information for a payment group, 169
 revising the value date of a payment, 163, 164
 updating the A/P ledger, 175
 writing all payments in a payment group, 168
 writing selected payments in a payment group, 170
 P4008 (Tax Rate Areas), 21
P75013 (Stamp Tax Revision - Japan), 30
 P75014 (Withholding Revisions - Japan), 48
 P75301 (Bank Draft Number Revision), 99, 114
 P7530JP (Bank/Branch/Charge Revision), 116, 118
 P75J0411 (Hankin Hante Split Amounts), 86
 P75J04DS (Manual Draft Split - Hankin Hante), 99
 P98305 (Batch Versions), 125
 R00314 (Bank Account Validation), 34
 R03B5001 (Statement Print), 81
 R03B5001JP (Kagami Invoice Statement - Japan), 58
 R03B500X (Statement Notification Refresh), 58, 65, 68
 R03B5010 (Statement/Notification Purge), 83
 R03B671 (A/R Batch Draft Creation), 34
 R03B672 (Draft Remittance), 34
 R04570 (Create Payment Control Groups), 110, 118, 133
 R04578 (Payment Analysis Report), 155
 R7500090 (Calculate Withholding - Japan), 49
 R7500100 (Withholding Tax Detail - Japan), 50
 R75010A (Bank/Branch Table Upload), 116
 R7503420 (Draft Receivable Report), 57
 R750403 (Stamp Tax Calculation), 112
 R750403 (Stamp Tax), 111
 R75402 (A/P Draft Payable List), 114
 R75J04DS (Automatic Draft Split - Hankin Hante), 94
 R75J04PS (Automatic Payment Split - Hankin Hante), 88
 Purging delinquency notices, 83
 Purging statements, 83
 Receipt type - Japan user defined code list (75/RE), 9
 Removing entire payment groups
 Work With Payment Groups form, 165
 Removing processed payments, 172
 Work With Payment Groups form, 172
 Removing unprocessed payments
 Work With Payment Groups form, 165
 Work With Payment Group-Write Status form, 165
 Reports
 A/P Draft Payable List, 114
 Calculate Withholding - Japan, 49
 Consumption Tax, 51
 Draft Receivable, 57
 Payment Analysis, 155
 Payment Group Edit, 134
 R04570 (Create Payment Control Groups), 118
 R75010A (Bank/Branch Table Upload), 116
 Stamp Tax, 111
 Withholding Tax Detail, 50
 Reset
 return pay item to payment process, 153
 Resetting payment processing, 170
 Reset Payments form, 171, 172

- Work With Payment Groups form, 171
- Resetting statements, 81, 82
- Review Statements (P03B202), 78, 81, 82
 - processing options, 80
- Reviewing payment and voucher information
 - Payment Detail form, 159
 - Work With Payment Detail form, 159
- Reviewing payment groups
 - Additional Selection Criteria form, 156
 - Payment Group Detail form, 157
 - Work With Payment Groups form, 156
- Reviewing payment information (update status)
 - Work With Payment Groups form, 160
 - Work With Payment Group-Update Status form, 160
- Reviewing payment summary information
 - Payment Header Detail-Update Status form, 161
 - Payment Header Detail-Write Status form, 159
 - Work With Payment Groups form, 159, 161
- Reviewing payments with a write status
 - Work With Payment Groups form, 158
 - Work With Payment Group-Write Status form, 158
- Reviewing statements, 78
- Revise G/L bank account information, 105
- Revising bank and branch information, 116
- Revising control information for payment groups
 - Revise Payment Group Controls form, 169
 - Work With Payment Groups form, 169
- Revising customer and supplier bank accounts, 108
- Revising processing options for payment formats
 - Work With Versions form, 125
- Revising the value date of payments
 - Revise Payment Value Date form, 163
 - Work With Payment Groups form, 163
- Servers
 - country, 4
- set up
 - Hankin Hante payments, 86
- Set up G/L bank account information, 102
- Setting up customer and supplier bank accounts, 106
- Setting up tax rate areas, 21
- Setting up the stamp tax table, 30
- Setting up your system with the Wareki date format, 31
- Setup
 - additional information, 37
 - consumption tax, 23
 - daily transaction rates, 46
 - default rate, 46
 - individual rate, 46
 - spot rate, 46
 - fiscal date patterns, 29
 - payment instrument defaults, 122
 - payment instruments, 123
 - stamp tax table, 30
 - tax reconciliation, 31
 - user display preferences, 4
 - Wareki date format, 31
- Setup bank transit numbers, 109
- Split Payments form, 163
- Splitting payments
 - Work With Payment Groups form, 162
- Spot rates, 46
- Stamp tax
 - accounts payable drafts, 30
- Stamp Tax - Japan table (F75013), 30
- Stamp Tax – Japan table (F75013), 111
- Stamp Tax Calculation (R750403)
 - processing options, 112
- Stamp Tax report (R750403), 111
- Stamp Tax Revision - Japan (P75013)*, 30
- Stamp Tax Revision - Japan form, 30
- Stamp Tax table (F75013)
 - setting up, 30
- Standards
 - Japanese Bank Association (JBA), 115
- Statement Notification Refresh (R03B500X), 58, 65, 68
 - processing options, 68
- Statement Print (R03B5001), 81
 - processing options, 78
- Statement processing
 - generating statements, 65
 - overview, 65
 - print programs, 68
 - purging statements, 83
 - reprinting statements, 81
 - resetting statements, 81, 82
 - reviewing statements, 78
- Statement/Notification Purge (R03B5010), 83
 - processing options, 83
- Statements
 - Kagami, 58
- Supplier Master Information (P04012)
 - assigning a payment instrument to a supplier, 125
- Supplier Master Information (P0401I), 36

- Supplier Master table (F0401), 35
- Suppliers
 - additional information, 35
 - master record, 35
- System setup
 - daily transaction rates, 46
 - default rate, 46
 - individual rate, 46
 - spot rate, 46
 - payment group version for A/P drafts, 110
 - payment instrument defaults, 122
 - stamp tax table, 30
 - tax reconciliation, 31
 - user display preferences, 4
 - Wareki date format, 31
- Table IDs
 - F04571 - A/P Payment Control Group, 134
 - F04572 - A/P Payment Header, 134
 - F04573 - A/P Payment Detail, 134
- Tables
 - F0006D (Business Unit Alternate Description Master), 44
 - F0015 (Currency Exchange Rate), 46
 - F0030 (Bank Transit Master), 35
 - F0030 (Bank Transit Number Master File), 34
 - F0116 (Address by Date), 35
 - F0401 (Supplier Master), 35
 - F75010 (Bank/Branch Master - Japan), 116
 - F75013 (Stamp Tax - Japan), 30, 111
 - F750401 (Japanese A/B Tag Table), 35
 - F750411 (Withholding Tax Detail - Japan), 49
 - F75J04SA (Hankin Hante Split Amounts), 86
- Tax
 - journal entries with VAT, 51
- Tax calculations
 - nonrecoverable VAT example, 19
- Tax processing
 - consumption tax, 51
 - Japanese withholding tax, 48
- Tax rate areas
 - setting up, 17
- Tax Rate Areas (P4008), 21
- Tax Rate/Areas (P4008)
 - processing options, 23
- Tax setup
 - tax rate areas, 17, 21
- Tax solutions
 - consumption tax, 51
- Taxes
 - calculating withholding - Japan, 49
 - consumption tax setup, 23
 - entering Japanese withholding information, 48
 - stamp tax, 30
 - tax reconciliation
 - Accounts Payable system, 31
 - Accounts Receivable system, 31
 - General Accounting system, 31
 - setting up, 31
 - withholding tax detail report, 50
- Transfers
 - bank, 9
 - bank charges, 115
 - consumption taxes, 115, 117
 - suppliers, 35
 - types, 115
- Translate Business Units (P00065), 44
- Translation
 - business unit descriptions, 44
 - considerations for multilingual environments, 42
 - delinquency notice text, 44
 - multilingual environments, 42
 - routines, country specific, 44
- Understanding accounts payable bank transfers, 115
- Undo
 - remove pay item from payment group, 153
- Update
 - payment group status, 153
- Updating bank and branch information, 116
- Updating the A/P ledger
 - Work With Payment Groups form, 175
- User defined code lists
 - accounts payable - attachment program - payments (04/PA), 8
 - accounts payable - debit statement pgm - payments (04/PD), 8
 - accounts payable - register program - payments (04/PR), 8
 - address book - language (01/LP), 7
 - bank transfer type - Japan (75/TT), 9
 - document type - all documents (00/DT), 7
 - document type - invoices only (00/DI), 6
 - draft status code (75/PS), 8
 - invoice type - Japan (75/IC), 8
 - payment instrument (00/PY), 7
 - print/tape program - payments (04/PP), 8
 - receipt type - Japan (75/RE), 9
 - withholding tax authority (75/WT), 9
- User defined ledgers
 - reporting, 42
- User Profile Revisions form, 4

- User Profiles (P0092), 4
- Validation
 - bank ID numbers, 33
- Value dates, 163
- VAT input credits
 - example, 19
- Vouchers
 - creating payment groups, 133
 - grouping for automatic payments, 133
 - groups for bank transfers, 118
 - pay status, 111
 - pay with a draft, 100
- Wareki date format
 - setting up, 31
- Warnings
 - G/L date, 24
- Withholding Revisions - Japan (P75014), 48
- Withholding tax
 - calculating Japanese withholding tax, 49
 - entering Japanese withholding amounts, 48
 - Japanese, 48
 - Withholding Tax Detail report, 50
- Withholding tax authority user defined code list (75/WT), 9
- Withholding Tax Detail - Japan (R7500100), 50
- Withholding Tax Detail - Japan table (F750411), 49
- Work with Companies form, 29
- Work with Payment Groups (P04571), 110, 161, 162
 - removing an entire payment group, 165
 - removing an unprocessed payment, 165
 - removing processed payments, 172
 - resetting payment processing, 171
 - reviewing a payment group, 156
 - reviewing payment and voucher information (write status), 158
 - reviewing payment information (update status), 160
 - reviewing payment summary information (write status), 159
 - revising control information for a payment group, 169
 - revising the value date of a payment, 163, 164
 - updating the A/P ledger, 175
 - writing all payments in a payment group, 168
 - writing selected payments in a payment group, 170
- Work with Tax Rates/Areas form, 23
- Write
 - payment group status, 153
- Writing
 - automatic payments, 165
- Writing all payments in a payment group
 - Revise Payment Group Controls form, 168
 - Work With Payment Groups form, 168
 - Write Payments form, 169
- Writing selected payments in a payment group
 - Work With Payment Groups form, 170

