



PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook

November 2004

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook
SKU E1_FMS8.11AFF-B 1104

Copyright © 2004 PeopleSoft, Inc. All rights reserved.

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

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

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

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

Open Source Disclosure

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

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

Contents

General Preface

About This PeopleBook Preface xv

PeopleSoft Application Prerequisites.....xv

PeopleSoft Application Fundamentals.....xv

Documentation Updates and Printed Documentation.....xvi

 Obtaining Documentation Updates.....xvi

 Ordering Printed Documentation.....xvi

Additional Resources.....xvii

Typographical Conventions and Visual Cues.....xviii

 Typographical Conventions.....xviii

 Visual Cues.....xix

 Country, Region, and Industry Identifiers.....xix

 Currency Codes.....xx

Comments and Suggestions.....xx

Common Elements Used in PeopleBooks xx

Preface

PeopleSoft EnterpriseOne Financial Fundamentals Solutions Preface.....xxiii

PeopleSoft products.....xxiii

Common Elements Used by This PeopleBook.....xxiii

Chapter 1

Getting Started with PeopleSoft EnterpriseOne Financial Management Solutions Fundamentals.....1

Financial Management Solutions Fundamentals Overview.....1

FMS Fundamentals Implementation.....1

 Global Implementation Steps for FMS Fundamentals.....1

 Implementation Steps for FMS Fundamentals.....2

Chapter 2

Setting Up System Next Numbers 5

Understanding the System Setup for Next Numbers.....5

Setting Up System Next Numbers 7

Forms Used to Set Up System Next Numbers.....	8
Setting Up Next Numbers by System.....	8
Setting Up Next Numbers by Company and Fiscal Year.....	10
Setting Up Next Numbers for Notas Fiscais.....	11
Setting Up Next Numbers for Electronic GIAs.....	12

Chapter 3

Setting Up Batch Approval and Post Security	13
Understanding Batch Approval and Post Security.....	13
Prerequisites.....	14
Setting Up Batch Approval and Post Security.....	14
Forms Used to Set Up Batch Approval and Post Security.....	15
Setting Up Batch Approval for A/R.....	15
Setting Up Approved Users.....	15
Setting Up Secured Users.....	16

Chapter 4

Working with Automatic Accounting Instructions.....	17
Understanding Automatic Accounting Instructions.....	17
Prerequisite.....	20
Working with AAls	20
Understanding AAls.....	20
Forms Used to Work with AAls.....	21
Setting Up or Revising a Single AAI.....	21
Setting Up or Revising One or More AAls.....	22
Translating AAls.....	22
Setting Processing Options for Automatic Accounting Instructions (P0012)	23

Chapter 5

Setting Up Payment Terms	25
Understanding Payment Terms.....	25
Payment Terms.....	25
Standard Payment Terms.....	27
Advanced Payment Terms.....	29
Setting Up Standard Payment Terms.....	37
Form Used to Set Up Standard Payment Terms.....	38
Setting Up Standard Payment Terms.....	38

Setting Up Advanced Payment Terms	39
Understanding Updating Invoices and Vouchers for Multitiered Discounts.....	40
Forms Used to Set Up Advanced Payment Terms.....	43
Adding a Work Day Calendar	44
Setting Up Due Date Rules	45
Verifying Due Date Rules.....	47
Setting Up Advanced Payment Term Codes	47
Setting Up Installment Payment Terms	48
Setting Up Payment Terms for Multitiered Discounts	49
Updating Invoices and Vouchers for Multitiered Discounts.....	50
Setting Processing Options for Update A/R Invoices (R005142)	50
Setting Processing Options for Update A/P Vouchers (R005141)	50

Chapter 6

Setting Up the System for Pay When Paid Processing.....	53
Understanding Pay When Paid Processing.....	53
Understanding Pay When Paid Processing Setup.....	53
Voucher Payment Status Code Setup.....	54
Next Numbers Setup.....	54
Customer Master Setup.....	54
Accounts Payable Constants Setup.....	54
Subcontractor Threshold Setup.....	55
Understanding Processing Options for Pay When Paid Voucher Processing.....	55
Setting Pay When Paid Processing Options for Voucher Entry MBF Processing Options (P0400047).....	56
Setting Pay When Paid Processing Options for Standard Voucher Entry (P0411).....	56
Setting Pay When Paid Processing Options for Voucher Match (P4314).....	57

Chapter 7

Using Batch Control to Manage the Entry Process.....	59
Understanding Using Batch Control to Manage the Entry Process.....	59
Entering Batch Information for Batch Control.....	60
Understanding Entering Batch Information for Batch Control.....	60
Form Used to Enter Batch Information.....	61
Entering Batch Information.....	61

Chapter 8

Understanding G/L Date Warnings and Errors.....	63
G/L Date Warnings and Errors.....	63

Chapter 9

Using the Batch Review Program	67
Understanding the Batch Review Program.....	67
Using the Batch Review Program.....	68
Forms Used to Use the Batch Review Program.....	69
Reviewing Transaction Batches.....	69
Approving Transaction Batches	69
Setting Processing Options for Batches (P0011).....	69
Adding Transactions to an Existing Batch.....	70

Chapter 10

Posting Financial Transactions.....	71
Understanding the Financial Post Process.....	71
Understanding Tax Amounts	73
Understanding Post Verification.....	73
Prerequisites.....	74
Posting Financial Batches	75
Understanding Financial Batch Posting	75
Understanding General Ledger Post Versions.....	76
Posting Financial Batches.....	77
Setting Processing Options for General Ledger Post (R09801)	77

Chapter 11

Setting Up Bank Account Information.....	83
Understanding Setting Up Bank Account Information.....	83
Understanding Setting Up Additional Bank Account Information	86
Understanding Working With Localized Bank Account Information.....	86
Prerequisite.....	96
Setting Up Bank Account Information.....	97
Prerequisites.....	97
Forms Used to Set Up Bank Account Information.....	98
Setting Up G/L Bank Account Information	100
Deleting or Revising G/L Bank Account Information.....	104

Setting Up Supplier and Customer Bank Account Information	104
Deleting or Revising Supplier or Customer Bank Account Information.....	106
Setting Up Bank Transit Numbers by Bank Address	106
(DEU) Setting Up Additional Bank Account Information.....	107
(ITA) Revising Bank Identification Information Manually	110
(ITA) Converting Bank Numbers	110
(ITA) Setting Processing Options for Italian Bank Number Conversion (R74800).....	111
(JPN) Updating Bank and Branch Information.....	111
(JPN) Setting Processing Options for Bank/Branch Table Upload - Japan (R75010A).....	112
(JPN) Revise Bank and Branch Information.....	113
(JPN) Entering Bank Charge Information.....	113
(NLD) Setting Up Bank Account Information	115
Entering Bank Information for Suppliers.....	118
Understanding Bank Information for Suppliers.....	119
Forms Used to Enter Bank Information for Suppliers.....	122
Assigning Bank Accounts to Suppliers.....	123
Setting Processing Options for Supplier Master Information (P04012)	126
Setting Processing Options for Supplier Master MBF - PO (P0100043)	128
Setting Up a Bank Account Cross-Reference.....	128
Working With Additional Bank Information for Foreign Suppliers.....	129
Understanding Additional Bank Information for Foreign Suppliers.....	129
Prerequisites.....	130
Forms Used to Enter Additional Bank Information for Foreign Suppliers.....	131
Entering Additional Bank Information for Foreign Suppliers.....	131
Overriding Additional Bank Information.....	132
Entering A.E.B. Bank Account Information.....	132

Chapter 12

Understanding Rounding Versus Soft Rounding.....	135
Rounding and Soft Rounding Comparison.....	135

Chapter 13

Understanding Supplemental Data	137
Supplemental Data.....	137

Chapter 14

Understanding Supplemental Data Type Codes and Formats.....	139
Supplemental Data Types Codes and Formats.....	139

Chapter 15

Understanding Example Supplemental Data for a Construction Company	141
Example Supplemental Data for a Construction Company.....	141

Chapter 16

Setting Up Supplemental Data Types.....	143
Understanding Supplemental Data Type Setup.....	143
Prerequisite.....	143
Setting Up Supplemental Data Types.....	143
Forms Used to Set Up Supplemental Data Types.....	144
Setting Up a Supplemental Database Code.....	144
Setting Up a Supplemental Data Type Code Using the Narrative Format.....	146
Setting Up a Supplemental Data Type Code Using the Code Format.....	148
Setting Up a Supplemental Data Type Code Using the Program Format.....	152
Setting Up a Language Override.....	153

Chapter 17

Entering Supplemental Data	155
Understanding Supplemental Data Entry.....	155
Entering Supplemental Data.....	156
Forms Used to Enter Supplemental Data	157
Entering Supplemental Data in the Narrative Format.....	157
Entering Supplemental Data in the Code Format.....	157
Accessing Supplemental Data in the Program Format.....	158
Setting Processing Options for Supplemental Data (P00092)	158
Processing.....	158

Chapter 18

Copying Supplemental Data Types.....	161
Understanding Supplemental Data Type Copying.....	161
Copying Supplemental Data Types.....	161
Forms Used to Copy Supplemental Data Types.....	162

Copying Supplemental Data Types.....	162

Chapter 19

Reviewing Supplemental Data.....	163
Understanding Supplemental Data Review.....	163
Reviewing Supplemental Data.....	163
Forms Used to Review Supplemental Data.....	164
Reviewing Supplemental Data.....	164
Setting Processing Options for Inquiry by Business Unit (P00620).....	164
SDB Code.....	164

Chapter 20

Setting Up an Organization.....	165
Understanding Organization Setup.....	165
Setting Up Basic Information.....	167
Understanding Basic Information Setup.....	167
Forms Used to Set Up Basic Information.....	169
Setting Up Fiscal Date Patterns	169
Setting Up Fiscal Date Patterns for 4-4-5-Period Accounting.....	170
Setting Up Companies	171
Setting Up Business Units	173
Understanding Business Unit Setup.....	173
Forms Used to Set Up Business Units.....	176
Setting Up Business Units.....	176
Assigning Category Codes to Business Units	178
Translating Business Units	179
Reviewing Translated Business Units in Multiple Languages.....	179
Working with Organizational Structures.....	179
Understanding Organizational Structures.....	180
Prerequisites.....	184
Forms Used to Work with Organizational Structures.....	185
Defining Organizational Structures	185
Reviewing Organizational Structures	186
Rearranging Organizational Structure Components	188
Revising Business Units Within an Organizational Structure.....	188
Setting Processing Options for Business Unit Structure Tree View (P0006A).....	188
Building a Date-Effective Organizational Structure	189
Setting Processing Options for Build Date-Effective Bus. Unit Master (R0006S).....	189

Revising a Date-Effective Organizational Structure	189
(BRA) Setting Up Company and Branch/Plant Cross-References for Brazil.....	190
Understanding Company and Branch/Plant Cross-References for Brazil.....	190
Forms Used to Set Up Company and Branch/Plant Cross-References for Brazil.....	191
Setting Up Company and Branch/Plant Cross-References for Brazil.....	191
(CHL) Setting Up the Legal Company for Chile.....	191
Understanding the Legal Company for Chile.....	192
Prerequisites.....	192
Forms Used to Set Up the Legal Company for Chile.....	193
Set Up a Default Legal Company.....	193
Set up Company Constants.....	193
(PER) Setting Up the Legal Company for Peru.....	194
Understanding the Legal Company for Peru.....	194
Prerequisites.....	195
Forms Used to Set Up the Legal Company for Peru.....	195
Set Up a Default Legal Company.....	196
Set up Company Constants.....	196

Chapter 21

Setting Up Organizational Information for Poland and Russia.....	199
Understanding Organizational Setup for Poland and Russia.....	199
(POL and RUS) Setting Up a Legal Company.....	200
Understanding Legal Companies.....	201
Prerequisite.....	201
Forms Used to Set Up Legal Companies.....	201
Adding Legal Companies.....	201
Associating Transactional Companies with Legal Companies.....	201
(RUS) Setting Up Next Numbers.....	201
(RUS) Setting Up Petty Cash for Russia.....	202
Understanding Petty Cash Setup for Russia.....	202
Forms Used to Set Up Petty Cash for Russia.....	203
Setting Processing Options for the Petty Cash Next Number Setup Program (P74R0002).....	203
Setting Up Next Numbers for Petty Cash.....	203
(RUS) Adding Supplemental Petty Cash Information for Russia.....	204
Understanding Additional Information for Petty Cash Transactions.....	204
Forms Used to Add Supplemental Petty Cash Information for Russia.....	204
Setting Processing Options for the Petty Cash Transactions Program (P74R0101).....	204
Adding Supplemental Information for Petty Cash Transactions.....	205

Chapter 22

Setting Up Accounts.....	207
Understanding Account Setup.....	207
Understanding Account Numbering Concepts.....	207
Understanding Your Chart of Accounts	209
Understanding Category Reporting Codes.....	210
Understanding How Accounts Are Grouped and Totaled for Reports	211
Understanding Factors That Determine Whether an Account Posts	212
Understanding Differences Between Subledger and Subsidiary Accounting	213
Understanding Your Chart of Accounts Plan.....	214
Creating the Chart of Accounts.....	215
Understanding Chart of Account Creation.....	215
Forms Used to Create the Chart of Accounts.....	216
Defining Account Segments	216
Adding Accounts	217
Setting Processing Options for Review and Revise Accounts (P0901).....	219
Security.....	219
Working with Accounts.....	219
Understanding Working with Accounts.....	220
Forms Used to Work with Accounts.....	222
Revising Accounts by Business Unit.....	222
Revising Accounts by Object.....	224
Revising a Single Account.....	224
Deleting Accounts	225
Updating Your Chart of Accounts.....	225
Building the Account - Word Search Table.....	225
Setting Processing Options for Build Account Master Word Search Table (R0901WS).....	226
Locating Accounts	226
Setting Processing Options for Account Master Word (P0901WS).....	226
Reviewing Your Chart of Accounts	227
Working with Subledgers	227
Understanding Subledgers.....	227
Forms Used to Work with Subledgers.....	230
Defining Accounts That Require Subledgers	230
Defining Additional Subledger Types	231
Inactivating Subledgers	231
Creating a Model Chart of Accounts	231
Understanding the Model Chart of Accounts.....	231
Prerequisite.....	233
Forms Used to Create a Model Chart of Accounts.....	233

Creating a Model Chart of Accounts.....	233
Working with an Alternate Chart of Accounts	233
Understanding Alternate Charts of Accounts.....	233
Forms Used to Work with an Alternate Chart of Accounts.....	236
Defining Alternate Accounts	236
Reviewing Alternate Account Information	237
Assigning Third G/L Account Numbers	239
Understanding Third G/L Account Numbers.....	239
Forms Used to Assign Third G/L Account Numbers.....	239
Assigning Third G/L Account Numbers.....	239
Copying Accounts to Business Units	240
Understanding Accounts to Business Units Copying.....	240
Prerequisite.....	240
Forms Used to Copy Accounts to Business Units.....	240
Copying Accounts to Business Units.....	240
Creating Accounts Dynamically	243
Understanding Dynamic Account Creation.....	243
Prerequisites.....	243
Forms Used to Create Accounts Dynamically.....	244
Creating Accounts Dynamically.....	244
Translating Accounts	245
Understanding Account Translation.....	245
Prerequisite.....	245
Forms Used to Translate Accounts.....	246
Translating Accounts.....	246
Reviewing and Revising the Structure of Your Organization.....	246
Understanding the Structure of Your Organization.....	246
Prerequisite.....	246
Forms Used to Review and Revise the Structure of Your Organization.....	247
Reviewing and Revising the Structure of Your Organization.....	247

Chapter 23

Setting Up Ledger Type Rules for General Accounting.....	249
Understanding Ledger Type Rules for General Accounting.....	249
Setting Up Ledger Type Rules.....	249
Forms Used to Set Up Ledger Type Rules.....	249
Setting Up Ledger Type Rules.....	249

Chapter 24

Working With Intercompany Settlements.....	253
Understanding Intercompany Settlements.....	253
Understanding Methods.....	253
Examples for the Hub Method.....	255
Examples for the Detail Method	258
Examples for the Configured Hub Method.....	261
Understanding Intercompany Settlement Setup.....	264
Intercompany Settlement Constant	264
Companies for Intercompany Settlements	265
Intercompany Accounts	266
Intercompany AAls for the Hub Method	266
Intercompany AAls for the Detail and Configured Hub Methods	267
R09801 Error Messages Caused By Incorrect Intercompany Setup.....	268
Additional Setup for the Configured Hub Method.....	270
Prerequisites.....	271
Setting Up Configured Hubs.....	271
Understanding Configured Hub Setup.....	271
Forms Used to Set Up Configured Hubs.....	272
Setting Up Configured Hubs in User Defined Codes.....	272
Adding Companies to Configured Hubs.....	272
Verifying Configured Hubs.....	272

Chapter 25

Processing Pay When Paid Transactions.....	273
Understanding the Pay When Paid Process.....	273
Understanding Features of Pay When Paid Processing.....	274
Understanding Pay When Paid Voucher Processing.....	274
Understanding How to Automatically Link Invoices to Pay When Paid Vouchers.....	275
Entering Pay When Paid Vouchers.....	275
Forms Used to Enter Pay When Paid Vouchers in Accounts Payable.....	276
Entering Pay When Paid Vouchers.....	276
Revising and Manually Creating Pay When Paid Groups.....	276
Understanding the Pay When Paid Manual Link Program.....	276
Forms Used to Manually Create and Revise Pay When Paid Groups.....	277
Setting Processing Options for Pay When Paid Manual Link.....	277
Adding and Removing Vouchers and Invoices from an Existing Pay When Paid Group.....	278
Creating New Pay When Paid Groups Manually.....	279
Releasing Pay When Paid Vouchers for Payment.....	279

Understanding Pay When Paid Group Statuses.....	280
Understanding Voucher Release.....	280
Running the Pay When Paid Automatic Release Program.....	281
Setting Processing Options for Pay When Paid Automatic Release.....	281
Running Pay When Paid Integrities.....	282
Understanding Pay When Paid Integrities.....	282
Running Pay When Paid Integrities.....	283
Setting Processing Options for Pay When Paid Supplier Ledger Integrity.....	283

Chapter 26

Generating PeopleSoft EnterpriseOne FMS Fundamentals Reports.....	285
Generating the Bank Account Exception Report for Suppliers and Customers.....	285
Understanding the Bank Account Exception Report for Suppliers and Customers.....	285
Printing the Bank Account Exception Report for Suppliers and Customers.....	285
Generating the Address Book Exception Report.....	286
Understanding the Address Book Exception Report.....	286
Printing the Address Book Exception Report.....	286

Chapter 27

Generating Supplemental Data Reports.....	287
Understanding Supplemental Data Reports.....	287
Generating Supplemental Data Reports.....	287
Setting Processing Options for Data by Data Type (R00640).....	287
Running Supplemental Data Reports.....	288

Appendix A

PeopleSoft EnterpriseOne FMS Fundamentals Reports.....	289
PeopleSoft EnterpriseOne FMS Fundamentals Reports: A to Z.....	289

Glossary of PeopleSoft Terms.....	291

Index	301

About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! 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, <https://www.peoplesoft.com/corp/en/login.jsp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

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

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number

Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank:</i> Batch is unposted and pending approval. <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D:</i> The batch posted successfully. <i>E:</i> The batch is in error. You must correct the batch before it can post. <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.
Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document. If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number

Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type

Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date

Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and Fiscal Year

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Financial Fundamentals Solutions Preface

This preface discusses:

- PeopleSoft products.
- Common elements used in this PeopleBook.

PeopleSoft products

This PeopleBook refers to these PeopleSoft products:

- EnterpriseOne Workflow Tools
- EnterpriseOne Fixed Assets
- EnterpriseOne Multicurrency
- EnterpriseOne Tax Reference
- EnterpriseOne Foundation
- EnterpriseOne Accounts Payable
- EnterpriseOne Address Book
- EnterpriseOne General Accounting
- EnterpriseOne System Administration
- EnterpriseOne Web Client
- EnterpriseOne Job Cost
- EnterpriseOne Fixed Assets
- EnterpriseOne Accounts Payable
- EnterpriseOne Accounts Receivable

Common Elements Used by This PeopleBook

Account Number

Enter an account in the general ledger. You can use one of the following formats for account numbers:

- 1: Structured account (business unit.object.subsidiary)
- 2: 25-digit unstructured account number
- 3: 8-digit short account ID number.
- 4: Speed code.

You define the account format in the General Accounting Constants program (P0000).

Discount Available

Displays the amount of the invoice or voucher pay item that is eligible to be subtracted from the gross amount when the transaction is paid. The system calculates discount amounts based on the payment term entered on the transaction.

Note. If the system calculates the discount, verify that it applies to the pay item specified. Usually, freight, sales tax, and labor charges that are included in the gross amount do not qualify for discounts.

Due Date

In Accounts Receivable, displays the date that the net payment is due.

In Accounts Payable, displays the date that the payment is due to receive a discount or, if no discount is offered, the net due date.

The system calculates the due date based on the payment term entered, or you can enter it manually. If you enter a negative voucher or invoice (debit or credit memo), the system might use the G/L date as the due date regardless of the payment term entered. A processing option in the master business function (P0400047 for vouchers and P03B0011 for invoices) controls how the system calculates the due date for debit and credit memos.

G/L Offset

Enter a code that determines the trade account that the system uses as the offset when you post invoices or vouchers. The system concatenates the value that you enter to the AAI item RC (for Accounts Receivable) or PC (for Accounts Payable) to locate the trade account. For example, if you enter *TRAD*, the system searches for the AAI item RCTRAD (for receivables) or PCTRAD (for payables).

You can assign up to four alphanumeric characters to represent the G/L offset or you can assign the three-character currency code (if you enter transactions in a multicurrency environment). You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the G/L offset and uses the account that is set up for PC or RC for the company specified.

If you set up a default value in the G/L Offset field of the customer or supplier record, the system uses the value during transaction entry unless you override it.

Note. Do not use code *9999*. It is reserved for the post program and indicates that offsets should not be created.

Gross Amount

Enter the amount that specifies the total amount of an invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears this field.

Ledger Type and LT

Enter a code from UDC table 09/LT that specifies the type of ledger, such as AA (actual amounts), BA (budget amounts), or CA (foreign currency amounts). You can set up multiple, concurrent accounting ledgers in the General Accounting system to establish an audit trail for all transactions.

Level of Detail

Enter a number that summarizes and classifies a general ledger account. Level 9 is the most detailed and level 1 is the least detailed. Levels 1 and 2 are

reserved for company and business unit totals. Levels 8 and 9 are reserved for posting accounts in the Job Cost system. Examples of other levels are:

- 3: Asserts, Liabilities, Revenues, and Expenses.
- 4: Current Assets, Fixed Assets, Current Liabilities, and so on.
- 5: Cash, Accounts Receivable, Inventories, Salaries, and so on.
- 6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on.
- 7: Petty Cash - Dallas, Petty Cash - Houston, and so on.
- 8 and 9: More detail.

Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail can cause rollup errors in financial reports.

Open Amount

Displays the amount of an invoice or voucher pay item that is unpaid.

Pay Item and Pay Itm

Displays a number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

Payment Terms, Pymt Terms, and Default Payment Terms

Enter the code that specifies the terms of payment, including the percentage of discount available if the invoice or voucher is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

- Blank: Net 15.
- 001: 1/10 net 30.
- 002: 2/10 net 30.
- 003: Due on the 10th day of every month.
- 006: Due upon receipt.

This code prints on customer invoices.

Pay Status, Pay Stat, and PS (payment status code)

Enter the code from UDC table 00/PS that indicates the current payment status for a voucher or an invoice. Examples of codes include:

- A: Approved for payment but not yet paid.
- H: Held pending approval.
- P: Paid.

Note. Some of the payment status codes are hard coded; the system assigns the code.

Posted Code and PC

Displays a code that the system uses to determine whether a transaction is available for the post process. Values are:

- Blank: Unposted.
- D: Posted.
- P: Posted or posting. Depending on the type of transaction, this code has different meanings. If the code is assigned to an Account Ledger record (F0911), it indicates a posted status. If the code is assigned to any other

transaction, it indicates that the system attempted to post the record but failed, due to an error it encountered.

M: Model. The transaction is a model journal entry.

Posting Edit Code

Enter a code that controls general ledger posting and account balance updates. You assign a general ledger post code to each account. Values are:

Blank: Allows transactions to post to the business unit. Posts subledger in detailed format for every account transaction. Does not require subledger entry.

B: Only allows posting to budget ledger types that begin with B or J.

I: Inactive account. No posting allowed.

K: Allows transactions to post to the business unit. However, the original budget is locked and change orders are required to change to the budget.

L: Subledger and type are required for all transactions. Posts subledgers in detailed format for every account.

M: Machine-generated transactions only. The post program creates offsets.

N: Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.

P: Does not allow transactions to post to the business unit. The job can be purged.

S: Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. This code is not valid for budget entry programs.

U: Unit quantities are required for all transactions.

X: Subledger and type must be blank for all transactions. Does not allow subledger entry for the account

Service/Tax Date

Enter the date on which you purchased goods or services, or when you incurred a tax liability. If you leave this field blank, the system populates it based on the setting of the processing option in the Invoice Entry MBF Processing Options (P03B0011) and Voucher Entry MBF Processing Options (P0400047) programs.

Subledger and Sub-ledger

Enter the code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number.

Subledger Type and Sub Type

Enter the subledger type that corresponds to the subledger.

Subsidiary and Sub

Enter a subset of the object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Tax Ex, Tax Expl, and Tx Ex (tax explanation code)

Enter a code from UDC table 00/EX that controls the algorithm that the system uses to calculate tax and G/L distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

Tax Amount

Enter the amount assessed and payable to tax authorities. It is the total of the VAT (value added tax), use, and sales taxes (PST).

If you leave this field blank, the system calculates the tax amount based on the Taxable Amount, Tax Rate/Area, and tax explanation code fields and the defined tax rules.

When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.

Taxable Amount

Enter the amount on which taxes are assessed.

You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you type an amount in the Taxable Amount field, the system will validate it according to the tax rules you set up on Tax Rules by Company.

Tax Area and Tax Rate/Area

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and G/L distribution amounts when you create an invoice or voucher.

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Financial Management Solutions Fundamentals

This chapter discusses:

- FMS Fundamentals overview
- FMS Fundamentals implementation

Financial Management Solutions Fundamentals Overview

Typically, a company uses some type of financial application to successfully manage its financial activities. The financial activities might include allocating revenue and expenses among various departments within the company, eliminating intercompany transactions, reconciling account balances, and projecting budgets for future periods and reviewing them against the actual activity. The Financial Management Solutions Fundamentals system (FMS) provides a versatile, cost-effective, and timesaving solution for managing your financial information. You use this system to track information that financial users typically share. FMS Fundamentals provides setup and usage information that is shared among the EnterpriseOne financial applications.

FMS Fundamentals Implementation

This section provides an overview of the steps that are required to implement the FMS Fundamentals system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in the *About These PeopleBooks*, with information about where to find the most current version of each.

Global Implementation Steps for FMS Fundamentals

This table lists the suggested global implementation steps for PeopleSoft EnterpriseOne FMS 8.11 Application Fundamentals:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	Chapter 20, “Setting Up an Organization,” page 165
2. Set up accounts, and the chart of accounts.	Chapter 22, “Setting Up Accounts,” page 207

Step	Reference
3. Set up the General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook</i> , “Setting Up the General Accounting System”
4. Set up multicurrency processing, including currency codes and exchange rates.	• <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook</i>, “Setting Up General Accounting for Multicurrency Processing” • <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook</i>, “Setting Up Exchange Rates”
5. Set up ledger type rules.	<u>Chapter 23, “Setting Up Ledger Type Rules for General Accounting,” page 249</u>
6. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook</i> , “Entering Address Book Records”

Implementation Steps for FMS Fundamentals

This table lists the implementation steps for FMS Fundamentals.

Step	Reference
1. Set up system next numbers.	<u>Chapter 2, “Setting Up System Next Numbers,” page 5</u>
2. Set up batch approval and post security	<u>Chapter 3, “Setting Up Batch Approval and Post Security,” page 13</u>
3. Set up automatic accounting instructions.	<u>Chapter 4, “Working with Automatic Accounting Instructions,” page 17</u>
4. Set up standard and advanced payment terms.	<u>Chapter 5, “Setting Up Payment Terms,” page 25</u>
5. Set up Pay When Paid Processing Options for these programs:	• Voucher Entry MBF Processing Options (P0400047) • Standard Voucher Entry (P0411) • Voucher Match (P4314) <u>Chapter 6, “Setting Up the System for Pay When Paid Processing,” page 53</u>
6. Set up bank account information and bank information for suppliers. Also add additional information for foreign suppliers.	<u>Chapter 11, “Setting Up Bank Account Information,” page 83</u>
7. Set up supplemental data types.	<u>Chapter 16, “Setting Up Supplemental Data Types,” page 143</u>
8. Set up basic information, business units, and organizational structures. Optionally, set up company and branch/plant cross-references for Brazil, the legal company for Chile, or the legal company for Peru.	<u>Chapter 20, “Setting Up an Organization,” page 165</u>
9. Set up a legal company for Poland and Russia. Also set up next numbers, petty cash, and additional information for Russian petty cash.	<u>Chapter 21, “Setting Up Organizational Information for Poland and Russia,” page 199</u>

Step	Reference
10. Set up accounts, subledgers, a model chart of accounts, and an alternate chart of accounts. Also assign third G/L account numbers, copy accounts to business units, create accounts dynamically, translate accounts, and revise the structure of your organization.	<u>Chapter 22, "Setting Up Accounts," page 207</u>
11. Set up ledger type rules.	<u>Chapter 23, "Setting Up Ledger Type Rules for General Accounting," page 249</u>

CHAPTER 2

Setting Up System Next Numbers

This chapter provides an overview of the system setup for next numbers and discusses how to set up system next numbers.

Understanding the System Setup for Next Numbers

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

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

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

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

When you set up next numbers:

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

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

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

System-Assigned Next Numbers

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

Next Numbers Setup by Company and Fiscal Year

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

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

To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

Next Numbers Setup for Remessa

Remessa is the remittance process for accounts receivable in which you send customer account information to a bank through an electronic media or the Internet for collection purposes. After the bank receives the customer account information, the bank sends to the customer a collection document called a boleto. The boleto indicates the amount that is owed to you. The customer uses the boleto to determine the amount that must be remitted to you.

You use the standard next numbering scheme for system 76 (Latin America Localization) to set up next numbers for remessa so that each transaction that you send to your bank is uniquely identified.

Next Numbers Setup for Nota Fiscal

You use the Next Number Revisions program (P0002) to set up temporary next numbers for nota fiscals. The system uses the temporary numbers when you run the Generate Nota Fiscal - Brazil program (R76558B). After you review the notas fiscais with the temporary numbers and make any necessary corrections, you run the Print Nota Fiscal - Sales - Brazil program (R76560B) to generate the nota fiscal that accompanies merchandise or services. The Print Nota Fiscal - Sales - Brazil program prints on the nota fiscal a next number from the block of nota fiscal numbers that are assigned to your company by the government. You use the Nota Fiscal Next Number - Brazil program (P7600B) to set up the next numbering scheme that uses the nota fiscal numbers which are assigned to you by the government.

Next Numbers Setup for Electronic GIAs

You set up next numbers for electronic GIAs by completing the tenth next numbering position for system 76B. The system uses the next number as part of the String Key field (data item GISTR) when you run the Extract GIA program (R76B130) or when you manually create a new GIA.

Next Numbers Setup for System 75, Row 1

Before you run either the Print Invoice from A/R program (R03B505) or the Print Invoices program (R42565), you must set up next numbers for system 75, row 1. You set up next numbers in the Next Numbers Revisions program (P0002).

Important! If you do not set up next numbers for system 75, row 1, the system does not perform any of the JinSui processing.

Setting Up System Next Numbers

This section discusses how to:

- Set up next numbers by system.
- Set up next numbers by company and fiscal year.
- Set up next numbers for notas fiscais.
- Set up next numbers for electronic GIAs.

Forms Used to Set Up System Next Numbers

Form Name	Form ID	Navigation	Usage
Set Up Next Numbers by System	W0002C	General Systems (G00), Next Numbers Fast Path (NN), Next Numbers On Work With Next Numbers, locate a system and click Select.	Review system-assigned next numbers.
Next Numbers Constants	W0002D	Fast Path P0002, Next Numbers On Work With Next Numbers, choose NN Constant from the Form menu.	Set up next numbers by company and fiscal year. If you choose Method 0, do not complete the remaining steps. If you choose Method 1, complete the remaining steps. If you choose Method 2, do not complete the remaining steps.
Next Numbers by Co/Fiscal Year	W0002H	On Work With Next Numbers, choose NN by Co/FY from the Form menu.	Set up next numbers by company and fiscal year.
Set Up Next Numbers by System	W0002C	Brazilian Localization Setup (G76B41B), Next Numbers	Set up temporary next numbers.
Set Up Next Numbers by System	W0002C	Fast Path P0002, Next Numbers On Work with Next Numbers, locate and select system 76B.	Set up next numbers for Electronic GIA.
Nota Fiscal Next Number Revision	W7600BE	Brazilian Localization Setup (G76B41B), Next Number - Nota Fiscal On Work With Nota Fiscal Next Numbers, click Add.	Set up next numbers for notas fiscais.

Setting Up Next Numbers by System

Access the Set Up Next Numbers by System form.

Set Up Next Numbers by System

OK Cancel Form Tools

System 03B Enhanced Accounts Receivable

Use	Next Number	Check Digit Used
Invoice Number	3150	☐
Unapplied Recei	1023	☐
Chargeback No	9010	☐
Statement No	638	☐
Receipt Number	512	☐
Draft Number	532	☐
Credit Memo	1003	☐
Activity ID	323	☐
		☐
Payment ID	2008	☐

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

Set Up Next Numbers by System form

System

Enter a user defined code (98/SY) that identifies a system. Values are:

01: Address Book

03B: Accounts Receivable

04: Accounts Payable

09: General Accounting

11: Multicurrency

Next Number Range 1

Enter the number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

For companies that you do not set up on Next Numbers by Company/Fiscal Year, the results vary, depending on the method selected on Next Numbers Constants:

- If you are using method 1, the system creates a record for each company that you do not set up and starts numbering with 1 for all companies.
- If you are using method 2, the system uses the starting number shown on Set Up Next Numbers by System (standard next numbers) for each company that you do not set up.

Chk Dgt

Enter an option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. The check digits option provides a method for increasing numbers randomly to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while the check digits option is activated.

Choose this option to add a check digit.

Setting Up Next Numbers by Company and Fiscal Year

Access the Next Numbers Constants form.

Next Numbers Constants

OK Cancel Tools

☒ Do Not Implement Next Numbers by Company / Fiscal Year.
Continue using the standard Next Numbers setup. (Method 0)

☐ Implement Next Numbers by Company/Fiscal Year.
If a company record is not set up for a document type,
a Next Number will be created and the next
number will default to 1. (Method 1)

☐ Implement Next Numbers by Company/Fiscal Year.
If a company record is not set up for a document type,
the standard Next Numbers setup will be used. (Method 2)

Next Numbers Constants form

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

Radio Button 5

Enter an option that specifies which method the system should use for next numbers by company/fiscal year. Choose one of the three methods.

Same As Doc Type

Enter a value that specifies a Document Type. If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses.

For example, you create a document with a document type of RR. The document that you create should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.

Imbed Digits

Enter the number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are used only when assigning next numbers by fiscal year. Values are:

1: Imbed one digit.

The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, in 50012345, the first digit represents the 5 from 2005, and the remainder of the number (0012345) is the next number.

2: Imbed two digits.

The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, in 05012345, the first two digits represent the 05 from 2005, and the remainder of the number (012345) is the next number.

Auto Reset

Enter the number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year.

Document number will reset or start with the number specified for each new fiscal year.

Method 0

Enter a value that specifies the method. The system uses standard next numbers, not next numbers by company.

Method 1

Enter a value that specifies the method. The system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up.

Method 2

Enter a value that specifies the method. The system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up, or let the system supply the default, which is 1.

Setting Up Next Numbers for Notas Fiscais

Access the Set Up Next Numbers by System form.

Fiscal Company

Enter the company whose data you want to work with.

NF Document Type

Enter a user defined code (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are:

P: Accounts payable documents

R: Accounts receivable documents

T: Time and Pay documents

I: Inventory documents

O: Purchase order documents

S: Sales order documents

NF Series

Enter a two-character number that along with the nota fiscal number, identifies a nota fiscal. The Nota Fiscal Series field is the second key that the system uses to access a specific nota fiscal.

Nota Fiscal Next Number

Enter a six-character number that identifies a nota fiscal. The number consists of the nota fiscal number and the nota fiscal series.

**Number of Detail Lines
per Page**

Enter the maximum number of printable lines in the detail section of the nota fiscal.

Setting Up Next Numbers for Electronic GIAs

Access the Set Up Next Numbers by System form.

Note. Do not activate the Check Digit Used option.

CHAPTER 3

Setting Up Batch Approval and Post Security

This chapter provides an overview of batch approval and post security, lists prerequisites, and discusses how to set up batch approval and post security.

Understanding Batch Approval and Post Security

You can specify that management approve each batch of journal entries before the batch can be posted. If you do this, you must set up:

- Secured users: users that are restricted from approving and posting batches
- Approved by users: users that can approve and post batches for secured users.

You can restrict unauthorized users from viewing batches other than those that they entered in the General Journal Review program (P0011).

When you set up batch approval, you set it up for the entire Accounts Receivable system, not for specific companies.

Related Information for Setting Up Batch Approval and Post Security

You can print a report that lists secured users or approved-by users by selecting Batch Security Report from the Report menu on the Batch Approval / Post Security Constants form, and then running one of the batch versions.

Workflow to Approve and Post Batches

To approve batches or approve and post batches from the work center, you must specify the approving managers in the appropriate workflow process. After each transaction batch is entered, the approver receives a workflow notification that the batch is ready for approval. Depending on the workflow process that you select, batches are approved or approved and automatically submitted to post directly from the work center. Additionally, the employee who entered the batch receives notification that the batch was approved.

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

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

These workflow processes are available for approving batches:

- JDEBCHAPPR: Use this process to approve journal entry batches (batch type G).
- JDEVBCHAPR: Use this process to approve voucher batches (batch type V).

Each process has these two versions:

- Version 1: Activate this version to approve batches only.
- Version 2: Activate this version to approve and post batches.

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

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

Prerequisites

Before you complete the tasks in this section:

- Ensure that the constant for Manager Approval of Input is turned on in the General Accounting constants.
- Verify that the option for Manager Approval of Input is turned on in the Accounts Payable Constants.

Setting Up Batch Approval and Post Security

This section discusses how to:

- Set up batch approval for A/R.
- Set up approved users.
- Set up secured users.

Forms Used to Set Up Batch Approval and Post Security

Form Name	Form ID	Navigation	Usage
System Setup	W0000A	Accounts Receivable Setup (G03B41), Accounts Receivable Constants Locate Company 00000 and click Select.	Set up batch approval for A/R.
Accounts Receivable Constants	W0000D	On System Setup, select Accounts Receivable Constants. Click the Manager Approval of Input option.	Select an approval option.
Batch Approval / Post Security Constants	W00241A	G/L Advanced & Technical Operations (G0931), Batch Approval / Post Security Constants Select Approved by Users from the Form menu. On Work With Approved by Users, click Add to set up approved users. Select Secured Users from the Form menu. On Work With Secured Users, click Add to set up secured users.	Set up approved and secured users.

Setting Up Batch Approval for A/R

Access the Accounts Receivable Constants form.

Manager Approval of Input Enter an option that indicates whether the manager is required to approve Accounts Receivable batches before they can be posted. Values are:

On: The manager must approve batches.

The system assigns a Pending status to the batch and a manager must approve it before it can be posted.

Off: The manager is not required to approve batches.

The system assigns an Approved status to the batch and the batch does not require manager approval.

Setting Up Approved Users

Access the Batch Approval / Post Security Constants form.

G/L Batch Security Enter an option that activates batch security editing in the General Accounting system. The system performs this editing when you approve and post general

accounting batches. After you activate batch security editing, you must set up authority for secured users and approved by users. Values are:

On: Batch security editing is activated in the General Accounting system

Off: Batch security editing is inactive in the General Accounting system

A/P Batch Security

Enter an option that activates batch security editing in the Accounts Payable system. The system performs this editing when you approve and post Accounts Payable batches. Values are:

On: Batch security editing is activated in the Accounts Payable system

Off: Batch security editing is inactive in the Accounts Payable system

A/R Batch Security

Enter an option that activates batch security editing in the Accounts Receivable system. The system performs this editing when you approve and post Accounts Receivable batches.

Values are:

On: Batch security editing is activated in the Accounts Receivable system

Off: Batch security editing is not activated in the Accounts Receivable system

Batch Review Security

Enter a value to restrict unauthorized users from viewing batches other than their own through the General Journal Review program.

Approved By User

Enter the user ID of a person who is authorized to approve and submit batches to post for a group of secured users. Secured users are restricted from approving and posting batches.

If the Approved By user has authority to approve all user batches, you can enter **ALL* in the Secured User field rather than identify each user individually.

Secured User

Enter the address book number of a user who is restricted from approving and posting batches. The approved by user is the only person who is allowed to approve and post batches for secured users.

Setting Up Secured Users

Access the Batch Approval / Post Security Constants form.

CHAPTER 4

Working with Automatic Accounting Instructions

This chapter provides an overview of automatic accounting instructions (AAIs), lists a prerequisite, and discusses how to work with AAIs.

Understanding Automatic Accounting Instructions

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

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

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

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

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

AAI Prefixes and Suffixes

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

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

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

- The x suffix on a three-character AAI item, such as GLG1, GLG2, and GLG3, identifies general purpose accounts, beginning assets, and beginning liabilities, respectively, in your chart of accounts.

- The xx suffix on a four-character AAI item identifies the beginning and end of account ranges for a particular transaction. For example, GLRC01 and GLRC02 identify the beginning and end of a range of accounts to be reconciled.

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

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

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

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

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

Default AAIs

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

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

Example: AAI Item PC

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

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

Account Ranges

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

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

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

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

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

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

Translated AAIs

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

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

AAI Setup

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

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

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

Prerequisite

Set up your chart of accounts. See *Creating Your Chart of Accounts* in the *FMS Fundamentals Guide*.

Working with AAI

This section provides an overview of AAI and discusses how to:

- Revise a single AAI.
- Revise one or more AAI.
- Translate AAI.
- Set processing options for Automatic Accounting Instructions (P0012).

Understanding AAI

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

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

Depending on your needs, you can review, revise, and set up AAI on either of these forms:

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

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

Note. AAI for the Accounts Receivable system have sequence numbers that begin with 3. Those for the Accounts Payable system have sequence numbers that begin with 4. Those for the General Accounting system have sequence numbers that begin with 1.

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

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

Forms Used to Work with AAI

Form Name	Form ID	Navigation	Usage
Set Up Single AAI Item	W0012B	Accounts Receivable Setup (G03B41), Automatic Acctg Instructions Locate an AAI item and click Select.	Set up or revise a single AAI.
Set Up Multiple AAI Items	W0012C	Accounts Receivable Setup (G03B41), Automatic Acctg Instructions Locate an AAI item and select Multiple AAI's from the Row menu.	Set up or revise multiple AAI's.
Translate AAI Descriptions	W00123A	General Accounting System Setup (G0941), Translate AAI's Locate a company and select Translate AAI's from the Row menu.	Translate AAI's. To add more translated text to an AAI, select Expanded Desc from the Row menu.

Setting Up or Revising a Single AAI

Access the Set Up Single AAI Item form.

System	A user defined code (98/SY) that identifies a system. Values are: <i>01</i>: Address Book <i>03B</i>: Accounts Receivable <i>04</i>: Accounts Payable <i>09</i>: General Accounting <i>11</i>: Multicurrency
Sequence No.	Enter a number used to organize the table into a logical group for online viewing and reporting.
Business Unit	Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department. Business unit security might prevent you from viewing information about business units for which you have no authority.
Object Account	Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

Note. If you use a flexible chart of accounts and the object account is set to 6 digits, PeopleSoft recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456, the system enters three blank spaces to fill a 6-digit object.

Subsidiary

Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Note. If you use a flexible chart of accounts and the object account is set to 6 digits, PeopleSoft recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456, the system enters three blank spaces to fill a 6-digit object.

This number identifies the general ledger subsidiary account for the AAI when one is required.

Defining a subsidiary account can be optional, depending on the type of AAI.

Use 99999999 or ZZZZZZZZ to express the end of a range of subsidiary accounts, depending on the operating system.

Item Number

Enter a hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.

Setting Up or Revising One or More AAls

Access the Set Up Multiple AAI Items form.

Automatic Acctg Instructions - Set Up Multiple AAI Items

OKFindDeleteCancelRowvTools

Item Number

R0

Records 1 - 4

	Seq. No.	Item No.	Co	Business Unit	BL Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1
☐	3.000	R0	00000		N		N		N	Discounts Taken 3.300
☐	3.000	R0	00376		N		N		N	Discounts Taken 3.300
☐	3.000	R0	00676		N		N		N	Discounts Taken 3.300
☐										

Set Up Multiple AAI Items form

Translating AAls

Access the Translate AAI Descriptions form.

Translate AAIs - Translate AAI Descriptions

OK Find Delete Cancel Row Form Tools

Company 00001

From Language

To Language Domestic Language AAI *

Records 1 - 1 Customize Grid

AAI	From Description 01	To Description 01

Translate AAI Descriptions form

Setting Processing Options for Automatic Accounting Instructions (P0012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Sequence No.

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Sequence No.

Use this processing option to Enter the desired values and press OK to continue.

Enter the Starting Sequence Number

CHAPTER 5

Setting Up Payment Terms

This chapter provides an overview of payment terms and discusses how to:

- Set up standard payment terms.
- Set up advanced payment terms.

Understanding Payment Terms

This section provides an overview of payment terms and discusses:

- Standard payment terms.
- Advanced payment terms.

Payment Terms

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

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

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

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

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

Blank Payment Term Code

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

Types of Payment Terms

Two types of payment terms are available:

Payment Term	Description
Standard	Standard payment terms allow you to: • Specify due dates using one of three methods: • Entering a specific date • Specifying the number of days to add to the invoice date. • Specifying the number of months to add to the invoice date and the date in the month. • Specify discounts as a percent of the gross amount for each invoice or voucher, or each invoice or voucher pay item. • Specify discount due dates • Divide an invoice or voucher equally into multiple payments. You can specify a due date for the first payment and the number of days to add to each remaining payment.
Advanced	Advanced payment terms provide all the features of standard payment terms, but also allow you to: • Specify a calendar and workday rule to use in conjunction with the due date. For example, if the due date falls on a weekend day, the system can automatically change it to the previous Friday or following Monday. • Specify a based-on date other than the invoice date, such as the G/L date or service/tax date. • Calculate net and discount due dates using date ranges that allow you to add days and months, specify a fixed date, or use a combination of the two. • Divide a transaction into multiple payments based on a percentage. For example, the amount of the first payment might be 20% of the total amount, and the amount the second and third payments might each be 40% of the total. • Specify varying discount percentages for multiple payments. For example, the percentage of the discount for the first payment might be 10%, and the remaining payments might be 20% each. • Specify varying discount percentages based on the due date. For example, you might grant a 5% discount to customers who pay within 10 days, and a 2% discount to customers who pay between 11 and 30 days.

Standard Payment Terms

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

You can set up these standard payment terms:

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

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

Due Upon Receipt Payment Terms

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

Fixed Payment Terms

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

Net Payment Terms

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

Net Payment Terms with Discounts

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

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

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

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

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

Proximate Date Payment Terms

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

For example, you specify this payment term:

- Proximate month of 1
- Proximate day of 10

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

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

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

Proximate Date Payment Terms with Discounts

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

For example, you specify this payment term:

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

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

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

Split Payment Terms

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

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

For example, you specify this payment term:

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

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

The system divides the voucher into four payments and calculates the due dates:

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

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

Split Payment Terms with Discounts

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

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

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

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

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

The system calculates the dates for each payment:

Payment	Gross Amount	Discount Amount	Discount Due Date	Due Date
001	1000.00	10.00	6/11/05	6/21/05
002	1000.00	10.00	7/11/05	7/21/05
003	1000.00	10.00	8/10/05	8/20/05

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

Tax Considerations for Using Payment Terms with Discounts

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

The system will not process transactions with discounts if the tax rules for the company specified are set up with the Tax on Gross Excluding Discount option turned on.

Advanced Payment Terms

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

- Specify a workday calendar and workday rule.

Specify which days of the month are workdays and which are weekends and holidays. Additionally, if due dates fall on a weekend or holiday, you can specify whether to use that date or have the system automatically change the due date to the previous or following working day.

- Specify the based-on date.

Unlike the due dates for standard payment terms, which are always based on the invoice date, advanced payment terms allow you to specify whether to use the invoice date, G/L date, or service/tax date.

- Specify the number of days and months to add to or subtract from the based-on date based on a range of transaction dates, or specify the months to add and a fixed date based on a date range.
- Specify unique rules for net and discount due dates.

You could have net due dates that use a date range and are based on the G/L date, and discount due dates that have a fixed date based on the invoice date.

The system stores advanced payment term information in these tables:

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

Work Day Calendars

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

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

For example, you can instruct the system to:

- Use work days only when counting the days to calculate the due date and not allow the due date to occur on a nonwork day.
- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the work day before the calculated due date as the due date. For example, if the calculated due date falls on the weekend, the system moves it to the previous Friday.

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

Due Date Rules

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

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

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

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

Examples of Due Date Rules

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

Example 1

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

Specify a date range for 1-15 that adds 1 month and has fixed days of 10.

The system calculates the due date to be the 10th of the following month for all transactions that have an invoice date between the 1st and the 15th.

Specify a separate date range for each date after the 15th. You specify this date range:

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

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

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

Example 2

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

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

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

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

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

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

Specify a date range for each day between the 11th and the 20th:

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

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

Specify a date range between the 21st and 31st that adds one month and has fixed days of 31.

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

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

Example 3

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

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

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

Due Date Rule Components

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

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

Date Ranges

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

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

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

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

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

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

Based on date: Invoice date of 1/10/03

Months to add: 1

Fixed days: 1

Date ranges:

From Day 1 to Day 1 with Days to Add of 30

From Day 2 to Day 31

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

Advanced Payment Term Codes

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

Installment Payment Terms

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

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

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

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

Example	Description
Equal payments with a discount	You might set up five equal payments: • Payment 1 = 20% with a 10% discount • Payment 2 = 20% with a 10% discount • Payment 3 = 20% with a 10% discount • Payment 4 = 20% with a 10% discount • Payment 5 = 20% with a 10% discount The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.
Unequal payments with a discount	You might set up three unequal payments: • Payment 1 = 50% with a 5% discount • Payment 2 = 30% with a 5% discount • Payment 3 = 20% with a 5% discount The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.
Unequal payments with varying discounts	You might set up four unequal payments: • Payment 1 = 40% with a 10% discount • Payment 2 = 30% with a 8% discount • Payment 3 = 20% with a 6% discount • Payment 4 = 10% with a 5% discount The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.

Example of an Installment Payment Term

This is an example of advanced payment terms using installment payments. Suppose that you have an invoice that you want to split into three installments:

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

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

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

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

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

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

Due Date Calculations for Installment Payment Terms

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

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

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

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

Installment	Discount Due Date	Calculation	Net Due Date	Calculation
First	7/25/02	The system adds 10 days to the invoice date.	8/14/02	The system adds 30 days to the invoice date.

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

Payment Terms for Multitiered Discounts

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

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

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

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

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

See Also

[Chapter 12, “Understanding Rounding Versus Soft Rounding,” page 135](#)

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, “Setting Up Tax Information”

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, “Processing Invoices”

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, “Processing Invoices,” Entering Invoices with Discounts

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, “Setting Up Tax Information,” Setting Up Tax Rules

Setting Up Standard Payment Terms

This section discusses how to set up standard payment terms.

Form Used to Set Up Standard Payment Terms

Form Name	Form ID	Navigation	Usage
Revise Payment Terms	W0014A	Payment Terms Revisions (G00141), Payment Terms Revisions On Work With Payment Terms, click Add.	Set up payment terms.

Setting Up Standard Payment Terms

Access the Revise Payment Terms form.

Revise Payment Terms form

Payment Terms

Enter a code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

Blank: Net 15

001: 1/10 net 30

002: 2/10 net 30

003: Due on the 10th day of every month

006: Due upon receipt

This code prints on customer invoices.

Due Date

Enter a date. In Accounts Receivable, the date that the net payment is due.

In Accounts Payable, the date that the payment is due to receive a discount or, if no discount is offered, the net due date.

The system calculates the due date based on the payment term entered, or you can enter it manually. If you enter a negative voucher or invoice (debit or

credit memo), the system might use the G/L date as the due date regardless of the payment term entered. A processing option in the master business function (P0400047 for vouchers and P03B0011 for invoices) controls how the system calculates the due date for debit and credit memos.

Net Days to Pay

Enter the number of days that the system adds to the invoice date to calculate the due date on the invoice or voucher.

If you are using split payment terms, the system uses the value from this field to calculate the due date for the first split payment.

Discount %

Enter the percent of the total invoice or voucher that you will discount if it is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

Discount Days

Enter the number of days after the invoice date that an invoice or voucher must be paid in order to receive the discount. The system adds the number of days specified to the invoice due date to calculate the discount due date.

Prox Date Month

Enter the number of months that the system adds to the invoice date to calculate the due date. The system uses this field in conjunction with value specified in the Proximate Day field (PXDD) to calculate the due date.

For example, if the proximate month is 1 and proximate day is 15, the system calculates the due date as the 15th of the next month.

Day

Enter the day that the voucher or invoice is due. The system uses this field in conjunction with the value in the Proximate Month field (PXD) to calculate the due date.

For example, if the proximate month is 1 and proximate day is 15, the system calculates the due date as the 15th of the next month.

Number of Split Payments

Enter the number of equal, consecutive payments into which you want the system to divide the voucher or invoice. For example, if the number of split payments is 3, the system divides the invoice or voucher into three equal payments.

You can use split payments only if the number of days between payments is a constant number, such as 30.

Note. For amounts that are not equally divisible, the system uses soft rounding.

Days To Pay Aging

Enter the number of days that the system uses to calculate the due date for each subsequent payment if you are using split payments. For example, if the number of split payments is 4 and the days to pay aging is 30, the system adds thirty to the due date calculated for the first payment to obtain the due date for the second payment. The system adds 30 to the second payment to obtain the due date for the third payment, and so on.

Note. The system uses the value from the Net Days to Pay field to calculate the due date for the first payment.

Setting Up Advanced Payment Terms

This section provides an overview of setting up advanced payment terms and discusses how to:

- Add a workday calendar.
- Set up due date rules.
- Verify due date rules.
- Set up advanced payment term codes.
- Set up installment payment terms.
- Set up payment terms for multitiered discounts.
- Update invoices and vouchers for multitiered discounts.
- Set processing options for Update A/R Invoices (R005142).
- Set processing options for Update A/P Vouchers (R005141).

Understanding Updating Invoices and Vouchers for Multitiered Discounts

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

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

- Locates the appropriate transactions by comparing the payment terms that have been set up in the Multitiered Payment Terms table (F00147) with the payment terms that have been entered on the invoice or voucher.
- Uses the "as of" date entered in the processing options to determine which records to update.

The system compares the "as of" date that you enter with the "based on" date specified by the payment term to determine the number of days that have passed. The system accesses the proper payment term to determine the tier that corresponds to that number of days. If the discount percent is different on the tier than it is on the transaction, the record is eligible for update.

- Updates the discount amount by multiplying the discount percentage of the new tier by the gross amount of the transaction.
- Updates the discount due date by adding the value in the Day Range To field of the tier to the "based on" date of the transaction.

For example:

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

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

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

The system does not:

- Recalculate the net due date.

The system calculates the net due date at the time the transaction is entered, and it does not change.

- Update partially paid transactions.

The gross amount must equal the open amount.

- Consider records that do not have a discount amount.

Data Selection

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

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

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

Tax Considerations for Updating Transactions with Multitiered Discounts

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

The system will not process transactions with discounts if the tax rules for the company specified are set up with the Tax on Gross Excluding Discount option turned on.

Suppressing the Update on Specific Transactions

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

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

Example of Updating a Transaction with a Multitiered Discount

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

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

Payment Term Setup

Based on Date = Invoice Date

Days to Add = 10

First Tier = 1-10 with a 10% discount

Second Tier = 11-20 with a 5% discount

Third Tier = 21-29 with a 1% discount

Fourth and Fifth Tiers are not defined

Process

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

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

On 6/12/05, the system:

- Calculates the difference between the invoice date and the "as of" date as 11 days.
Eleven days is defined in the second tier, which has a 5% discount.
- Recalculates the discount amount to 5% of the gross amount.
- Recalculates the discount due date to 6/21/05.

The system uses the value in the To field of the second tier, which is 20, and adds it to the invoice date to derive the new discount due date.

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

On 6/22/05, the system:

- Calculates the difference between the invoice date and the "as of" date as 21 days.
Twenty-one days is defined in the third tier, which has a 1% discount.
- Recalculates the discount amount to 1% of the gross amount
- Recalculates the discount due date to 6/30/05.

The system uses the value in the To field of the third tier, which is 29, and adds it to the invoice date to derive the new discount due date.

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

Forms Used to Set Up Advanced Payment Terms

Form Name	Form ID	Navigation	Usage
Workday Calendar Revisions	W00071A	For the Accounts Payable and Accounts Receivable systems, Work Day Calendar from the Payment Terms Revisions (G00141) For the Capital Asset Management system, Work Day Calendar from the Planning Setup menu (G1346) For the Transportation Management system, Work Day Calendar from the Transportation Setup menu (G4941) For the Shop Floor Management system, Shop Floor Calendar from the Shop Floor Management Setup menu (G3141) For the Product Data Management system, Shop Floor Calendar from the Product Data Management Setup menu (G3041) On Work With Workday Calendar, click Add.	Add and copy a workday calendar.
Due Date Rules Revision	W00146B	Payment Terms Revisions (G00141), Due Date Rule Revisions On Work with Due Date Rules, click Add.	Set up due date rules.
Simulator	W00146G	Payment Terms Revisions (G00141), Due Date Rule Revisions On Work with Due Date Rules, locate due date rules.	Verify due date rules. Enter the number of days that you want the system to display.
Advanced Payment Term Revision	W00145B	Payment Terms Revisions (G00141), Advanced Payment Terms On Work with Advanced Payment Terms, click Add.	Set up advanced payment term codes or installment payment terms.
Installment Revision	W00145D	On Work with Advanced Payment Terms, select Installments.	Revise installment payments.

Page Name	Object Name	Navigation	Usage
Due Date Rules Revision	W00146B	Payment Terms Revisions (G00141), Due Date Rule Revisions On Work with Due Date Rules, click Add.	Set up a multitiered due date rule.
Set Up Multitiered Due Date Rules	W00146C	On Work with Due Date Rules, select the due date rule that you set up and then select Multitiered from the Row menu.	Set up a multitiered due date rule

Adding a Work Day Calendar

Access the Workday Calendar Revisions form.

Work Day Calendar - Workday Calendar Revisions

OK Cancel Form Tools

Branch/Plant

Calendar Type

Calendar Name

Calendar Month Calendar Year Century Shift Code

2001 December 2001

S M T W T F S

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

2001 December 2001

S M T W T F S

E W W W W W E

E W W W W W E

E W W W W W E

E W W W W W E

E W

Workday Calendar Revisions form

Branch/Plant

Enter a code that represents a high-level business unit. Use this code to refer to a branch or plant that might have departments or jobs, which represent lower-level business units, subordinate to it. For example:

- Branch/Plant (MMCU)
- Dept A (MCU)
- Dept B (MCU)
- Job 123 (MCU)

Business unit security is based on the higher-level business unit.

Calendar Type

Enter a user defined code (42/WD) that specifies how the calendar is used. For example, the calendar might be specific to an industry such as banking or it might be used to schedule delivery persons for a route.

Note. If you use the default value of *, the system updates the value to blank even though blank is not set up as a valid value in the UDC table.

Calendar Month

Enter a number that corresponds to the month in a calendar year.

Calendar Year

The calendar year for this calendar.

Shift Code

Enter a user defined code (00/SH) that identifies daily work shifts.

In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard.

For payroll and time entry: If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.

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

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

Setting Up Due Date Rules

Access the Due Date Rules Revision form.

Due Date Rule Revisions - Due Date Rules Revision

OK Cancel Form Tools

Due Date Rule ☐ Range Attached ☐ Tier Attached

Description

Based on Date Invoice Date

Days to Add

Fixed Days

Months to Add

Calendar

Work Day Rule

Due Date Rules Revision form

Due Date Rule

Enter a code that specifies how the system calculates either the discount due date or the net due date, depending on how it is assigned to the payment term.

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

Based on Date

Enter the date from which the net due date and discount due date is calculated when you use the Advanced Payment Terms program (P00145). Values are:

Blank and *I*: Invoice date

2: G/L

3: Service/tax date

Note. For installment payment terms, the based-on date that is used in the net due date rule and the discount due date rule applies to the first installment only. Each subsequent installment uses the net due date calculated from the previous installment as the basis for calculating the next due date.

Days to Add

Enter the number of days that the system adds to or subtracts from, if you specify negative days, the date specified in the Based on Date field (DABS) to calculate the discount due date or net due date on the invoice or voucher. You can specify negative days to subtract days from the based on date.

Fixed Days

Enter the day on which the payment is due. The system uses this field in conjunction with the value in the Months to Add field (MADD) to calculate the discount due date or net due date on the invoice or voucher.

For example, if you enter 20 in the Fixed Days field and 1 in the Months to Add field, and the based on date is 1 (invoice date), the system calculates the due date as the 20th day of the month following the date specified for the invoice date.

Months to Add

Enter the number of months to add to or subtract from the date specified in the Based on Date field (DABS) to determine the discount due date or net due date. The system uses this field in conjunction with the Fixed Days field (DYFX] and Days to Add (DADD) field to calculate the due date.

For example, if you enter 20 in the Fixed Days field and 1 in the Months to Add field, and the Based on Date is 1 (invoice date), the system calculates the due date as the 20th day of the month following the date specified for the invoice date.

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

Calendar

Enter the name of the calendar, which is the description of the branch/plant, that you set up to differentiate between working days, holidays, weekends, and so forth. The calendar name that you specify must exist in the Workday Calendar table (F0007).

The system uses the calendar in conjunction with the work day rule specified to determine the due date if the system calculates it on a weekend or holiday.

Work Day Rule

Enter a code that specifies whether to include nonworking days in the due date calculation and whether to change the due date if it is on a nonworking day. Values are:

Blank: Use the due date that the system calculates regardless of whether it is a nonworking day.

1: Do not include nonworking days in the due date calculation.

For example, if the system adds 15 days to the invoice date to calculate the due date, and weekend days are specified as nonworking days, the system does not count them when it adds the 15 days. Therefore, if the invoice date is 6/01/05, which is a Wednesday, the system calculates the due date on 6/22/05.

2: Include nonworking days in the due date calculation unless the due date is on a nonworking day. If the due date is on a nonworking day, move it forward to the next working day.

3: Include nonworking days in the due date calculation unless the due date is on a nonworking day. If the due date is on a nonworking day, move it back to the previous working day.

Note. The system considers any value entered in the calendar other than *W* to be nonworking.

From Day

Enter the beginning number of a range of days. The system uses this field in conjunction with the To Day field (TODY) to establish the range of days for which a particular due date rule applies.

To Day

Enter the beginning number of a range of days. The system uses this field in conjunction with the From Day field (FRDY) to establish the range of days for which a particular due date rule applies. If you specify a To Day of 31 and the month does not have 31 days, the system uses the last day of the month.

Verifying Due Date Rules

Access the Simulator form.

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

Setting Up Advanced Payment Term Codes

Access the Advanced Payment Term Revision form.

Advanced Payment Terms - Advanced Payment Term Revision

OK Cancel Form Tools

Payment Term: 010 ☐ Installments Present

Description: Fixed Date - Range

Discount %:

Discount Due Date Rule:

Net Due Date Rule: RANGE Fixed Date - Range

Advanced Payment Term Revision form

Payment Term

Enter a code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

Blank: Net 15

001: 1/10 net 30

002: 2/10 net 30

003: Due on the 10th day of every month

006: Due upon receipt

This code prints on customer invoices.

Discount %

Enter the percent of the total invoice or voucher that you will discount if it is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

The system ignores the discount percentage specified if you use installment or multitiered discounts.

Enter the discount percent as a whole number, not as a decimal.

Discount Due Date Rule

Enter the rule that the system uses to calculate the discount due date of a voucher or invoice. The system calculates the discount due date based on the rule that you enter regardless of whether you specify a discount percentage.

Net Due Date Rule

Enter the rule that the system uses to calculate the net due date of a voucher or invoice.

Setting Up Installment Payment Terms

Access the Advanced Payment Term Revision form.

Advanced Payment Terms - Advanced Payment Term Revision

OK Cancel Form Tools

Payment Term: 010 ☒ Installments Present

Description: Fixed Date - Range

Discount %:

Discount Due Date Rule:

Net Due Date Rule: RANGE Fixed Date - Range

Advanced Payment Term Revision form

No of Equal Payments

Enter the number of transactions to be processed.

The system calculates the percentage of the installment based on the number that you enter. For example, if you enter 5, the system generates 5 installments for 20%. If the number that you enter does not divide equally into 100, the system assigns the unequal percent to the last installment.

Discount %

Enter the percent of the total invoice or voucher that you will discount if it is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

Discount Due Date Rule

Enter the rule that the system uses to calculate the discount due date of a voucher or invoice. Leave this field blank if you do not specify a discount percentage.

Net Due Date Rule

Enter the rule that the system uses to calculate the net due date of a voucher or invoice.

Percent of Installment

Enter a percentage of the invoice that the system will use to generate one installment payment. You can divide the total amount of the discount into as many installments as necessary. The installments do not have to be equal, but they must equal 100% of the invoice total amount. Unlike typical split payments, you can create installments using variable percentages. You do not need to enter decimals. If the installment is 20%, you enter the percent as a whole number (20).

Entering this value results in a calculation.

Setting Up Payment Terms for Multitiered Discounts

Access the Due Date Rules Revision form.

Discount %

Enter the percent of the total invoice or voucher that you will discount if it is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

Days to Add

Enter a number of days. The value that you enter should equal the value that you enter in the To field of the first tier.

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

Fixed Days Do not enter a value in this field.

Months to Add Do not enter a value in this field.

Updating Invoices and Vouchers for Multitiered Discounts

To update invoices and vouchers for multitiered discounts, select Payment Terms Revisions (G00141), Update A/P Vouchers or Update A/R Invoices.

Setting Processing Options for Update A/R Invoices (R005142)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

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

1. Tax Information Use this processing option to specify whether to print tax information on the report. Values are:

Blank: Print tax information.

I: Do not print tax information.

Defaults

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

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

Setting Processing Options for Update A/P Vouchers (R005141)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

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

1. Tax Information

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

Blank: Print tax information.

1: Do not print tax information.

Defaults

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

1. As Of Date

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

CHAPTER 6

Setting Up the System for Pay When Paid Processing

This chapter provides overviews of pay when paid processing, pay when paid processing setup and processing options for pay when paid processing and describes how to:

- Set processing options for Voucher Entry MBF Processing Options (P0400047).
- Set processing options for Standard Voucher Entry (P0411).
- Set processing options for Voucher Match (P4314).

Understanding Pay When Paid Processing

Pay when paid is the process of paying your suppliers only after receiving payment from your customers. This is useful if you want to pay your subcontractors after you have been paid by your customers. For example, a subcontractor submits an invoice to you for payment, and you enter a voucher at a hold payment status in the system. You create and send an invoice to your customer and when the customer pays the invoice, you then release and pay the voucher to the subcontractor.

While pay when paid processing helps you to manage cash effectively, it can be time-consuming to manually track when an invoice is paid so that you can release a voucher for payment. The Financial Management System (FMS) automates this process.

Understanding Pay When Paid Processing Setup

Before you can use pay when paid processing, you must complete these setup requirements:

- Set up a pay when paid voucher payment status code.
- Set up next numbers for pay when paid group numbers.
- Set up customer master records.
- Set up accounts payable constants.
- Set up subcontractor thresholds.
- Set processing options for pay when paid vouchers.

Voucher Payment Status Code Setup

When you enter pay when paid vouchers, the system assigns the payment status code (UDC 00/PS) that you specify in the:

- Pay Status Code processing option of the Voucher Entry MBF Processing Options program, if you enter pay when paid vouchers in Accounts Payable.
- Threshold Payment Status Code processing option of the Voucher Match program, if you enter pay when paid vouchers in Procurement and Subcontract Management.

Note. It is recommended that you set up a unique hold payment status code specifically for pay when paid vouchers.

See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Setting Up the Accounts Payable System,” Setting Up UDCs for Accounts Payable.

Next Numbers Setup

When you create invoices that correspond to pay when paid vouchers, the system links the invoices to the vouchers by assigning a pay when paid group number. The system assigns the pay when paid group number from line 7 in the Next Numbers program (P0002) for system 04 (Accounts Payable).

See [Chapter 2, “Setting Up System Next Numbers,” Setting Up System Next Numbers, page 7](#).

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Setting Up the Accounts Payable System,” Setting Up Next Numbers for Accounts Payable.

Customer Master Setup

After you create invoices that correspond to pay when paid vouchers, you run the Pay When Paid Automatic Release program (R03B470) to release vouchers for payment. To control the release of vouchers for payment, you specify a threshold percentage in the Minimum Cash Receipt Percentage field on the customer master record to ensure the system releases vouchers only when the threshold for the invoices in the group is met. For example, if you define a minimum cash receipt percentage of 50% and the pay when paid group contains invoices totaling 50,000, the system releases all vouchers in the group for payment only when cash receipts totaling at least 25,000 are applied to invoices in the group.

Note. If you do not specify a minimum cash receipt percentage, the system releases all vouchers in the group for payment when at least one cash receipt, regardless of the cash receipt amount, has been applied to an invoice in the group.

See *PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, “Setting Up Customer Master Information,” Entering Customer Master Records.

Accounts Payable Constants Setup

When you run the Pay When Paid Automatic Release program, the system assigns the payment status code that you specify in the Accounts Payable Constants program (P0000) to the vouchers that are released for payment. The payment status code that you specify in the Pay When Paid Release Pay Status field must be a payment status code that the system selects for payment processing, such as payment status code *A* (Approved for Payment).

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Setting Up the Accounts Payable System,” Setting Up Constants for Accounts Payable.

Subcontractor Threshold Setup

Unlike vouchers that are entered in Accounts Payable, vouchers that are entered in Procurement and Subcontract Management must exceed the subcontractor (supplier) threshold amount that you specify in the Subcontractor Threshold program (P4355) to be eligible for pay when paid processing. For example, if you set up a subcontractor threshold amount of 1,000 and then enter a voucher totaling 1,000 or less for the subcontractor, the voucher is not eligible for pay when paid processing and the system does not create the voucher as a pay when paid voucher. If the voucher amount exceeds the subcontractor threshold amount, the voucher is eligible for pay when paid processing and the system assigns the payment status code that you specify in the Threshold Payment Status Code processing option in the Voucher Match program (P4314).

See *PeopleSoft EnterpriseOne Subcontract Management 8.11 PeopleBook*, “Processing Progress Payments”.

Understanding Processing Options for Pay When Paid Voucher Processing

You enter pay when paid vouchers using the same methods and steps to enter vouchers for standard processing. However, you must set up processing options in the programs that you use to enter pay when paid vouchers to indicate pay when paid processing.

To enter pay when paid vouchers in Accounts Payable, you need to set up the appropriate processing options in these programs:

- Voucher Entry MBF Processing Options.
- A/P Standard Voucher Entry.

These versions of the A/P Standard Voucher Entry program are set up specifically for pay when paid processing in Accounts Payable:

- ZJDE0014 - Pay When Paid Voucher.
- ZJDE0015 - Multi Voucher Single Supplier with Pay When Paid.
- ZJDE0016 - Multi Voucher Multi Supplier with Pay When Paid.
- ZJDE0017 - Multi Company Single Supplier with Pay When Paid.

To enter pay when paid vouchers in Procurement and Subcontract Management, you need to set up the appropriate processing options only in the Voucher Match program. You do not need to set up processing options in the Voucher Entry MBF Processing Options and A/P Standard Voucher Entry programs to indicate pay when paid processing. The system processes pay when paid vouchers that are entered in Procurement and Subcontract Management based on the subcontractor threshold that is defined in the Subcontractor Threshold program and assigns the payment status code that is specified in the Threshold Payment Status Code processing option of the Voucher Match program.

After you set up versions of the Voucher Match program to specify pay when paid processing, assign the versions to the programs in which you enter vouchers in Procurement and Subcontract Management:

- Progress Payments.
- Match Voucher to Open Receipt.

- Receive & Voucher POs.

Setting Pay When Paid Processing Options for Voucher Entry MBF Processing Options (P0400047)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

This processing option specifies the payment status code that the system assigns to pay when paid vouchers that are entered in Accounts Payable.

Pay Status Code	Use this processing option to specify the hold payment status code that the system assigns to pay when paid vouchers that are entered in Accounts Payable. The value must be a valid value in UDC 00/PS.
Note. It is recommended that you set up a unique hold payment status code for pay when paid vouchers.	

Setting Pay When Paid Processing Options for Standard Voucher Entry (P0411)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Versions

These processing options specify the versions of programs that the system uses for pay when paid processing.

Voucher Master Business Function Version	Use this processing option to specify the version of the Voucher Entry MBF Processing Options program that is set up with the hold payment status

code for pay when paid vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

Pay When Paid Manual Link Version

Use this processing option to specify the version of the Pay When Paid Manual Link program (P03B470) that the system uses when you select Pay When Paid from the form menu of the Supplier Ledger Inquiry program (P0411).

Pay When Paid

This processing option specifies whether you enter pay when paid vouchers or standard vouchers in Accounts Payable.

Pay When Paid Voucher

Use this processing option to specify whether vouchers that are entered in Accounts Payable are pay when paid vouchers. Values are:

Blank: Enter standard vouchers.

I: Enter pay when paid vouchers.

The system flags the voucher as a pay when paid voucher by assigning a value of *W* to the Pay When Paid field in the Accounts Payable Ledger table (F0411) and the G/L Posting Code – Alternate W field in the Account Ledger (F0911) table.

Note. This processing option is used in conjunction with the Pay Status Code processing option in the Voucher Entry MBF Processing Options program.

Setting Pay When Paid Processing Options for Voucher Match (P4314)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

These processing options specify whether the system processes vouchers that are entered in Procurement and Subcontract Management and that exceed the subcontractor threshold as pay when paid vouchers.

Threshold Warning

Use this processing option to specify whether the system displays a warning message if the voucher total gross amount exceeds the threshold for the subcontractor (supplier) as defined in the Subcontractor Threshold program (P4355). Values are:

Blank: The system does not display warning messages.

I: The system displays warning messages.

Threshold Pay Status Code Use this processing option to specify the payment status code (UDC 00/PS) that the system assigns to vouchers that exceed the subcontractor/supplier threshold.

Note. It is recommended that you specify a unique hold payment status code for pay when paid vouchers.

CHAPTER 7

Using Batch Control to Manage the Entry Process

This chapter provides an overview of using batch control to manage the entry process and discusses how to enter batch information.

Understanding Using Batch Control to Manage the Entry Process

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

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

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

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

Reviews of Batch Totals

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

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

- If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. These options are available on this form:
 - Retry

The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.

- Cancel

The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.

- The system has finished processing the batch, and the Batch Control form appears.

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

On Batch Control, review these fields:

- Total Expected Amount
- Total Expected Documents
- Total Entered Amount
- Total Entered Documents

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

Entering Batch Information for Batch Control

This section provides an overview of entering batch information and discusses how to enter batch information.

Understanding Entering Batch Information for Batch Control

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

Form Used to Enter Batch Information

Form Name	Form ID	Navigation	Usage
Batch Control	W011F	Journal Entry, Reports, & Inquiries (G0911), Journal Entry Customer Invoice Entry (G03B11), Standard Invoice Entry or Speed Invoice Entry Supplier & Voucher Entry (G0411), Standard Voucher Entry or Speed Voucher Entry Manual Billing (G1512), Manual Billing Entry On the transaction entry Find/Browse form, click Add.	Enter batch information. When you choose Speed Invoice Entry or Speed Voucher Entry, the system displays the Batch Control form automatically.

Entering Batch Information

Access the Batch Control form.

Batch Date Enter the date of the batch. If you leave this field blank, the system date is used.

Batch Number Enter a number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.

Total Batch Amount Enter the total amount that you expect to enter for the batch of transactions on batch control forms. This amount must be entered without decimals. For journal entries, this amount is the total of the debits. In other systems, it is the total amount of all transactions in the batch. If you want to display the amount with decimals, change the value of display decimals in the Data Dictionary for the item (AICU).

After you enter transactions into the batch, the system compares the amounts you entered to the amount you expected to enter and displays the difference, if any, when you exit the batch. For example:

Input Total: 10052

Total Entered: 10000

Total Remaining: 52

If you are not using batch control, or if you do not enter a total expected amount, the system compares the total amount of the transactions you enter to zero and displays the difference as a negative number.

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

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

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

Total Documents

Enter the number of documents entered into the batch if you are using the batch control feature. If you are not using batch control, the system displays the number as negative.

Note. The batch review screen is used by many systems. As a result, this field might not apply to batches created by your particular system.

CHAPTER 8

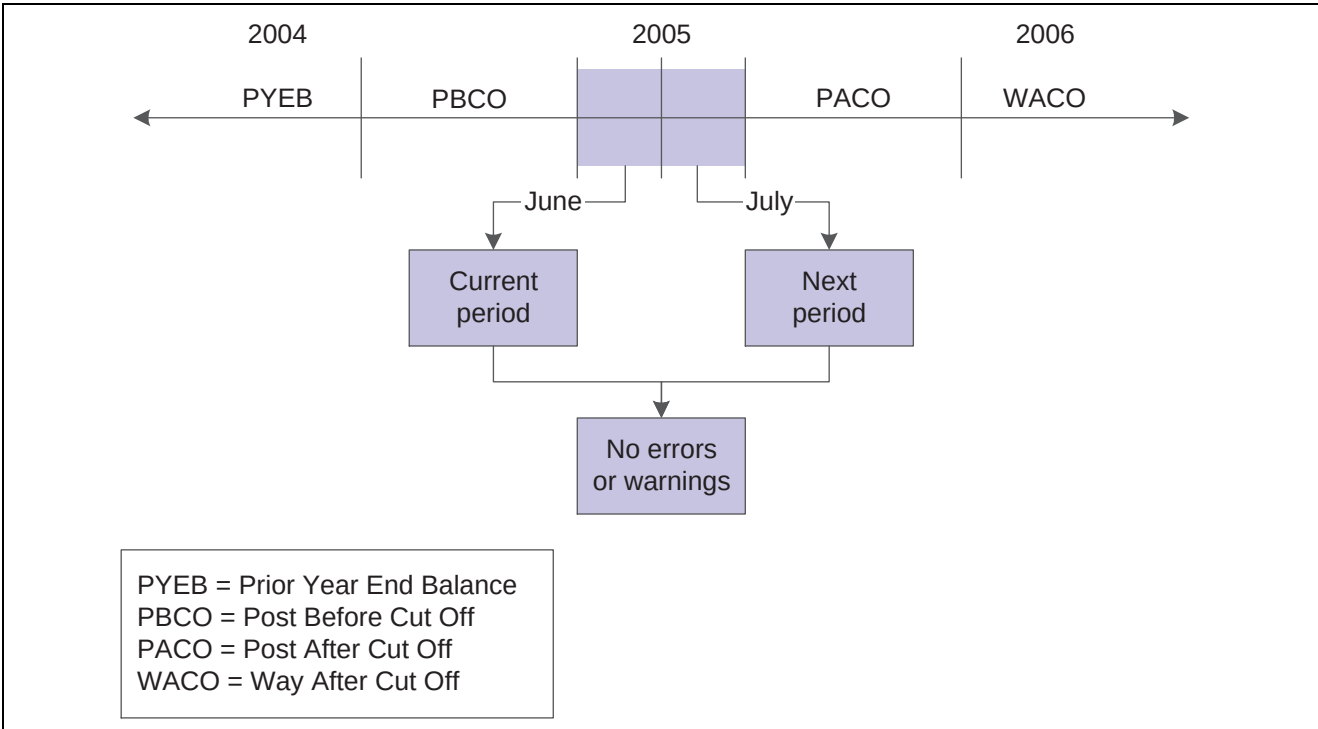
Understanding G/L Date Warnings and Errors

This chapter describes G/L date warnings and errors.

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 this 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.



Example of G/L Date Warnings and Errors

Warning and Error Messages

This 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	Reason: You entered a G/L date for the prior year. Result: The system generates an error message and does not accept the entry. 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).
PBCO - Post Before Cut Off	Reason: You entered a G/L date that is prior to the current period. Result: The system generates either a warning or an error message, depending on the PBCO setting in your general accounting constants. 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. If the PBCO setting is activated, the system generates a warning and you can click OK to accept the entry.

Message	Explanation
PACO - Post After Cut Off	Reason: You entered a G/L date that is after the two-period window. Result: The system generates either a warning or an error message, depending on how the fiscal date pattern is set up. 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. 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.
WACO - Way After Cut Off	Reason: You entered a G/L date for a future year that is not the next accounting period. Result: The system generates either a warning or an error message, depending on how the fiscal date pattern is set up. 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. 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. Note. 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.

CHAPTER 9

Using the Batch Review Program

This chapter provides an overview of the Batch Review program, and discusses how to use it.

Understanding the Batch Review Program

After you enter transactions into the system, you might want to review them before you post them to the general ledger. Additionally, depending on the settings in your constants, you might need to approve the batch. You use the same program, Batches (P0011), when you review transaction batches online; therefore, the process to review transactions and approve batches is the same, regardless of the system. The only difference between the various batch review programs is the default batch type that displays on the form, which you can override. You can review all batch types from any batch review program.

Because invoices and vouchers are two-sided entries, you can review the invoice or voucher, as well as the G/L distribution (journal entry).

When to Review and Approve Journal Entries

After you enter journal entries, you can review and approve them at any time during the general ledger period before posting. Only approved batches of transactions are eligible to be posted. Use the review function to:

- Review and approve a batch for posting
- Place a batch in pending status so that it cannot be posted until further analysis is completed
- Review and change journal entries

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

Transaction Batch Review

You use the Batches program (P0011) to review transaction batches. You can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

Note. If the batch review security feature is activated, the system might not display all batches. Instead, the system displays only the batches that you are authorized to review and approve.

When you review a list of batches, you can access transaction detail for a specific batch. For example, you can review the number of invoices, vouchers, and journal entries within a batch and the total amount of the transaction. You can also select a specific transaction to review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

The batch review program displays information in the Batch Control Records table (F0011).

Adding Transactions to an Existing Batch

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

Approving Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

Adding Transactions to an Existing Batch

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

Approving Transaction Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

Using the Batch Review Program

This section discusses how to:

- Review transaction batches.
- Approve transaction batches.
- Set processing options for Batches (P0011).
- Add transactions to an existing batch.

Forms Used to Use the Batch Review Program

Form Name	Form ID	Navigation	Usage
Work With Batches	W0011A	From the transaction entry or process menu, choose the review menu selection (P0011).	Review transaction batches. Add transactions to an existing batch by selecting the batch and clicking Select. If, after you have selected a batch, you change the batch number on the transaction review form, you must click the Find button and then click the Add button to add new transactions to that batch. If you do not click the Find button before you click the Add button, the system adds new transactions to the batch that you originally selected. Click Add on the transaction review form.
Batch Approval	W0011C	On the Work With Batches form, select one or more batches and from the Row menu, select Batch Approval.	Approve transaction batches. Select the Approved - Batch is ready to post option. Click OK to approve a single batch or OK to All to approve multiple batches. To temporarily prevent a batch from posting, change the batch status from approved to pending.

Reviewing Transaction Batches

Access the Work With Batches form.

Approving Transaction Batches

Access the Batch Approval form.

Setting Processing Options for Batches (P0011)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Batch Type

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- 1. Batch Type** Use this processing option to specify the batch type.

Adding Transactions to an Existing Batch

Access the Work With Batches form.

CHAPTER 10

Posting Financial Transactions

This chapter provides overviews of the financial post process, tax amounts, and verifying the post, lists prerequisites, and discusses how to post financial batches.

Understanding the Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note. All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Plant & Equipment Management system with current transaction records.

The post program performs these tasks in sequential order:

1. Selects Data to Post

The program performs these actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

2. Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program verifies:

- The processing option versions and constants are valid.
- Transaction data is valid and can include:
 - The account exists in the Account Master table (F0901) and is a posting account.
 - The business unit exists in the Business Unit Master table (F0006).
 - The G/L date is valid.
 - Intercompany setup is correct for intercompany settlements.
 - Each batch is in balance.

If the program finds errors, it:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints an Out of Balance Post Error Report (R09801E) if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

3. Creates Automatic Entries

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post accounts receivable or accounts payable transactions, the system creates automatic entries for the A/P and A/R trade accounts. For more information about the type of automatic entries that the post creates, see the corresponding concept that is associated with posting specific types of transactions.

4. Updates the Posted Codes

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post Report (R09801)

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

5. Updates the Taxes Table

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

6. Updates the Batch Status

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control Records table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

7. Updates the Line Extension Code Field

When the post generates Account Ledger table (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post, such as payments, automatic entries, and receipts.

8. Initiates Programs Defined in Processing Options

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Post G/L Entries to Assets program (R12800) updates asset information if you set the appropriate processing option.
- The 52 Period Accounting Post program (R098011) updates the Account Balances - 52 Period Accounting table (F0902B) if you set the appropriate processing option.
- Detailed Currency Restatement
- Cash Basis Accounting

Understanding Tax Amounts

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

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

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

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

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

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

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

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

Understanding Post Verification

After posting your transactions, verify that your batches posted successfully. If any of the batches did not post, you must correct all of the errors and set the batch to approved status before the program will post the batch. The system creates a variety of messages and reports to help you verify the posting information.

Reviewing Your Workflow Messages

The General Ledger Post program (R09801) sends workflow messages either when a job finishes normally or when errors occur. After you run the General Ledger Post program, review your workflow messages to determine the status of a job.

If a job did not finish normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively.

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the General Ledger Post program (R09801) finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

Reviewing the General Ledger Post Report

To verify the transactions that were posted to the Account Balances (F0902) and Account Ledger (F0911) tables, review the General Ledger Post report (R09801).

The General Ledger Post report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. Then you can access the Work With Batches and Journal Entry forms, where you can correct errors.

A General Ledger Post report that contains only heading information indicates that the Post program could not post any batches and has sent messages to your electronic mail.

If you use Fixed Assets, the program produces a separate General Ledger Post Report.

Prerequisites

Before you complete the tasks in this section:

- Verify that the batch has an approved status.
- Set up tax rules to specify how you want the system to process tax for discounted transactions.

See Also

PeopleSoft EnterpriseOne Fixed Assets 8.11 PeopleBook, “Processing GL to Fixed Assets”

Chapter 3, “Setting Up Batch Approval and Post Security,” page 13

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, “Mapping Requirements for Processing Multicurrency Batch Journal Entries”

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, “Entering Tax Information on Orders and Transactions,” Entering Journal Entries with VAT

Posting Financial Batches

This section provides overviews of posting financial batches and general ledger post versions, and discusses how to:

- Post financial batches.
- Set processing options for General Ledger Post (R09801).

Understanding Financial Batch Posting

The way that you access the General Ledger Post program determines the methods that are available for posting batches.

When you run the General Ledger Post program from a menu selection that describes the process that you want to run, the system accesses the Work With Batch Versions - Available Versions form. This method is available for posting batches:

Method	Usage
G/L Post by Version	From the Work With Batch Versions - Available Versions form, choose and run a version of the General Ledger Post program. Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.

When you choose to run the General Ledger Post program from a version of the Batches program, the system accesses the Work With Batches form. These methods are available for posting batches:

Method	Usage
Post by Version	From the Work With Batches form, choose Post by Version from the Form menu. You then choose and run a version of the General Ledger Post program. Advantages: • The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches. • You can run the post by version locally or on a server.

Method	Usage
Post by Batch	From the Work With Batches form, choose one or more batches, and then choose Post by Batch from the Row menu. The program selects the version to run that corresponds to the batch type and completes the data selection in the version for you. Advantage: Data selection occurs automatically. Disadvantage: You cannot run the Post by Batch selection locally.
Subsystem G/L Post	From the Work With Batches form, choose one or more batches, and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table. Advantage: Data selection occurs automatically, and system resources can be better used. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Understanding General Ledger Post Versions

Each version of the General Ledger Post program has data selection set for a specific batch type. These tables list the version of the post program and the corresponding batch type for each financial post program.

General Accounting System

This table lists the version of the post program and the corresponding batch type for each financial post program for the General Accounting system:

Description of Transaction	Version	Batch Type
Journal Entries	ZJDE0001	G
Allocations	ZJDE0010	D

Accounts Payable System

This table lists the version of the post program and the corresponding batch type for each financial post program for the Accounts Payable system:

Description of Transaction	Version	Batch Type
Vouchers	ZJDE0002	V
Automatic Payments	ZJDE0003	K

Description of Transaction	Version	Batch Type
Manual Payments with Voucher Match	ZJDE0004	M
Manual Payments without Voucher Match	ZJDE0005	W

Accounts Receivable System

This table lists the version of the post program and the corresponding batch type for each financial post program for the Accounts Receivable system:

Description of Transaction	Version	Batch Type
Invoices	ZJDE0006	IB
Receipts	ZJDE0007	RB
Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the General Ledger Post program that corresponds to the type of batch that you want to post.

Important! The post program performs a number of complex tasks. PeopleSoft strongly recommends that you observe these constraints:

Do not customize the programming.

Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the General Accounting constants, or processing options for the post program while it is running.

Posting Financial Batches

You can access the General Ledger Post program (R09801):

- From menu selections that describe the process that you want to run, such as Post General Journal, Post Vouchers to G/L, or Post Receipts to GL. This allows you to post directly from a menu.
- From one of the versions of the Batches program (P0011), such as Invoice Journal Review or Review Payments. This allows you to post without exiting the Batches program.

Setting Processing Options for General Ledger Post (R09801)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print

These processing options specify which account format prints on the report and whether the report includes error messages.

1. Account Format	Use this processing option to specify the account format that you want to print on the General Ledger Post report.
2. Print Error Messages	Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Values are: Blank: Do not print error messages. / : Print error messages.

Versions

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version	Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.
2. Fixed Asset Post Version	Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.
3. 52 Period Post Version	Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Edits

This processing option specifies whether the system updates the specific fields on the transaction.

1. Update Transaction	Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields. The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields. The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

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

Taxes

These processing options specify how the system updates tax information.

1. Update Tax File

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

Blank: The system does not update the Taxes table.

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

2: The system updates the Taxes table for all tax amounts.

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

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

2. Update VAT Discounts

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

These options in the tax rules must be turned on to use this processing option:

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

Values are:

Blank: The system does not adjust tax amounts for discounts taken.

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

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

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

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

For example:

Tax Rate = 25%.

Discount Taken = 12.50 USD.

Gross Amount (Extended Price) = 1,250.00 USD.

Taxable Amount = 1,000.00 USD.

Tax Amount = 250.00 USD.

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

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

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

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

3. Update VAT Receipts and W/O

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

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

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

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

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

- Adjustment to the gross amount (extended price) = write-off amount.
- Adjustment to the taxable amount = $(\text{taxable amount} / \text{gross amount}) \times \text{write-off amount}$.
- Adjustment to the tax amount = $(\text{tax amount} / \text{gross amount}) \times \text{write-off amount}$.

For example:

Tax Rate = 25%.

Write-off Amount = 12.50 USD.

Gross Amount (Extended Price) = 1,250.00 USD.

Taxable Amount = 1,000.00 USD.

Tax Amount = 250.00 USD.

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

- Adjustment to the Gross Amount = 12.50.
- Adjustment to the Taxable Amount = 10.00.
- Adjustment to the Tax Amount = 2.50.
- Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$.
- Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$.
- Adjusted Tax Amount: $250.00 - 2.50 = 247.50$.

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

Process

This processing option specifies whether the system explodes the parent item.

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

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

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

Cash Basis

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

- 1. Units Ledger Type** Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.
- 2. Create Cash Basis Entries Version** Use this processing option to specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

CHAPTER 11

Setting Up Bank Account Information

This chapter provides overviews of setting up bank account information, setting up additional bank account information, and working with localized bank account information, and discusses how to:

- Set up bank account information.
- Enter bank information for suppliers.
- Work with additional bank info for foreign suppliers.

Understanding 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 these 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.

This 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.

Record Type	Description
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:

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.

International Bank Account Numbers (IBAN)

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

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

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

Segment	Definition
Country code	A two-letter country code as specified in ISO 3166. The country code used in the IBAN is the code of the country in which the bank or branch that is servicing the IBAN resides.
Check digits	Two digits that are assigned according to an algorithm.
Basic Bank Account Number (BBAN)	An alphanumeric string of characters of up to 30 characters that includes 0-9 and A-Z in upper case letters only. The electronic format cannot contain separators or country-specific characters. The length of the BBAN is determined by the country of origin, and includes an explicit identification code of the bank or branch servicing the account at a fixed position within the BBAN.

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

This table shows examples of IBANs:

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

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

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

Understanding Setting Up Additional Bank Account Information

To process bank transactions for Belgium, the account information that you enter must be accurate to avoid service charges from the bank and possible rejection of electronic funds transfers. Electronic funds transfers can be rejected for payments and receipts because of incomplete or incorrect account information.

PeopleSoft EnterpriseOne automatically validates the bank account information for Belgian suppliers and customers, including the bank account numbers, according to the standards set by the Belgian banking authority. The Modulus 97 algorithm validates the bank account number when you add or change a bank account number. If you enter an invalid bank account number, you receive an error message stating that the bank account is invalid.

Note. When you add bank account information in the Bank Account Number field, ensure that the Control Digit is included, in addition to the Bank Account number in the Bank Account Number field. The Control Digit field is considered part of the bank account number in Belgium.

Understanding Working With Localized Bank Account Information

Here is some important information about localized bank account information.

Bank ID Number Validation

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 these 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:

Process	Function
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.

Bank ID Validation Overrides

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.

(FRA) Bank Account Information Validation

To process bank transactions for France, the account information that you enter must be accurate to avoid service charges from the bank and possible rejection of electronic funds transfers. Electronic funds transfers can be rejected for payments; receipts can be rejected because of incomplete or incorrect account information.

The system automatically validates the Relevé d'Identité Bancaire (R.I.B.), including the bank account and transit numbers, according to the standards set by the French banking authority. You must enter the R.I.B. key in the Control Digit field for the account information to be validated. The Modulus97 algorithm checks the R.I.B. key.

Note. In addition to online validation, you can run the Bank Account Exception Report (R00310) to verify that your account information is correct. When you run this report, the system verifies the account numbers based on a control digit (R.I.B. key) and the bank transit number.

(DEU) Additional Bank Account Information

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

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

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

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

(DEU) LZB Country Code (74/LA)

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

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

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

(DEU) Cost Settlement Code (74/28)

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

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

(DEU) Label for Payment (74/29)

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

- 00: Standard transmission (for example, letter, normal SWIFT message)
- 10: Telex payment or urgent SWIFT message

- 20: Check drawing, any form of dispatch
- 21: Check drawing, sent by registered mail
- 22: Check drawing, sent by special delivery
- 23: Check drawing, sent by registered mail or special delivery
- 30: Check drawn on principal, any form of dispatch
- 31: Check drawn on principal, sent by registered mail
- 32: Check drawn on principal, sent by special delivery
- 33: Check drawn on principal, sent by registered mail or special delivery
- 34-49: Reserved for intercompany purposes
- 50-99: In-house

(ITA) Bank Information Processing

PeopleSoft EnterpriseOne country-specific processes for banking requirements in Italy include validating bank information. In Italy, businesses that remit incorrect or incomplete bank identification or account information to the bank are subject to fees. To avoid these charges, businesses must carefully validate bank identification and account information that is entered into the system during data entry.

You can use PeopleSoft EnterpriseOne software to validate:

- Account information
- Bank identification numbers

The system validates bank information based on the Bank ID - Italy table (F74030).

(ITA) Validating Account Information

You can set up your system to automatically validate account information when you use these programs:

- Bank Accounts by Address (P0030A)
- G/L Bank Accounts (P0030G)
- Bank Revision - Italy (P7430IT)
- Enter Customer Drafts (P03B602)
- Pre-Authorized Drafts (R03B671)
- A/R Magnetic RIBA Draft Remittance Tape Format (R03B672IT)

The system validates bank information based on the Bank ID - Italy table (F74030).

(ITA) Validating Bank Identification Information

Italian banks assess a service charge when invalid account or bank identification numbers are included in the customer information that businesses remit for processing accounts receivable drafts (RiBa) and automatic payments.

Italian bank identification information consists of a transit code, which includes two 5-character segments:

- The Bank Code (ABI)
- The Bank Branch Code (CAB)

The ABI segment identifies the bank (for example, Banco di Napoli) and is followed by the CAB segment, which identifies the branch (for example, Banco di Napoli - Positano).

The Banca d'Italia maintains and updates valid bank identification numbers. Individual banks can provide their clients with the updated information on tape or diskette.

PeopleSoft supports the COMIT format and ships the Bank ID - Italy table (F74030) with the localized software for Italy. You must upload the bank information that is provided by Banca d'Italia to this table. After you upload the information, you can make your own revisions to the bank table as needed.

If you use PeopleSoft EnterpriseOne localized software to validate bank identification information, the system validates bank codes and branch codes when you:

- Set up bank account information.
- Enter accounts receivable drafts.
- Generate pre-authorized accounts receivable drafts.
- Create the accounts receivable drafts remittance table.

The system validates the customer bank information against the valid bank identification information in the Bank ID - Italy table (F74030).

The system validates account and bank identification information:

Program	Function
G/L Bank Accounts (P0030G)	The system returns an error on the Revise Bank Information form if bank information is missing or invalid.
Bank Accounts By Address (P0030A)	If the Localization Country Code in the User Profile Revisions form is not blank and the customer's, supplier's, or employee's country code on the Address Book Revision form is IT (Italy), the system returns an error on the Set Up Bank Accounts By Address form if bank information is missing or invalid.
Enter Our Drafts or Enter Customer Drafts (P03B602)	The system returns an error on the Draft Entry form if bank information is invalid.
Pre-Authorized Drafts (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.
A/R Magnetic RIBA Draft Remittance Tape Format (R03B672IT)	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.

(ITA) Uploading Bank Identification Information to Your System

From the Italian Bank File Processing menu (G00215), choose Bank ID Table Upload - Italy.

You can automatically update bank identification information from a tape or diskette to your system. To do so, you must first use a custom program to upload the bank tape or diskette to the Bank Upload - Italy table (F74301), which is a temporary work table. You then run the Bank ID Table Upload - Italy program (R74301) to upload the information from table F74301 to the Bank ID - Italy table (F74030).

The Bank ID Table Upload - Italy program is based on the COMIT record layout. You might need to customize the program to meet your specific needs.

(ITA) Revising Bank Identification Information Manually

You can revise bank identification information manually on an as-needed basis.

Converting Bank Numbers

Access the G/L Bank Accounts form.

(JPN) Working with Bank and Branch Information

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:

Requirement	Explanation
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. These account types are possible: • Savings • Current • Deposit • Other

Requirement	Explanation
Bank transfer payor number	A bank transfer number is assigned to each payor by the bank.
Transfer type	Businesses can select these transfer types: • Express with bank charges • Letter with bank charges • Express without bank charges • Letter without bank charges

(JPN) 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 these 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

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Processing Automatic Payments,” (JPN) Understanding the Create Payment Control Groups Process for Japan.

(JPN) Updating Bank and Branch Information

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 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:

- 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.

(JPN) Revising Bank and Branch Information

You can update or add bank and branch information to your system manually on an as-needed basis. These 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.

(JPN) Entering Bank Charge Information

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

- 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.

(NLD) Setting Up Account Information

You should set up additional bank account information for your suppliers, both foreign and domestic. This information is stored in the Dutch Payments Bank Information table (F74030H). The information that is stored in table F74030H creates a link between the Dutch bank account number and the Bank Transit Master table (F0030).

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

The system validates the Transit Number and the Swift Code that you enter in the Dutch Payments Bank Information program (P74030H). Validation of the Transit Number is based on the value in the Transit Type field.

You can access the forms for Dutch bank account information by selecting:

- An option from the Dutch Localization menu (G74N)
- Regional Info from the Form menu on the Set Up Bank Accounts by Address form in the Bank Accounts by Address program (P0030A)
- Regional Info from the Form menu on the Revise Bank Information form in the G/L Bank Accounts program (P0030G).

The system opens the Revise Bank Information form when you enter a new bank account in the Bank Accounts by Address program (P0030A). You can access the Dutch bank account information from the Bank Accounts by Address program only if you set your user profile to the Netherlands.

(NLD) Bank Account Type (74/BK)

Set up a user defined code for each bank account type. The bank account number is validated based on the bank account type.

Set up these codes:

- B - Domestic Dutch bank
- P - Domestic Postbank
- X - Foreign bank

(NLD) Processing Code (74/SU)

Set up codes to indicate whether the SWIFT message should be sent with standard or priority status when transferring funds.

Values are:

- 0 - SWIFT standard
- 2 - SWIFT priority

(NLD) Check Forwarding Code (74/CV)

Set up codes to indicate the location to which a check should be sent.

Set up these codes:

- 1 - Principle's branch
- 2 - Principle
- 3 - Beneficiary

(NLD) Article Number Code (74/AN)

This code is assigned by the DNB (Netherlands Central Bank) to transit traders. The code identifies the goods bought and sold by the transit trader. Examples of article numbers include:

- 00 - Livestock
- 03 - Fish
- 11 - Drinks
- 21 - Untanned hides
- 33 - Crude oil

(NLD) Transit Type Code (74/TT)

You can set up codes to indicate transit types. This code is used to validate the supplier's bank transit number. You must specify the format of the transit number for each transit type in the Description 02 field using these characters:

- *N*: Numeric; blank not allowed
- *Y*: Numeric; blank allowed
- *X*: Non-numeric; blank not allowed
- *Z*: Non-numeric; blank allowed
- *B*: Alphanumeric; blank allowed

The system uses the format that you specify to validate the bank transit number.

For example, entering *NNNN* in the Description 02 field indicates that transit numbers of the associated transit type consist of four numeric characters with blanks allowed in each position.

You should enter the format for domestic accounts in the Description 02 field for the blank UDC value.

Note. When a transit number has fewer characters than the specified format, the system adds trailing blanks to the transit number.

Do not change the SW (Swift address worldwide) code. The format in the Description 02 field of the SW code is hard-coded for validation of the Swift code.

(NLD) Payment Instruction Code (74/I1)

Set up payment instruction codes to include in SWIFT messages to foreign banks.

Values are:

- 0: Advise beneficiary by phone.
- 02: Advise beneficiary by telex.
- 03: Advise beneficiary bank by phone.
- 04: Advise beneficiary bank by telex.
- 05: Advise beneficiary bank by cable/SWIFT charges for us.
- 06: Advise beneficiary bank by cable/SWIFT without charges for us.
- 07: Hold disposal.
- 12: If beneficiary is unknown or deceased, please return amount.
- 13: This payment is irrevocable.
- 14: Intercompany transfer.

(NLD) Costs Abroad (74/KC)

Set up codes to indicate how costs charged by the ABN AMRO Bank for processing payment orders are settled. This code is used in the foreign payment system.

Values are:

- 1: Charged to principle NLG/EUR
- 2: Charged to principle FC account
- 3: Charged to beneficiary details

(NLD) Costs NLG/Foreign Code (74/KG)

Set up codes to indicate how costs charged by foreign correspondent banks are settled. This code is used in the foreign payment system.

Values are:

- 1: Charged to principle NLG/EUR
- 2: Charged to principle FC account
- 3: Charged to beneficiary details

(NLD) Group Name Code (74/GP)

You can set up codes to indicate the payment category. The options are prescribed by the DNB (Netherlands Central Bank).

Values are:

- 1: Goods
- 2: Transit trade
- 3: Services and capital
- 4: Transfer to your own account
- 5: Other registered items

(NLD) Payment Method Code (74/NO)

You can set up codes to indicate the method of payment.

Values are:

- Normal (funds transfer)
- Check
- Urgent transfer

(NLD) Check Crossing Code (74/CC)

You can set up codes to indicate whether a check that is issued by the bank should be crossed. Crossed checks cannot be cashed over the counter. Payment can only be made directly to the account of the payee.

Values are:

- Y: Cross the check.
- N: Do not cross the check (default value).

(NLD) Domestic Costs Code (74/DC)

The Domestic Costs Code specifies whether the principle or the beneficiary is responsible for paying costs. The values are hard-coded and include these codes:

Code	Description
1	Charged to Principle's NLG/EUR
2	Charged to Principle's FC Account
3	Charged to Beneficiary Details

Prerequisite

Verify that the country for your Localization Country Code is set to NL (Netherlands). The Localization Country Code must be set for online validation to occur. For information about how to set up user display preferences, see Setting Up User Display Preferences in the Global Solutions Netherlands Guide.

Setting Up Bank Account Information

This section discusses how to:

- Set up G/L bank account information.
- Delete or revise G/L bank account information.
- Set up supplier and customer bank account information.
- Delete or revise supplier or customer bank account information.
- Set up bank transit numbers by bank address.
- (DEU) Set up additional bank account information.
- (ITA) Revise bank identification information manually.
- (ITA) Convert bank numbers.
- (ITA) Set processing options for Italian Bank Number Conversion (R74800).
- (JPN) Update bank and branch information.
- (JPN) Set processing options for Bank/Branch Table Upload — Japan (R75010A).
- (JPN) Revise bank and branch information.
- (JPN) Enter bank charge information.
- (NLD) Set up bank account information.

Prerequisites

Before you complete the tasks in this section:

- Verify that your company, suppliers, and customers have a country code that is equal to BE (Belgium) in the Address Book Master table (F0101). The validation of the online bank account information is activated based on this key.
- Verify that your suppliers and customers have a country code that is equal to FR (France) or a blank with FR in the second description of the UDC table. The validation of the online bank account information validation is activated, based on the R.I.B. key.

Forms Used to Set Up Bank Account Information

Form Name	Form ID	Navigation	Usage
Set Up G/L Bank Account	W0030GB	Automatic Payment Setup (G04411), Bank Account Information Accounts Receivable Setup (G03B41), Bank Account Information. Automatic Debiting (G03B131), G/L Bank Accounts On Work With G/L Bank Accounts, click Add.	Set up G/L bank account information.
Revise Bank Information	W0030GC	On Work With G/L Bank Accounts, select Bank Info from the Row menu.	Revise bank information. To avoid the use of the pre-note code that is assigned to the supplier, verify that the Override Supplier Pre-Note option is turned on.
Revise BACS Information	W0030GD	On Work With G/L Bank Accounts, select BACS Info from the Row menu.	Revise BACS.
Set Up Bank Account X12 Information	W0030GF	Select X12 Information from the Form menu on the Work With G/L Bank Accounts form. On Work With Bank Account X12 Information, click Add.	Set up bank account X12 information.
Set Up G/L Bank Account	W0030GB	Automatic Payment Setup (G04411), Bank Account Information Accounts Receivable Setup (G03B41), Bank Account Information Automatic Debiting (G03B131), G/L Bank Accounts On Work With G/L Bank Accounts, locate a record and select Revise from the Row menu.	Delete or revise G/L bank account information.
Revise Bank Information	W0030GC	On Work With G/L Bank Accounts, select the bank account record and select Bank Info from the Row menu.	Revise bank information.

Page Name	Object Name	Navigation	Usage
Revise BACS Information	W0030GD	On Work With G/L Bank Accounts, select the bank account record and select BACS Info from the Row menu.	Revise BACS information.
Set Up Bank Account X12 Information	W0030GF	On Work With G/L Bank Accounts, select X12 Info from the Form menu. On Work With Bank Account X12 Information, locate the bank account and click Select.	Revise CTX information.
Set Up Bank Accounts By Address	W0030AA	Automatic Payment Setup (G04411), Bank Account Cross Reference Accounts Receivable Setup (G03B41), Bank Account Cross-Reference Automatic Debiting (G03B131), Customer Bank Account On Work With Bank Accounts by Address, click Find or Add.	Locate or add an account.
Work With Bank Accounts By Address	W0030AD	Automatic Payment Setup (G04411), Bank Account Cross Reference Accounts Receivable Setup (G03B41), Bank Account Cross-Reference Automatic Debiting (G03B131), Customer Bank Account Locate and select a record.	Delete or revise supplier or customer bank account information. To delete a bank account record, select Delete from the tool bar. To revise bank account information, select 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.
Set Up Bank Transit Address	W0030AB	Accounts Receivable Setup (G03B41), Bank Account Addresses Bank Account Cross Reference program, select Bank Transit from the Form menu On Work With Bank Transit Addresses, click Add.	Set up bank transit numbers by bank address.

Page Name	Object Name	Navigation	Usage
German Bank Account / Additional Information	W74030GB	German Localization (G74D), German Bank Account On Work With German Bank Account Cross Reference, click Add.	Set up additional bank account information for Germany.
Bank Revision - Italy	W7430ITB	Italian Bank File Processing (G00215), Bank Revision - Italy On Work With Bank - Italy, locate a bank code and click Select.	Revise bank identification information manually.
Bank/Branch Revision	W7530JPC	Japanese Localization (G75J), Bank/Branch/Charge Revision On Work with Bank - Japan, locate an existing record and select Bank/Branch from the Row menu.	Revise bank and branch information for Japan.
Bank Charge Revision	W7530JPC	Japanese Localization (G75J), Bank/Branch/Charge Revision On Work with Bank - Japan, locate an existing record and select Bank Charge from the Row menu.	Enter bank charge information for Japan.
Dutch Bank Account Maintenance	W74030HB	Dutch Localizations (G74H), Dutch Bank Account Bank Accounts By Address (P0030A), Set Up Bank Accounts by Address, select Regional Info from the Form menu After adding a new bank account in the Bank Accounts by Address Program, click OK on the Set Up Bank Accounts By Address form On Work With Dutch Bank Account Summary, click Add.	Set up Dutch bank account information.

Setting Up G/L Bank Account Information

Access the Set Up G/L Bank Account form.

G/L Bank Accounts - Set Up G/L Bank Account

OK Cancel Form Tools

G/L Bank Account 1.1110.BEAR

Description Bear Creek National Bank

Payment Information

Next Payment Number Next Autodebit Number

Default Print Options

Number of Alignment Forms

Detail Lines Per Stub 10

Set Up G/L Bank Account form

Next Payment Number	Enter a number that represents the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.
Next Autodebit Number	Enter the receipt number that the system will assign to the next automatic debit record that it generates for the specified bank account. The system updates this field incrementally, by one, when it generates an automatic debit record from the Accounts Receivable system.
Number of Alignment Forms	Enter the number of checks that are needed at the start of check printing for the printer operator to align the check stock properly.
Detail Lines Per Stub	Enter the number of detail lines that can appear on an A/P payment stub.
Bank Address Number	Enter a user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field. For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100. Enter the address number for the bank. Note. (FIN) The country code on Finnish bank address book records must be FI.
Bank Transit Number	Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

	Note. (FIN) This field is used in connection with the Bank Account Number field. The system creates this number when you enter the bank account number.
	Note. For other Nordic users: Leave this field blank.
Bank Account Number	Enter the number assigned by a bank to identify the account for a company, customer, or supplier. Note. For other Nordic users: Enter your bank, Bankgiro, or Postgiro account number.
IBAN	Enter a string of alphanumeric characters that uniquely identifies a customer's account in a bank anywhere in the world. The IBAN has a maximum of 34 alphanumeric characters; the first two alpha characters identify the country in which the account is held, and the next two digits are the check digits, which validate the complete IBAN. The final part of the IBAN is the domestic account number, which in most cases consists of the account number itself, the number that identifies the bank and the branch, and one or more check digits. For some countries, an extra bank identifier is included. Enter the IBAN in its electronic format. The electronic format consists of the country code, the check digits, and the basic bank account number, and does not include any spaces or country-specific characters.
Control Digit	Enter a number that represents a check digit for a bank account number. This number is optional, and is not part of the key to the Bank Transit Master table (F0030). Note. For other Nordic users: This field is not used for Nordic electronic payments.
Checking or Savings Account	Enter a code that specifies the type of bank account. This code is used during bank tape processing for automatic payments. The code you specify must exist in UDC H00/CK.
SWIFT Code	Enter an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. The Society for Worldwide Interbank Financial Telecommunications (SWIFT) provides the code to user banks. Enter the SWIFT code of the beneficiary's bank.
Bank Country Code	Enter a user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
Override Supplier Pre-Note Code	Enter an option that specifies whether the system overrides the prenote processing for electronic funds transfer for the bank account specified. Values are: <i>On:</i> Override the prenote code that is assigned to the supplier. The system produces a bank tape without producing a paper check, regardless of how the Pre-Note Code option (AB1) is set.

	<i>Off:</i> Use the prenote code that is assigned to the supplier. Some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this option is turned on.
Receivables	Enter the number of days the system adds to the draft due date to determine the G/L date for journal entries created during the draft collection process. This field is used only in Accounts Receivable draft processing.
Payables	Enter the number of days the system adds to the payment date to calculate the value date that is used in draft processing.
Bank User Number	Enter the number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number will be included on all files submitted by the user.
Reference/Roll Number	Enter the recipient's reference number. This is not used by all banks or in all countries. These countries use this field for specific purposes: • (ITA) The SIA code is used here. • (FRA) For electronic funds transfer, the Banque de France assigns a sender's number. • (NOR) DNB Telebank provides this number. • (FIN) The payee business code is used here. Note. In other Nordic countries, this field is not used.
Bank Reference Name	Enter the name of the account associated with the user number (within the particular bank system). (NOR) DNB Telebank provides this information. Note. In other Nordic countries, this field is not used.
Authorization Info Qualifier	Enter a code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Enter information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.
Security Information	Enter a value used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
Security Info Qualifier	Enter a code to identify the type of information in the Security Information. X12 standards for payments.
Interchange Sender ID	Enter an identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
Interchange Receiver ID	Enter an identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending

to them will use this as a receiving ID to route data to them. X12 standards for payments.

Application Sender’s Code

Enter a code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.

Application Receiver’s Code

Enter a code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.

Deleting or Revising G/L Bank Account Information

Access the Set Up G/L Bank Account form.

Setting Up Supplier and Customer Bank Account Information

Access the Set Up Bank Accounts By Address form.

Customer Bank Account - Set Up Bank Accounts By Address

OKCancelFormTools

Address Number

3003

CSC Corporation

Record Type

☐ Supplier

☐ Customer

☒ A/R Drafts, Auto Debit

☐ Auto Receipts Payor

Bank Information

Bank Transit Number

852200451

Bank Account Number

2165987458

Control Digit

IBAN

Description

First Interstate Bank

Checking or Savings Account

☐

Checking account

SWIFT Code

Reference/Roll Number

Bank Address Number

☐

Bank Country Code

Set Up Bank Accounts By Address form

Address Number

Enter an address book number. The system displays records for suppliers and customers only. The system does not display records for record types B, G, or M.

Supplier

Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers.
C: Customer bank accounts.

D: Default bank account for Accounts Receivable drafts and auto debits.

G: Internal general ledger bank accounts.

H: Dutch bank accounts.

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments.

P: Auto receipts payor.

V: Supplier bank account for payment via bank tape.

X: Alternate bank account for a supplier.

Y: Multiple bank accounts for a supplier.

Note. When you use bank type B, no other bank types are allowed. When you use bank type V, no other V bank types are allowed. When you use bank type D, no other D bank types are allowed.

Designate the record type by choosing one of these options:

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

Bank Transit Number

Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

You can leave this field blank.

Bank Account Number

Enter the number assigned by a bank to identify the account for a company, customer, or supplier.

Note. For Nordic users: Enter your bank, Bankgiro, or Postgiro account number.

Control Digit

Enter a number that represents a check digit for a bank account number. This number is optional, and is not part of the key to the Bank Transit Master table (F0030).

Note. For Nordic users: This field is not used for Nordic electronic payments.

IBAN

Enter a string of alphanumeric characters that uniquely identifies a customer's account in a bank anywhere in the world. The IBAN has a maximum of 34 alphanumeric characters; the first two alpha characters identify the country in which the account is held, and the next two digits are the check digits, which validate the complete IBAN. The final part of the IBAN is the domestic account number, which in most cases consists of the account number itself, the number that identifies the bank and the branch, and one or more check digits. For some countries, an extra bank identifier is included.

Enter the IBAN in its electronic format. The electronic format consists of the country code, the check digits, and the basic bank account number, and does not include any spaces or country-specific characters.

Checking or Savings Account	Enter a code that specifies the type of bank account. This code is used during bank tape processing for automatic payments. The code you specify must exist in UDC H00/CK.
SWIFT Code	Enter an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. The Society for Worldwide Interbank Financial Telecommunications (SWIFT) provides the code to user banks. Enter the SWIFT code of the beneficiary's bank. The system displays this field only when you choose the option for Supplier.
Reference/Roll Number	Enter the recipient's reference number. This is not used by all banks or in all countries. These countries use this field for specific purposes: • (ITA) he SIA code is used here. • (FRA) or electronic funds transfer, the Banque de France assigns a sender's number. • (NOR) DNB Telebank provides this number. • (FIN) he payee business code is used here. Note. In other Nordic countries, this field is not used. The system displays this field only when you choose the option for Supplier.
Bank Address Number	Enter the address book number of the bank.
Bank Country Code	Enter a user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.

Deleting or Revising Supplier or Customer Bank Account Information

Access the Work With Bank Accounts By Address form.

Setting Up Bank Transit Numbers by Bank Address

Access the Set Up Bank Transit Address form.

Bank Account Addresses - Set Up Bank Transit Address

OK Cancel Tools

Bank Transit 852200451

Address Number

Address

Set Up Bank Transit Address form

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

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.

(DEU) Setting Up Additional Bank Account Information

Access the German Bank Account / Additional Information form.

Address Number	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location. The system automatically completes these fields from the Bank Transit Master table (F0030).
Bank Transit	Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds. This field defaults from the Bank Transit Master (F0030) table.
Bank Account	Enter the number assigned by a bank to identify the account for a company, customer, or supplier.

Note. For Nordic users: Enter your bank, Bankgiro, or Postgiro account number.

SWIFT Code	Enter an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. The Society for

Worldwide Interbank Financial Telecommunications (SWIFT) provides the code to user banks. Enter the SWIFT code of the beneficiary's bank.

The beneficiary's SWIFT address or routing/transit number is required by the bank. If you do not enter the beneficiary's SWIFT address or routing/transit number, the bank will reject the file. The system provides a default value from the Bank Transit Master (F0030) table.

(DEU) EnterpriseOne does not provide the ability to enter a vendor's bank address and name on the German foreign payment file.

Record Type

Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers.

C: Customer bank accounts.

D: Default bank account for Accounts Receivable drafts and auto debits.

G: Internal general ledger bank accounts.

H: (SWE) Dutch bank accounts.

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments.

P: Auto receipts payor.

V: Supplier bank account for payment via bank tape.

X: Alternate bank account for a supplier.

Y: Multiple bank accounts for a supplier.

Note. When you use bank type *B*, no other bank types are allowed. When you use bank type *V*, no other V bank types are allowed. When you use bank type *D*, no other D bank types are allowed.

This field defaults from the Bank Transit Master (F0030) table.

Instruction code 1

(DEU) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Instruction code 2

(DEU) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Instruction code 3

(DEU) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Note. You must set Instruction Code 3 or Instruction Code 4 equal to zero.

Instruction code 4

(DEU) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Note. You must set Instruction Code 3 or Instruction Code 4 equal to zero.

Cost Settlement Code

(DEU) Enter a code from the Cost Settlement Code UDC table (74/28) that identifies the type of cost settlement the system uses for a German foreign payment. Values are:

	<i>00</i>: Transfer or third party fees debited to principal <i>01</i>: All fees debited to principal <i>02</i>: All fees debited to recipient
Label for Payment	(DEU) Enter a code from the Label For Payment UDC table (74\29) that identifies the label for payment for a German foreign payment. Values are: <i>10</i>: Telex payment <i>20</i>: Check drawing <i>21</i>: Check drawing, sent by registered mail <i>22</i>: Check drawing, sent by special delivery <i>23C</i>: Check drawing, sent by registered mail or special delivery <i>30</i>: Check drawn on principal, any form of dispatch <i>31</i>: Check drawn on principal, sent by registered mail <i>32</i>: Check drawn on principal, sent by special delivery <i>33</i>: Check drawn on principal, sent by registered mail or special delivery <i>34-49</i>: Reserved for intercompany purposes <i>50-99</i>: In house
Code Number	Enter a code from the Code Number UDC table (74/30) that identifies the code number for a German foreign payment as per the services index (annex to Foreign Trade and Payments Orders).
Transaction concerned	Enter a code that you use to identify the type of transaction for a German foreign payment. Values are: <i>2</i>: Services, transfers or other expenditures <i>4</i>: Capital movements and capital gains This field is required if the payment handling code for the pay item is W.
Additional Instruction Code Information	Enter additional information for the instruction codes.
Instruction to Principal's Bank	Enter additional instructions for the Principal's bank.
Reporting Code	Enter a reporting code that indicates whether the paying bank is to report the contents of the T record to the Federal Bank. Values are: <i>0</i>: The paying bank is to report the contents of the T record to the Federal Bank (default) <i>1</i>: The paying bank is not to report the contents of the T record to the Federal Bank
Contact Name and Telephone Number	Enter a value that provides the ability to add the name and number of the person to contact at the principal company if the paying bank has questions relating to the payment order.

(ITA) Revising Bank Identification Information Manually

Access the Bank Revision - Italy form.

Name	Enter the full name of the bank associated with a bank transit number (ABI/CAB). The value in this field is pre-loaded in the Bank ID - Italy table (F74030) and can be maintained in the Bank Revision - Italy program (P7430IT).
Address	Enter the address (street and number) of the bank. The value in this field is pre-loaded in the Bank ID - Italy table (F74030) and can be maintained with the Bank Revision - Italy program (P7430IT).
City	Enter the administrative division of the municipality where the bank is located. The value in this field is pre-loaded in the Bank ID - Italy table (F74030) and can be maintained in the Bank Revision- Italy program (P7430IT).
Town	Enter the name of the town where the bank is located. The value in this field is pre-loaded in the Bank ID - Italy table (F74030) and can be maintained with the Bank Revision - Italy program (F7430IT).
Postal Code	Enter the postal code of the town where the bank is located. The value in this field is pre-loaded in the Bank ID - Italy table (F74030) and can be maintained with the Bank Revision - Italy program (P7430IT).
State	Enter a user defined code (00/S) that specifies the state or province. This code is usually a postal service abbreviation.
Default CAB Location	Enter the default location of the bank branch code (Italian CAB code). The value in this field is pre-loaded in the Bank ID - Italy table (F74030) and can be maintained with the Bank Revision - Italy program (P7430IT). Examples of the location are: <i>CAB 1600:</i> Default Milano CAB <i>CAB 1601:</i> Milano Centro <i>CAB 1602:</i> Milano Duomo <i>CAB 1603:</i> Milano Scala
Short Name	Enter a user defined name or remark.

(ITA) Converting Bank Numbers

To convert bank numbers, from Italian Bank File Processing (G00215), select Italian Bank File Processing.

Note. You must run the Italian Bank Number Conversion program (R74800) to move the SIA code from the Bank User Number field to the Reference/Roll Number field in the Bank Transit Master table (F0030).

This conversion is necessary because the SIA code, which formerly was a numeric value, is now an alphanumeric code.

You can run the conversion program in proof or final mode. Proof mode prints a report of all selected G/L bank accounts that shows the original value for the Bank User Number and Reference/Roll Number fields. Final mode clears the Bank User Number field, updates the Reference/Roll Number field, and prints the converted values on the report.

You now enter the SIA code in the Reference/Roll Number field when entering bank account information in the Bank Accounts by Address program (P0030A) and the G/L Bank Accounts program (P0030G).

(ITA) Setting Processing Options for Italian Bank Number Conversion (R74800)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter '1' to process in final mode or leave blank for proof mode. Final mode will update selected G/L bank accounts in the Bank Transit Number Master (F0030). Proof mode will print the original values for review.

Use this processing option to specify whether the system runs the report in final or proof mode.

Final mode updates selected G/L bank accounts in the Bank Transit Number Master (F0030). Proof mode prints the original values for review.

(JPN) Updating Bank and Branch Information

To update bank and branch information for Japan, from Japanese Localization (G75J), select Bank/Branch Table Upload.

Note. 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 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:

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.

(JPN) Setting Processing Options for Bank/Branch Table Upload - Japan (R75010A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

File

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

- 1. Enter the From Library name. The Library which contains the uploaded JBA Bank. Branch Information File specified in Option 2. (FUTURE)** (FUTURE) Use this processing option to enter the From Library name.

- 2. Enter the From File name. The File which contains the JBA Bank/Branch Information uploaded through Client Access/PC Support. (FUTURE)** (FUTURE) Use this processing option to enter the From File name.

Update

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

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

Use this processing option to specify whether the system replaces records in the file. Values are:

Blank or 0: Add record to file.

1: Replace records in file.

(JPN) Revise Bank and Branch Information

Access the Bank/Branch Revision form.

Bank/Branch/Charge Revision - Bank/Branch Revision

OK Find Delete Cancel Tools

Bank Code 0001

JAPANESE BANK Japanese Bank

Records 1 - 3 Customize Grid

	Branch Code	Branch Name (Alpha Name)	Branch Name (Secondary Name)
☐	001	TOKYO BRANCH	Tokyo Branch
☐	002	OSAKA BRANCH	Osaka Branch

Bank/Branch Revision form

Branch Name (Alpha Name)

Enter the text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

Branch Name (Secondary Name)

Enter an alternate name field in the Address Book system to accommodate double-byte coding.

(JPN) Entering Bank Charge Information

Access the Bank Charge Revision form.

Bank/Branch/Charge Revision - Bank Charge Revision

OK Delete Cancel Tools

Bank Code 0001 Currency Code JPY

Records 1 - 3

☐	☒	Treating Amount	In-Branch Charge	In-Branch C-Tax	Ex-Branch Charge	Ex-Branch C-Tax
☐	☒	29,999	100	5	200	10
☐	☒	9,999,999,999	500	25	600	30

Bank Charge Revision form

Treating Amount

Enter the amount of the payment in the Accounts Payable system.

In the Accounts Receivable system, the amount of the receipt. This amount must balance to the total amount applied to the invoice pay items.

The total amount of the invoices or vouchers in a payment group that is submitted to a bank for processing.

In-Branch Charge

Enter the bank charge fee assessed when the payor's bank account and the payee's bank account are in the same branch and bank.

You use the Bank Account Information (P04130) program to set up bank account information for payors and assign a record type of *G* to the record. You use the Bank Account Cross Reference (P0030) program to set up bank account information for payees and assign a record type of *V* to the record. The system stores bank account information for payors and payees in the Bank Transit Master (F0030) table.

In-Branch C-Tax

Enter the consumption tax assessed on the bank charge when the payor's bank account and the payee's bank account are in the same branch and bank.

You use the Bank Account Information (P04130) program to set up bank account information for payors and assign a record type of *G* to the record. You use the Bank Account Cross Reference (P0030) program to set up bank account information for payees and assign a record type of *V* to the record. The system stores bank account information for payors and payees in the Bank Transit Master (F0030) table.

Ex-Branch Charge

Enter the bank fee that is assessed when the payor's bank account and payee's bank account are in different branches of the same bank.

You use the Bank Account Information (P04130) program to set up bank account information for payors and assign a record type of *G* to the record. You use the Bank Account Cross Reference (P0030) program to set up bank account information for payees and assign a record type of *V* to the record. The system stores bank account information for payors and payees in the Bank Transit Master (F0030) table.

Ex-Branch C-Tax

Enter the consumption tax assessed on the bank charge when the payor's bank account and the payee's bank account are in different branches of the same bank.

You use the Bank Account Information (P04130) program to set up bank account information for payors and assign a record type of *G* to the record. You use the Bank Account Cross Reference (P0030) program to set up bank account information for payees and assign a record type of *V* to the record. The system stores bank account information for payors and payees in the Bank Transit Master (F0030) table.

Express-Trans Charge

Enter the bank charge for a type E bank transfer (Express Transfer). This charge is assessed when the payor's bank account and the payee's bank account are in different banks.

The bank transfer type is payee-specific and is stored in the Japanese A/B Tag Table (F750401). You can access the information that is stored in this table by choosing Regional Info from the Form menu on the Supplier Master Information form.

Express-Trans C-Tax

Enter the amount of consumption tax assessed on a bank charge for bank transfer types E (Express Transfer). A bank charge is assessed when the payor's bank account and the payee's bank account are in different banks.

The bank transfer type is payee-specific and is stored in the Japanese A/B Tag Table (F750401). You can access the information that is stored in this table by choosing Regional Info from the Form menu of the Supplier Master Information form.

Letter-Trans Charge

Enter the bank charge for type L bank transfers (Letter Transfer). This charge is assessed when the payor's bank account and the payee's bank account are in different banks.

The bank transfer type is payee-specific. The system stores the bank transfer type in the Japanese A/B Tag Table (F750401). You can access the information that is stored in this table by choosing Regional Info from the Form menu of the Supplier Master Information form.

Letter-Trans C-Tax

Enter the consumption tax amount assessed on the bank charge for a type L bank transfer. This tax is assessed when the payor's bank account and the payee's bank account are in different banks.

The bank transfer type is payee-specific and is stored in the Japanese A/B Tag Table (F750401). You can access the information that is stored in this table by choosing Regional Info from the Form menu of the Supplier Master Information form.

(NLD) Setting Up Bank Account Information

Access the Dutch Bank Account Maintenance form.

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Payment Handling Code

Enter a code that the system uses to sequence the printing of payments. Available values are in user defined table 00/HC.

Bank Account Number

Enter the account number for a local Dutch bank or for Postbank. If the bank account number belongs to a local Dutch bank (Bank Type = B), enter the nine or ten digit number that complies to the modulus-11 test.

	If the bank account number belongs to the Postbank (Bank Type = P), valid account numbers cannot be longer than seven digits. If the Bank Type is neither B nor P, then the account number must be at least one digit.
Customer Number	Enter the address number in the administration of the supplier/vendor.
Bank Account Type	Enter the type of bank. Values are: <i>B</i>: Domestic Dutch bank (must pass the modulus-11 check). <i>P</i>: Giro (< 10000000). <i>X</i>: Foreign bank (no validation occurs).
Checking or Savings Account	Enter a code that specifies the type of bank account. This code is used during bank tape processing for automatic payments. The code you specify must exist in UDC H00/CK.
Domestic Costs Code	Enter a code that indicates how costs charged by the ABN/AMRO Bank for processing payment orders (for example, transfer charges or check clearing charges) are settled. This value is used in the foreign payment system. Values are: Blank: No cost to be charged <i>1</i>: Cost to be charged to the payor's NLG/Euro account. <i>2</i>: Cost to be charged to the payor's foreign currency account. <i>3</i>: Cost to be charged to the payee. The bank indicates which codes are allowed. This code is a required entry in the Dutch Payments Bank Information table (F74030H).
Currency Code	Enter a code that identifies the currency of a transaction.
Transit Type	Enter a code that indicates the transit type. If you leave the Transit Type field blank, the system does not validate the supplier's bank transit number in the Transit Number - Bank field.
Transit Number - Bank	Enter the routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Normal or Check	Enter a code that indicates the method of payment. This code is used in the foreign payment system. Values are: <i>0</i>: Normal/funds transfer. <i>1</i>: Check (at ABN/AMRO send to beneficiary). <i>2</i>: Urgent transfer This code is a required entry in the Dutch Payments Bank Information table (F74030H).
Payment Category Code	Enter the payment category code is used with foreign transfers. Values are: Blank Not applicable <i>1</i>: Goods

- 2: Transit trade
- 3: Services and capital
- 4: Transfer to your own account
- 5: Other registered items

This is an optional entry in the Dutch Payments Bank Information table (F74030H).

Article No.

Enter a code (74/AN) that is assigned by the DNB (Netherlands Central Bank) to transit traders for the purpose of identifying the goods bought and sold by the traders.

For example, you might use these codes:

- 00: Livestock
- 01: Meat and meat products
- 02: Dairy products and eggs
- 11: Drinks

This is an optional entry in the Dutch Payments Bank Information table (F74030H).

Trader No.

Enter a code that is assigned to transit traders by the DNB (Netherlands Central Bank).

This is an optional entry in the Dutch Payments Bank Information table (F74030H).

DNB Registration No.

Enter a number assigned by DNB (Netherlands Central Bank) to the payor for the purpose of registration of a number of foreign payment categories.

This is an optional entry in the Dutch Payments Bank Information file (F74030H).

Nature of Pmt Code 1

Enter a description of the nature of the payment.

This is an optional entry in the Dutch Payments Bank Information table (F74030H).

Nature of Pmt Code 2

Enter a description of the nature of the payment.

This is an optional entry in the Dutch Payments Bank Information table (F74030H).

Bank Address Number

Enter the address number of a foreign bank. This number provides a relationship between the Dutch - Payments Bank Information table (F74030H) and the Address Book Master table (F0101).

Correspondent Costs Code

Enter a code that indicates how the costs charged by foreign correspondent banks are settled. This value is used in the foreign payment system. Values are:

- 1: Costs to be charged to the payor's NLG/Euro account
- 2: Costs to be charged to the payor's foreign currency account
- 3: Costs to be charged to payee NOTE: The bank will indicate which codes are allowed.

	This code is an optional entry in the Dutch Payments Bank Information table (F74030H). You must complete this field if the payment is made by transferring funds. If the payment is made by check, leave this field blank.
Processing Code	Enter a code that indicates whether a SWIFT message should have standard or priority status when transferring funds. Values are: 0: SWIFT standard 2: SWIFT priority This code is an optional entry in the Dutch Payments Bank Information table (F74030H).
SWIFT Code	Enter an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. The Society for Worldwide Interbank Financial Telecommunications (SWIFT) provides the code to user banks. Enter the SWIFT code of the beneficiary's bank.
Payment Instruction code 1	Enter a code that specifies instructions for the receiving bank, which should be included in SWIFT messages for foreign banks. This code is an optional entry in the Dutch Payments Bank Information table (F74030H).
Check Crossing Code	Enter a code that indicates whether the check issued by the bank should be crossed. Crossing of a check means that the receiver cannot cash the check. The check can only be transferred into the account of the beneficiary. Values are: N: Do not cross the check Y: Cross the check This code is an optional entry in the Dutch Payments Bank Information table (F74030H).
Check Forwarding Code	Enter a code that indicates the location to which a check should be sent. Values are: 1: Principal's branch 2: Principal 3: Beneficiary This code is an optional entry in the Dutch Payments Bank Information table (F74030H).

Entering Bank Information for Suppliers

This section provides an overview of bank information for suppliers and discusses how to:

- Assign bank accounts to suppliers.
- Set processing options for Supplier Master Information (P04012).

- Set processing options for Supplier Master MBF - PO (P0100043).
- Set up a bank account cross-reference.

Understanding Bank Information for Suppliers

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

Considerations for Bank Transit Numbers

For suppliers in Germany, Great Britain, the United States, and Canada, enter the bank transit number using an asterisk and the two-letter code followed by the numeric code; for example, enter *BL12345. For other foreign suppliers, enter the code without an asterisk.

For domestic suppliers with Bankgiro or Postgiro accounts, enter an asterisk. For domestic suppliers whom you want to pay directly to a bank account, enter the bank transit number (clearingnummer) for the bank.

The routing or transit number is normally a part of the bank account number. Sometimes the number cannot be distinguished from the bank account number. If so, use the *address number* for the supplier, and include an asterisk before the figures. Enter the full account number (including the bank transit number) in the Bank Account Number field.

Example: Bank Transit Number

Bank Transit Number: *3480

Bank Account Number: 5479203984800

PeopleSoft®

Supplier Master Information - Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 740002 Finnish Supplier

Record Type

☒ Supplier ☐ Customer ☐ A/R Drafts, Auto Debit ☐ Auto Receipts Payor

Bank Information

Bank Transit Number *3480

Bank Account Number 5479203984800

Control Digit

IBAN

Description Bear Creek National Bank

Checking or Savings Account 0 Checking account

SWIFT Code

Reference/Roll Number

Bank Address Number

Bank Country Code

Bank transit number on the Set Up Bank Accounts By Address form

Suppliers Bank Information by Country

This table lists the required bank information for suppliers in different countries:

Payment To Country	Bank Transit Number	Account Number	Control Digit	SWIFT Code
(DEU) Germany	*BL + code	Account Number	BL	Required
(GBR) Great Britain	*SC + code	Account Number	SC	Required
(USA) United States	*FW + code	Account Number	FW	Required
(CAN) Canada	*CC + code	Account Number	CC	Required
Other foreign suppliers	Code	Account Number	Blank	Blank

Payment To Country	Bank Transit Number	Account Number	Control Digit	SWIFT Code
Domestic suppliers (FIN) Bank Finland	Machine Account Number	Account Number	Blank	Blank
Domestic suppliers Bankgiro/Postgiro	*	Bankgiro or Postgiro Number	Blank	Blank
Domestic suppliers (SWE) Bank Account - Sweden	Code	Account Number	Blank	Blank

Note. All numbers must be entered consecutively without spaces. Avoid blanks or symbols such as dashes or dots.

(FIN) Considerations for Machine Account Numbers

For domestic payments in Finland, a special relationship exists between the account number and the bank transit number. The last digit of the bank account number is a check-digit for the account number. If the account number is entered correctly, the program creates a "machine account number" in the Bank Transit Number field.

This special modification for domestic payments in Finland is invoked when both the user's country code in User Preferences and the supplier's country code in the Supplier Master is Finland.

Considerations for Fields on the Set Up Bank Accounts by Address Form

This table provides Nordic-specific information about the fields on the Set Up Bank Accounts by Address form:

Field	Description
Record Type	For Nordic payments, select Supplier.
Bank Transit Number	(DEU, GBR, CAN, USA) The bank transit number for a particular bank account, if required. Special information is required for suppliers in Germany, Great Britain, Canada and USA. This field is not used for domestic Bankgiro/Postgiro payments. For these payments, enter an asterisk *. (FIN) Use this field in connection with the account number field. The system populates this field automatically when you enter the account number.
Bank Account Number	Enter the bank account number of the Bankgiro/Postgiro account number.

Field	Description
Control Digit	Required control digits for specific countries are: • Germany (BL) • Great Britain (SC) • United States (FW) • Canada (CC)
SWIFT Code	Enter the SWIFT Code for the supplier's bank, if required.
Reference/Roll Number	This field is not used for Nordic payments.

Bank Account Cross-Reference

For foreign payments, you must set up a cross-reference between the bank address in the Address Book Master table (F0101) and the bank account number in the Bank Transit Master table (F0030). The bank transit number is a key that links the bank address to the address number of the bank account. This cross-reference is used to print the name and address of the bank on the payment.

Forms Used to Enter Bank Information for Suppliers

Form Name	Form ID	Navigation	Usage
Set Up Bank Accounts By Address	W0030AA	Supplier & Voucher Entry (G0411), Supplier Master Information On the Work With Supplier Master form, locate the supplier and select Bank Accounts from the Form menu. On the Work With Bank Accounts by Address form, click Add.	Assign bank accounts to suppliers.
Supplier Master Revision	W04012A	Select Bank Account from the Row menu.	Revise supplier master information.
Set Up Bank Transit Address	W04012A	On the Supplier Master Revision form, select Bank Accounts from the Form menu. On the Work With Bank Accounts by Address form, select Bank Transit from the Form menu. Click the Add button on the Work With Bank Transit Addresses form.	Set up a bank account cross-reference.

Assigning Bank Accounts to Suppliers

Access the Set Up Bank Accounts By Address form.

Supplier Master Information - Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 74002 Finnish Supplier

Record Type

☒ Supplier ☐ Customer ☐ A/R Drafts, Auto Debit ☐ Auto Receipts Payor

Bank Information

Bank Transit Number *3480

Bank Account Number 5479203984800

Control Digit

IBAN

Description Bear Creek National Bank

Checking or Savings Account 0 Checking account

SWIFT Code

Reference/Roll Number

Bank Address Number

Bank Country Code

Set Up Bank Accounts By Address form

Address Number

Enter a user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Bank Transit Number

Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

Bank Address Number

Enter the address book number of the bank.

Checking or Savings Account

Enter a code that specifies the type of bank account. This code is used during bank tape processing for automatic payments. The code you specify must exist in UDC H00/CK.

Supplier

Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers.

C: Customer bank accounts.

D: Default bank account for Accounts Receivable drafts and auto debits.

G: Internal general ledger bank accounts.

H: Dutch bank accounts.

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments.

P: Auto receipts payor.

V: Supplier bank account for payment via bank tape.

X: Alternate bank account for a supplier.

Y: Multiple bank accounts for a supplier.

Note. When you use bank type B, no other bank types are allowed. When you use bank type V, no other V bank types are allowed. When you use bank type D, no other D bank types are allowed.

Designate the record type by choosing one of these options:

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

Customer

Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers.

C: Customer bank accounts.

D: Default bank account for Accounts Receivable drafts and auto debits.

G: Internal general ledger bank accounts.

H: Dutch bank accounts.

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments.

P: Auto receipts payor.

V: Supplier bank account for payment via bank tape.

X: Alternate bank account for a supplier.

Y: Multiple bank accounts for a supplier.

Note. When you use bank type B, no other bank types are allowed. When you use bank type V, no other V bank types are allowed. When you use bank type D, no other D bank types are allowed.

Designate the record type by choosing one of these options:

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

A/R Drafts, Auto Debit

Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers

C: Customer bank accounts

D: Default bank account for Accounts Receivable drafts and auto debits

G: Internal general ledger bank accounts

H: (NLD) Dutch bank accounts

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments

P: Auto receipts payor

V: Supplier bank account for payment via bank tape

X: Alternate bank account for a supplier

Y: Multiple bank accounts for a supplier

Note. When you use bank type B, no other bank types are allowed. When you use bank type V, no other V bank types are allowed. When you use bank type D, no other D bank types are allowed.

Designate the record type by choosing one of these options:

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

Auto Receipts Payor

Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers

C: Customer bank accounts

D: Default bank account for Accounts Receivable drafts and auto debits

G: Internal general ledger bank accounts

H: (NLD) Dutch bank accounts

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments

P: Auto receipts payor

V: Supplier bank account for payment via bank tape

X: Alternate bank account for a supplier

Y: Multiple bank accounts for a supplier

Note. When you use bank type *B*, no other bank types are allowed. When you use bank type *V*, no other V bank types are allowed. When you use bank type *D*, no other D bank types are allowed.

Designate the record type by choosing one of these options:

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

Control Digit

Enter a number that represents a check digit for a bank account number. This number is optional, and is not part of the key to the Bank Transit Master table (F0030).

Note. For Nordic users: This field is not used for Nordic electronic payments.

SWIFT Code

Enter an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. The Society for Worldwide Interbank Financial Telecommunications (SWIFT) provides the code to user banks. Enter the SWIFT code of the beneficiary's bank.

Reference/Roll Number

Enter the recipient's reference number. This is not used by all banks or in all countries. These countries use this field for specific purposes:

- (ITA) The SIA code.
- (FRA) For electronic funds transfer, the Banque de France assigns a sender's number.
- (NOR) DNB Telebank provides this number.
- (FIN) The payee business code.

Note. In other Nordic countries, this field is not used.

See Also

PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook, "Entering Supplier Information," Setting Up Multiple Bank Accounts for Suppliers

Setting Processing Options for Supplier Master Information (P04012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Entry

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

- 1. Tax ID** Use this processing option to specify whether to display the Tax ID field when you add a supplier record. You can specify whether to disable this field. When you disable a field, the system displays it as gray and the user cannot enter data in it. Values are:
 Blank: Display this field.
 1: Hide this field.
 2: Disable this field.

Defaults

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

- 1. Search Type** Use this processing option to specify the default value that is used in the Search Type field on the Work with Supplier Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses V (Suppliers) as the default value.
- 2. Amount Currency Code** Use this processing option to specify the default currency code for the A/B Amount Code field. If you leave this processing option blank and the A/B Amount Code field on the Supplier Master Revision form is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.

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

Versions

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

- 1. Supplier Master MBF (P0100043) Version** Use this processing option to specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.
- 2. Address Book (P01012) Version** Use this processing option to specify the version of the Address Book program (P01012) the system will use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

Setting Processing Options for Supplier Master MBF - PO (P0100043)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Outbound

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

1. Transaction Type	Use this processing option to enter the transaction type when using the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the Visual Assist to locate Transaction Type codes.
2. Change Transaction Image	Use this processing option to indicate whether you want the system to write a Before Image for a change transaction. The Before Image is the record before the change. The After Image is the record after the change. Values are: Blank: Write the After image. / : Write the Before and After image.

Setting Up a Bank Account Cross-Reference

To set up a bank account cross-reference, access the Set Up Bank Transit Address form.

Bank Transit	Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds. Enter the bank transit number in this field. The number is the same one that you entered in the Set Up Bank Accounts by Address form. If the number contains an asterisk, the asterisk is a part of the number and is also entered. If the bank has not been set up in the address book, use the Address Book program (P01012) to set up the bank. The default search type in the Address Book for banks is <i>V</i> (vendors).
Address Number	Enter a user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field. For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in

the Address Book constants), you could type **TOTAL* into the field, and the system would return 4100.

Working With Additional Bank Information for Foreign Suppliers

This section provides an overview of working with additional bank information for foreign suppliers, lists prerequisites, and discusses how to:

- Enter additional bank information for foreign suppliers.
- Override additional bank information.
- Enter A.E.B. bank account information.

Understanding Additional Bank Information for Foreign Suppliers

Foreign payments made by Nordic companies require additional bank information. If you use a foreign payment format, you must enter this additional bank information for each foreign supplier.

You can use the Automatic Payment Groups program (P04571) to override the additional bank information for a specific payment, if necessary.

A.E.B. Bank Account Information

The Spanish Bank Association (A.E.B.) provides valid bank account information including the bank code, office code, control digit, and sort number. The system uses this bank information when printing the draft formats for draft remittance and during automatic payment processing. You must enter this bank information in the A.E.B. Bank - Spain table (F74SCSB) to validate the bank account information for your Spanish customers and suppliers.

The system uses the information in the Bank Code and Office Code fields of the F74SCSB table to validate bank account numbers. The Bank Code and Office Code in the F74SCSB table are used to validate the Bank Transit Number in the Bank Accounts by Address program (P0030A) or the G/L Bank Accounts program (P0030G). The system validates the first four digits of the Bank Transit Number against the Bank Code, and the second four digits against the Office Code.

You can upload the bank information that is provided by the A.E.B. directly to the F74SCSB table, or you can enter the bank information manually.

To upload bank information from the A.E.B. bank information file, you import the A.E.B. bank information file into the Text Processor Detail Table (F007111) using the Text File Processor program (P007101). When you import a file into the F007111 table, the system stores the contents of the imported file in the Text field (GPTX) of the F007111 table. Because the A.E.B. bank information file has no common format, you must create a custom batch program or table conversion to parse the value in the Text field (GPTX) of the F007111 table to correspond to the fields in the F74SCSB table and to update the parsed values to the F74SCSB table.

Considerations for Uploading A.E.B. Bank Account Information

This table lists the fields in the A.E.B. Bank - Spain table (F74SCSB). You can use this information when creating a custom batch program or table conversion to parse the value in the Text field (GPTX) of the Text Processor Detail Table (F007111).

Alias	Description	Length
SBCO	Bank Code	4
SOCO	Office Code	4
SSNU	Sort	4
SBNA	Bank Name	36
SONA	Office Name	36
SOAD	Office Address	40
SCDI	Control Digit	1
SF11	Filler One	1
SCNC	City Name in Castilian	40
SCNL	City Name in Other Language	40
SOFT	Office Type	1
SBSI	Business Site Code	9
SACO	Area Code	3
SPNU	Phone Number	7
SENU	Extension Number	7
STNU	Telex Number	7
SZCO	Zip Code	5
SF12	Filler Two	17

Prerequisites

Before you complete the tasks in this section:

- Create an address book record for each bank, ensuring that both the name of the bank and the name of the local office are entered in the Alpha Name field.

See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, “Entering Address Book Records”.

- Set up your user preferences with one of these country preference codes:
 - SE (Sweden)
 - NO (Norway)
 - DK (Denmark)
 - FI (Finland)

See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, “Setting Up Your System for Country-Specific Functionality,” Setting Up User Display Preferences.

Forms Used to Enter Additional Bank Information for Foreign Suppliers

Form Name	Form ID	Navigation	Usage
Revise Supplier Info. Foreign	W0474N3B	Swedish Localization (G74W), Swedish Supplier Inf. Foreign Payments Click the Add button on the Work With Supplier Info. Foreign form.	Enter additional bank information for foreign suppliers.
Foreign Supplier Info Override	W74W001B	Automatic Payment Processing (G0413), Work with Payment Groups On the Work With Payment Groups form, select a record and select Payments from the Row menu. On the Work With Payment Group - Write Status form, select a payment and then select Regional Info from the Row menu.	Override additional bank information.
Bank Revision (A.E.B.)	W74SCSBB	Accounts Payable - Spain AEB Bank Revisions - Spain Click the Add button on the Work With Banks (A.E.B.) form.	Enter A.E.B. bank account information.

Entering Additional Bank Information for Foreign Suppliers

Access the Revise Supplier Info. Foreign form.

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Enter the address book number of the supplier.

Account flag

Enter the type of bank account to be used for payments--for example, checking or currency account. Values are:

0: SEK Account (Sweden), NOK Account (Norway), DKK Account (Denmark), or EUR/FIM Account (Finland)

1: Currency Account

Fee code

Enter a code that indicates who is going to pay the bank fees.

(SWE) Values for Sweden are:

0: All fees are paid by the remitter.

1: Express fees are paid by the receiver.

2: All fees are paid by the receiver.

(NOR) Values for Norway are:

0: All fees are paid by the payer.

1: The payee is responsible for paying the charges in Norway and the payer is responsible for paying the charges abroad.

2: All fees are paid by the payee.

(DNK) Values for Denmark are:

0: All fees are paid by the payer.

1: The payer is responsible for paying the charges in Denmark, and the payee is responsible for paying the charges abroad.

2: All fees are paid by the payee.

(FIN) Values for Finland are:

1: The beneficiary pays his own bank's expenses.

0: The payer pays the expenses of the beneficiary's bank.

Payment Method

Enter a code that indicates the type of payment--for example, normal or express payment. Values are:

0: Normal

1: Express (always bank)

2: Concern (network bank)

Note. (SWE) Value 2 is valid only in Sweden.

Supplier Number

Enter the address book number of the recipient of the payment.

A unique seven-digit number that the bank uses to identify the supplier. The system generates this number automatically.

Overriding Additional Bank Information

To override additional bank information, access the Foreign Supplier Info Override form.

Entering A.E.B. Bank Account Information

To enter A.E.B. bank account information, access the Bank Revision (A.E.B.) form.

Bank Code

Enter a four-digit code assigned by the Spanish Bank Authority, (A.E.B.). The value has to be a valid code that is assigned by the A.E.B.

Office Code

Enter a four-digit code assigned by the Spanish Bank Authority, (A.E.B.). The value has to be a valid code that is assigned by the A.E.B.

Control Digit

Enter the control digit. This digit is a value generated by the A.E.B. using both the bank code and the office code. The bank or the A.E.B. must supply this number.

Sort Number	Enter a four-digit code that is assigned by the Spanish Bank Authority (A.E.B.). This code is used to sort the information for a specific Bank Number and Office Number.
Business Site Code	A code that you assign to the business site where the office is located. This code usually matches the city, but such a match is not strictly necessary.
Bank Name	Enter the name of the bank. This must be the proper name used by the bank in business.
Office Name	Enter the commercial name of the bank office. This is the name used in inquiries or to look for a special commercial site of the bank.
Office Address	Enter the complete address of a particular commercial office of a bank. This is the suitable address to contact this office with any inquiry.
City in Castilian	Enter the Castilian proper name of the city where the office is located.
Zip	Enter the zip code of the bank office.
City Other Lang.	Enter the proper name of the city where the office is located, as the region commonly uses it.
OT	Enter the type of the bank office, according to the A.E.B. criteria.
Phone Number	Enter the phone number of the bank office.
Telex Number	Enter the Telex number of the bank office, if available.

CHAPTER 12

Understanding Rounding Versus Soft Rounding

This chapter is an overview that compares rounding and soft rounding.

Rounding and Soft Rounding Comparison

If you process a significant number of invoices and vouchers that have discounts, or taxes, or both, rounding differences can add up quickly. Rounding occurs on any component of a transaction that involves a calculation. The system uses rounding on transactions with a single pay item and soft rounding on transactions with multiple pay items.

Rounding

Rounding automatically occurs when the system performs a calculation and the result does not exactly equal the lowest currency unit, such as the penny for the U.S. dollar. In this situation:

- If the least significant digit is 5 or greater, the system rounds up.
- If the least significant digit is less than 5, the system rounds down.

For example, if the result of a calculation is 0.55672 and the currency is Canadian dollars (CAD), which has two decimal places, the system uses the third number to the right of the decimal to determine the rounding. In this example, it rounds the amount up to 0.56. Conversely, if the amount were 0.55472, the system would use 4 and round the amount down to 0.55. The system ignores all numbers after the third decimal for a two-decimal currency.

Soft Rounding

When the total of two or more amounts must equal a specific amount, the system uses soft rounding to force the total. For example, if you split a voucher for 100 CAD into three payments, the system calculates the first pay item at 33, the second at 34, and the third at 33 so that the total of the three pay items equals 100. If the system did not use soft rounding, you would have to enter an amount that could be divided equally among pay items or submit pay items that did not equal the total amount due, which would not be acceptable.

To minimize the negative effects of rounding, the system uses soft rounding on transactions with multiple pay items. The system stores the amount that it adds or subtracts to a calculated amount (as a result of rounding) in a cache (memory), and then adds or subtracts that amount from the next pay item:

- If the system rounds up the amount for a pay item, it subtracts that amount from the next pay item before rounding that pay item.
- If the system rounds down the amount for a pay item, it adds that amount to the next pay item before rounding that pay item.

If the system did not perform soft rounding, you might overpay or underpay a supplier as well as overcharge or undercharge a customer. While soft rounding does not control overpayments or underpayments and overcharges or undercharges between transactions, it does minimize the impact of rounding within a single transaction. The system does not carry soft rounding amounts from one transaction to another.

CHAPTER 13

Understanding Supplemental Data

This chapter contains an overview of supplemental data.

Supplemental Data

You might need to track and store information that is not included in the standard master tables. PeopleSoft calls this information supplemental data.

When you work with supplemental data, you define categories and further define information that you want to track for each category. For example, assume that you want to track the delivery methods for your customers. Delivery method is not a field in any of the master tables. Using supplemental data, you could define a category called "Delivery Methods" and then define the different delivery methods that you use.

PeopleSoft provides one supplemental database for each of these systems:

- Address Book
- General Accounting
- Job Cost
- Fixed Assets
- Human Capital Management
- Payroll
- Equipment/Plant Management
- Work Orders
- Inventory Management

You can set up databases in addition to those provided by PeopleSoft. For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can enter and use supplemental data.

Information for supplemental database codes is stored in these tables:

- Supplemental Database Setup (F00090)
- Supplemental Database Data Types (F00091)
- Supplemental Data (F00092)

The Address Book system does not require that you use supplemental data.

CHAPTER 14

Understanding Supplemental Data Type Codes and Formats

This chapter contains an overview of supplemental data type codes and formats.

Supplemental Data Types Codes and Formats

Depending on your requirements, you can set up supplemental data type codes using any of these formats:

Format	Description
Narrative format	The narrative format enables you to enter information in free-form text. For example, you can use the narrative format to enter information: • General remarks • Notes • Memos • Descriptions • Employee performance appraisals • Applicant interview notes • Job descriptions • Legal descriptions
Message format	The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type.

Format	Description
Code format	The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for: • Language skills • Training completed • Employee appraisal details • Description of incident • Cost of damage You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process. To enter text, you can add an attachment to data types that use the code format.
Program format	The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.

The system stores supplemental data type codes in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

CHAPTER 15

Understanding Example Supplemental Data for a Construction Company

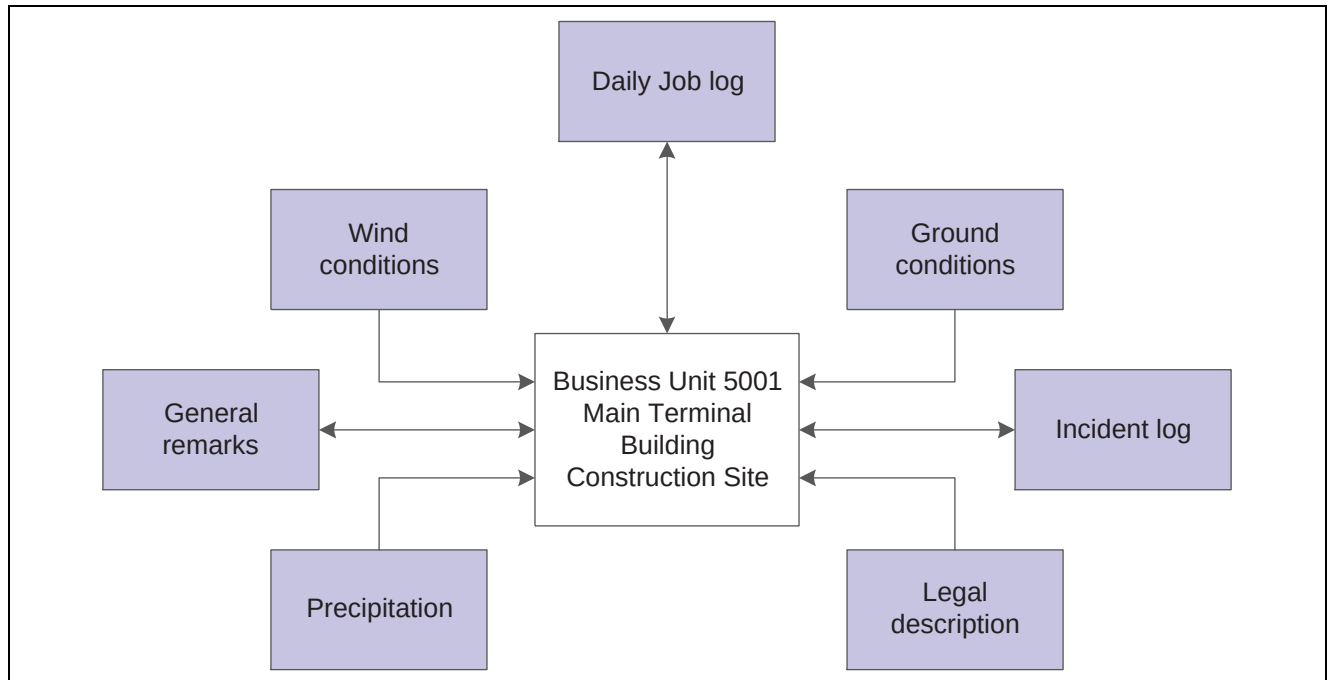
This chapter provides an example of supplemental data for a construction company.

Example Supplemental Data for a Construction Company

Your construction company uses supplemental data to track the progress of each job. Each job is a business unit. The construction company tracks this information for each job:

- Legal description
- General remarks
- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

This graphic shows the supplemental data related to business unit 5001:



Supplemental data for business unit 5001

You use narrative data types and data type codes to track information that is not available in the EnterpriseOne master tables.

Narrative Data Types for Supplemental Data

A narrative data type contains text that is related to the job. In the example, your construction company uses these narrative data types:

- Legal description. This data type contains a legal description of the job site.
- General remarks. This data type describes the delays related to the ground conditions.

Data Type Codes for Supplemental Data

A data type code identifies specific types of information that relate to the job. In the example, your construction company uses these data type codes:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

For each data type code, you define the information that you want to track, such as categories, dates, and amounts. To track ground conditions for a job, you might set up categories such as:

- Dry
- Mud
- Frost greater than 20 inches

CHAPTER 16

Setting Up Supplemental Data Types

This chapter provides an overview of supplemental data type setup, lists a prerequisite, and discusses how to set up supplemental data types.

Understanding Supplemental Data Type Setup

To use the supplemental database, you must set up data type code tables before you set up data types so that the system can validate code information. You use the Supplemental Data Setup program (P00091) to set up data types:

- Set up the address book database. Set up the data types and specify the format for each data type. Formats can be narrative, code, or program. You can set up six data types in code format, two in narrative format, and one in program format.
- Specify key fields and customize column headings for your data types.
- Set up additional supplemental databases for the Address Book system. If you do not organize your data by data types, you can set up additional supplemental databases.

For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can use the Supplemental Data program (P00092) to enter supplemental information.

Prerequisite

Set up data type code tables to be used for supplemental data purposes only. PeopleSoft recommends that you set up data type code tables for systems 55 through 59, inclusive. Systems 55 through 59 are reserved for clients. Data type code tables for these systems are protected from being overwritten when you install an update to your EnterpriseOne software.

See PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation

Setting Up Supplemental Data Types

This section discusses how to:

- Set up a supplemental database code.
- Set up a supplemental data type code using the narrative format.

- Set up a supplemental data type code using the code format.
- Set up a supplemental data type code using the program format.
- Set up a language override.

Forms Used to Set Up Supplemental Data Types

Form Name	Form ID	Navigation	Usage
Supplemental Database Setup	W00091A	CIF Supplemental Data (G01312), Supplemental Data Setup Business Unit Supplemental Data (G09312), Supplemental Data Setup Item Supplemental Data/CIF (G4124), Supplemental Data Setup Supplemental Data Setup (G05BSD4), Supplemental Database & Data Type Setup Supplemental Data Setup (G1344), Supplemental Data Setup Click Add on the Work With Supplemental Database Setup form.	Set up a supplemental database code.
Data Type Revisions	W00091D	On the Work With Supplemental Database Setup form, select Work With Data Typ (Work with Data Types) from the Row menu. Click Add on the Work With Data Types form.	Set up a supplemental data type code. Use Display Mode <i>N</i> for narrative format. Use Display Mode <i>C</i> for code format. Use Display Mode <i>P</i> for program format. Click OK to display the Application Name, Form Name, and Version fields.
Supplemental Database Language Overrides	W00091H	On the Work With Supplemental Database Setup form, select Work With Language Preferences from the Form menu. Click Add on the Work With Language Overrides form.	Set up a language override.

Setting Up a Supplemental Database Code

Access the Supplemental Database Setup form.

Supplemental Database Setup - Supplemental Database Setup

OK Cancel Tools

Supplemental Database Code AB Address Book

Select Key Fields	DD Alias	Row Description
☐ Business Unit		
☐ Company		
☐ Generic Alphanumeric Key 1		
☐ Generic Alphanumeric Key 2		
☐ Generic Numeric Key 1		
☐ Generic Numeric Key 2		

☐ Execute Data Selection Function Name

Supplemental Database Setup form

Supplemental Database Code

Enter a user defined code (00/SD) that sets up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills.

Business Unit

Select an option that specifies whether the system uses the business unit as a key field for supplemental data. Values are:

On: Business unit is a key field for supplemental data

Off: Business unit is not a key field for supplemental data

If you select *On*, then on the Work With Supplemental Data form, the Business Unit field appears as a key field. If you enter data in the corresponding Row Description field, the data you enter appears as the key field name on the Work With Supplemental Data form.

Company

Select an option that specifies whether the system uses Company as a key field for supplemental data. Values are:

On: Company is a key field for supplemental data

Off: Company is not a key field for supplemental data

If you select *On*, then on the Work With Supplemental Data form, the Document Company field appears as a key field. If you enter data in the corresponding Row Description field, the data you enter appears as the key field name on the Work With Supplemental Data form.

Generic Alphanumeric Key 1

Enter an option that specifies whether the system uses the data you enter in the generic alphanumeric key 1 field as a key field for supplemental data. Values are:

On: Generic alphanumeric key 1 is a key field for supplemental data

Off: Generic alphanumeric key 1 is not a key field for supplemental data

If you select *On*, you must enter a valid data dictionary alias in the corresponding DD Alias (SAL1) field. Before you can use the data dictionary alias, you must set up the alias in UDC Valid Alphanumeric Aliases (00/S2).

When you select Generic Alphanumeric Key 1, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD1) field, the data you enter appears as the key field name on the Work With Supplemental Data form.

Generic Numeric Key 1

Enter an option that specifies whether the system uses the data you enter in the generic numeric key 1 field as a key field for supplemental data. Values are:

On: Generic numeric key 1 is a key field for supplemental data

Off: Generic numeric key 1 is not a key field for supplemental data

If you select *On*, you must enter a valid data dictionary alias in the corresponding DD Alias (SAL3) field. Before you can use a data dictionary item alias, you must set up the alias in UDC Valid Numeric Aliases (00/S1).

When you select Generic Numeric Key 1, and you enter a valid alias, the field appears with the data dictionary name as a key field on the Work With Supplemental Data form. If you enter data in the corresponding Row Description (SBD3) field, the data you enter appears as the key field name on the Work With Supplemental Data form.

DD Alias

Complete this field for each key field that you select.

Row Description

Complete this field for each key field that you select. To override the data dictionary name for a DD alias, enter a value in the Row Description field that corresponds with the key field. The name that you enter in this field appears in the Supplemental Data program as a key field.

Setting Up a Supplemental Data Type Code Using the Narrative Format

Access the Data Type Revisions form.

Supplemental Data Setup - Data Type Revisions

OK Cancel Form Tools

SDB Code Display Mode Display Sequence

Type Data Data Class Search Type

Description

UDC Headings/Validation

UDC

Product Code Record Type

Remark Headings/Validation

Remark 1

System Code Record Type

Remark 2

System Code Record Type

Remark 3

Column Headings

Amount 1

Amount 2

Quantity

Effective From

Effective Thru

User Date

User Days

User Address

User Document

User Time

Data Type Revisions form

Display Mode

Enter a user defined code (H00/DS) that specifies the format of a data type. This code determines the display mode for supplemental data. Values are:

C: Code format. This mode displays the form for entering code-specific information. These codes might be associated with the User Defined Codes (F0005) table.

N: Narrative format. This mode displays the form for entering narrative text.

P: Program exit. This mode allows you to exit to the program that you specified in the Pgm ID field.

M: Message format. This mode displays the form for entering code-specific information. The system can validate the code values that you enter against values in the Generic Message/Rates table (F00191). This code is not used by the Human Capital Management or Financial Management systems.

This is a required field for setting up any data type.

Type Data

Enter a code that you assign to supplemental data so that you can group data by categories. Values are:

A: Approval steps

B: Requisition requirements

C: Interview process

N: Requisition notes

This is a required field for setting up any data type. You can use an existing data type, or you can create a new data type by entering one or two characters for the code.

Display Sequence

Enter a number that specifies the order of a group of records on the form.

This is an optional field for setting up data types. You can specify a display sequence number for each data type. When you use the Work With Supplemental Data form, the data types appear in the order you specified.

Data Class

Enter a user defined code (00/CL) that identifies a group of data types in the Central Information File. Values are:

APP: Application call

NAR: Narrative

PUR: Products purchased

This is an optional field for setting up any data type. Data classifications must be set up in UDC Data Classifications (00/CL) before you can use them.

Complete this field if you want to categorize your data types by the kind of information they contain. For example, if you have both narrative and code format data types that contain information about products purchased, you might want to assign the same data classification to both of these data types.

Search Type

Enter a user defined code (01/ST) that specifies the kind of address book record to search for. Examples include:

E: Employees

X: Ex-employees

V: Suppliers

C: Customers

P: Prospects

M: Mail distribution lists

TAX: Tax authorities

This is an optional field for setting up any data type. Search types must be set up in UDC Search Type (01/ST) before you can use them.

Setting Up a Supplemental Data Type Code Using the Code Format

Access the Data Type Revisions form.

Supplemental Data Setup - Data Type Revisions

OK Cancel Form Tools

SDB Code Display Mode Display Sequence

Type Data Data Class Search Type

Description

UDC Headings/Validation

UDC

Product Code Record Type

Remark Headings/Validation

Remark 1

System Code Record Type

Remark 2

System Code Record Type

Remark 3

Column Headings

Amount 1

Amount 2

Quantity

Effective From

Effective Thru

User Date

User Days

User Address

User Document

User Time

Data Type Revisions form

UDC

Enter a description of a supplemental data column that relates to a user defined code. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PhD, and so on), the description could be Degree. This column contains user defined codes.

Data you enter in the UDC (alias GDC1) field overrides the UDC (alias KY) column heading name in the detail area on the General Description Entry form.

You can set up this field as a generic field or as a field that is associated with user defined codes.

If you leave the corresponding Product Code (alias SY) and Record Type (alias RT) fields blank, then on the General Description Entry form, the system accepts any data (within the size constraints) that you enter in the data entry field for the UDC (alias KY) column.

If you complete the corresponding System Code (alias SY1) and Record Type (alias TR1) fields, then on the General Description Entry form, the system validates the data you enter in the data entry field for the UDC (alias KY) column.

This is an optional field for setting up supplemental data types in code format.

Product Code

Enter a user defined code (98/SY) that identifies a system. Values are:

01: Address Book

03B: Accounts Receivable

04: Accounts Payable

09: General Accounting

//: Multicurrency

A code that specifies the system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table that the system uses to verify the data type. When you leave the SY and RT fields blank, the system does not verify the data type.

For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message.

This field applies only to the code format (C) data types.

Record Type

Enter a code that identifies the table that contains user defined codes. The table is also referred to as a UDC type.

The Record Type (alias RT) and Product Code (alias SY) fields work together to associate a UDC table to the UDC (alias GDC1) field. The system uses the UDC table to verify data that you enter in the UDC (alias KY) field on the General Description Entry form.

For example, if you enter 08 in the Product Code (alias SY) field and SK in the Record Type (alias RT) field, then on the General Description Entry form, the data you enter in the UDC (alias KY) field must exist in the Human Resources system (08), UDC table Skills (SK).

If you leave the Record Type (alias RT) and Product Code (alias SY) fields blank, then on the General Description Entry form, you can enter any data in the data entry field for the UDC (alias KY) column.

This is an optional field for setting up supplemental data types in code format.

Remark 1

Enter the title of a supplemental data column.

Data you enter in the Remark 1 (alias GDC3) field overrides the Remark (alias RMK) column heading in the detail area on the General Description Entry form.

You can set up this field as a generic field or as a field that is edited against a UDC table.

If you leave the corresponding System Code (alias SY1) and Record Type (alias RT1) fields blank, then on the General Description Entry form, the system accepts any data (within the size constraints) that you enter in the data entry field for the Remark (alias RMK) column.

If you complete the corresponding System Code (alias SY1) and Record Type (alias RT1) fields, then on the General Description Entry form, the system validates the data you enter in the data entry field for the Remark (alias RMK) column.

This is an optional field for setting up supplemental data types in code format.

System Code

Enter a user defined code (98/SY) that identifies a PeopleSoft system.

The System Code (alias SY1) and Record Type (alias RT1) fields work together to associate a user defined codes table to the Remark 1 (alias GDC3) field.

The system uses the user defined codes table to verify data that you enter in the Remark (alias RMK) field on the General Description Entry form.

For example, if you enter 08 in the System Code (alias SY1) field and SK in the Record Type (alias RT1) field, then on the General Description Entry form, the data you enter in the Remark (alias RMK) field must exist in the Human Resources system (08), user defined codes table Skills (SK).

If you leave the System Code (alias SY1) and Record Type (alias RT1) fields blank, then on the General Description Entry form, you can enter any data in the data entry field for the Remark (alias RMK) column.

This is an optional field for setting up supplemental data types in code format.

Amount 1

Enter the title of a supplemental data column that relates to an amount. For example, if the data type relates to bid submittals, the heading could be Bid Amounts. This column contains statistical or measurable information.

Data you enter in the Amount 1 (alias GDC1) field overrides the User Defined Amount (alias AMTU) column heading name in the detail area on the General Description Entry form.

This is an optional field for setting up supplemental data types in code format.

Quantity

Enter the title of a supplemental data column that relates to quantities. For example, if you want to track quantity to be scrapped, a column heading might be Scrapped.

Data you enter in the Quantity (alias GDC0) field overrides the Quantity Ordered (alias UORG) column heading name in the detail area on the General Description Entry form.

This is an optional field for setting up supplemental data types in code format.

Effective From

Enter the title of a supplemental data column that relates to a date. For example, a possible column heading for the date field linked to a data type for education might be Graduation.

Data you enter in the Effective From (alias GDC5) field overrides the Effective Date (alias EFT) column heading name in the detail area on the General Description Entry form.

This is an optional field for setting up supplemental data types in code format.

Effective Thru

Enter the title of a supplemental data column that relates to a date. For example, if you set up a record type for professional licenses, a possible column title for the date field might be Expires.

Data you enter in the Effective Thru (alias GDC6) field overrides the Ending Date (alias EFTE) column heading name in the detail area on the General Description Entry form.

This is an optional field for setting up supplemental data types in code format.

User Date

Enter the title of a supplemental data column that relates to a date. For example, a possible column heading for the date field linked to the education data type might be Graduation.

Data you enter in the User Date (alias GDCA) field overrides the User Def Days (alias DYUD) column heading name in the detail area on the General Description Entry form.

This is an optional field for setting up supplemental data types in code format.

User Days	Enter the title of a supplemental data column that relates to a heading of a supplemental data column heading for the User Defined Days field (DYUD). For example, a possible column heading for the days field linked to scheduling data type might be Lead Time. This column contains numbers. Data you enter in the User Days (GDCC) field overrides the User Def Days (alias DYUD) column heading name in the detail area on the General Description Entry form. This is an optional field for setting up supplemental data types in code format.
User Address	Enter the title of a supplemental data column that relates to addresses. For example, a possible column heading for the address field linked to an education data type might be the College Address. Data you enter in the User Address (alias GDCD) field overrides the User Address (alias AN8) column heading name in the detail area on the General Description Entry form. This is an optional field for setting up supplemental data types in code format.
User Document	Enter the title of a supplemental data field that relates to a document number. For example, if your company handles accounts receivables, a possible column heading might be Invoices. This column contains document numbers. Data you enter in the User Document (alias GDC8) field overrides the Related PO/SO No (alias RORN) column heading name in the detail area on the General Description Entry form. This is an optional field for setting up supplemental data type in code format.
User Time	Enter text that specifies the title of a supplemental data column that relates to a time.

Setting Up a Supplemental Data Type Code Using the Program Format

Access the Data Type Revisions form.

Type Data	Assign a supplemental data code so that you can group data by categories. Values are: <i>A</i>: Approval steps <i>B</i>: Requisition requirements <i>C</i>: Interview process <i>N</i>: Requisition notes This is a required field for setting up any data type. You can use an existing data type, or you can create a new data type by entering one or two characters for the code.
Data Class	Enter a user defined code (00/CL) that identifies a group of data types in the Central Information File. Values are: <i>APP</i>: Application call <i>NAR</i>: Narrative

PUR: Products purchased

This is an optional field for setting up any data type. Data classifications must be set up in UDC Data Classifications (00/CL) before you can use them.

Complete this field if you want to categorize your data types by the kind of information they contain. For example, if you have both narrative and code format data types that contain information about products purchased, you might want to assign the same data classification to both of these data types.

Display Sequence

Enter a number that specifies the order of a group of records on the form.

This is an optional field for setting up data types. You can specify a display sequence number for each data type. When you use the Work With Supplemental Data form, the data types appear in the order you specified.

Search Type

Enter a user defined code (01/ST) that specifies the kind of address book record to search for. Examples include:

E: Employees

X: Ex-employees

V: Suppliers

C: Customers

P: Prospects

M: Mail distribution lists

TAX: Tax authorities

This is an optional field for setting up any data type. Search types must be set up in UDC Search Type (01/ST) before you can use them.

Application Name

Enter the ID that the system uses to call an application.

Form Name

Enter the name of an executable program.

Enter the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About J.D. Edwards from the Help menu.

Version

Enter a user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.

Setting Up a Language Override

Access the Supplemental Database Language Overrides form.

Supplemental Data Setup - Supplemental Database Language Overrides

OK Cancel Tools

Supplemental Database Code

To Language *Spanish*

Business Unit Row Description

Company Row Description

Alpha Key 1 Row Description

Alpha Key 2 Row Description

Numeric Key 1 Row Description

Numeric Key 2 Row Description

Supplemental Database Language Overrides form

Supplemental Database Code

Enter a user defined code (00/SD) that sets up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills.

Language

Enter a user defined code (01/LP) that specifies the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in your user preferences.

Business Unit Row Description

Enter an override description for Business Unit in the Supplemental Database inquiry and entry programs, if needed. If you leave this field blank, the system uses the default description from the data dictionary.

Company Row Description

Enter an override description for the Document Company in the Supplemental Database inquiry and entry programs, if needed. If you leave this field blank, the system uses the default description from the data dictionary.

Alpha Key 1 Row Description

Enter an override description for the data dictionary alias you entered as a key field for the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

Numeric Key 1 Row Description

Enter an override description for the data dictionary alias you entered as a key field for the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

CHAPTER 17

Entering Supplemental Data

This chapter provides an overview of entering supplemental data, and discusses how to enter it.

Understanding Supplemental Data Entry

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the EnterpriseOne standard master tables. It can include detailed information about job sites (business units), such as legal descriptions, ground conditions, and so on.

- Products purchased
- Annual sales
- Billing contracts
- Delivery methods
- Requests for proposal
- Internal rating
- Emergency contacts
- Employees
- Job skills
- Work history

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the narrative, code, or program format in which you want to track information. You enter supplemental data based on the format, as described below:

- Narrative

When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.

- Code

When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.

- Program

When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

Supplemental data is stored in the Supplemental Data table (F00092).

Note. PeopleSoft recommends that you use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remark Headings/Validation areas of the Data Type Revisions form. If you change information using the Supplemental Data program (P00092) instead, the next time that you view the record, the system will issue an error because it is using another UDC table to validate the data.

Entering Supplemental Data

This section discuss how to:

- Enter supplemental data in the narrative format.
- Enter supplemental data in the code format.
- Access supplemental data in the program format.
- Set processing options for Supplemental Data (P00092).

Forms Used to Enter Supplemental Data

Form Name	Form ID	Navigation	Usage
Work With Supplemental Data	W00092D	CIF Supplemental Data (G01312), Supplemental Data Employee Supplemental Data (G05BSDE1), Employee Supplemental Data Entry Business Unit Supplemental Data (G09312), Supplemental Data Item Supplemental Data/CIF (G4124), Supplemental Data by Item Item Supplemental Data/CIF (G4124), Supplemental Data by Item/Branch	Locate a record. Review the Supplemental Database Code field to verify that you are using the correct code. The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092). To access supplemental data in the program format, select a record that contains P in the Data Mode column and click Select. The system displays the program and form that you identified when you set up the program format for the data type.
Media Object Viewer	W4310J	On the Work With Supplemental Data form, select a record that contains N (narrative) in the Data Mode column and click Select.	Enter supplemental data in the narrative format.
General Description Entry	W00092C	On the Work With Supplemental Data form, select a record that contains C (code) in the Data Mode column and click Select.	Enter supplemental data in the code format. If you leave the Ending Date field blank and you specified in a processing option for the Supplemental Data program that the system assign an ending date when you leave this field blank, the system uses the ending effective date from the Address by Date table (F0116).

Entering Supplemental Data in the Narrative Format

Access the Media Objects form.

Entering Supplemental Data in the Code Format

Access the General Description Entry form.

Supplemental Data - General Description Entry

OK Find Delete Cancel Row Tools

Supplemental Database Code AB Type Data AP Acquired Products

Address Book 3001 Global Enterprises

UDC Table Code Size

Records 1 - 1

User Def Code	Description	Effective Date	User Defined Amount	Remark

General Description Entry form

Accessing Supplemental Data in the Program Format

Access the Work With Supplemental Data form.

Setting Processing Options for Supplemental Data (P00092)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Select the Supplemental Database Code for the system you would like to create a central information index for.

Use this processing option to select the Supplemental Database Code for the system for which you would like to create a central information index.

2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.

Use this processing option to specify whether the system automatically assigns an ending effective date when the field is left blank. Values are:

Blank or *0*: the system assigns an ending effective date.

1: The system does not assign an ending effective date.

CHAPTER 18

Copying Supplemental Data Types

This chapter provides an overview of copying supplemental data types and discusses how to copy them.

Understanding Supplemental Data Type Copying

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, to enter supplemental data for an address book number that is similar to an existing address book number, you can copy information from one record to another record. After you copy the data, you can revise it as necessary.

When you copy supplemental data, follow these guidelines:

- Copy supplemental data that is in code format only. You cannot copy narrative text.
- Copy information from one data type to another data type in code format. For example, if you have a data type in code format for skills and another data type in code format for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.
- Copy supplemental data only within the same supplemental database code. For example, suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

Copying Supplemental Data Types

This section discusses how to copy supplemental data types.

Forms Used to Copy Supplemental Data Types

Form Name	Form ID	Navigation	Usage
Work With Supplemental Data	W00092D	CIF Supplemental Data (G01312), Supplemental Data Employee Supplemental Data (G05BSDE1), Employee Supplemental Data Entry Business Unit Supplemental Data (G09312), Supplemental Data Item Supplemental Data/CIF (G4124), Supplemental Data by Item Item Supplemental Data/CIF (G4124), Supplemental Data by Item/Branch	Locate a record to copy. Review the Supplemental Database Code field to verify that you are using the correct code. The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).
General Description Entry	W00092C	On the Work With Supplemental Data form, select a record and click Copy.	Copy supplemental data types.

Copying Supplemental Data Types

Access the Work With Supplemental Data form.

CHAPTER 19

Reviewing Supplemental Data

This chapter provides an overview of reviewing supplemental data and discusses how to review it.

Understanding Supplemental Data Review

You can review supplemental data in various formats. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units such as job sites in the Western region of the United States. You can also review supplemental data by item to review the master information about an item and the supplemental information with which it is associated, such as the information for a work order.

Two tabs appear on the Work With Supplemental Data Profiles (Key1) and Work With Supplemental Data Profiles (MCU/Key1) forms. Each of these tabs represents a different order in which the system sorts and displays the columns in the detail area of the form:

Tab	Sort Type
Data Type	Sort first by data type, and then by short item number.
Item Number	Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. You can also save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you assign the formats.

Reviewing Supplemental Data

This section discusses:

- Reviewing supplemental data.
- Setting processing options for Inquiry by Business Unit (P00620).

Forms Used to Review Supplemental Data

Form Name	Form ID	Navigation	Usage
Work With Supplemental Data	W00092D	Work Order Supplemental Data (G4813), Inquiry by Order	Review supplemental data.
Work With Supplemental Data Profiles (Key 1)	W410200A	Item Supplemental Data/CIF (G4124), Profile Inquiry by Item	Review supplemental data.
Work With Supplemental Data Profiles (MCU/Key1)	W410200D	Item Supplemental Data/CIF (G4124), Profile Inquiry by Item/Branch	Review supplemental data.

Reviewing Supplemental Data

Access the Work With Supplemental Data, Work With Supplemental Data Profiles (Key 1), or Work With Supplemental Data Profiles (MCU/Key1) form.

Setting Processing Options for Inquiry by Business Unit (P00620)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

SDB Code

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Enter a Supplemental Database Code. Only data types with this database code will be displayed. If left blank, the Business Unit data types (Database Code BU) will display.

Use this processing option to specify a Supplemental Database Code. The system displays only data types with this database code. Values are:

Blank or 0: The system displays Business Unit data types (Database Code BU).

1: The system does not display Business Unit data types.

CHAPTER 20

Setting Up an Organization

This chapter provides an overview of organization setup and discusses how to:

- Set up basic information.
- Set up business units.
- Work with organizational structures.
- (BRA) Set up company and branch/plant cross-references for Brazil.
- Set up the legal company for Chile.

Understanding Organization Setup

Before you use the General Accounting system, you must set up the basic structure of your organization, which includes:

- **Fiscal date patterns.** Fiscal date patterns represent the beginning date for your company's fiscal year and the ending date for each period in that year. You can set up a different fiscal date pattern for each company in your organization. You must set up fiscal date patterns before setting up your companies.
- **Companies.** Companies are organizational entities that require a balance sheet. Setting up companies involves entering information such as a company name, a fiscal date pattern for the company, and a beginning date for the fiscal year.
- **Business Units.** Business units are part of the basic account structure in the General Accounting system. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

Fiscal Date Patterns

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The general ledger must have a calendar, or fiscal pattern, associated with each company in your organization. You can have several fiscal patterns if your companies have different year-end dates.

When you enter transactions, the system uses the general ledger date of each transaction to establish where in the company's fiscal pattern to post. For example, if the fiscal year 2005 were July to June, then the ending date for period 01 would be 07/31/05. Transactions are posted to periods in the Account Balances table (F0902).

The system uses the last day of the first period (period 1) to determine the fiscal year for all processing, including financial reports and all reports with processing options that allow you to specify the fiscal year. For example, if the fiscal year is July 2005 to June 2006 and the ending date for period 1 is 07/31/05, the fiscal year is 2005.

To ensure that transactions post to the correct fiscal period, observe these guidelines:

- Set up fiscal periods for each fiscal year, including future years to which budget entries can be posted and prior years to which balances can be loaded. The system does not create fiscal date patterns automatically.
- Ensure that no gaps exist in the period ending dates within a specific pattern. For example, you should not set up June 1 through June 30, and July 15 through July 31.
- When you first set up fiscal patterns, define the prior year, the current year, and the following year for each pattern code.
- Ensure that each period, even the extra audit adjustment periods, contains at least one day not included in any other period. These period numbers and period end dates illustrate how you might set up periods 13 and 14 as special audit adjustment periods:
- 11 (11/30/05)
- 12 (12/29/05)
- 13 (12/30/05)
- 14 (12/31/05)

If you do not use periods 13 and 14 as audit adjustment periods, you can assign the same period end dates to periods 12, 13, and 14.

Companies

Companies are organizational entities that require a balance sheet and include:

- Company name
- Date pattern
- Beginning date for the fiscal year
- Number of accounting periods
- Current period for the general ledger, for accounts payable, and for accounts receivable

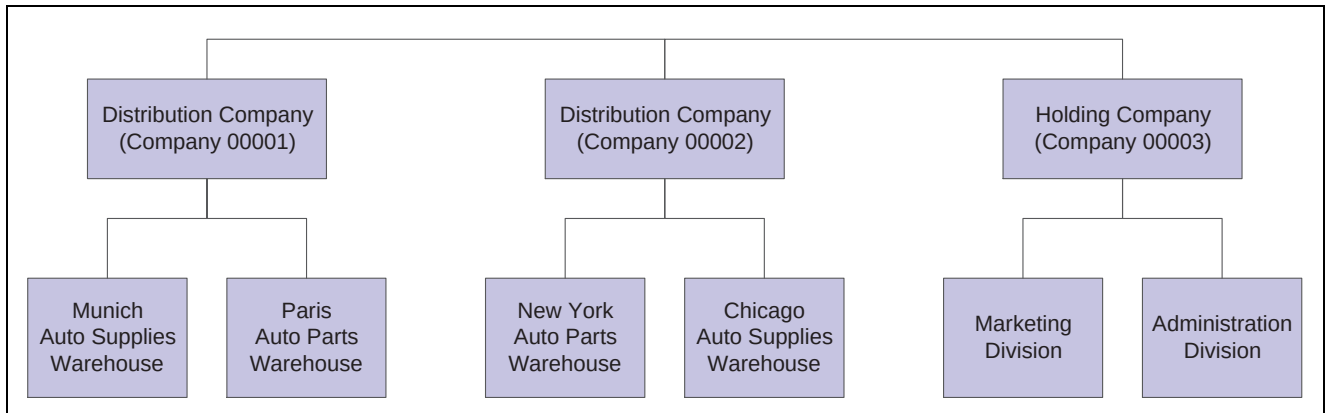
Nonlegal entities can be companies. For example, if you require a balance sheet at the division, district, or store level, you can set up each of these entities as a company. Be aware, however, that you can consolidate these non-companies for true entity reporting through business unit category codes and data selection on reports.

You must set up each company in your organization, as well as the default company 00000. The system does not use company 00000 for transaction entries. Instead, company 00000 controls:

- The company name that appears at the top of all reports
- Default values in the automatic accounting instructions (AAIs)
- Default reporting periods for online inquiry programs

After you set up companies, you create business units and assign them to companies.

This example shows how companies and business units are related:



Three companies and business units

Business Units

Business units are part of the basic account structure in the General Accounting system and denote where transactions impact the organization, such as a warehouse or store. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

Business units are unique, 12-character, alphanumeric fields. These characteristics apply to business units:

- A business unit can be assigned to only one company.
- A company can have several business units.
- Each company must have at least one business unit for the balance sheet.
- Business units are the basis for income statements (the level at which you track revenues and expenses).

The system maintains business unit information in the Business Unit Master table (F0006).

Setting Up Basic Information

This section provides an overview of setting up basic information, and discusses how to:

- Set up fiscal date patterns.
- Set up fiscal date patterns for 4-4-5-period accounting.
- Set up companies.

Understanding Basic Information Setup

Set up basic information for your organization.

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:

- 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).

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

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

Companies

Companies are organizational entities that require a balance sheet. Companies include information about fiscal patterns and fiscal periods. You must set up each company in your organization, as well as the default company (company 00000), using the Company Names & Numbers program (P0010). If you require a balance sheet at the division, district, or store level, you can set up these nonlegal entities as companies. This setup provides for reporting and accounting at a lower level.

In addition to setting up your companies in the Company Names & Numbers program, you must set up your companies in the Address Book system. When assigning the address book number for the company, you can use either of these methods:

- Use the same number for both the company and its address book number. (This is the recommended method.)
- Cross-reference the company number to a different address book number using the Company Address Number field on the Company Setup form.

For example, if you set up Mars Distribution as company 6000 in the Company Names & Numbers program, you should also set up address book number 6000 in the Address Book system as Mars Distribution. If you must use address book number 6001 because 6000 has already been used, enter 6001 in the Company Address Number field on the Company Setup form for company 6000.

You cannot set up company 00000 in the Address Book system.

The system maintains company information in the Company Constants table (F0010).

Note. If you change company information, such as the current period, you must sign off the system and sign back on again because settings for constants take effect after you exit and restart the system.

Additional Company Information

In Spain, when you set up a company record, you need to enter a village code for the company. The village code is the INE (National Institute of Statistics) code that identifies the place of origin of transactions that are initiated by the customer or supplier.

If your country preference is set to Spain, the Spain Company Additional Information Revisions form appears when you add a company record. You specify the village code for the company on this form.

Forms Used to Set Up Basic Information

Form Name	Form ID	Navigation	Usage
Set Up Fiscal Date Pattern	W0008A	Organization & Account Setup (G09411), Company Names & Numbers On the Work With Companies form, select Date Pattern from the Form menu. Click the Add button on the Work With Fiscal Date Patterns form.	Set up fiscal date patterns. Set up fiscal date patterns for 4-4-5-period accounting.
Company Setup	W0010B	Click the Add button on the Work With Companies form.	Set up companies.

Setting Up Fiscal Date Patterns

Access the Set Up Fiscal Date Pattern form.

Company Names & Numbers - Set Up Fiscal Date Pattern

OK Cancel Tools

Fiscal Date Pattern

Date Fiscal Year Begins

Period	End Date	Period	End Date
1	01/31/2005	8	08/31/2005
2	02/28/2005	9	09/30/2005
3	03/31/2005	10	10/31/2005
4	04/30/2005	11	11/30/2005
5	05/31/2005	12	12/31/2005
6	06/30/2005	13	
7	07/31/2005	14	

Set Up Fiscal Date Pattern form

To set up fiscal date patterns:

- Complete these fields:
 - Fiscal Date Pattern
 - Date Fiscal Year Begins
- Continue to one of these steps, depending on the fiscal accounting pattern for the company.

12-Period Accounting

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

13-Period Accounting

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

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

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

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.

Setting Up Fiscal Date Patterns for 4-4-5-Period Accounting

Access the Set Up Fiscal Date Pattern form.

Company Names & Numbers - Set Up Fiscal Date Pattern

OK Cancel Tools

Fiscal Date Pattern

Date Fiscal Year Begins

Period	End Date	Period	End Date
1	01/31/2005	8	08/31/2005
2	02/28/2005	9	09/30/2005
3	03/31/2005	10	10/31/2005
4	04/30/2005	11	11/30/2005
5	05/31/2005	12	12/31/2005
6	06/30/2005	13	
7	07/31/2005	14	

Set Up Fiscal Date Pattern form

Fiscal Date Pattern

Enter a code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters A through N) for 4-4-5, 13-period accounting, or any other date pattern unique to your environment. An R, the default, identifies a regular calendar pattern.

Date Fiscal Year Begins

Enter the first day of the fiscal year.

Period End Date

Enter the month end date in 12-period (monthly) accounting. The period end date in 13-period, or 4-4-5 period, or 52-period accounting.

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 Companies

Access the Set Up Company form.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note: You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Fiscal Date Pattern	Enter a value that specifies a fiscal date pattern. If you leave this field blank, the system uses the default value of R. (JPN) For companies in Japan, you must enter <i>J</i> in the Fiscal Date Pattern field.
Number of Periods	Enter a number that determines the normal number of accounting periods for annual budgeting and fixed asset depreciation. In budgeting, this is used to spread the annual budget to equal amounts for each accounting period when a budget pattern code has not been defined. The system calculates depreciation for each accounting period as the annual amount divided by the normal number of periods if the Depreciation Information code is not C. (The system uses the C Depreciation Information code when depreciation amounts are calculated based on monthly tables, which the IRS only provides for 12 accounting periods.) Note. If you have 12 accounting periods and you are using the 13th period for audit adjustments, the normal number of periods is 12. If you leave this field blank, the system uses the default value of 12.
Current Period	Enter a number (from 1 to 14) that identifies the current accounting period. The system uses this number to generate error messages, such as PBCO (posted before cut off) and PACO (posted after cut off). You can set the current period for General Accounting behind, but not ahead of, the current periods for Accounts Payable and Accounts Receivable. If you leave this field blank, the system uses the default value of 1. (JPN) In Japan, the fiscal year begins in April.
Beginning of Fiscal Year	Enter the first day of the fiscal year.
Company Address Number	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location. Enter a value in this field if the address book number of the company is different from the company number on this form.
Current Period	Enter a value for the current period. If you leave this field blank, the system uses the default value of 1.
Beginning of Fiscal Year	Enter a value for the beginning of the fiscal year. If you leave this field blank, the system uses the year entered in the Beginning of Fiscal Year field under the General Accounting heading.
Reporting Period	Enter a value that specifies the reporting period. This period number allows you to specify a default financial reporting date different from the actual accounting period. Because financial report preparation often lags behind the actual closing of books, this facility allows you to close a month without having to finish all financial statements. By changing this single parameter, you can execute any prior period financial statement.
Reporting Year	Enter a value that specifies the reporting year. Values are: 00 through 99: A specific fiscal year.

Blank: The current fiscal year (financial reporting date).

*: All fiscal years.

-9 through -1: A previous fiscal year (relative to the financial reporting date).

+1 through +9: A future fiscal year (relative to the financial reporting date)

If you leave this field blank, the system uses the year entered in the Beginning of Fiscal Year field under the General Accounting heading.

See Also

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook

Setting Up Business Units

This section provides an overview of setting up business units and discuss how to:

- Set up business units.
- Assign category codes to business units.
- Translate business units.
- Review translated business units in multiple languages.

Understanding Business Unit Setup

After you set up the companies for your organization, you must set up business units for each of them. Typically, you perform these tasks when you first set up your General Accounting system. However, you might also need to set up new business units if your company structure changes.

Balance sheet accounts (that is, assets, liabilities, and equity accounts) are usually associated with a balance sheet business unit. We recommend that the number for balance sheet business units be the same as the company number. For example, the balance sheet business unit should be 1 (you do not need leading zeros for the business unit) for company 00001.

Related Tasks for Setting Up Business Units

This table lists some additional tasks related to setting up business units.

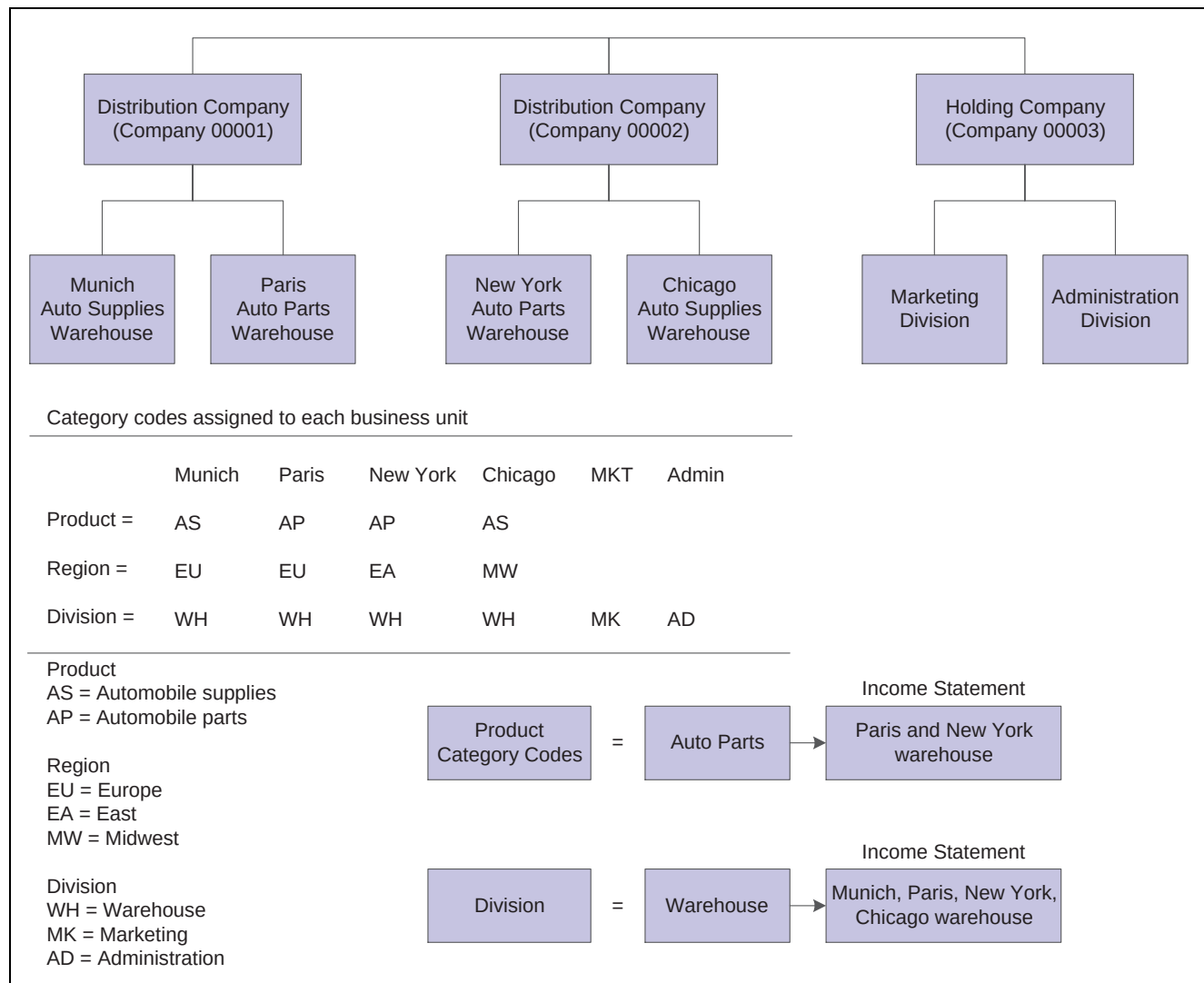
Task	Description
Revising business units	Typically, you revise a business unit only if one or more of these statements apply: • You want to change the description. • You want to include additional information, particularly additional lines for a business unit description. • Your company has been restructured.
Revising multiple business units	To change multiple business units, choose the Rev Mult BU option from the Row menu on the Work With Business Units form.

Task	Description
Deleting business units	You can delete a business unit if it does not have: - Records in the Account Ledger table (F0911) - Current records in the Account Balances table (F0902) - Assigned accounts from the Account Master table (F0901)
Changing business units in a multicurrency environment	You cannot change a business unit from one company to another if the base currencies of the business unit and the company are different.

Category Codes

Use category codes to describe your organizational structure and to group your business units in as many as 30 different ways. Category codes for business units provide for higher level (rollup) or selective reporting.

In this example, business units are grouped by product, region, and division:



Business unit category codes

Category codes are position sensitive. This example shows three unique category codes:

- M_ _
- _M_
- _ _M

For this example, you must enter the characters with blanks in the correct positions to access the correct category code.

Category code titles for business units are set up in the data dictionary or vocabulary overrides. For example, to define category code 00/06 as DPT for department, you change the title in data dictionary or vocabulary overrides.

After you define your category codes and set up your business units, you need to assign the category codes to each business unit.

Translating Business Units

If you are operating in a multiple language environment, you can translate the descriptions of your business units. The system uses the description that corresponds to the language that is specified for each person who uses PeopleSoft EnterpriseOne software. For example, when a French-speaking user accesses a business unit that has a French translation, the description appears in French rather than in the base language.

The system stores business unit translation information in the Business Unit Alternate Description Master table (F0006D). You can view the translated business units only from the programs and reports that access text from the F0006D table. You cannot view the translated business units directly from the Revise Single Business Unit program (P0006) or the Accounts by Business Unit program (P0901).

Instead of translating each business unit manually, you can use a model business unit to enter the account description in an alternate language. You can also translate the descriptions of automatic accounting instructions (AAIs) and user defined codes.

To review the business units that you translate and verify the translations, print the Business Unit Translation Report (R00067). This report shows the base language, and one or all of the alternate languages, depending on how you set the Language Preference processing option for the report.

Forms Used to Set Up Business Units

Form Name	Form ID	Navigation	Usage
Revise Business Unit	W0006A	Organization & Account Setup (G09411), Review and Revise Business Units On the Work With Business Units form, select a record and click Select, or click the Add button.	Set up business units. To review or revise the address book record for the business unit, select Address Book Rev. from the Form menu. Assign category codes to business units.
Translate Business Unit Descriptions	W00065A	Organization & Account Setup (G09411), Translate Business Units On the Work with Companies form, select a record and click Select.	Translate business units. Before you translate business units, set up the language preference in the user profile.
Review BU Expanded Descriptions	W00065C	On the Translate Business Unit Descriptions form, select Expanded Desc. from the Row menu.	Add more translated text to a business unit description. If you add an expanded description and click OK on Review BU Expanded Descriptions, you must also click OK on Translate Business Unit Descriptions. If you click Cancel, the system deletes your changes.
Business Unit Translations	W0006J	On the Work With Business Units form, select Transl Single BU from the Row menu.	Review translated business units in multiple languages.

Setting Up Business Units

Access the Revise Business Unit form.

Review and Revise Business Units - Revise Business Unit

Work With Business Units **Revise Business Unit**

OK Cancel Form Previous Next Tools

Business Unit Financial/Distribution Company

Revise Single BU More Detail Cat Codes 1-10 Cat Codes 11-20 Cat Codes 21-30

Description

Company Financial/Distribution Company

Level of Detail

Business Unit Type Balance Sheet Business Unit

Subledger Inactive Code

Model Account/Consolid.

Revise Business Unit form

Business Unit

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

With the exception of hyphens, you cannot enter any special characters for business units.

Level of Detail

Enter a code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available. Level one is the least detailed, and level 9 is the most detailed.

Business Unit Type

Enter a user defined code (00/MC) that identifies the classification of the business unit.

Subledger Inactive Code

Enter an option that indicates whether a specific subledger is inactive. Examples of inactive subledgers are jobs that are closed, employees who have been terminated, or assets that have been disposed. Turn on this option to

indicate that a subledger is inactive. If a subledger becomes active again, turn off this option. If you want to use subledger information in the tables for reports, but you want to prevent transactions from posting to the record in the Account Balances table (F0902), turn on this option. Values are:

Off: Subledger active

On: Subledger inactive

Model Account/Consolid.

Enter a code that indicates either a model/consolidated account or a model/consolidated business unit. Values are:

Blank: Non-model business unit or account.

M: Model business unit or account.

C: Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible.

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Tax Rate/Area

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and G/L distribution amounts when you create an invoice or voucher.

Project Number

Enter either a subsequent business unit or a project number.

A subsequent business unit specifies where to charge costs (or revenues) when the original business unit has been closed or suspended. For example, the subsequent business unit can be used in corporate reorganizations when you close a business unit and direct all costs to the subsequent business unit. In this situation, you must enter journal entries to transfer existing balances.

A project number is used to group business units within an overall business unit. For example, you can group jobs by project. In this case, the project business unit can also have accounts for tracking overhead costs that can be allocated to jobs.

Posting Edit

Enter a code that specifies whether to allow transactions to post to the general ledger for the job (business unit). Values are:

Blank: Allow transactions to post to this business unit.

K: Allow transactions to post to this business unit. However, the original budget is locked, and change orders are required for making changes to the budget.

N: Do not allow transactions to post to this business unit. Use this code for a job that is not started or is closed.

P: Do not allow transactions to post to this business unit. The job can be purged.

Assigning Category Codes to Business Units

Access the Revise Business Unit form.

Translating Business Units

Access the Translate Business Unit Descriptions form.

From Language

Enter a user defined code (01/LP) that specifies the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in your user preferences.

Enter the code for the language that you want to use as a base in translating business unit descriptions.

To Language

Enter the language that you want to use to print reports or documents, or to view information on the form.

Enter the code for the language into which you want to translate business unit descriptions.

To Description 01

Enter a user defined name or remark.

Use this field to enter or change the business unit description in another language. The description in this field should be in the language you specify in the To field at the top of the form.

See Also

Chapter 4, “Working with Automatic Accounting Instructions,” page 17

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Revising an Organization,” Changing Account Information

Reviewing Translated Business Units in Multiple Languages

Access the Business Unit Translations form.

Working with Organizational Structures

This section provides an overview of working with organizational structures, lists prerequisites, and discusses how to:

- Define organizational structures.
- Review organizational structures.
- Rearrange organizational structure components.
- Revise business units within an organizational structure.
- Set processing options for Business Unit Structure Tree View (P0006A).
- Build a date-effective organizational structure.
- Set processing options for Build Date-Effective Bus. Unit Master (R0006S).
- Revise a date-effective organizational structure.

Understanding Organizational Structures

An organizational structure is a method of grouping business units for reporting or analysis.

With an organizational structure, you can:

- Create a hierarchy with up to 20 levels
- Use category codes to define the levels of the hierarchy
- Move business units or groups of business units within the hierarchy

You create organizational structures by sequencing the category codes that are defined for each business unit. Each structure can contain up to 20 levels of category codes.

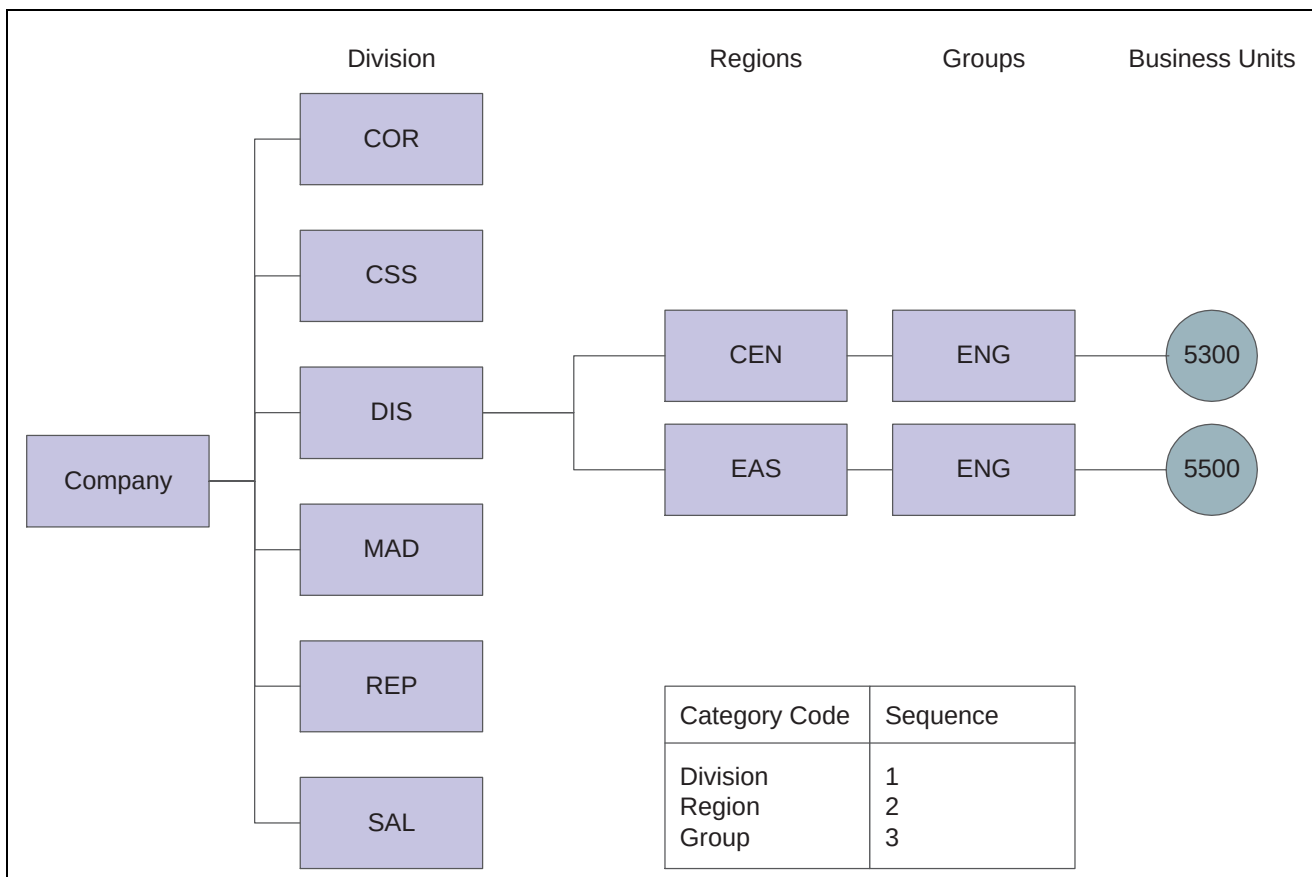
You can create multiple organizational structures for various purposes, such as financial, geographic, and responsibility reporting. Each structure can be as simple or as complex as needed.

You can create a date-effective organizational structure that is a snapshot of your current organizational structure. If your current organizational structure will change at the end of the fiscal year, you can create a snapshot of the current organizational structure so that at the end of the year, you can run financial reports based on that structure.

After you create an organizational structure, you use a tree structure format to review or revise the structure online. You can use the tree structure format to review or revise both current structures and snapshots.

Example: Organizational Structure

In this organizational structure example, divisions are the highest level of the hierarchy. Regions are the second highest level, and groups are the next highest level. Lower levels of some parts of the structure do not appear in this graphic.



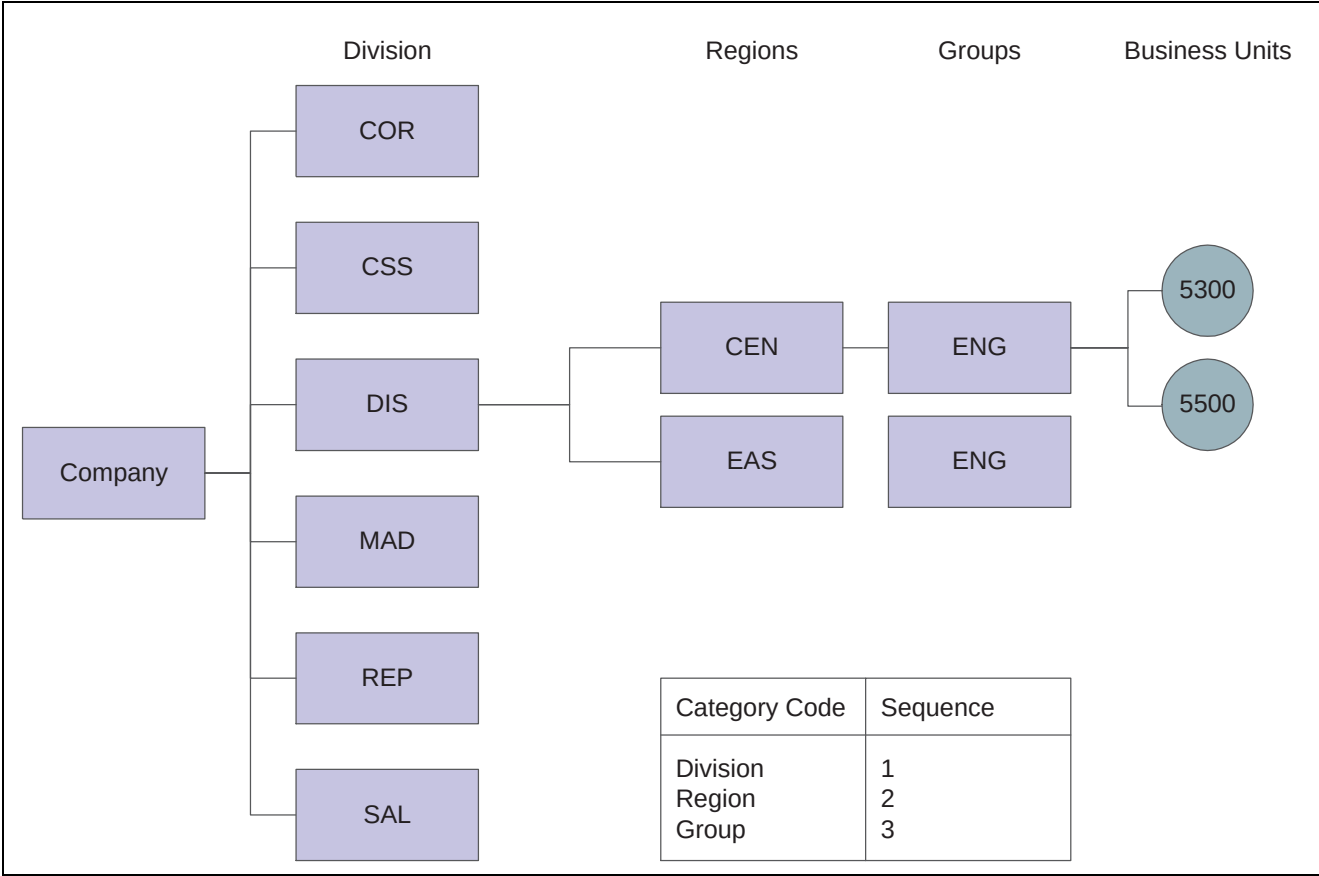
Example of organizational structure 1

To create this organizational structure, you assign a sequence of 1 to the category code that represents divisions, a sequence of 2 to the category code that represents regions, and a sequence of 3 to the category code that represents groups.

On the Organizational Structure form, the tree structure format for this organizational structure is displayed:

You can use the tree structure format to expand or collapse levels of the structure as you review it. This form shows only the top level of the structure after you collapse the lower levels. The structure has not changed. Only the way it appears on the form has changed.

You can also use the tree structure format to revise the organizational structure. This example shows the structure after you move Business Unit 5500 from the Eastern region to the Central region. The system updates the Business Unit Master table (F0006) to change the value of the category code for the region from Eastern to Central for Business Unit 5500.



Example of organizational structure 2

To define an organizational structure, you assign a sequence to the category codes that you set up for your business units. This sequence determines where each business unit appears in the hierarchy. You can define multiple organizational structures and different hierarchies within each organizational structure.

After you define an organizational structure, you can review and revise the live structure, or if applicable, a date-effective snapshot of the organizational structure. The hierarchy is *not* date-effective.

You use the Business Unit Structure Definition program (P0050A) to assign sequences to the category codes for your business units. This program updates the Structure Definition File table (F0050A).

Note. If you create a date-effective snapshot of an organizational structure, you can use the snapshot in a multisite consolidation.

Reviewing Organizational Structures

After you define your organizational structures, you can review them online. The organizational structures appear as tree structures that you can expand or collapse at each level.

The + icon to the left of a folder icon indicates that the folder contains lower levels of the organizational structure. You can click the + icon to view the next lower level. When the lowest level is visible, you can click the - icon to hide it. Clicking + or - to view or hide levels of the structure does not change the structure. It changes only the level of detail that appears on the form.

A folder can contain documents or additional folders. Documents are the lowest level of the structure. A folder icon represents a category code and a document icon represents a business unit.

Rearranging Organizational Structure Components

You can revise an organizational structure by moving components within the structure to different locations within the hierarchy.

You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can move higher levels of the structure, such as all business units for a given category code, by dragging the folder that corresponds to the category code.

When you move a company, business units directly under the company move with the company.

If you assigned a sequence number to a company when you created the hierarchy, moving a business unit in the hierarchy might change the company number of the business unit. The system displays a warning message if moving a business unit would cause its company number to change.

You can also use the Business Unit Structure Definition program (P0050A) to rearrange an organizational structure by changing the sequence of one or more category codes.

Important! When you rearrange components within a structure, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you rearrange components in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S).

Revising Business Units Within an Organizational Structure

While reviewing your organizational structure, you might decide to revise an existing business unit or set up an additional business unit. The system allows you to revise and set up business units without exiting the Business Unit Structure Tree View program (P0006A).

Note. When you revise or set up business units, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you revise business units in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S). You cannot set up additional business units in a date-effective snapshot of an organizational structure.

Date-Effective Organizational Structures

An organizational structure is a method of grouping business units by category codes for reporting or analysis. A date-effective organizational structure is a snapshot of an organizational structure on a specific date. Date-effective organizational structures allow you to review or report on organizational structures by effective date.

You might create a date-effective organizational structure for these reasons:

- You need to create a snapshot of the current structure because your organizational structure will change at the end of the current fiscal year. After the structure has changed, you can use the snapshot to report on the previous structure.
- You want to create what if scenarios by rearranging components of a date-effective organizational structure.

You use the Business Unit Structure Tree View program (P0006A) to review or revise a date-effective organizational structure in a tree structure format. If you choose a snapshot structure, you can identify it by the effective date and version name that you assigned when you built the snapshot.

A date-effective organizational structure can be based only on a current structure. You cannot create a snapshot of a structure that no longer exists.

After you build a date-effective organizational structure, you can run date-effective financial reports using the Report Design Director.

You use the Build Date-Effective Bus. Unit Master program (R0006S) to create a snapshot or copy of the business unit category code structure that currently exists in the Business Unit Master table (F0006). This batch program copies the current business unit category code structure into the Date Effective Business Unit Master table (F0006S).

When you run this program to create a snapshot, you use the processing options to specify an effective date, a version name, or both, to identify the snapshot. The program then adds the effective date and version name as key fields to the snapshot records in the F0006S table.

You can create multiple snapshots of the current business unit category code structure. You identify each snapshot by the effective date and version name that you specify in the processing options.

After you build a date-effective organizational structure (or snapshot), you can review and revise it using the Review Date-Effective Business Unit Master program (P0006S1). You can change category codes for the business units in the snapshot.

The Review Date-Effective Business Unit Master program updates the snapshot in the Date Effective Business Unit Master table (F0006S).

Prerequisites

Before you complete the tasks in this section:

- Ensure that your chart of accounts is set up.
- Ensure that you have assigned category codes to your business units.
- For each organizational structure, determine the sequence to use for the category codes.

Forms Used to Work with Organizational Structures

Form Name	Form ID	Navigation	Usage
Structure Setup	W0050AA	Date-Effective Organizational Structures (G09414), Business Unit Structure Definition Multi-Site Consolidation Setup (G1042), Business Unit Structure Definition Click the Add button on the Work With Structure form.	Define organizational structures.
Organizational Structure	W0006AC	Date-Effective Organizational Structures (G09414), Business Unit Structure Tree View Multi-Site Consolidation Setup (G1042), Business Unit Structure Tree View	Review organizational structures. To view a lower level of the structure, click +. To hide a lower level of the structure, click -.
Revise Business Unit Snapshots	W0006S1A	Date-Effective Organizational Structures (G09414), Review Date-Effective Bus Unit Master On the Work With Business Unit Snapshots form, select a structure and click Select. On the Business Unit Snapshot Review form, select a business unit and click Select.	Revise a date-effective organizational structure. The fields on each tab correspond to the category codes at the top of the tab. For example, the first field on the Category Codes 1 - 5 tab is Division, which corresponds to category code 1.

Defining Organizational Structures

Access the Structure Setup form.

Business Unit Structure Definition - Structure Setup

OK Cancel Form Tools

Structure Name

Structure Description

Category Codes 1 - 20 **Category Codes 21 - 30**

Category Code	Sequence	Category Code	Sequence
Division		Category Code - Business Unit 11	
Region		Category Code - Business Unit 12	
Group		Category Code - Business Unit 13	
Branch Office		Category Code - Business Unit 14	
Department Type		Category Code - Business Unit 15	
Person Responsible		Category Code - Business Unit 16	
Line of Business		Category Code - Business Unit 17	
Category Code - Business Unit 08		Category Code - Business Unit 18	
Category Code - Business Unit 09		Category Code - Business Unit 19	
Category Code - Business Unit 10		Category Code - Business Unit 20	

Structure Setup form

Structure Name

Enter the name of the organizational structure.

Sequence

Enter a number in the Sequence field for each category code that you want to use in the hierarchy.

To use company in the hierarchy, click the Category Codes 21 - 30 tab and enter a number in the Sequence field for Company.

To revise the sequencing, change a number or enter a new number in any of the Sequence fields.

If you assign a category code a number that is already being used, the system displays a Sequencing Change Confirmation window. To overwrite the sequencing, click OK. Click OK again to exit the program.

Reviewing Organizational Structures

Access the Organizational Structure form.

Business Unit Structure Tree View - Organizational Structure

Select Find Add Close Row Tools

Structure Name *

☒ Live Structure

☐ Snapshot Structure Effective Date/Version

Records 1 - 7

Structure View	
☒	FUNCTION1 Structure #1
☐	GEOG Geographic Reporting
☐	01 Asia
☐	02 Europe and Africa
☐	03 Latin and Central America
☐	04 North America

Organizational Structure form

Structure Name

Enter the name of the organizational structure.

Live Structure

Enter a value that indicates whether you are using a live business unit category code structure or a date-effective snapshot of a business unit category code structure.

Click Live Structure to use a live business unit category code structure from the Business Unit Master table (F0006).

Click Snapshot Structure to use a date-effective snapshot of a business unit category code structure from the Date Effective Business Unit Master table (F0006S).

Snapshot Structure

Enter a value that indicates whether you are using a live business unit category code structure or a date-effective snapshot of a business unit category code structure.

Click Live Structure to use a live business unit category code structure from the Business Unit Master table (F0006).

Click Snapshot Structure to use a date-effective snapshot of a business unit category code structure from the Date Effective Business Unit Master table (F0006S).

If you turn on the Snapshot Structure option, you must enter an effective date or version name in the Effective Date or Version field. You use the Build Date-Effective Bus. Unit Master program (R0006S) to create a snapshot structure.

Rearranging Organizational Structure Components

To rearrange organizational structure components, select Date-Effective Organizational Structures (G09414), Business Unit Structure Tree View.

Revising Business Units Within an Organizational Structure

To revise business units within an organizational structure, select Date-Effective Organizational Structures (G09414), Business Unit Structure Tree View.

Alternatively, select Multi-Site Consolidation Setup (G1042), Business Unit Structure Tree View.

See Also

Chapter 20, “Setting Up an Organization,” Setting Up Business Units , page 173

Chapter 20, “Setting Up an Organization,” Working with Organizational Structures, page 179

Setting Processing Options for Business Unit Structure Tree View (P0006A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Business Unit

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Business Unit Type

Use this processing option to specify the Business Unit Type.

Enter the Business Unit Type to be hidden when viewing the Organizational Structure.

BU Structure

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Business Unit Structure

Use this processing option to specify the business unit structure.

Effective Date

Use this processing option to specify an effective date.

If using a business unit snapshot, enter the effective date and version to default.

Version Name

Use this processing option to specify the default program version when using a business unit snapshot.

Enter a zero to set the default structure to the current business units from the F0006. Enter a 1 to set the default structure to a business unit snapshot from the F0006S.

Building a Date-Effective Organizational Structure

To build a date-effective organizational structure, select Date-Effective Organizational Structures (G09414), Build Date-Effective Bus. Unit Master.

Setting Processing Options for Build Date-Effective Bus. Unit Master (R0006S)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Effective Date	Use this processing option to specify a date to identify this snapshot of the Business Unit Master category code structure.

Version Name	Use this processing option to a name to identify this snapshot of the Business Unit Master category code structure.

Revising a Date-Effective Organizational Structure

Access the Revise Business Unit Snapshots form.

Review Date-Effective Bus. Unit Master - Revise Business Unit Snapshots

OK Cancel Tools

Business Unit Financial/Distribution Company

Effective Date Version

Category Codes 1 - 5 Category Codes 6 - 10 Category Codes 11 - 15 Category Codes 16 - 20

Division Corporate

Region Central North America

Group

Branch Office Denver Branch

Department Type Information Systems Department

Revise Business Unit Snapshots form

(BRA) Setting Up Company and Branch/Plant Cross-References for Brazil

This section provides an overview of company and branch/plant cross-references for Brazil and discusses how to set them up.

Understanding Company and Branch/Plant Cross-References for Brazil

In Brazil, the government requires every business unit (branch/plant) that belongs to a fiscal company to have a separate tax identification number. For reporting purposes, the government requires companies to verify that every business unit is assigned to only one fiscal company.

To associate business units with a fiscal company and prevent assigning the same business unit to more than one fiscal company, you can set up fiscal company and branch/plant cross-references. You must set up a cross-reference for each branch/plant. You might need to complete the steps several times if you have more than one cross-reference.

Forms Used to Set Up Company and Branch/Plant Cross-References for Brazil

Form Name	Form ID	Navigation	Usage
Fiscal Company/Branch Plant Revision	W7606BE	Brazilian Localization Setup (G76B41B), Fiscal Company/Branch Plant Click the Add button on the Work with Fiscal Company/Branch Plant form.	Set up company and branch/plant cross-references for Brazil.

Setting Up Company and Branch/Plant Cross-References for Brazil

Access the Fiscal Company/Branch Plant Revision form.

Fiscal Company/Branch Plant Revision form

Branch Plant

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

Fiscal Company

Enter the company whose data you want to work with.

(CHL) Setting Up the Legal Company for Chile

This section provides an overview of the legal company for Chile and discusses how to:

- Set up the Legal Company.
- Set up Legal Company Constants.

Understanding the Legal Company for Chile

The legal company is that which will have all the legal information associated in the system. This involves that, for the purpose of reports, there can be a parent company with one or more children companies related.

Legal Company and Transactional Company Relationships

Legal company and transactional company relationships allow many companies to be unified in one legal company and to issue combined Accounts Payable reports. A minimum requirement exists that the legal company and a transactional company relationship must exist for the default company.

When activating the legal company with the Legal Company program (P76H010), the same company is automatically activated in the localized file related to it. If the legal company is different from the transactional company, it must be modified manually. If the company has already been created, access the G76H00 menu and select Legal Company to activate the legal company.

In the company standard setup, an additional option exists on the Form menu to relate the transactional companies, as appropriate.

Company Constants

To activate the legal company constants, access the G76H00 menu and select Constants by Companies. These conditions, typical of each legal company, must be specified:

- General

The system prints this information in the AP report headings.

- Non-reimbursable VAT

This information is used during the Accounts Payable voucher entry to specify whether the BAT of the invoice is reimbursable.

- Fees withholding

This information is used to enable validations related to fees withholding during the Accounts Payable voucher entry. Fees withholding also defines the minimum invoice amount.

- Date-Reimbursable Tax Area

The program verifies that only the fiscal credit is taken within the two tax periods after issuing an invoice.

Localization consists of validating that the invoice does not charge a tax area with fiscal credit to be calculated in the VAT Purchasing Ledger if the number of day and months between the dates defined in the company constants exceeds the number allowed by law.

The program complies with the VAT law provisions, which indicates that only the fiscal credit may be taken within the two tax periods upon issuing the invoice, provided the VAT reimbursable validation is defined in months. If the VAT reimbursable validation is defined in days, then the validation will be by days.

Prerequisites

Before you complete the tasks in this section:

- Set up a default company.
- Set up one or more default business units.
- Set up a General Ledger Chart of Accounts.
- Set up a default company in the Address Book.

Forms Used to Set Up the Legal Company for Chile

Form Name	Form ID	Navigation	Usage
Work With Legal Company	W76H010A	Fast Path: G76H00, Legal Company Click Add.	Access the Legal Company Revision form.
Legal Company Revision	W76H010B	Click OK.	Set up a legal company.
Work With Legal Company Constants	W76H002A	Fast Path: G76H00, Legal Company Constants	Access the Enter Legal Company Constants form.
Enter Legal Company Constants	W76H002B	Click OK.	Enter company constants information on four tabs: • General • Reembosabilidad del IVA • Withholdings • SOP

Set Up a Default Legal Company

Access the Legal Company Revision form.

Set up Company Constants

Access the Enter Legal Company Constants form.

Activity Category Code Number

Enter a number that indicates the Address Book category code number determining the activities of customers, suppliers or companies. For example, if the code is 5, then the system searches for values defined in UDC 01/05.

If this field is left blank, the system does not print the field in the AP report heading.

Legal Representative 01

Enter a number that indicates the Address Book number corresponding to the representative. The system uses this information to print the AP report headings.

If this field is left blank, the system does not print the field in the AP report heading.

Use Service Date as From Date

Select the Invoice Date of the Service Date to set the From date. If this options is left blank, the system uses the Invoice Date.

Use G/L Date for Non-Reimbursable Date

Select the G/L Date or the Today's Date to set the Thru date. If this option is left blank, the system uses the G/L date.

The system calculates the number of days and months between the selected dates to determine whether the VAT must be considered as reimbursable or non-reimbursable.

This table provides an example of the relationships between From and Thru dates:

From Date	Thru Date	Relationship
Y	Y	G/L Date — Service Date
Y	N	G/L Date — Invoice Date
N	Y	Today's Date — Service Date
N	N	Today's Date — Invoice Date

Number of Days/Months	Enter the number of days and months to consider if the VAT should be considered as reimbursable or non-reimbursable. If the Months option is left blank, the system automatically uses the Days option.
Tax Explanation Code	Enter a code that the system replaces when the non-reimbursable VAT is determined. If this option is left blank, the code is not replaced.
Withholding Agent Company	Enter a value that specifies whether the company is a Fees Withholding Agent.
Minimum	Enter the minimum amount that the system applies to the fees withholding.

(PER) Setting Up the Legal Company for Peru

This section provides an overview of the legal company for Chile and discusses how to:

- Set up the Legal Company.
- Set up Legal Company Constants.

Understanding the Legal Company for Peru

The legal company is that which will have all the legal information associated in the system. This involves that, for the purpose of reports, there can be a parent company with one or more children companies related.

Legal Company and Transactional Company Relationships

Legal company and transactional company relationships allow many companies to be unified in one legal company and to issue combined Accounts Payable reports. A minimum requirement exists that the legal company and a transactional company relationship must exist for the default company.

When activating the legal company with the Legal Company program (P76H010), the same company is automatically activated in the localized file related to it. If the legal company is different from the transactional company, it must be modified manually. If the company has already been created, access the G76H00 menu and select Legal Company to activate the legal company.

In the company standard setup, an additional option exists on the Form menu to relate the transactional companies, as appropriate.

Company Constants

To activate the legal company constants, access the G76H00 menu and select Constants by Companies. These conditions, typical of each legal company, must be specified:

- General

The system prints this information in the AP report headings.

- Non-reimbursable VAT

This information is used during the Accounts Payable voucher entry to specify whether the BAT of the invoice is reimbursable.

- Fees withholding

This information is used to enable validations related to fees withholding during the Accounts Payable voucher entry. Fees withholding also defines the minimum invoice amount.

- Date-Reimbursable Tax Area

The program verifies that only the fiscal credit is taken within the two tax periods after issuing an invoice.

Localization consists of validating that the invoice does not charge a tax area with fiscal credit to be calculated in the VAT Purchasing Ledger if the number of day and months between the dates defined in the company constants exceeds the number allowed by law.

The program complies with the VAT law provisions, which indicates that only the fiscal credit may be taken within the two tax periods upon issuing the invoice, provided the VAT reimbursable validation is defined in months. If the VAT reimbursable validation is defined in days, then the validation will be by days.

Prerequisites

Before you complete the tasks in this section:

- Set up a default company.
- Set up one or more default business units.
- Set up a General Ledger Chart of Accounts.
- Set up a default company in the Address Book.

Forms Used to Set Up the Legal Company for Peru

Form Name	Form ID	Navigation	Usage
Work With Legal Company	W76H010A	Fast Path: G76H00, Legal Company Click Add.	Access the Legal Company Revision form.
Legal Company Revision	W76H010B	Click OK.	Set up a legal company.
Work With Legal Company Constants	W76H002A	Fast Path: G76H00, Legal Company Constants	Access the Enter Legal Company Constants form.
Enter Legal Company Constants	W76H002B	Click OK.	Enter company constants information on four tabs: • General • Reembosabilidad del IVA • Withholdings • SOP

Set Up a Default Legal Company

Access the Legal Company Revision form.

Set up Company Constants

Access the Enter Legal Company Constants form.

Activity Category Code Number	Enter a number that indicates the Address Book category code number determining the activities of customers, suppliers or companies. For example, if the code is 5, then the system searches for values defined in UDC 01/05. If this field is left blank, the system does not print the field in the AP report heading.
Legal Representative 01	Enter a number that indicates the Address Book number corresponding to the representative. The system uses this information to print the AP report headings. If this field is left blank, the system does not print the field in the AP report heading.
Money Order Document Type	Enter a code for the Money Order Document Type. The system searches for the next assignable number to print each money order. This code must exist in UCD 00/DT.
Use Service Date as From Date	Select the Invoice Date of the Service Date to set the From date. If this options is left blank, the system uses the Invoice Date.
Use G/L Date for Non-Reimbursable Date	Select the G/L Date or the Today's Date to set the Thru date. If this option is left blank, the system uses the G/L date.

The system calculates the number of days and months between the selected dates to determine whether the VAT must be considered as reimbursable or non-reimbursable.

This table provides an example of the relationships between From and Thru dates:

From Date	Thru Date	Relationship
Y	Y	G/L Date — Service Date
Y	N	G/L Date — Invoice Date
N	Y	Today's Date — Service Date
N	N	Today's Date — Invoice Date

Number of Days/Months	Enter the number of days and months to consider if the VAT should be considered as reimbursable or non-reimbursable. If the Months option is left blank, the system automatically uses the Days option.
Tax Explanation Code	Enter a code that the system replaces when the non-reimbursable VAT is determined. If this option is left blank, the code is not replaced.
Professional Fees Withholding	Enter a value that specifies whether the company is a Fees Withholding Agent.

Professional Fees Minimum Amount	Enter the minimum amount that the system applies to the fees withholding.
Solidarity Withholding	Enter a value that specifies whether the company is a Solidarity Withholding Agent.
Solidarity Withholding Minimum Amount	Enter an amount that the system uses as the minimum that must be withheld to apply to Solidarity Withholding.
IGV (General Sales Tax) Withholding Document Type	Enter a code that specifies the internal document type of the IGV withholding voucher.

CHAPTER 21

Setting Up Organizational Information for Poland and Russia

This chapter provides an overview of organizational setup for Poland and Russia and discusses how to:

- (POL and RUS) Set up a legal company for Poland and Russia.
- (RUS) Set up next numbers for Russia.
- (RUS) Set up petty cash for Russia.
- (RUS) Add supplemental petty cash information for Russia.

Understanding Organizational Setup for Poland and Russia

You set up document types so that you can identify, group, and process similar transactions. When you enter a transaction, the system assigns a document type, such as invoice or credit memo, based on the specified user-defined code. The document type, document number, and document company constitute the link between transactions in the Accounts Receivable and the General Accounting systems.

(RUS) Document Types (00/DT)

In addition to the hard-coded document types that are used throughout PeopleSoft EnterpriseOne software, you can set up document types that are based on your specific business needs. You must set up code PD in this UDC for returned goods for which payments have been received. The system searches for the PD code when it processes amount difference vouchers.

This table lists some possible document types for Russia:

Code	Description
CB	Petty Cash Book. This document type is used only for next numbers and should never be used to enter transactions.
CR	Petty Cash Receipt. This document is used to track next numbers for Petty Cash receipts. It is optional, and you can use it for entering petty cash transactions.
CI	Petty Cash Issue. This document is used to track next numbers for Petty Cash issues. It is optional, and you can use it for entering petty cash transactions.
PH	Prepayment Voucher. This document can be used to distinguish between normal and prepayment vouchers.

(RUS) Document Types: Vouchers Only (00/DV)

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

Set up document types that can be used as vouchers. All the documents that exist in UDC 00/DV must also exist in UDC (00/DT). Additionally, you must set up Default Voucher and Return document types in the processing options for the Voucher Entry MBF application (P0400047).

You must set up code PD in this UDC for returned goods for which payments have been received. The system searches for the PD code when it processes amount difference vouchers.

This table describes the delivered codes for vouchers:

Code	Description
PV	Voucher. The system creates a voucher with this code when you enter a supplier's invoice during voucher entry.
PR	Recurring Voucher. The system creates a voucher with this code when the voucher requires a specific number of payments at specified intervals.
PM	Manual Voucher. The system creates a voucher with this code when the voucher and the payment are created at the same time.
PD	Debit Memo. The system creates a voucher with this code when you enter a credit to the supplier.
PL	Logged Voucher. The system creates a voucher with this code when you enter a logged voucher.

(RUS) Petty Cash Document Type (74R/CD)

Set up this UDC to identify the types of documents you use for petty cash transactions. You specify whether the code is for an inbound or outbound transaction by completing the Special Handling Code field. Enter *I* for inbound transactions. Enter *O* for outbound transactions. For example, you might set up these codes:

Code	Description	Special Handling Code
KP	Cash Receipt Note	I
KW	Cash Issue Note	O

(POL and RUS) Setting Up a Legal Company

This section provides an overview of legal companies, lists prerequisites, and discusses how to:

- Add legal companies.
- Associate transactional companies with legal companies.

Understanding Legal Companies

When you set up companies, you might set up some companies for transaction processing and set up other companies for legal reporting. You can associate the companies that you use for transaction processing (transactional companies) with companies that you use for legal reporting (legal companies) so that legal reports can contain data for more than one transactional company.

After you set up your companies using the Companies program (P0010), you use the Company Localized Data form to associate transactional companies with legal companies. The system stores information about the association in the F7400010 table.

Prerequisite

Verify that the localization country code in the user display preferences is set to the appropriate localization code.

Forms Used to Set Up Legal Companies

Form Name	Form ID	Navigation	Usage
Company Setup	W0010B	Organization & Account Setup (G09411), Company Names and Numbers Click Add on the Work With Companies form.	Add companies.
Company Localized Data	W7400010A	Select Form, Regional Info on the Company Setup form.	Associate transactional companies with legal companies.

Adding Legal Companies

See Setting Up Companies in the PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook.

Associating Transactional Companies with Legal Companies

Access the Company Localized Data form.

Company Enter the transactional company with which to associate a legal company.

Legal Company Enter the legal company with which to associate a transactional company.

(RUS) Setting Up Next Numbers

You must set up next numbering schemes for value-added tax (VAT) recovery and for cash transactions in system 74R.

You must set up the numbering scheme for VAT on line 5 of the Set Up Next Numbers by System form in the Next Numbers Revisions program (P0002).

You also set up next numbering for cash transactions. The system stores the next number assigned to a cash transaction in the F74R0100 table. Before cash transactions are printed, the system displays the Enter Additional Information form (W74R0101B) in the Petty Cash Transactions program (P74R0101). When you click OK on the Enter Additional Information form, the system stores the next number for the transaction in the F74R0100 table. You must set up the numbering scheme for cash transactions on line 1 of the Set Up Next Numbers by System form in the Next Numbers Revisions program.

See Also

Chapter 2, “Setting Up System Next Numbers,” page 5

(RUS) Setting Up Petty Cash for Russia

This section provides an overview of petty cash for Russia and discusses how to:

- Set processing options for the Petty Cash Next Number Setup program (P74R0002).
- Set up next numbers for petty cash.

Understanding Petty Cash Setup for Russia

When you set up your system to account for petty cash transactions, you must set up UDC values, set up next numbering, and set processing options that the system uses when processing and printing cash transaction documents.

UDCs

Set up these UDCs for petty cash transactions and reports:

- Document Types (00/DT)
- Petty Cash Document Type (74R/CD)

Next Numbers for Petty Cash

You set up next numbers for petty cash in the Petty Cash Next Numbers Set Up program (P74R0002). The system stores the next numbering scheme in the F74R0002 table. You set up the next numbering scheme for petty cash to start with 1 for each fiscal year. Because all petty cash documents must be numbered sequentially, the system uses the next number in the scheme whether you print a cash issue note or cash receipt note, and whether you print the document from the Accounts Payable system, the Accounts Receivable system, or the General Accounting system.

Forms Used to Set Up Petty Cash for Russia

Form Name	Form ID	Navigation	Usage
Work With Petty Cash Document Type	W74R0002A	Cash Desk Transactions (G74RCASH), Petty Cash Next Number Setup	Select an existing record.
Petty Cash Next Number	W74R0002B	Select a record and click Add on the Work With Petty Cash Document Type form.	Set up next numbering schemes.

Setting Processing Options for the Petty Cash Next Number Setup Program (P74R0002)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, the availability of fields on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by the prefix ZJDE or XJDE. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

- 1. Category Code** Use this processing option to specify the category code that you specified in the Category Code processing option for the Cash Transactions program (P74R0101).

Setting Up Next Numbers for Petty Cash

Access the Petty Cash Next Number form.

Company	Enter the company for which you set up the next numbering scheme.
Account ID	Enter the account from which petty cash transactions are written.
Do Ty Cash Desk (document type cash desk)	Enter the document type for the type of cash transaction. The value that you enter must exist in the Petty Cash Document Type (74R/CD) UDC table.
Next Number Range 1	Enter the first number in the numbering scheme.

(RUS) Adding Supplemental Petty Cash Information for Russia

Russian regulations require the reporting of certain information that is not stored in the standard PeopleSoft EnterpriseOne software. This section provides an overview of petty cash additional information for Russia, lists prerequisites, and discusses how to:

- Set processing options for the Petty Cash Transactions program (P74R0101).
- Add supplemental information for petty cash transactions.

Understanding Additional Information for Petty Cash Transactions

The Russian government requires that companies account for all inbound and outbound cash transactions. PeopleSoft EnterpriseOne software for Russia provides the means to add to inbound (receipts) and outbound (payments) transactions the information that you must track and report. Additionally, you can add required information to transaction records before you print a cash-issue note to account for cash payments or a cash receipt note to account for cash receipts. You can also print a report that shows the activity in cash accounts.

You can print a cash-issue note or a cash-receipt note before you post the payment or receipt. Therefore, you cannot delete the transactions after you have printed the document. If you need to reverse a transaction, you must first post the payment or receipt, and then void it.

After you create records in the Accounts Payable, Accounts Receivable, or General Accounting system, you use the Petty Cash Transactions program (P74R0101) to add petty cash information to the records that the system lists in the Petty Cash Issue report, the Petty Cash Receipts report, and the Cash Desk Transaction report. If you do not add the supplemental information, the system displays a warning message but prints the document if you click OK a second time.

Forms Used to Add Supplemental Petty Cash Information for Russia

Form Name	Form ID	Navigation	Usage
Work With Petty Cash Transactions	W74R0101A	Cash Desk Transactions (G74RCASH), Cash Issue Note	Select an existing record.
Enter Additional Information	W74R0101B	Select a record on the Work With Petty Cash Transactions form, and select Print from the Row menu.	Enter the additional information for the transactions. The system prints the document after you complete the information and click OK.

Setting Processing Options for the Petty Cash Transactions Program (P74R0101)

You set up the processing options for petty cash transactions to specify default values that the system uses when it processes petty cash transactions.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Version for Petty Cash Issue (R74R003)	Use this processing option to specify the version of the Petty Cash Issue program (R74R5003) that the system uses when it processes petty cash transactions. If you do not complete this processing option, the system uses version ZJDE0001.
2. Version for Petty Cash Receipt (R74R5005)	Use this processing option to specify the version of the Petty Cash Receipt program (R74R5005) that the system uses when it processes petty cash transactions. If you do not complete this processing option, the system uses version ZJDE0001.
3. Ledger Type	(Future) Use this processing option to specify the ledger type.
4. Category Code	Use this processing option to specify the category code that identifies cash accounts.

Adding Supplemental Information for Petty Cash Transactions

Access the Enter Additional Information form.

Address Number	Enter the address number of the recipient of the petty cash.
Person Name	Enter the name of the recipient of the petty cash.
Source Documents	Enter an explanation of the source of the petty cash issue request. You can enter up to 240 characters.
Recipients Personal Information	Enter the title of the person receiving the petty cash.
VAT (value-added tax)	Enter the VAT amount in words.

CHAPTER 22

Setting Up Accounts

This chapter provides overviews of account setup, account numbering concepts, charts of accounts, category reporting codes, how accounts are grouped and totaled for reports, factors that determine whether an account posts, differences between subledger and subsidiary accounting, and your chart of accounts plan, and discusses how to:

- Create the chart of accounts.
- Work with accounts.
- Work with subledgers.
- Create a model chart of accounts.
- Work with an alternate chart of accounts.
- Assign third G/L account numbers.
- Copy accounts to business units.
- Create accounts dynamically.
- Translate accounts.
- Review and revise the structure of your organization.

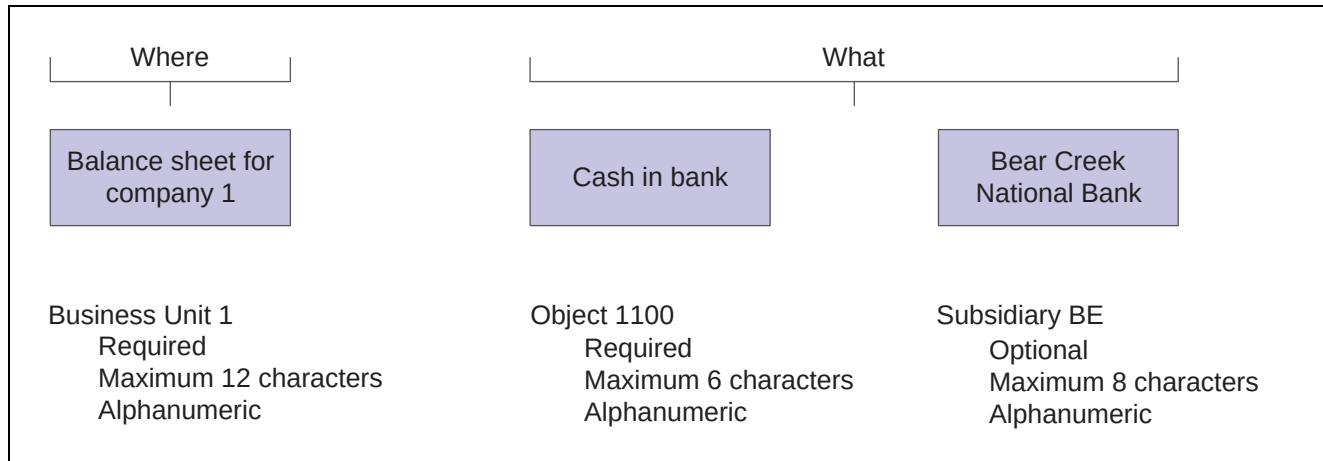
Understanding Account Setup

After you set up your companies and business units, you need to set up object and subsidiary accounts for each business unit. These accounts form your chart of accounts.

The object and subsidiary describe the kind of transaction with which you are working—for example, rent expense, paper supplies expense, or sales revenue.

Understanding Account Numbering Concepts

The General Accounting Guide uses the business unit.object.subsidiary format for account numbers. The account number includes both the "Where" and "What." You can use periods, commas, or other user-defined symbols to separate the components of the account number. The period (.) separator is the default.



Account numbering concepts

Business Unit - The Where

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business, where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, branch office, or truck.

Business units are unique 12-character, alphanumeric fields. These characteristics apply to business units:

- A business unit can be assigned to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.
- Business units are the basis for income statements (the level at which you track revenues and expenses).

Object.Subsidiary - The What

The object.subsidiary represents what type of transaction is being created. An object is a description of the transaction, for example, 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, for example, 1110.BEAR (Cash in Bank. Bear Creek National Bank).

These characteristics apply to the object.subsidiary:

- An object can be four or six characters, depending on your organization's setup
- A subsidiary can be one to eight characters

How Objects and Subsidiaries Are Related

The object, or major, account is required for transaction entry. The object account can be up to six alphanumeric characters. All object accounts must be the same length. To make data entry easier and faster, you might want to use only numbers for the object account.

The subsidiary, or minor, account is an optional part of the account. Use the subsidiary when you need detailed accounting activity for an object account. The subsidiary can be up to eight alphanumeric characters, but you cannot use spaces.

This example shows how you can associate an object account (1110 for Cash in Bank) with several subsidiary accounts:

- 1110.BEAR (Bear Creek National Bank)
- 1110.FIB (First Interstate Bank)

- 1110.FRANCE (First Bank of France)
- 1110.LONDON (First Bank of London)

Understanding Your Chart of Accounts

To design your chart of accounts, begin your initial design with the major headings of your transactions. Then add your detailed transaction descriptions.

This example shows the types of headings that are included in major title accounts:

Account	Headings
Balance Sheet Accounts	Types of headings for balance sheets include: • Assets • Liabilities • Owner's Equity
Income Statement Accounts	Types of headings for income statements include: • Revenues • Expenses

After you have a complete list of transaction descriptions, you can assign numeric values to each description. Allow for growth and change by leaving numeric spaces in the account structure.

Define the last balance sheet account as the account for year-to-date net income or loss. For example, if revenues begin at 5000, define object 4999 as the net income account. This account must be a nonposting account. The system calculates the net income amount on your balance sheet. Balance sheet accounts must precede income statement accounts.

Important! If your balance sheet accounts do not precede your income statement accounts, your financial reports might contain unreliable results.

An account can have several formats. You are not limited to one account format when you enter data.

You can use these account formats:

Format	Usage
Short account ID	This number is created by the Next Numbers feature when you add accounts. It is commonly referred to as the short account number and can never be changed.

Format	Usage
Business Unit.Object.Subsidiary	This is the standard PeopleSoft account format. It can be in either of these formats: • Business unit.object • Business unit.object.subsidiary The business unit designates the accounting entity to charge. The object (or object and subsidiary) designates the type of account to receive the amount, such as asset, liability, revenue, and expense.
Third G/L account number	This number consists of a free-form code, often called the third account number. Typically, the account number from a prior system is used as the third account number. No limitations exist for the characters you can use—for example, . and - are acceptable.

To enter account numbers in a format other than the standard PeopleSoft format, you must use the prefix character that is defined in general accounting constants.

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Setting Up the General Accounting System,” Setting Up Constants for General Accounting

Understanding Category Reporting Codes

To expand your reporting capabilities, you can assign category codes 21–43 in system 09 to the accounts in your chart of accounts. But first you must set up user-defined code values in UDC 09/21–09/43. Unlike category codes 09/01–09/20, which are three characters, the values for category codes 21–43 can be up to ten characters.

After you set up values for category codes 21–43, you assign the values to accounts in your chart of accounts. This creates a *link* between the accounts and the category codes and allows you to print these reports:

- Debit/Credit T/B by Cat Code (R09472)
- General Ledger by Category Code (R09470)

You can set up a version for each of the category codes that you use and specify the category code in a processing option.

If you assign the same category code value to more than one of your accounts, the system sums the amounts in all of the accounts and prints the total amount on the report.

The system displays the values for category codes 09/01–09/43 in the Account Cat 1–Account Cat 43 fields on the Work With Accounts form.

Example

Suppose you want to print a report that shows data from all of your receivable accounts. You decide to use category code 21 (UDC 09/21) for receivable accounts and set up a value REC01 for Notes Receivable, REC02 for Interest Receivable, REC03 for Accounts Receivable, and so on. You assign these values to accounts in your chart of accounts. For example, you assign the value REC01 to category code 21 for each notes receivable account. You can then print selected reports that include all of your receivable accounts.

For this example, you would complete these steps:

1. Set up values for REC01, REC02, and REC03 in UDC table 09/21.
2. Use the Review and Revise Accounts program (P0901) to assign the category code values to accounts in your chart of accounts
3. For category code 21, assign the value REC01 for notes receivable accounts, REC02 for interest receivable accounts, and so on. To assign a category code, select a notes receivable account on the Work with Accounts form. On the Revise Single Account form, select the Category Codes 21–30 tab and enter *REC01* in the Cat Code 25 field.
4. Assign category code values to the remaining accounts in your chart of accounts.

Understanding How Accounts Are Grouped and Totaled for Reports

You use account category codes to group your accounts for selective reporting purposes. You use category codes for accounts in the same way that you use category codes for business units.

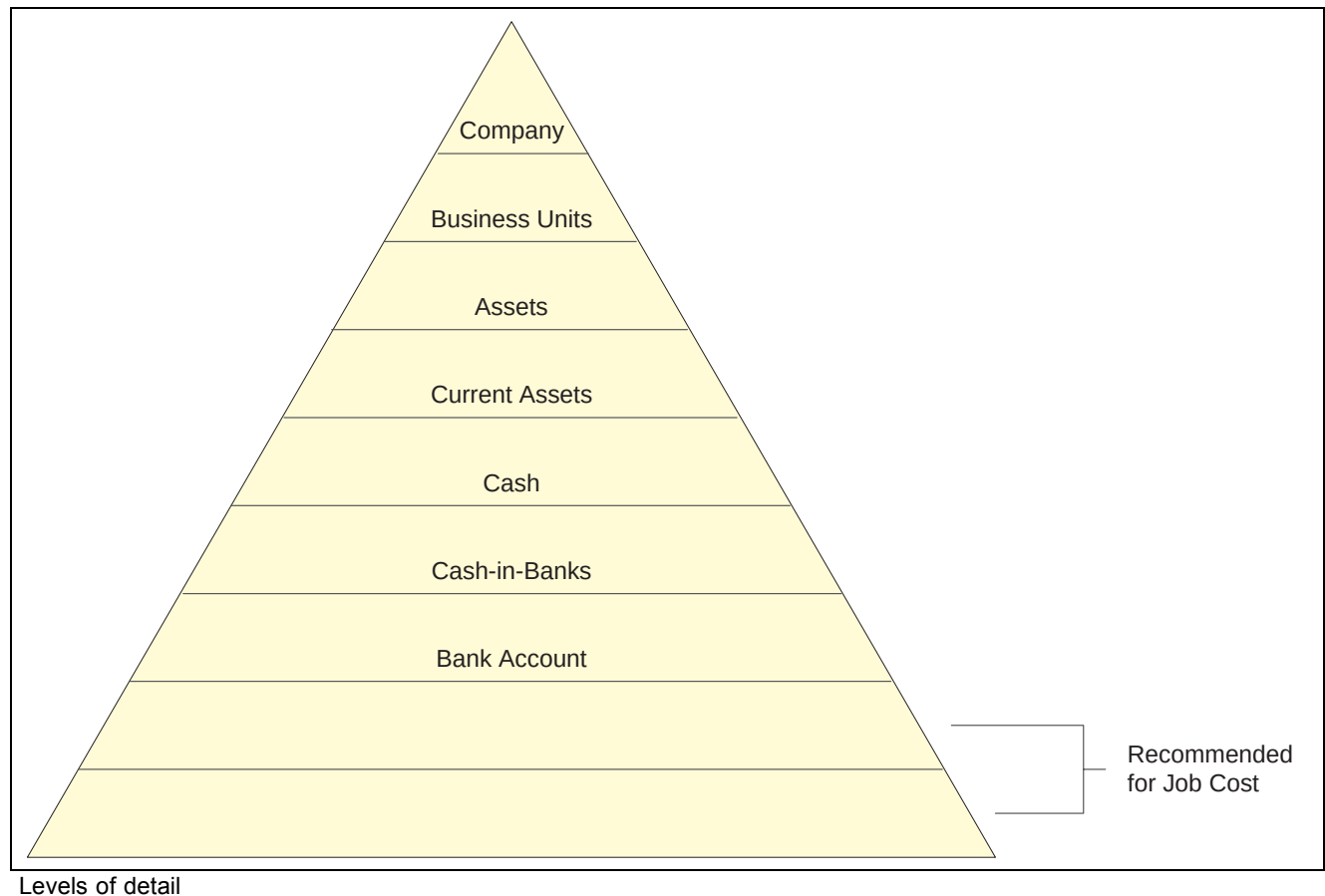
The 23 alphanumeric category codes for accounts include:

- 3-character codes (20 available)
- 10-character codes (23 available)

The 10-character category codes are useful if your business requires an alternate chart of accounts for statutory reporting. You can use the category code and the description, rather than the account number and description, on trial balance reports, the general ledger, and the general journal. These category codes let you build summarization logic into your reports.

Use a level of detail for each account to control how amounts are rolled up, or summarized, into a balance for reporting purposes.

For example, set up levels of detail (LOD):



Observe these guidelines when assigning a level of detail to accounts:

- Do not skip any levels of detail. Nonsequential levels of detail cause errors in financial reports that are run at a skipped level.
- Assign a level-of-detail 3 to title accounts for the balance sheet-Assets and Liabilities and Equity.
- Assign level of detail 3 or 4 to title accounts for the income statement, depending on whether you want the next level underlined. Examples include:
 - Revenues
 - Direct costs
 - General and administrative expenses
 - Other income and expenses

Understanding Factors That Determine Whether an Account Posts

You assign a posting edit code to every account in the chart of accounts. This code determines whether the account posts to the general ledger and whether it updates the Account Balances table (F0902).

With posting edit codes, you can designate an object or object.subsidiary account:

- Posting
- Non-posting (or title)
- Budget
- Inactive
- Machine-generated
- One that requires units, not monetary amounts
- Subledger and type

For example, you could assign posting edit codes (PEC):

If you designate an object or object.subsidiary account as posting, the account must be assigned to a posting business unit.

Understanding Differences Between Subledger and Subsidiary Accounting

Subledgers and subsidiary accounting both provide detailed accounting activity. Subsidiary accounts are a subdivision of your object account. Subledgers are linked to your business unit.object account or business unit.object.subsidiary account.

Subledgers give accounting detail without adding accounts to your chart of accounts. For this reason, subledgers are often used for transaction classifications that are not a permanent part of your chart of accounts, such as detailed travel expenses for each account representative.

Subsidiary accounts are permanent. If you want to track revenues and expenses by account representative using subsidiary accounting, you must create a subsidiary account for each account representative, and attach it to each appropriate object account for revenues and expenses. This procedure could mean adding several hundred accounts to your chart of accounts.

You can use a subsidiary account and a subledger in the same entry, if necessary.

Subledgers differ from subsidiary accounts. For example:

- Subledger transactions post to the same major account, rather than to different accounts.
- Subledgers do not create additional records in the Account Master table.
- Subledgers can create additional records in the Account Balances table, depending on the posting edit code that you assign to the account.

Example: Subledger Accounting

When you use subledgers to track expenses for account representatives, the system creates a record with a unique subledger for each account in the Account Ledger table (F0911). The Account Master table (F0901) contains only the account, not the subledger.

This example shows the subledgers that represent McLind's and Jackson's address book numbers:

Object (F0901)	Description (F0901)	Object (F0911)	Subledger (F0911)	Subledger Type (F0911)
8665.HOTEL	Hotel	Blank	Blank	Blank
8665.AIR	Air Fare	8665.AIR	Blank	Blank
Blank	Blank	Blank	1. McLind	A
Blank	Blank	Blank	2. Jackson	A
8667	Car Expenses	8667	Blank	Blank
Blank	Blank	Blank	1. McLind	A
			2. Jackson	A

Example: Subsidiary Accounting

When you use subsidiaries to track expenses for account representatives, the system creates a record with a blank subledger for each account in the Account Ledger table (F0911). The Account Master table (F0901) contains an account for each account representative.

Object (F0901)	Description (F0901)	Object (F0911)	Subledger (F0911)
8665	Travel & Entertainment	Blank	Blank
8666	Air Fare	Blank	Blank
8666.A1	Account Representative 1	8666.A1	Blank
8666.A2	Account Representative 2	8666.A2	Blank
8667	Car Expense	Blank	Blank
8667.C1	Account Representative 1	8667.C1	Blank
8667.C2	Account Representative 2	8667.C2	Blank

Understanding Your Chart of Accounts Plan

A chart of accounts provides the structure for your general ledger accounts. It lists specific types of accounts, describes each account, and includes account numbers. A chart of accounts typically lists asset accounts first, followed by liability and capital accounts, and then by revenue and expense accounts.

Account information is stored in the Account Master table (F0901).

Account Segments

As part of creating your chart of accounts, you must define the length of the account segments. These segments are:

- Business unit: A maximum of 12 characters.
- Object account: Four, five, or six characters (four or six for standard business unit.object.subsidiary). All object accounts must be the same length.
- Subsidiary: A maximum of 8 characters.

The Account Flex Format program (P0907) allows you to customize the sequence and length of your account segments.

Creating the Chart of Accounts

This section provides an overview of creating the chart of accounts, and discusses how to:

- Define account segments.
- Add accounts.
- Set processing options for Review and Revise Accounts (P0901).

Understanding Chart of Account Creation

After you set up your chart of accounts, you might need to add, revise, or delete accounts for various reasons. You might need to add accounts to your chart of accounts as your business grows. You might need to revise accounts to make the levels of detail, posting edit codes, and descriptions consistent across all business units. Or you might want to delete accounts that were created in error.

Important! Verify that the business unit, object, and subsidiary are accurate for each account before you enter transactions. To ensure the integrity of your chart of accounts, you can set the Security processing options for the Accounts program (P0901) to prevent the object and subsidiary fields from being changed if balances exist in the Account Balances table (F0902) or the Account Ledger table (F0911). If you are using an alternate chart of accounts, you can use the Security processing options to prevent the Category Code 21, Category Code 22, and Category Code 23 fields from being changed if balances exist in the Account Balances table or the Account Ledger table. We recommend that you restrict access to these processing options so that your chart of accounts is not inadvertently changed.

Forms Used to Create the Chart of Accounts

Form Name	Form ID	Navigation	Usage
Account Flex Format	W09070	Advanced Organization Setup (G094111), Flex Format Setup On the Flex Format Setup form, click Account Flex Format.	Define account segments.
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts Click the Add button on the Work With Accounts form.	Add accounts.

Defining Account Segments

Access the Account Flex Format form.

Flex Format Setup - Account Flex Format

OK Delete Cancel Tools

Records 1 - 4 [Customize Grid](#)

	Seq No.	Description	B	O	S	Length	A/N	Cross Reference	X-ref Description
☐	1	Business Unit	X			12	A	MCU	CostCenter
☐	2	Object		X		4	A	OBJ	ObjectAccount
☐	3	Subsidiary			X	8	A	SUB	Subsidiary

Account Flex Format form

Length

Enter the length of the specific segment or element for the flexible chart of accounts format. The individual elements must be greater than zero and must not exceed:

- Business Unit: 12 (with separator characters)
- Object account: 6 (with separator characters)
- Subsidiary account: 8 (with separator characters)
- Subledger: 8 (separator characters not allowed)

B (business unit)

Enter an *X* to indicate that this segment of the G/L account number is stored as part of the Business Unit field (MCU) in the database. For flexible account numbers, you can define up to six segments and use a total of 12 characters for the business unit.

If you define multiple segments for the business unit, the system concatenates them from left to right in ascending order based on their assigned sequence numbers. The resulting number is right-justified in the database field.

O (object)	Enter an <i>X</i> to indicate that this segment of the G/L account number is stored as part of the Object Account field (OBJ) in the database. For flexible account numbers, you can define up to three segments and use a total of six characters for the object account. If you define multiple segments for the object, the system concatenates them from left to right in ascending order based on their assigned sequence numbers. The resulting number is left-justified in the database field.
S (subsidiary)	Enter an <i>X</i> to indicate that this segment of the G/L account number is stored as part of the Subsidiary field (SUB) in the database. For flexible account numbers, you can define up to four segments and use a total of eight characters for the subsidiary part of the account number. If you define multiple segments for the subsidiary, the system concatenates them from left to right in ascending order based on their assigned sequence numbers. The resulting number is left-justified in the database field.

Adding Accounts

Access the Revise Single Account form.

Account ID	Enter a number that the system assigns to each general ledger account in the Account Master table (F0901) to uniquely identify it.
Free Form (3rd Acct. No.)	Enter the third account number. This is a number in free-form format that you might use to: • Facilitate the conversion from your old chart of accounts. • Facilitate account recoding during the year. • Provide an account structure required for regulatory reporting. The third account number must be unique system-wide, not just within a business unit. The format of this number has no correlation to the business unit/object/sub account number format in the JDE system.
Billable	Enter a value that specifies whether a general ledger account should be billed. Values are: <i>Y</i>: Yes, the account should be billed. <i>N</i>: No, it should not be billed. <i>1</i>: It is eligible only for invoicing. <i>2</i>: It is eligible only for revenue recognition. <i>4</i>: It is eligible only for cost. Note. Codes 1, 2, and 4 relate only to the Service Billing system.
Budget Pattern Code	Enter a unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example: <i>DNS</i>: Do not spread annual budget among the months. You cannot set up or change this code, defined as part of the system.

Blank: Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.)

***: Represents a blank value.

SUM (summer): Spread according to these percentages:

Jan. 0%

Feb. 2%

48%

50%

Dec. 0%

TOTAL - 100%

WIN (winter): Spread according to these percentages:

Jan. 30%

Feb. 30%

0%

0%

Dec. 40%

TOTAL - 100%

Model Account/Consolidations

Enter a code that indicates either a model/consolidated account or a model/consolidated business unit. Values are:

Blank: Non-model business unit or account.

M: Model business unit or account.

C: Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible.

Account Level of Detail

Enter a number used to summarize and classify accounts in the general ledger by level of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for job cost posting accounts in the Job Cost system. Examples of the other levels are:

3: Assets, Liabilities, Revenues, Expenses.

4: Current Assets, Fixed Assets, Current Liabilities, and so on.

5: Cash, Accounts Receivable, Inventories, Salaries, and so on.

6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on.

7: Petty Cash - Dallas, Petty Cash - Houston, and so on.

8: More Detail.

9: More Detail.

Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports.

Alternate Object/Sub

Enter a value that specifies an alternate object account. This alternate object account is occasionally used to comply with a regulatory chart of accounts, parent company requirements, or third-party coding scheme.

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, “Setting Up Tax Information,” Assigning Tax Information to General Ledger Accounts

Setting Processing Options for Review and Revise Accounts (P0901)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Security

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Please enter a value of '1' in the corresponding field to protect the value of field(s) which contain the Legal Account information.

Use this processing option to specify whether to protect the value of field(s) which contain the Legal Account information. Fields that you can protect are:

- Object
- Subsidiary
- Category Code 21
- Category Code 22
- Category Code 23

Working with Accounts

This section provides an overview of working with accounts and discusses how to:

- Revise accounts by business unit.
- Revise accounts by object.
- Revise a single account.
- Delete accounts.
- Update your chart of accounts.

- Build the Account - Word Search table.
- Set processing options for Build Account Master Word Search Table (R0901WS).
- Locate accounts.
- Set processing options for Account Master Word (P0901WS).
- Review your chart of accounts.

Understanding Working with Accounts

Here are some common features of working with accounts.

Account Revision

After setting up and reviewing your accounts, you might need to revise them. Revising accounts is necessary in order to maintain and update the most current information in the system.

Some of the possible reasons that you might need to revise accounts are:

- Revising multiple accounts that are assigned to one business unit
You might want to do this if the company has been restructured or you want to include additional information about the company.
- Revising one account that is assigned to many business units
You might want to change the description of the account or include additional information, particularly additional lines for a business unit description.
- Revising a single account
You revise a single account if you need to add or change selected information, such as alternate object and subsidiary, that is not available on other account revision forms.
- Adding text to an existing account
You can add text to an existing account for any additional information that is related to the account.
- Changing an account number
You can change an account number only if the new number does not already exist in the Account Master table (F0901). If you change an account number, the revision applies only to new postings. To have old balances correspond with the new account numbers, you must run Update Business Unit.Object.Subsidiary to Account Balances.
You can set the Security processing options for the Accounts program (P0901) to prevent the object and subsidiary fields from being changed if an account has a balance in the Account Ledger table (F0911) or the Account Balances table (F0902). If no transactions or balances exist for the account, you can change the object and subsidiary, regardless of the setting of the Security processing options.

The system maintains individual account data in the Account Master table (F0901).

Account Deletion

You cannot delete an account that has a balance in the Account Ledger table (F0911) or the Account Balances table (F0902).

Note. As a policy, you might want to make unused accounts inactive. When you make an account inactive, you can no longer enter transactions for the account. However, you can see the historical activity. To make an account inactive, change the Posting Edit code to I.

Chart of Accounts Update

After you revise or delete an existing general ledger account or add a new one, you must run the Refresh Chart of Accounts program (R0909R) to update the Chart of Accounts - Reference File table (F0909).

If you add an account with the same object and subsidiary as an existing account but with a different description or level of detail, the Refresh Chart of Accounts program retains the first occurrence of the object and subsidiary only for the chart of accounts. For example, assume account 3.5005.WEST has a description of Sales - West Virginia. You add account 1.5005.WEST with a description of Sales - Western Region. When you run the Refresh Chart of Accounts program, the system updates F0902 table with object account 5005 and the description Sales - Western Region.

The Refresh Chart of Accounts program can take a long time to run, especially if you revise a substantial number of accounts or have a large chart of accounts. Consider running it during off-peak hours.

You can review the updated chart of accounts using the Online Chart of Accounts form or by printing the Chart of Accounts Report (R0909P).

Account Master Word Search

The Account Master Word Search program (P0901WS) helps you locate an account. You can enter a word or string of characters, and the Account Master Word Search program displays a list of all of the accounts that contain that word or string of characters.

Before you can use the Account Master Word program (P0901WS), you need to build the Account - Word Search table (F0901WS). To do this, you run the Build Account Master Word Search Table program (R0901WS).

When you run the Build Account Master Word Search Table program for the first time, it builds the Account - Word Search table (F0901WS). If you add, change, or delete account information, you should run this program in update mode to refresh the table and ensure that you are searching the most current information.

Note. This program can take some time to run, depending on the number of accounts you have in your system.

Locating Accounts

After you run the Build Account Master Word Search Table program (R0901WS), you can use the Account Master Word program (P0901WS) to help you locate an account. To locate an account, you enter a word or string of characters in the Search Word field. The Account Master Word program displays a list of all of the accounts containing that word or string of characters. For example, if you enter accounts payable, the program displays all of the accounts that contain the word accounts and all of the accounts that contain the word payable.

The Account Master Word program also displays accounts that contain words similar to the full name of the account. For example, if you wanted to search for an account that contains the words accounts payable, you could enter Accts Pay, Accts, A, P, or A/P. If these words are in the Word Search Equivalence table (F91011), the program recognizes them as words equivalent to accounts payable and displays the accounts for which you are searching. PeopleSoft provides a list of equivalent words, and you can add your own words to this list.

You can also add, change, or delete from the list of words that you want the program to ignore. For example, the Account Master Word program is already set to ignore A, About, and After. If you enter one of these words by itself into the Search Word field, the program ignores it. The program also ignores symbols such as / and %.

This program is not case-sensitive. You can enter either uppercase or lowercase characters.

Reviewing Your Chart of Accounts

After you create your chart of accounts or make revisions to it, you should review your object accounts across all companies and business units. By reviewing your accounts, you can:

- Locate any inconsistencies in the levels of detail
- Verify that similar types of accounts are set up for financial consolidations to function properly
- Determine which object account numbers are available if you need to add new accounts

The system displays object accounts in ascending order, regardless of business unit or company. You can print your chart of accounts from the Work With Chart of Accounts form.

Forms Used to Work with Accounts

Form Name	Form ID	Navigation	Usage
Work With Accounts	W0901H	Organization & Account Setup (G09411), Review and Revise Accounts	Delete accounts. Review accounts. Print accounts by selecting Chart of Accounts from the Report menu. Do not enter any data selection for the report.
Revise Accounts by Business Unit	W0901D	On the Work With Accounts form, select an account and from the Row menu, select Account by BU.	Revise accounts by business unit.
Revise Accounts by Object/Subsidiary	W0901C	On the Work With Accounts form, select an account and select Account by Obj/Sub from the Row menu.	Revise accounts by object.
Revise Single Account	W0901A	Click the Add button on the Work With Accounts form.	Revise a single account.
Account Master Word Search	W0901WSA	Organization & Account Setup (G09411), Account Master Word	Locate accounts.

Revising Accounts by Business Unit

Access the Revise Accounts by Business Unit form.

Review and Revise Accounts - Revise Accounts by Business Unit

OK Find Delete Cancel Row Form Report Tools

Business Unit Financial/Distribution Company

Object/Subsidiary * *

Records 1 - 10 > <

☐	☐	Obj Acct	Sub	Description	L D	Free Form Account No.	P E	Co
☐		1000		Assets	3		N	00001
☐		1001		Current Assets	4		N	00001
☐		1100		Cash	5		N	00001
☐		1105		Petty Cash	6			00001
☐		1110		Cash in Banks	6		N	00001
☐		1110	AUTOBKST	Auto Bank Statement Bank	7			00001

Revise Accounts by Business Unit form

L D (level of detail)

Enter a number used to summarize and classify accounts in the general ledger by level of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for job cost posting accounts in the Job Cost system. Examples of the other levels are:

- 3: Assets, Liabilities, Revenues, Expenses
- 4: Current Assets, Fixed Assets, Current Liabilities, and so on
- 5: Cash, Accounts Receivable, Inventories, Salaries, and so on
- 6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on
- 7: Petty Cash - Dallas, Petty Cash - Houston, and so on
- 8: More Detail
- 9: More Detail

Note. Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports.

P E (post edit code)

Enter a code that controls G/L posting and account balance updates in the Account Master table (F0901). Values are:

Blank: Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.

B: Only allows posting to budget ledger types starting with B or J.

I: Inactive account. No posting allowed.

L: Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in

the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, use this code.

M: Machine-generated transactions only (post program creates offsets).

N: Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.

S: Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs.

U: Unit quantities are required for all transactions.

X: Subledger and type must be blank for all transactions. Does not allow subledger entry for the account.

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Revising an Organization,” Updating the F0911 and F0902 Tables

Revising Accounts by Object

Access the Revise Accounts by Object/Subsidiary form.

Review and Revise Accounts - Revise Accounts by Object/Subsidiary

OK Find Delete Cancel Row Report Tools

Object Account

Records 1 - 10 > <

☐	☐	Business Unit	Description	L D	P E	Co	Cur Cod
☐		1	First Interstate Bank	7		00001	
☐		21	First Interstate Bank	7		00020	
☐		28	First Interstate Bank	7		00028	
☐		70	First Interstate Bank	7		00070	

Revise Accounts by Object/Subsidiary form

Revising a Single Account

Access the Revise Single Account form.

Review and Revise Accounts - Revise Single Account

OK Cancel Form Tools

Account Number

Select Tab: **Revise Single Account**

Business Unit/Object/Subsidiary

Description

Account Level of Detail

Posting Edit

Budget Pattern Code

Model Account/Consolidations

Currency Code

Account ID

Revise Single Account form

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Setting Up the General Accounting System”

Deleting Accounts

Access the Work With Accounts form.

Updating Your Chart of Accounts

Access the Available Versions form.

To update your chart of accounts, select Organization & Account Setup (G09411), Online Chart of Accounts. On the Work With Chart of Accounts form, select Refresh Chart of Ac from the Report menu.

Building the Account - Word Search Table

Access the Available Versions form.

To build the Account - Word Search table, select Organization & Account Setup (G09411), Build Account Master Word Search Table.

Setting Processing Options for Build Account Master Word Search Table (R0901WS)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Mode

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Process Mode: Use this processing option to specify the mode in which the system runs the report.
0 (or Blank): Update Only (default).
1: Delete table prior to updating.

Locating Accounts

Access the Account Master Word Search form.

Search Word Enter one or more words used for a search. You must use the full word. If using a string of words, the word string must be in the exact order as what you want to find. When you use the Word Search, you cannot use a wildcard.

Setting Processing Options for Account Master Word (P0901WS)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Mode

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Process Mode: Use this processing option to specify the mode in which the system runs the report.

0 (or Blank): Update Only (default).

1: Delete table prior to updating.

Reviewing Your Chart of Accounts

Access the Work With Chart of Accounts form.

Online Chart of Accounts - Work With Chart of Accounts

Find Close Report Tools

Skip To Code

Level Of Detail

Records 1 - 10 [Customize Grid](#)

	Code	Description	Post Edit	LOD
☒	1000	Assets	N	3
☐	1001	Current Assets	N	4
☐	1100	Cash	N	5
☐	1105	Petty Cash		6

Work With Chart of Accounts form

Working with Subledgers

This section provides an overview of working with subledgers and discusses how to:

- Define accounts that require subledgers.
- Define additional subledger types.
- Inactivate subledgers.

Understanding Subledgers

In addition to the business unit.object.subsidiary method of account coding, you can use subledgers to code accounts. Subledgers provide the most detailed record of accounting activity for a business unit. You might use subledger accounting to track:

- Revenues and expenses by account representative
- Receivables and payables by employee
- Intercompany settlements by detail entry

With subledger accounting, you can:

- Review detailed account totals for specific subledgers by grouping posted transactions with the same subledger and subledger type.
- Review similar types of subledgers across accounts. For example, you can review all accounting activity by an asset ID or work order number.

You use the Trial Balance by Subledger program (P09215) to review subledger information.

Both the subledger number and subledger type for a G/L account provide detailed accounting activity. The subledger number becomes the audit trail for the posted subledger transactions.

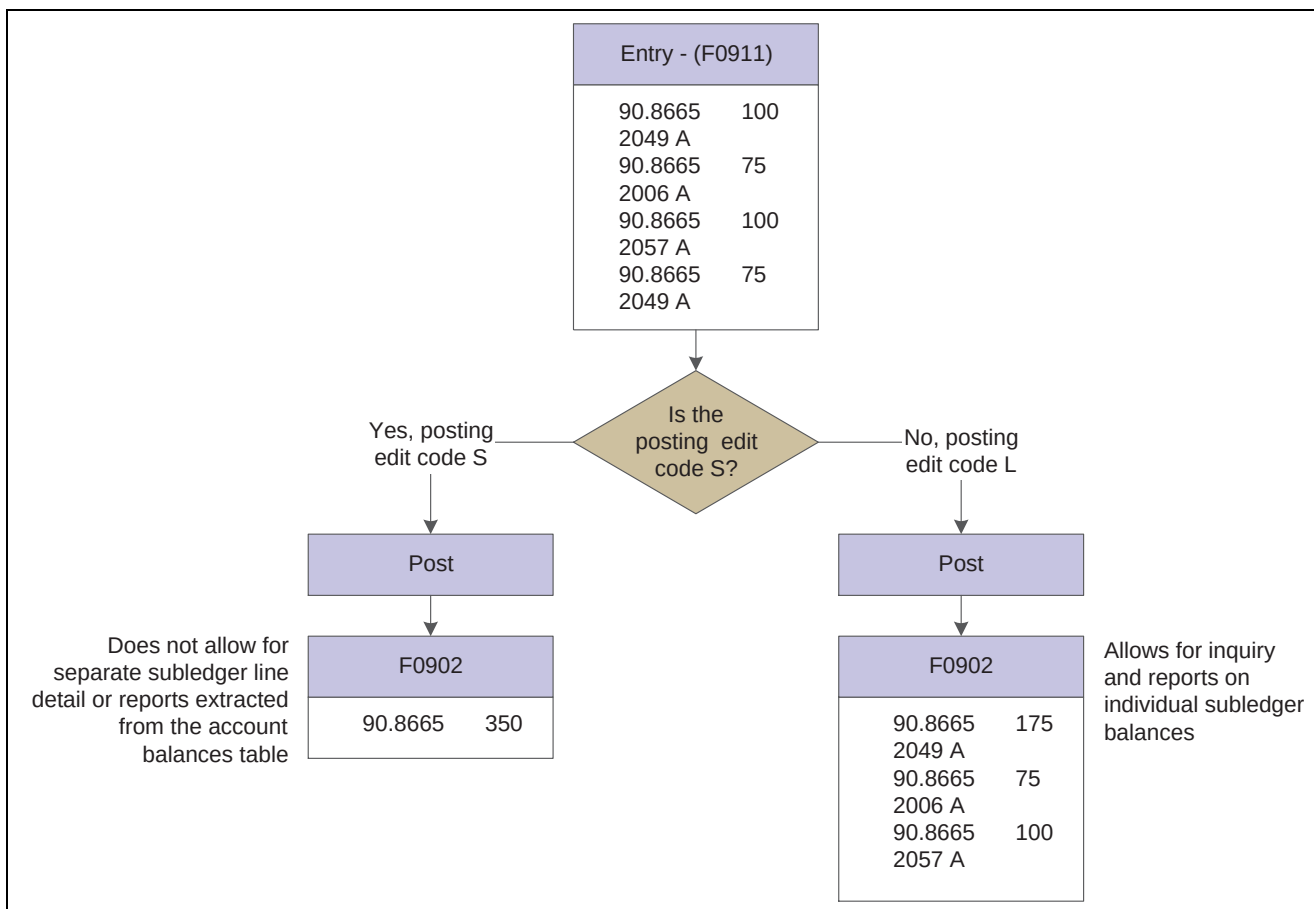
Before you can use subledgers, you must decide which subledger types to use. This list describes the predefined, hard-coded subledger types. The system verifies the subledger number for each type against a specific master table.

Subledger Type	Master Table
Subledger Type A	Validates against the Address Book Master table (F0101). This type is the most commonly used subledger type. Use this type to track expenses that are associated with salespeople, employees, and so on. You also use it for the detail method of intercompany settlements.
Subledger Type C	Validates against the Business Unit Master table (F0006).
Subledger Type E	Validates against the Asset Master File table (F1201).
Subledger Type I	Validates against the Item Master table (F4101).
Subledger Type J	Validates against the Change Request Master Table (F5301).
Subledger Type L	Validates against the Tenant/Lease Master table (F1501).
Subledger Type O	Validates against the Sales Order Header File table (F4201).
Subledger Type S	Validates against the Chart of Accounts Format table (F0907). This is the structured subledger type.
Subledger Type W	Validates against the Work Order Master File table (F4801).

You assign posting edit codes to define which accounts require subledgers and how amounts are to be posted.

Example: Posting Edit Codes

This diagram shows how information stored in the Account Balances table (F0902) is affected by the posting edit code:



Example of posting edit codes

Additional Subledger Types

In addition to the predefined subledger types, you can define three subledger types (X, Y, and Z) in UDC (00/ST). Because these types are not validated against any PeopleSoft tables, you should define them only if you want the system to validate values against a format requirement rather than a specific value. The first character of the Description 2 field controls which format the system validates against the subledger type. Values are:

A: Alphanumeric, left justify, blank fill.

N: Numeric, right justify, zero fill.

C: Alphanumeric, right justify, blank fill.

Inactivating Subledgers

You might need to make a subledger inactive. For example, if an employee takes a leave of absence, you can inactivate the employee's address book number to use as a subledger so that travel and entertainment expenses cannot be entered during the leave of absence. Or, when a project or job is on hold or is complete, you can inactivate a business unit from use as a subledger.

Forms Used to Work with Subledgers

Form Name	Form ID	Navigation	Usage
Work With Accounts	W0901H	Organization & Account Setup (G09411), Review and Revise Accounts	Define accounts that require subledgers. Define multiple accounts that require subledgers by selecting either Account by BU or Account by Obj/Sub from the Row menu.
User Defined Codes	W0004AI	General Accounting System Setup (G0941), Subledger Types Click the Add button on the Work With User Defined Codes form.	Define additional subledger types.
Address Book Revision	W01012A	Address Book (G010), Address Book Revisions On the Work With Addresses form, locate the subledger and click Select.	Inactivate subledgers.

Defining Accounts That Require Subledgers

Access the Work With Accounts form.

Posting Edit

Enter a code that controls G/L posting and account balance updates in the Account Master table (F0901). Values are:

Blank: Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.

B: Only allows posting to budget ledger types starting with B or J.

I: Inactive account. No posting allowed.

L: Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, use this code.

M: Machine-generated transactions only (post program creates offsets).

N: Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.

S: Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs.

U: Unit quantities are required for all transactions.

X: Subledger and type must be blank for all transactions. Does not allow subledger entry for the account.

Defining Additional Subledger Types

Access the User Defined Codes form.

Inactivating Subledgers

Access the Address Book Revision form.

Subledger Inactive Code

Enter an option that indicates whether the address book number can be used as a subledger in the General Accounting system. Any value other than blank indicates that a subledger is inactive.

Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.

If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the record in the Account Balances table (F0902), enter a value other than blank in this field. Values are:

Blank or *Off*: Subledger active

On: Subledger inactive

Creating a Model Chart of Accounts

This section provides an overview of a model chart of accounts, lists a prerequisite, and discusses how to create a model chart of accounts.

Understanding the Model Chart of Accounts

To create a model chart of accounts, you can create one master model business unit that includes the complete chart of accounts. Or you can create a model business unit for every business unit type and assign object accounts to it. You can then use these models as a basis for your actual chart of accounts.

By creating a model chart of accounts, you ensure that when you copy the accounts from the model business units into your actual (or production) business units, the accounts are standardized across business units and companies.

Depending on your organizational structure, you can create more than one model chart of accounts. For example, you can create one model for balance sheet accounts, and another model for profit and loss (income statement) accounts.

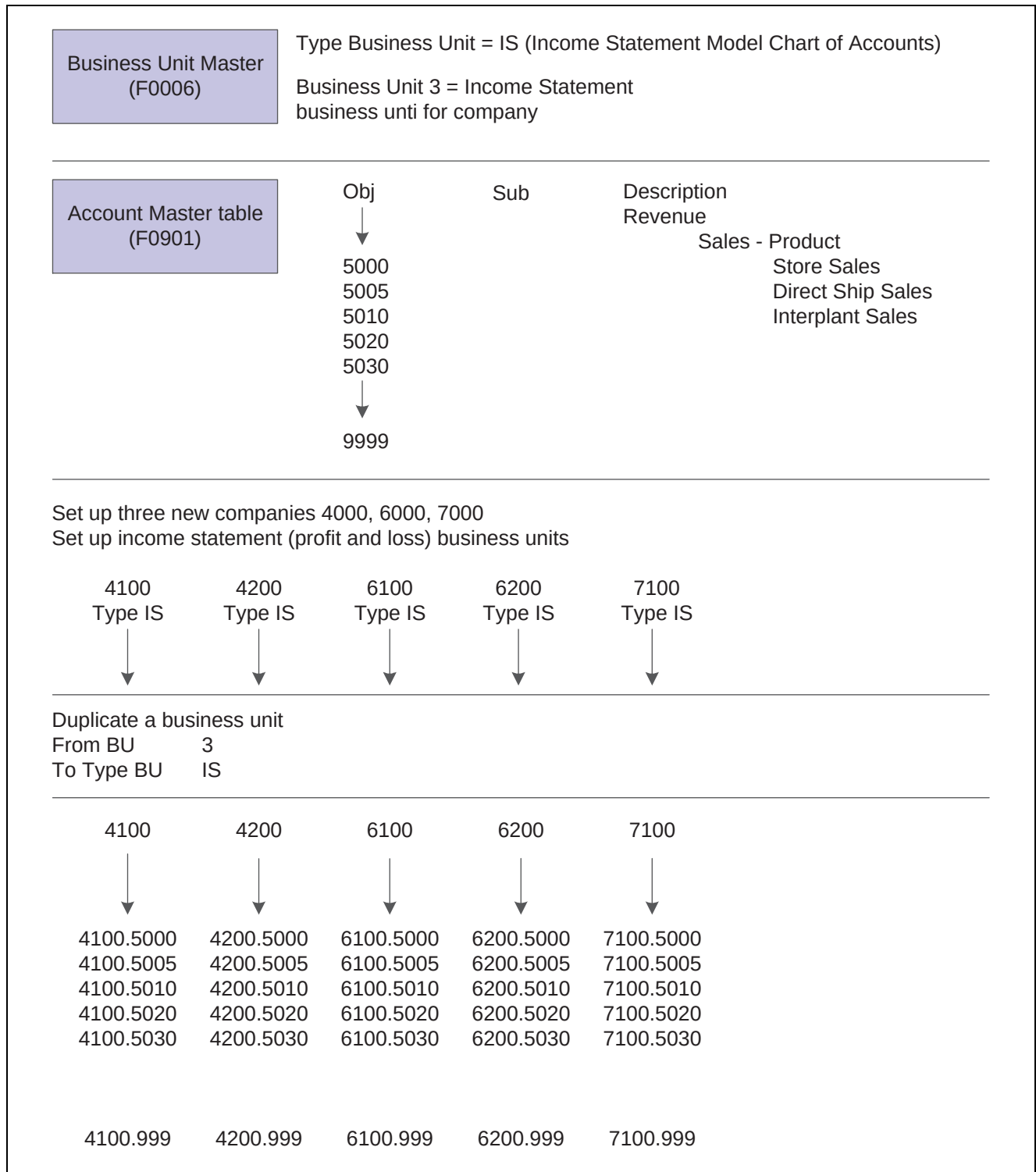
You should create your model chart of accounts using a consistent numbering scheme for your object accounts so that they can be copied across all business units.

After you enter the business unit, object account, and subsidiary information for a new account, you can add a comment, memo, or other text.

Carefully proofread your model chart of accounts to ensure that the descriptions, spelling, level of detail assignments, and posting edit codes are accurate. The model chart of accounts provides the basis for your entire chart of accounts. Revise accounts as needed to correct errors before you copy the model accounts to business units. Copying the model reproduces any errors in multiple business units.

Example: Model Business Unit

This graphic illustrates the structure of a business unit type for profit and loss accounts:



Model business unit structure for profit and loss accounts

Prerequisite

Ensure that you have set up a business unit that is designated as a model in the Model/Consolidated field.

Forms Used to Create a Model Chart of Accounts

Form Name	Form ID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts Click the Add button on the Work With Accounts form.	Create a model chart of accounts. The business unit that you enter must be a model business unit. If you specify a level of detail, ensure that you do not skip a level. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

Creating a Model Chart of Accounts

Access the Revise Single Account form.

Working with an Alternate Chart of Accounts

This section provides an overview of alternate charts of accounts and discusses how to:

- Define alternate accounts.
- Review alternate account information.

Understanding Alternate Charts of Accounts

Some businesses need an alternate way to set up a chart of accounts. For example, some countries require businesses to submit reports using a government-defined (statutory) chart of accounts. You can use account category codes to set up an alternate chart of accounts that accommodates government requirements.

Using an alternate chart of accounts, you can:

- Roll up accounts
- Display subtotals
- View several companies together
- View accounts that make up an alternate account
- View different levels of detail in other PeopleSoft inquiry programs

You can display account balances by alternate or statutory accounts from the Account Balances table (F0902). To do this, you use one of the category codes that are set up for a statutory chart of accounts.

An account category code indicates your statutory account number, and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23. These category codes allow up to 10 characters.

The system rolls up accounts that are based on the digit that you specify. All accounts in which the digit matches are rolled together. For example, if you specify the third digit, then accounts from 1040000 through 1049999 are rolled together.

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

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

Alternate Chart of Accounts for Spain

In Spain, local businesses are required to use a legal, also known as a statutory, chart of accounts (PGC - Plan General de Cuentas). The Spanish statutory chart of accounts uses a decimal-based numbering system with ten account classes:

Account	Classes
Balance Sheet	These account classes are included on the Balance Sheet: • Class 1: Capital Accounts and Borrowings and Long Term Debt • Class 2: Fixed Assets and Long Term Investments and Assets • Class 3: Inventories • Class 4: Receivables, Payables, and related accounts with third parties • Class 5: Cash and Marketable Securities
Income Statement	These account classes are included on the Income Statement: • Class 6: Expenses • Class 7: Income and Revenue
Other	These account classes are reserved for other reporting purposes: • Class 0: Special Accounts - generally, commitments that are not recorded on the Balance Sheet, and so on • Class 9: Analysis Accounts - does not directly concern general accounting and fiscal statement preparation • Class 8: Currently not used

Accounts are organized by classes, subclasses, sub-subclasses, and so on. For example:

- Class: 4 - Receivables and Payables
- Subclass: 40 - Payables, 41 - Receivables

- Sub-subclass: 419 - Advances Received from Customers, Discounts, and Refunds
- Sub-sub-subclass: 4191 - Advances Received on Orders

Example: Alternate Chart of Accounts

In France, local businesses are required to use a legal, also known as a statutory, chart of accounts (PCG82 - Plan Comptable Général). The French statutory chart of accounts uses a decimal-based numbering system, with ten account classes:

Account	Classes
Balance Sheet	These account classes are included on the Balance Sheet: • Class 1: Capital Accounts and Borrowings and Long-Term Debt • Class 2: Fixed Assets and Long-Term Investments and Assets • Class 3: Inventories • Class 4: Receivables, Payables, and Related Accounts with third parties • Class 5: Cash and Marketable Securities
Income Statement	These account classes are included on the Income Statement: • Class 6: Expenses • Class 7: Income and Revenue
Other	These account classes are reserved for other reporting purposes: • Class 8: Special Accounts - Extra account commitments that are not recorded on the Balance Sheet. • Class 9: Analytical Accounts - Contribute to the calculation of a certain number of assets that determine the result. • Class 0: Currently not used.

Accounts are organized in classes, subclasses, sub-subclasses, and so on. For example:

- Class: 4 - Receivables and Payables
- Subclass: 40 - Payables; 41 - Receivables
- Sub-subclass: 419 - Advances Received from Customers, Discounts, and Refunds
- Sub-sub-subclass: 4191 - Advances Received on Orders

Example: How Accounts Are Subtotaled Using Leading Digits

France's statutory chart of accounts uses the first three digits in the account:

- The first digit defines the account, such as capital, fixed asset, or stock.
- The second digit defines the account type within the above category, such as tangible assets.

- The third digit further defines the account, such as land accounts.

In this example, if you specify three leading digits, then the program subtotals accounts each time one of the three leading digits changes.

Forms Used to Work with an Alternate Chart of Accounts

Form Name	Form ID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts On the Work With Accounts form, select a record and click Select.	Define alternate accounts.
Statutory Account Inquiry	W09218AC	Accounting Reports & Inquiries (G0912), Statutory Account Inquiry	Review alternate account information. If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date field.
Work With Account Ledger By Category Code	W09202A	On the Statutory Account Inquiry form, select an account and select Ledger Inquiry from the Row menu.	Review account ledger information for the category code that you specified in the processing options.
Accounts Within Statutory Account	W09218AD	On the Statutory Account Inquiry form, select Accounts from the Row menu.	Display all of the accounts with the category code that you specified in the processing options. To review detail, select one from the Row menu: • Account Ledger • Account Balance • TB by Object

Defining Alternate Accounts

Access the Revise Single Account form.

Category Code 21

Enter a user defined code (system 09, type 21) for use in flex account mapping and in printing selected account information on reports. Category code 21 is associated with the Account Master file (F0901).

Category Code 22

Enter a user defined code (system 09, type 21) for use in flex account mapping and in printing selected account information on reports. Category code 22 is associated with the Account Master file (F0901).

Category Code 23

Enter a user defined code (system 09, type 21) for use in flex account mapping and in printing selected account information on reports. Category code 23 is associated with the Account Master file (F0901).

Reviewing Alternate Account Information

Access the Statutory Account Inquiry form.

Statutory Account Inquiry - Statutory Account Inquiry

Select Find Close Row Tools

Company Ledger Type

Business Unit Digit To Use For Subtotal

From Account Level Of Rollup

Thru Account ☐ Period/Cumulative

Thru Date ☐ Period Currency Code

Records 1 - 10 > >> Customize Grid

	Alternate Account	Alternate Account Description	Debit Amount	Credit Amount	Balance
☒	10	Capital	290,113.00		290,113.00
☐	10100	Issued capital		7,765.00-	7,765.00-
☐	11	Share premium account			
☐	1110	Cash in Banks	3,227,577.66	4,577,900.45-	1,350,322.79-

Statutory Account Inquiry form

From Account

Enter a number that identifies the beginning account in a range of accounts. You must enter this number in the object account format. Only amounts posted to accounts in this range are allocated.

This number identifies the beginning statutory account in a range of accounts.

Thru Account

Enter a number that identifies the ending account in a range of accounts. You must enter this number in the object account format. Only amounts posted to accounts in this range are allocated.

This number identifies the ending statutory account in a range of accounts.

Digit To Use For Subtotal

Enter a number that determines the digit in the alternate account number to define how accounts are subtotaled. For example:

Alternate Account/Amount

10100 - 100.00

10101 - 100.00

10400 - 100.00

10401 - 100.00

10500 - 100.00

10501 - 100.00

Grand Total - 600.00 If you specify 3 in the Digits to Subtotal field, subtotaling will occur when any of the first 3 digits in the account number changes. The result is:

Alternate Account/Amount

10100 - 100.00

10101 - 100.00 Subtotal - 200.00

10400 - 100.00

10401 - 100.00 Subtotal - 200.00

10500 - 100.00

10501 - 100.00 Subtotal - 200.00

Grand Total - 600.00

Level Of Rollup

Enter a value that determines which digit in the alternate account number rollup will occur on. Example:

Alternate Account - Amount

10100 - 100.00

10101 - 100.00

10400 - 100.00

10401 - 100.00

10500 - 100.00

10501 - 100.00 Grand Total - 600.00

If you specify a 3 in the digit to roll up field, rollup will occur at the third position of the alternate account number, when that digit changes. The result will be:

Alternate Account - Amount

101 - 200.00

104 - 200.00

105 - 200.00 Grand Total - 600.00

Period/Cumulative

Enter a check in the box (on), to display the amounts for the period only. With the check box off, the amounts are cumulative (year to date).

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Reviewing Balances and Transactions,”
Reviewing Account Ledgers by Category Code

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “General Accounting Tables”

Assigning Third G/L Account Numbers

This section provides an overview of third G/L account numbers and discusses how to assign them.

Understanding Third G/L Account Numbers

The third G/L account number is one of the formats that you can use when you enter an account number during data entry. Other formats that you can use during data entry include:

- Business Unit.Object.Subsidiary
- Short ID (8-digit, system-assigned number)

You might use the third G/L account number as an alternative way of entering account numbers when you enter data. You might typically use this format if you want to continue using the same account numbers from a prior system.

You specify the format that you are using by preceding the account number with a symbol that indicates the format. You can also specify the symbol that separates the different components of the Business Unit.Object.Subsidiary account format.

If the third G/L account number is the one that you typically use, you can leave the field blank and the system uses the default of /. If the third G/L account number is seldom used, enter a symbol, such as *, to identify it to the system.

The third G/L account number consists of a free-form code. Typically, the account number from a prior system is used as the third G/L account number. No limitations exist for the characters that you can use.

Only one of the three fields that is used for account symbols can be blank. The other two must each be unique. Verify that no symbol such as . or , is used for another purpose in the system.

Forms Used to Assign Third G/L Account Numbers

Form Name	Form ID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts On the Work With Accounts form, select a record and click Select.	Assign third G/L account numbers.

Assigning Third G/L Account Numbers

Access the Revise Single Account form.

- Free Form (3rd Acct. No.)** Enter the third account number. This is a number in free-form format that you might use to:
- Facilitate the conversion from your old chart of accounts.
 - Facilitate account recoding during the year.
 - Provide an account structure required for regulatory reporting.

The third account number must be unique system-wide; not just within a business unit. The format of this number has no correlation to the business unit/object/sub account number format in the system.

Copying Accounts to Business Units

This section provides an overview of copying accounts to business units, lists a prerequisite, and discusses how to copy accounts to business units.

Understanding Accounts to Business Units Copying

After you create your model chart of accounts, you must review and correct it. Then you can create your actual chart of accounts by copying the object and subsidiary accounts that are assigned to a model business unit to your actual business units. This process saves time and ensures consistency throughout your account structure. You can copy:

- All or a range of object accounts from one business unit to another
- Object accounts at a given level of detail
- All or a range of object accounts from one business unit to multiple business units of the same business unit type
- All or a range of object accounts to a specific company or across all companies

Prerequisite

Verify that the model business unit from which you want to copy already exists and is accurate.

Forms Used to Copy Accounts to Business Units

Form Name	Form ID	Navigation	Usage
Copy Accounts to Business Units	W0006E	Organization & Account Setup (G09411), Copy Accts to Business Units	Copy accounts to business units.

Copying Accounts to Business Units

Access the Copy Accounts to Business Units form.

Copy Accts to Business Units - Copy Accounts to Business Units					
OK Cancel Form Tools					
From Business Unit		1	<i>Financial/Distribution Company</i>		
To Business Unit					
OR					
Type Business Unit	BP	<i>Branch/Plant</i>			
Company	00001	<i>Financial/Distribution Company</i>			
(Blank for all companies)					
		☒ Exclude Consolidated BU's			
Account Level of Detail					
Beginning Account:	Object		Subsidiary		
Ending Account	Object		Subsidiary		
Execution Mode					
☐ Batch Mode					

Copy Accounts to Business Units form

From Business Unit

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

To Business Unit

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

Type Business Unit

Enter a user defined code (00/MC) that identifies the classification of the business unit.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

If you leave the Company field blank, the program copies the object and subsidiary accounts to all companies.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Account Level of Detail

Enter a number used to summarize and classify accounts in the general ledger by level of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for job cost posting accounts in the Job Cost system. Examples of the other levels are:

3: Assets, Liabilities, Revenues, Expenses

4: Current Assets, Fixed Assets, Current Liabilities, and so on

5: Cash, Accounts Receivable, Inventories, Salaries, and so on

6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on

7: Petty Cash - Dallas, Petty Cash - Houston, and so on

8: More Detail

9: More Detail

Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports.

Object

Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

Note. If you use a flexible chart of accounts and the object account is set to 6 digits, PeopleSoft recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Subsidiary

Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Note. If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

We recommend that you use an ending subsidiary number of 9999999 to ensure that the program copies all subsidiary accounts.

Creating Accounts Dynamically

This section provides an overview of copying accounts dynamically, lists prerequisites, and discusses how to create accounts dynamically.

Understanding Dynamic Account Creation

The process for creating accounts dynamically allows you to create a business unit.object account combination that does not yet exist in your chart of accounts. This process allows you to create all or part of your chart of accounts for a business unit on an as-needed, or dynamic, basis. When you create accounts dynamically, your business units include only those accounts that you use. This process provides an initial framework for a business unit's chart of accounts.

Dynamic account creation uses model business units to determine whether to add an account. You must create a model business unit and chart of accounts for each business unit type that will use dynamic account creation. The system will create an account only if these conditions are met:

- The business unit that you enter already exists in the Business Unit Master table (F0006).
- The object account that you enter exists in a business unit previously designated as a model.
- The business unit type of the business unit that you enter and that of the model must be the same.

To create accounts dynamically, you must turn on the Allow Invalid Accounts option in the General Accounting constants. Then when you enter a journal entry, you specify the invalid account by preceding the account number with #. After entering the journal entry with the invalid account, the batch status will be Error. You must review and approve the batch before posting. When you post your journal entry batch, the system adds the object account to the business unit specified in the journal entry.

Note. You cannot create header accounts when you create accounts dynamically. Header accounts are typically used for summary purposes during financial reporting and do not allow amounts to be posted to them. If you need to create a header account, use the Copy Accts to Business Units program (P09804) to copy the nonposting header accounts from the model business unit. You can also enter the account manually and assign it a posting code of N on the Revise Single Account form.

Prerequisites

Before you complete the tasks in this section:

- Turn on the Allow Invalid Accounts option in General Accounting Constants.
- Verify that the object or object.subsidiary account that you are trying to create exists in your model chart of accounts.
- Verify that a Type Business Unit is assigned to the business unit to which the account will be added.

Forms Used to Create Accounts Dynamically

Form Name	Form ID	Navigation	Usage
Journal Entry	W0911A	Journal Entry, Reports, & Inquiries menu (G0911), Journal Entry Click the Add button on the Work With Journal Entries form.	Create accounts dynamically.

Creating Accounts Dynamically

Access the Journal Entry form.

To create accounts dynamically:

1. Complete the optional Doc Type/No/Co field in the header area.
2. Complete these required fields:
 - G/L Date
 - Explanation
3. In the detail area, complete these required fields:
 - Amount
 - Account Number

Precede the account number with #.

Note. Observe these rules when entering the account number:

The business unit that you enter must exist in your Business Unit Master table (F0006)

The object account that you enter must exist in a business unit that is designated as a model.

The business unit type of the business unit that you enter must be the same value as the business unit type of the business unit designated as a model.

For example, if you want to enter 9.8115 as the invalid account:

Business unit 9 must exist in the F0006 table.

Object account 8115 must exist in a model business unit.

If Business Unit 9 is an IS (income statement) business unit, the model business unit in which object account 8115 exists must also be an IS (income statement) business unit.

If the conditions above are not met, the Journal Entry program (P0911) does not issue an error; but the batch will not post.

4. Complete other fields in the detail area, if necessary, and click OK.
The system displays a warning message indicating that dynamic accounts cause an error status for the batch.
5. Review the batch.
The status of the batch is Error because of the invalid account number.

6. Approve the batch.

This step changes the error status to approved so that the batch will post.

7. Post the batch.

The system compares the invalid account with the model chart of accounts. If the account exists in the model, the system adds the account to the business unit that is used in the journal entry and removes the invalid account symbol from the account in the journal entry.

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Setting Up the General Accounting System,” Setting Up Constants for General Accounting

Chapter 10, “Posting Financial Transactions,” Posting Financial Batches , page 75

Translating Accounts

This section provides an overview of translating accounts, lists a prerequisite, and discusses how to translate accounts.

Understanding Account Translation

If you are operating in a multiple language environment, you can translate the descriptions of your accounts. The descriptions correspond to the language that you specify. For example, when you access an account that has a French translation, the description appears in French rather than in the base language.

The system stores account translation information in the Account Master - Alternate Description table (F0901D).

The translation of account descriptions enables you to see the translated account descriptions only when they are accessed by reports or by inquiry programs. You cannot see the translations directly from the Review and Revise Business Units program (P0006) or the Review and Revise Accounts program (P0901), but can from the reports and programs that access text from the Business Unit Master (F0006) and Account Master (F0901) tables.

To track the accounts for which you have translated and verified the translations, generate the Account Translation Report. This report shows the base language and one or all of the alternative languages, depending on what you specify in the Language Preference Code processing option.

You can also translate the descriptions of AAIs and user defined codes.

Prerequisite

Set up the language preference in the user profile.

Forms Used to Translate Accounts

Form Name	Form ID	Navigation	Usage
Translate Account Descriptions	W09014B	Organization & Account Setup (G09411), Translate Accounts On the Work With Business Units form, select a business unit and click Select.	Translate accounts.

Translating Accounts

Access the Translate Account Descriptions form.

See Also

Chapter 4, “Working with Automatic Accounting Instructions,” Translating AAIs, page 22

PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation

Reviewing and Revising the Structure of Your Organization

This section provides an overview of reviewing and revising the structure of your organization, lists a prerequisite, and discusses how to review and revise the structure of your organization.

Understanding the Structure of Your Organization

You can review a graphical representation of your company, business unit, and account structure by using the Company/Business Unit Tree Structure program (P0001). This program displays your organization’s structure in tree structure format. You can also use this tree structure format to revise the structure of your organization.

Note. Do not use this program to perform what if analysis. This program uses your live data. If you make changes in this program, you are changing data in the live tables. Your changes affect these tables:

Business Unit Master (F0006)

Company Constants (F0010)

Account Master (F0901)

Prerequisite

Run these integrity reports to verify the integrity of your data before you make any changes:

- Companies in Balance (R097001)
- Intercompany Accts in Balance (R097011)
- Acct Balance to Transactions (R09705)

Forms Used to Review and Revise the Structure of Your Organization

Form Name	Form ID	Navigation	Usage
Company / BU Tree Structure	W0001A	Global Updates (G09316), Organization Structure	Review and revise the structure of the organization. To view a lower level of the structure, click +. To hide a lower level of the structure, click -. To move a business unit or an account within the structure, drag the business unit or account to the new location and drop it. Dragging and dropping a business unit or account immediately updates your live data.

Reviewing and Revising the Structure of Your Organization

Access the Company/BU Tree Structure form.

CHAPTER 23

Setting Up Ledger Type Rules for General Accounting

This chapter provides an overview of ledger type rules and discusses how to set them up.

Understanding Ledger Type Rules for General Accounting

The General Accounting system includes different types of ledgers, which are used for statistical purposes to track units, to maintain budgets, to control the annual close, and so on. You must set up financial rules for each ledger that you define in UDC 09/LT. The rules that you set up are consolidated on one form, which you access from the Ledger Type Master Setup program (P0025).

The financial rules for ledger types are stored in the Ledger Type Master File (F0025).

Setting Up Ledger Type Rules

This section discusses how to set up ledger type rules.

Forms Used to Set Up Ledger Type Rules

Form Name	Form ID	Navigation	Usage
Ledger Type Rules Setup	W0025FR	General Accounting System Setup (G0941), Ledger Type Master Setup On the Work with Ledger Types form, select a ledger and click Select.	Set up ledger type rules.

Setting Up Ledger Type Rules

Access the Ledger Type Rules Setup form.

Ledger Type Master Setup - Ledger Type Rules Setup

Work with Ledger Types | **Ledger Type Rules Setup**

OK Cancel Form Previous Next Tools

Ledger Type AA General Ledger

Units Ledger Type AU General Ledger Units

Financial Rules

☒ Close to Retained Earnings Account
 ☐ Roll Original Budget to Next Year
☒ Ledger is Required to Balance
 ☐ Override Budget "Do Not Spread" Code
☒ Create Intercompany Settlements
 ☐ Use as Restatement "To" Ledger
☒ Prevent Direct Balance Update
 ☐ Prevent Creation of Journal Entry

Ledger Comparison Column Titles

Upper Actual

Lower Amounts

Ledger Currency

Denominated Currency Code

Ledger Type Rules Setup form

Units Ledger Type

Enter a value for Units Ledger Type. The units ledger is relational to the amount ledger. The first character in both ledgers is the same. The second character in the units ledger is a U.

The one exception to this rule is the AZ (Cash Basis) amount ledger. If you do not fill in a units ledger for the AZ amount ledger, a default units ledger of ZU will be used by the G/L Post. The units ledger must be a valid ledger type.

With the exception of the AZ ledger, you typically set up the unit ledger type with the same first character as the actual amounts ledger type to which it applies. For example, the units ledger for AA is AU. You can set up a units ledger to be used with any of the ledgers that you set up in UDC 09/LT. However, unit ledger types FU, HU, and IU can be used only with the FA, HA, and IA ledgers, respectively. For example, you cannot set up an FX ledger for actual amounts and use it with the FU ledger for units.

Close to Retained Earnings Account

Select this option to denote that retained earnings should be calculated for this ledger during the Annual Close. This flag must be selected for the AA and AZ ledgers.

This option specifies whether the Annual Close program (R098201) closes accounts in this ledger to a retained earnings account.

Ledger is Required to Balance

Select this check box if entries for this ledger must be in balance (net to zero). Unlike the Create Intercompany Settlements check box, this check box does not ensure that companies within this ledger are in balance. This check box ensures only that entries for this ledger are in balance.

Create Intercompany Settlements

Select this check box if you want the system to create balancing entries when a transaction that involves multiple companies is entered for this ledger. This check box works in conjunction with the intercompany settlement method on the General Accounting Constants form. If this check box is selected, the system validates that entries for this ledger are in balance by company when posted. If companies are out of balance, the system uses the intercompany settlement method to bring them into balance. If this check box is selected and the intercompany settlement method is set to N (no intercompany transactions), the system will not post a transaction that involves multiple companies if those companies are out of balance. If this check box is not selected, the system will not validate that companies within this ledger are in balance.

Prevent Direct Balance Update

Select an option that specifies whether to prevent users from entering amounts directly in the Account Balances table (F0902) for this ledger.

Note. You must turn on this option for ledger types AA, CA, and AZ. Otherwise, the system displays an error message. If an amount ledger has a unit ledger associated with it, the option for the unit ledger type must be the same as the amount ledger. You must turn on this option for the AA ledger type so that users cannot access a budget program, for example, change the ledger type, and change the account balances. However, you might not want to turn on this option for the AC ledger because the Compute Restated Balances program (R11414) directly updates this ledger.

For example, if you are entering amounts for ledger type BA, you will turn off this option so that you can enter amounts using the budget programs and then when finished, you might turn on this option to prevent future updates to the F0902 table.

Roll Original Budget to Next Year

Select this option to denote that the original budget can be rolled forward in the Annual Close program.

This option is used by the Job Cost system.

Override Budget Do Not Spread Code

Select this option to denote that the DNS (Do Not Spread) Code should be overridden in the Budget Spread program.

Prevent Creation of Journal Entry

Select this option to specify whether the system should prevent journal entries from being created for this ledger. You will receive an error if you attempt to prevent the creation of journal entries for the AA, CA, or AZ ledgers.

Upper

Enter the first line of description used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, it should be placed in this column. Use the second line of the Column Title when one is not sufficient.

Lower

Enter the second line of description used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, it should be placed in the first column.

See Also

PeopleSoft EnterpriseOne Job Cost 8.11 PeopleBook, “Setting Up the Job Cost System,” Setting Up Ledger Types for Job Cost

PeopleSoft EnterpriseOne Fixed Assets 8.11 PeopleBook, “Setting Up the Fixed Assets System,” Setting Up Ledger Type Rules for Fixed Assets

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, “Setting Up Balance Restatement and As If Restatement,” Setting Up the Ledger Type and Rules for Balance Restatement

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, “Performing Detailed Currency Restatement”

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, “Setting Up Balance Restatement and As If Restatement,” Setting Up As If Restatement

CHAPTER 24

Working With Intercompany Settlements

This chapter provides overviews of intercompany settlements, methods, and intercompany settlement setup, lists prerequisites, and discusses how to set up configured hubs.

Understanding Intercompany Settlements

If your organization has transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You choose the method of intercompany settlements to use.

These methods of creating intercompany settlements are available:

- Hub method
- Detail method
- Configured hub method

When you post using the hub, detail, or configured hub method for intercompany settlements, the system creates journal entries for intercompany settlements based on AAIs. Two AAI items exist for intercompany settlements. Depending on the method that you choose, you must set up one or both.

The system tracks settlements through subledgers. Each company that is involved in an intercompany settlement has an automatic offset to the appropriate intercompany account with the subledger equal to the address book number of the offsetting company. The system uses the subledger field to record the other company that is involved in the transaction. The subledger type is *A* (address book), and the companies must be set up in the PeopleSoft EnterpriseOne Address Book system.

It is recommended that you manually reconcile intercompany settlements on a periodic basis. To do this, run the Companies in Balance and Intercompany Accounts in Balance integrity reports.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, “Setting Up Your System for Multicurrency Processing,” Setup for Multicurrency Intercompany Settlements

Understanding Methods

This section provides an overview of intercompany settlement methods, and examples of the hub method, the detail method, and the configured hub method.

Hub Method

When you choose the hub method, the system creates summarized journal entries by batch and GL date between a hub (main) company and related subsidiary companies. The hub method is more commonly used than the detail method. You can have only one hub company. The system reconciles transactions between subsidiary companies through the hub company.

Detail Method

When you choose the detail method, the system creates detailed journal entries by document between companies, using the company on the first line of a journal entry as the hub company. Because no designated hub company exists, the system reconciles transactions between the companies involved.

The detail method could create more records in the F0911 table than the hub method when you post entries. The detail method is commonly used by companies and government agencies that want or need a detailed audit trail.

Note. For Accounts Receivable and Accounts Payable, the system uses the company number on the invoice or voucher as the hub company.

Configured Hub Method

Your organization might need to settle transactions across companies in a manner that does not conform to the detail method or the hub method of intercompany settlements. For example, you might have two hub companies in the same environment at the same time. Each hub company would have its own set of companies within its hub. Or, you might need to designate one hub company for certain intercompany settlements and a different hub company for other settlements.

Configured hubs are groups of companies that your organization can define, or configure, to accommodate intercompany settlements. When you configure a hub, you define the relationships between the companies in the hub. You also designate which company in the hub can settle transactions with other hubs. The designated hub company is the only company that can make intercompany settlements with other hub companies. The system uses your configured hub definitions to ensure that only authorized intercompany settlements occur.

Two methods of settlement within the relationship for a configured hub are available:

- **Modified Hub**

All companies in the hub can settle only through a single company (designated as the hub company) in the hub

- **Modified Detail**

All companies in the hub can settle through any other company in the hub. A hub company is not designated in this method.

When you use the configured hub method for intercompany settlements, the system validates the user defined intercompany settlement relationships at the document level.

The system maintains configured hub information in the F09190 table.

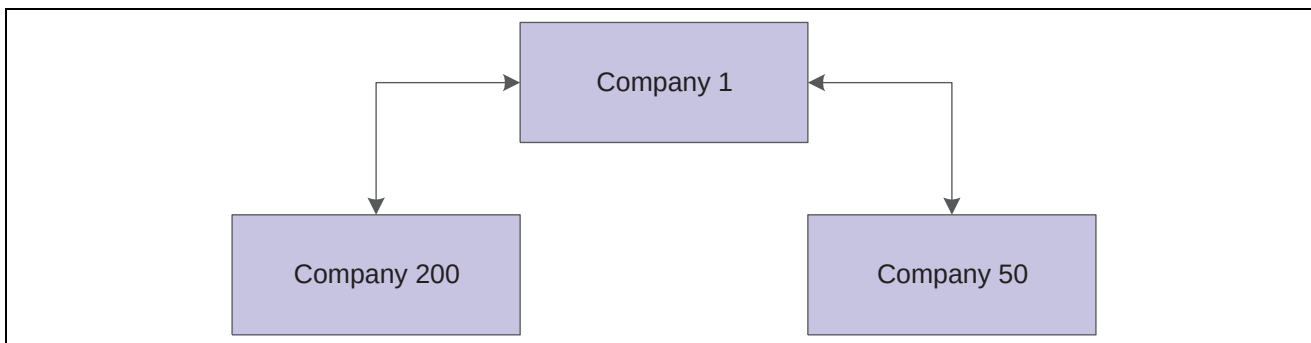
Note. If your organization uses multiple currencies, you must use either the detail or configured hub method for intercompany settlements. See Multicurrency Intercompany Settlements in the Multicurrency Guide.

Examples for the Hub Method

These examples show three scenarios of how the system creates the automatic entries for intercompany settlements using the hub method. The first example shows the entries that the system creates when you enter a journal entry between two companies. The second example shows the entries that the system creates when you enter a journal entry between three companies. The third example shows how the system creates summarized entries when you enter two journal entries in one batch.

Example: Journal Entry between Two Companies

In this example, company 200 accrues a liability incurred by company 50. Accounts for these companies are cleared through the hub, company 1. In the journal entries, assume that the business unit on the balance sheet matches the company number:



Journal entry between two companies: hub method

You enter this journal entry:

Document	Company	Account	Description	Debit	Credit
JE 1000	50	50.8150	Expenses	500	Blank
JE 1000	200	200.4110	Accounts Payable	Blank	500

When you post this journal entry, the system automatically generates these intercompany entries:

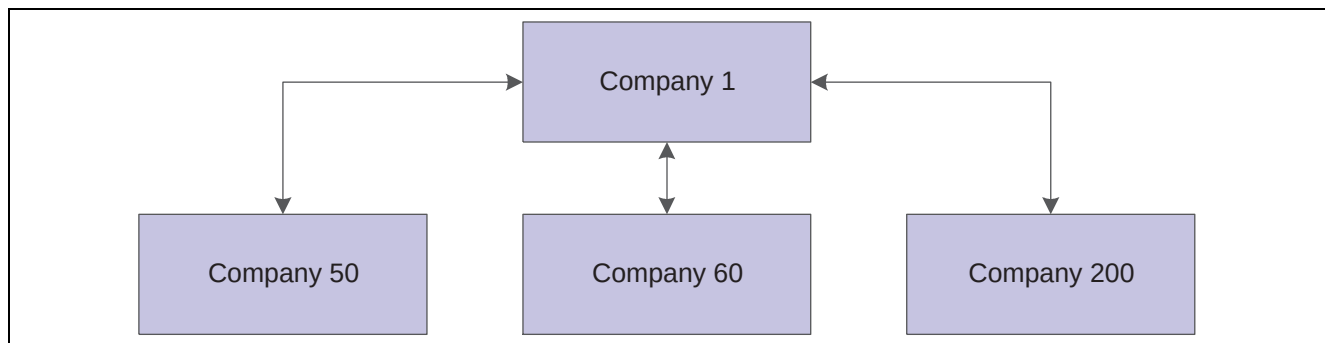
Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 1212	50	50.1291 /00000001/A	Intercompany Receivables /Payables	Blank	500
AE 1212	1	1.1291/00000050 /A	Intercompany Receivables /Payables	500	Blank
AE 1212	200	200.1291 /00000001/A	Intercompany Receivables /Payables	500	Blank
AE 1212	1	1.1291/00000200 /A	Intercompany Receivables /Payables	Blank	500

Consider this information:

- The highlighted rows in the chart above are entries to the hub (company 1) from companies 50 and 200.
- The entries to the hub company use a subledger that is equal to the company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (1, 50, and 200) and object account (1291) are determined by the ICCC and ICH AAls.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a GL date equal to the last day of the accounting period.

Example: Journal Entry between Three Companies

In this example, company 200 accrues liabilities incurred by companies 50 and 60. Accounts for these companies are cleared through the hub, company 1. In the journal entries, assume that the business unit on the balance sheet matches the company number:



Journal entry among three companies: hub method

You enter one journal entry that involves more than two accounts, but does not involve the hub company:

Document	Company	Account	Description	Debit	Credit
JE 2000	50	50.8150	Expenses	300	Blank
JE 2000	60	60.1800	Prepaid Expenses	200	Blank
JE 2000	200	200.4110	Accounts Payable	Blank	500

When you post the entry, the system generates these intercompany entries:

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 1213	60	60.1291 /00000001/A	Intercompany Receivables /Payables	Blank	200
AE 1213	1	1.1291/00000060 /A	Intercompany Receivables /Payables	200	Blank
AE 1213	50	50.1291 /00000001/A	Intercompany Receivables /Payables	Blank	300

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE1213	1	1.1291/00000050 /A	Intercompany Receivables /Payables	300	Blank
AE 1213	200	200.1291 /00000001/A	Intercompany Receivables /Payables	500	Blank
AE 1213	1	1.1291/00000200 /A	Intercompany Receivables /Payables	Blank	500

Consider this information:

- The highlighted rows in the chart above are entries to the hub (company 1) from companies 50, 60, and 200.
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 60, and 200) and object account (1291) are determined by the ICCC and ICH AAls.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a G/L date equal to the last day of the accounting period.
- Although the hub company (1) is not in the original journal entry, all intercompany settlements are cleared through the hub company.

Example: Two Journal Entries in One Batch

In this example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.

GRAPHIC 664322 MISSING.

You enter two journal entries in one batch:

Document	Company	Account	Description	Debit	Credit
JE 3000	1	1.1110.BEAR	Cash	Blank	100
JE 3000	60	60.1110	Cash	100	Blank
JE 4000	1	1.1110.BEAR	Cash	Blank	100
JE 4000	60	60.1800	Prepaid Expense	100	Blank

When you post the entries, the system automatically generates these intercompany entries:

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 1214	60	60.1291 /00000001/A	Intercompany Receivables /Payables	Blank	200
AE 1214	1	1.1291/00000060 /A	Intercompany Receivables /Payables	200	Blank

Consider this information:

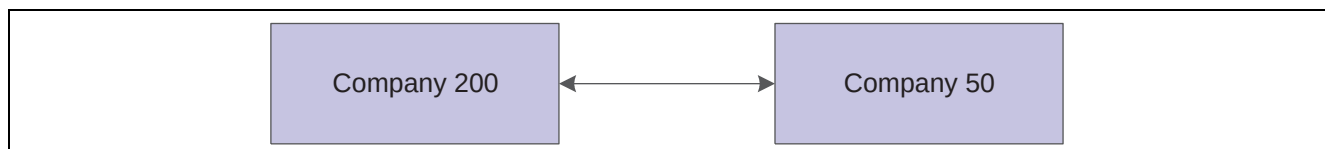
- The highlighted row in the chart above is the entry to the hub (company 1) from company 60.
- The entry to the hub company uses a subledger that is equal to the company number and uses subledger type A (Address Book) so that you have an audit trail.
- The business units (1 and 60) and the object account (1291) are determined by the ICCC and ICH AAI's.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a GL date equal to the last day of the accounting period.
- The hub method summarizes the four lines of the two documents by account and by subledger and subledger type.

Examples for the Detail Method

These examples show how the system creates intercompany entries using the detail method. The first example shows how the system creates entries when you enter a journal entry between two companies. The second example shows how the system creates entries when you enter a journal entry between three companies. The third example shows how the system creates entries when you enter two journal entries in one batch.

Example: Journal Entry between Two Companies

In this example, company 200 accrues a liability incurred by company 50. In the journal entries, assume that the business unit on the balance sheet matches the company number:



Journal entry between two companies: detail method

You enter one journal entry with two lines:

Document	Company	Account	Description	Debit	Credit
JE 5000	50	50.8150	Expenses	500	
JE 5000	200	200.4110	Accounts Payable		500

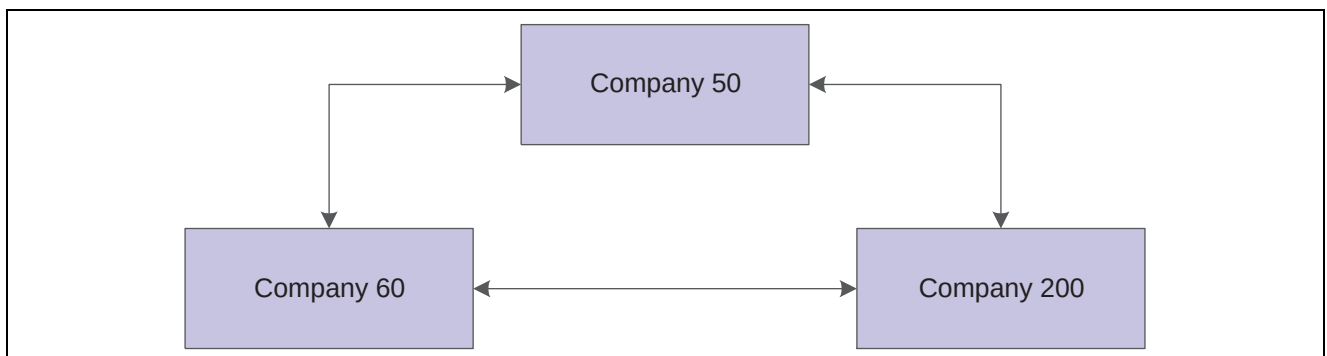
When you post the entry, the system generates these automatic intercompany entries:

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 5000	200	200.1291 /0000050/A	Intercompany Receivables /Payables	500	
AE 5000	50	50.1291 /00000200/A	Intercompany Receivables /Payables		500

- The highlighted row in the chart above is the entry to the hub (company 50) from company 200. When you are using the detail method, the company on the first line of the journal entry determines the hub company.
- The entry to the hub company uses a subledger that is equal to the offsetting company number and uses subledger (type A) so that you have an audit trail.
- The business units (50 and 200) and object account (1291) are determined by the ICCC AAI's.
- The automatic entries have the same document number and GL date as the journal entries.

Example: Journal Entry between Three Companies

In this example, company 200 accrues liabilities incurred by companies 50 and 60. In the journal entry, assume that the business unit on the balance sheet matches the company number:



Journal entry among three companies: detail method

You enter a journal entry that involves more than two accounts:

Document	Company	Account	Description	Debit	Credit
JE 6000	50	50.8150	Expenses	300	Blank
JE 6000	60	60.1800	Prepaid Expenses	200	Blank
JE 6000	200	200.4110	Accounts Payable	Blank	500

When you post the entry, the system generates these automatic intercompany entries:

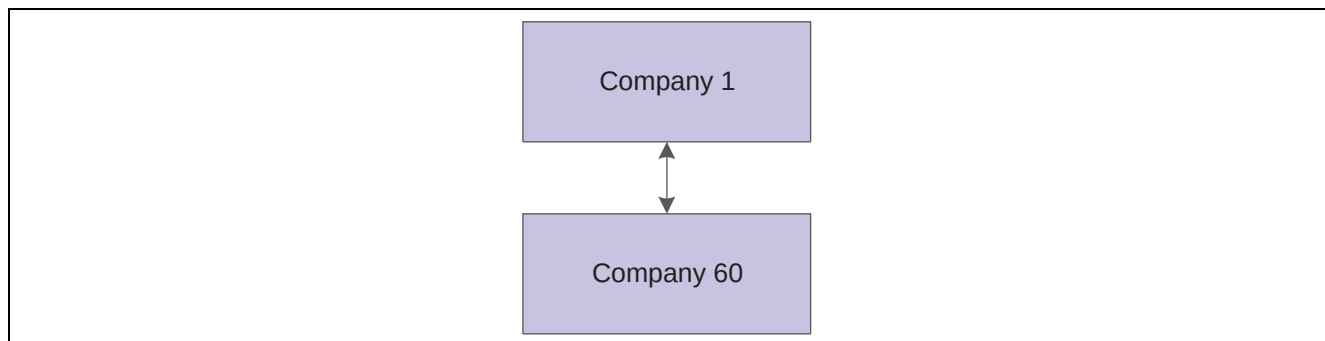
Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 6000	60	60.1291 /00000050/A	Intercompany Receivables /Payables	Blank	200
AE 6000	50	50.1291 /00000060/A	Intercompany Receivables /Payables	200	Blank
AE 6000	200	200.1291 /00000050/A	Intercompany Receivables /Payables	500	Blank
AE 6000	50	50.1291 /00000200/A	Intercompany Receivables /Payables	Blank	500

Consider this information:

- The highlighted rows in the chart above are entries to the hub (company 50) from companies 60 and 200. When you are using the detail method, the company on the first line of the journal entry determines the hub company.
- The entries to the hub company use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 60, and 200) and object account (1291) are determined by the ICCA AAs.
- The automatic entries have the same document number and GL date as the journal entries.

Example: Two Journal Entries in One Batch

In this example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.



Two journal entries in one batch: detail method

You enter two journal entries:

Document	Company	Account	Description	Debit	Credit
JE 7000	1	1.1110.BEAR	Cash	Blank	100
JE 7000	60	60.1110	Cash	100	Blank

Document	Company	Account	Description	Debit	Credit
JE 8000	1	1.1110.BEAR	Cash	Blank	100
JE 8000	60	60.1800	Prepaid Expense	100	Blank

When you post the entries, the system generates these intercompany entries:

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 7000	60	60.1291 /00000001/A	Intercompany Receivables /Payables	Blank	100
AE 7000	1	1.1291/00000060 /A	Intercompany Receivables /Payables	100	Blank
AE 8000	60	60.1291 /00000001/A	Intercompany Receivables /Payables	Blank	100
AE 8000	1	1.1291/00000060 /A	Intercompany Receivables /Payables	100	Blank

Consider this information:

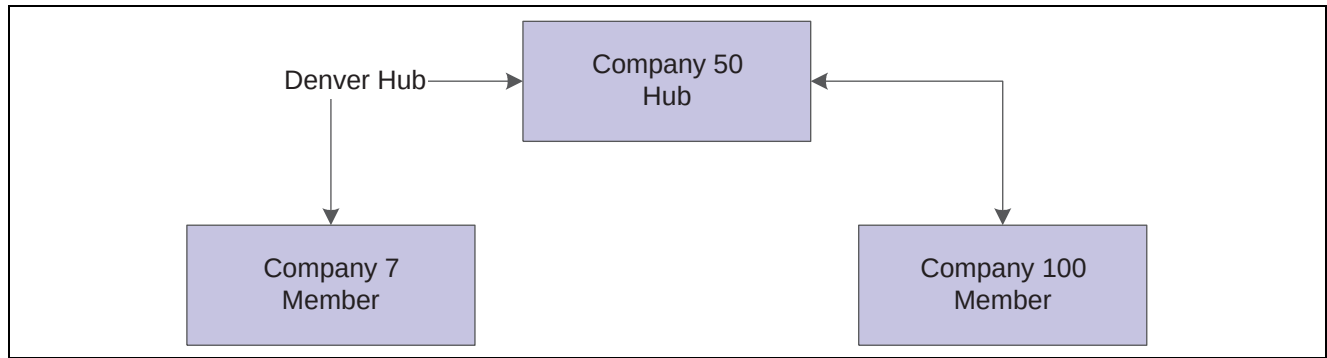
- The highlighted rows in the chart above are entries to the hub (company 1) from company 60.
When you are using the detail method, the company on the first line of the journal entry determines the hub company.
- The entries to the hub company use a subledger that is equal to the offsetting company number and use subledger (type A) so that you have an audit trail.
- The business units (1, 60) and object account (1291) are determined by the ICCA AAs.
- Unlike the hub method, the detail method creates separate entries for each document in the batch.
- The automatic entries have the same document number and GL date as the journal entries.

Examples for the Configured Hub Method

These two examples show how the system creates entries when using the configured hub method. The first example shows how the system creates the intercompany settlement entries when you are using the configured hub method with a designated hub company (modified hub). The second example shows the entries that the system creates when you have not designated a hub company (modified detail).

Example: Configured Hub with Hub Company

This example shows how intercompany settlements occur in a configured hub with a hub company:



Configured hub with hub company

In this example, Denver is set up as a configured hub in the Intercompany Hub UDC table (09/HB). One company (7) accrues a liability incurred by two companies (50 and 100). The designated hub company in the Denver configured hub is company 50.

You enter one journal entry involving the three companies:

Document	Company	Account	Description	Debit	Credit
JE 9000	100	100.8150	Expenses	200	Blank
JE 9000	50	50.8110	Expenses	300	Blank
JE 9000	7	7.4110	Accounts Payable	Blank	500

When you post the entry, the system generates these automatic intercompany entries:

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 9000	100	100.1291 /00000050/A	Intercompany Receivables /Payables	Blank	200
AE 9000	50	50.1291 /00000100/A	Intercompany Receivables /Payables	200	Blank
AE 9000	7	7.1291/00000050 /A	Intercompany Receivables /Payables	500	Blank
AE 9000	50	50.1291 /00000007/A	Intercompany Receivables /Payables	Blank	500

- The highlighted rows in the table above show the entries to the hub (company 50) from companies 100 and 7.

When you use the configured hub method and you designate a hub company in the Configured Hub Companies program (P09190), the system uses that company as the hub.

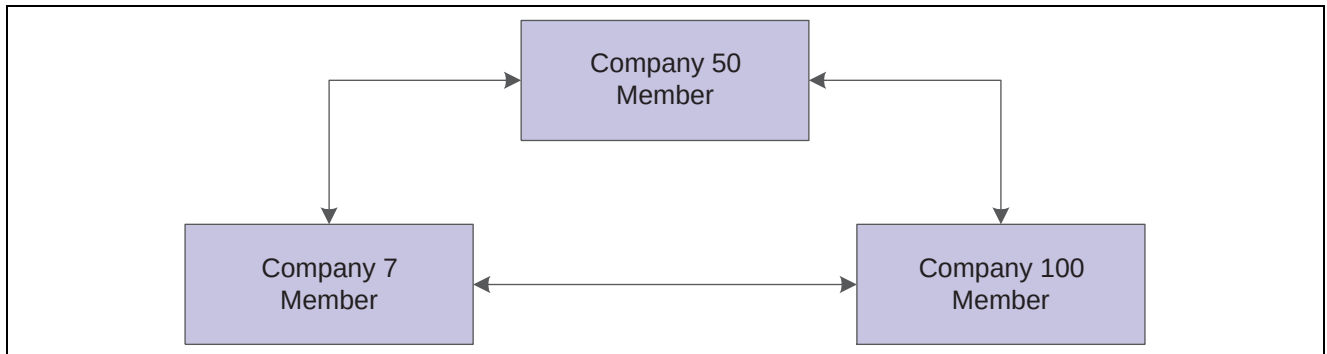
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.

- The business units (50, 100, 7) and object account (1291) are determined by the ICCA AAs.
- The system creates the automatic entries with a document type of AE, assigns a document number and a G/L date that are the same as the journal entry.
- The automatic entries are identical to those created using the detail method.

However, with configured hubs, the designated hub remains the same regardless of which company is on the first line of the journal entry.

Example: Configured Hub without Hub Company

This example illustrates how intercompany settlements occur in a configured hub without a hub company:



Configured hub without hub company

In this example, one company (7) accrues a liability incurred by two companies (50 and 100). No hub company is designated.

You enter a journal entry that involves three companies:

Document	Company	Account	Description	Debit	Credit
JE 9100	50	50.8150	Expenses	300	Blank
JE 9100	100	100.8110	Expenses	200	Blank
JE 9100	7	7.4110	Accounts Payable	Blank	500

When you post the entry, the system generates these automatic intercompany entries:

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 9100	100	100.1291 /00000050/A	Intercompany Receivables /Payables	Blank	200
AE 9100	50	50.1291 /00000100/A	Intercompany Receivables /Payables	200	Blank

Document	Company	Account/Sub /Type	Description	Debit	Credit
AE 9100	7	7.1291/00000050 /A	Intercompany Receivables /Payables	500	Blank
AE 9100	50	50.1291 /00000007/A	Intercompany Receivables /Payables	Blank	500

Consider this information:

- The highlighted rows in the chart above show the entries to the hub company (50) from companies 100 and 7. When you use the configured hub method and do not designate a hub company in the Configured Hub Companies program (P09190), the system uses the company on the first line of the journal entry as the hub.
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 100, 7) and the object account (1291) are determined by the ICCA AAI.
- The system creates the automatic entries with document type AE (automatic entries), assigns a document number and a GL date that are the same as the journal entry.
- The automatic entries are identical to those that the system creates using configured hubs with a designated hub company.

However, the company that is on the first line of the journal entry becomes the designated hub for the transaction.

Understanding Intercompany Settlement Setup

This section provides overviews of the intercompany settlement constant, companies for intercompany settlements, intercompany accounts, intercompany AAIs for the hub method, intercompany AAIs for the detail and configured hub methods, R09801 error messages caused by incorrect intercompany setup, and additional setup for the configured hub method.

Intercompany Settlement Constant

Use the Intercompany Settlements field in the General Accounting Constants to specify which method of intercompany settlements you want to use. Complete the Intercompany Settlements field with one of these values:

Method	Value	Description
Method 1	1	Use the hub method to create summarized journal entries for your intercompany settlements between a designated hub company and related companies.

Method	Value	Description
Method 2	2	Use the detail method when you do not want to specify one company as the main company or headquarters company.
Method 3	3	Use the configured hub method when you need to designate more than one company as a hub company.
No Intercompany Settlements Method	N	Do not use intercompany settlements. The system does not post a batch that contains intercompany transactions. If documents in a batch contain more than one company, but each company is in balance, the system will post the batch. It is not considered an intercompany settlement.
No Intercompany Settlements Method	*	Do not use intercompany settlements. The system posts intercompany transactions but does not create balancing entries for the companies. You must manually create the balancing entries that show on the General Ledger Post Report.

Note. When choosing a method of intercompany settlements, you must also consider which offset entry method to use for Accounts Payable and Accounts Receivable. The offset entry method is the method that the system uses when posting vouchers, payments, invoices, receipts, and drafts to the F0911. When choosing the method for intercompany settlements, consider these guidelines:

For intercompany settlement method 1, you can use offset method B, S, or Y.

For intercompany settlement method 2, you can use offset method B, S, or Y.

For intercompany settlement method 3, you can use offset method S or Y.

See Also

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, “Setting Up the Accounts Receivable System,” Setting Up System Controls for Accounts Receivable

Companies for Intercompany Settlements

For all three intercompany settlement methods, the system uses subledgers with subledger type A (address book) when creating the intercompany settlement entries. Therefore, all companies in the F0010 table must be set up in the address book (even those that do not use intercompany settlements). If any companies in the F0010 table are not set up in the address book, the Post General Journal program (R09801) generates an error message and does not post your batch.

We recommend that when you set up the company using the Address Book Revisions program (P01012), you use the same number that is assigned to the company in the Company Names & Numbers program (P0010). If you are unable to use the same number, you must create a cross-reference between the two different numbers by entering the address book number in the Company Address Number field on the Company Setup form. If you do not create this cross-reference and you attempt to post an intercompany batch using this company, the Post General Journal program generates an error.

See Also

Chapter 20, “Setting Up an Organization,” Setting Up Companies , page 171

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, “Entering Address Book Records”

Intercompany Accounts

Set up intercompany accounts using the Accounts by Object program (P0901). For the hub, detail, or configured hub method, set up one intercompany settlement account for each company:

- Enter both a business unit and object account.
- You can enter a subsidiary account, but this is not required.

It is recommended that you use:

- A business unit number that is equal to the company number.
- The same object account for all intercompany receivables and payables accounts to facilitate inquiry, reconciliation, and consolidation.
- A posting edit code of M (machine-generated only).

This posting edit code allows only entries that were created by the system and protects the integrity of the account.

Example: Intercompany Accounts

This example shows the recommended setup for each company and intercompany object account (hub or detail method):

Company	Accounts (BU.Object)	Posting Edit Code	Level of Detail
00001	1.1291	M (machine only)	6
00200	200.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

See Also

Chapter 22, “Setting Up Accounts,” page 207

Intercompany AAls for the Hub Method

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAls. Thus, the system knows the accounts for which to create balancing entries during the post.

Set up AAIs for intercompany settlements on the Set Up Single AAI Item form or the Set Up Multiple AAI Items form.

Two AAIs are available for intercompany settlements. For the hub method, you must use both of them:

- ICH (Intercompany Hub).

This item defines the hub company.

- Only one AAI item ICH can exist.
- You must set up AAI item ICH for company 00000.
- You must enter a business unit and an object account.
- You can enter a subsidiary account (optional).

- ICC (Intercompany Business Unit).

This item defines the non-hub companies.

- You must set up a separate AAI item ICC for each non-hub company that exists in the F0010.
- You do not need to set up an ICC for the hub company.
- You must enter a business unit and an object account.
- You can enter a subsidiary account (optional).

Example: AAIs for the Hub Method

This example shows the AAIs for items ICH and ICC with separate items for ICC:

Item	Company	Business Unit	Object	Subsidiary
ICH	00000	1	1291	(optional)
ICC	00200	200	1291	(optional)
ICC	00050	50	1291	(optional)

See Also

Chapter 4, “Working with Automatic Accounting Instructions,” page 17

Intercompany AAIs for the Detail and Configured Hub Methods

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAIs. Thus, the system knows the accounts for which to create balancing entries during the post.

Set up AAIs for intercompany settlements on the Set Up Single AAI Item or Set Up Multiple AAI Items form.

Two AAIs are available for intercompany settlements. For the detail and the configured hub method, you use only the AAI item ICC. This item defines the intercompany account for each company. Observe these guidelines when setting up the ICC AAI:

- You must set up a separate AAI item ICC for each company in the F0010 table, even those that are not be involved in intercompany settlements.
- You must enter a business unit and an object account.

- You can enter a subsidiary account (optional).

Example: AAls for the Detail and Configured Hub Methods

This example shows the recommended AAI setup for the detail method:

AAI Item	Company	Business Unit	Object	Subsidiary
ICCC	00001	1	1291	(optional)
ICCC	00200	200	1291	(optional)
ICCC	00050	50	1291	(optional)

R09801 Error Messages Caused By Incorrect Intercompany Setup

You might receive these error messages in the work center, along with their causes and resolutions.

Subledger X (Where X Equals the Company Number) Invalid

This table lists the causes of and resolutions for the Subledger X (Where X Equals the Company Number) Invalid message:

Cause	Resolution
The F0101 does not contain a record for this company.	Create an address book record using the Address Book Revisions program (P01012) for Company X using the same number that is assigned in the Company Names & Numbers program (P0010). If this number has already been assigned, create an address book record using a different number; and then enter this number in the Company Address Number field on the Company Setup form in P0010.
The address book record for the company noted in the error message has the Subledger Inactive Code field selected.	Locate the address book record for the company that is noted in the error message using the Address Book Revisions program (P01012). Go to the Additional tab on the Address Book Revision form and turn off the Subledger Inactive Code option.

Intercompany Settlement AAI Error

This table lists the cause of and resolution for the Intercompany Settlement AAI Error message:

Cause	Resolution
The F0012 table does not contain either an ICCA AAI or an ICH AAI for this company.	If you are using the Detail or Configured Hub method, you must set up an ICCA AAI for every company in the F0010 table. Use the F0012 table to determine which company does not have an ICCA AAI and create the missing AAI. If you are using the Hub method, you must set up the ICH AAI for the hub company and an ICCA AAI for every company (except the hub company). Use the Automatic Accounting Instructions program (P0012) to determine whether you are missing the ICH AAI or an ICCA AAI and create the missing AAI.

Interco Settlement Acct Error

This table lists the causes of and resolutions for the Interco Settlement Acct Error (intercompany settlement account error) message.

Cause	Resolution
The F0901 does not contain the intercompany settlement account that is referenced in the intercompany AAIs for one or more companies in this batch.	Create the missing intercompany settlement account for the company using the Accounts by Business Unit program (P0901).
The company number on the ICCA or ICH AAI does not match the company number for the account to which the AAI is directed.	Change the company number on the AAI to match the company number on the account.
The business unit of the account to which the ICCA or ICH AAI is directed is a model or nonposting business unit.	If the business unit is a model, you cannot change it to a non-model business unit. You must change the business unit to which the AAI is directed. If the business unit is a nonposting business unit, use the Review and Revise Business Units program (P0006) to change the posting edit code of the business unit.
The account to which the ICCA or ICH AAI is directed belongs to a model business unit or is a nonposting account.	Change the account to which the ICCA or ICH AAI is directed to a non-model account or to an account that allows posting.

Incompatible Posting Methods

This table lists the cause of and resolution for the Incompatible Posting Methods message:

Cause	Resolution
The offset method constant in either Accounts Payable or Accounts Receivable is set to B; but the intercompany settlement constant is set to 3.	Either change the offset method for A/P or A/R to S or Y, or change the intercompany settlement method to 1 or 2. Use these guidelines when choosing the intercompany settlement method and the offset method: • For intercompany settlement method 1, you can use offset method B, S, or Y. • For intercompany settlement method 2, you can use offset method B, S, or Y. For intercompany settlement method 3, you can use offset method S or Y.

Additional Setup for the Configured Hub Method

Before you can use configured hubs to settle intercompany transactions, you must set up the configured hub relationships for your organization. The system uses these relationships to process intercompany settlements.

Setting up configured hub relationships involves these tasks:

- Setting up configured hubs in user defined codes.
- Adding companies to configured hubs.
- Verifying configured hubs.

The system maintains configured hub information in the F09190 table.

Guidelines for Configured Hubs

Observe these guidelines when using the configured hub method:

- A configured hub must have a valid name.
- You can create multiple hubs.
- Each company in the F0010 table *must* be either assigned to a hub or designated as a hub.

If you do not designate each company in the F0010 table as either a hub or a member company, you receive the message, *Error: Base CO xxxxx Not Found in F09190* when you enter transactions for the company.

- Each company can be assigned to only one hub.
- No more than one designated hub company can exist within a configured hub.

The other companies within the hub are member companies.

Observe these guidelines when designating a hub company:

- A member company can settle only with the hub company or another member company of the same hub.
- An intercompany settlement between two member companies goes through the hub company.
- A hub company can settle with a member company of the same hub or exclusively with other hub companies.

If you do not designate a company as the hub company, observe these guidelines:

- The member companies can settle only with other companies of the same hub.
- When you are entering journal entries, the company that is on the first line of the journal entry becomes the designated hub for that transaction.

- When you are entering vouchers or invoices, the company on the header of the voucher or invoice becomes the designated hub for that transaction.

Prerequisites

Before you complete the tasks in this section:

- Decide whether you want to use the hub, detail, or configured hub method.
- If you decide to use the hub method, decide which company is the hub.

All other companies are non-hub companies.

Setting Up Configured Hubs

This section provides an overview of setting up configured hubs, and discusses how to:

- Set up configured hubs in user defined codes.
- Add companies to configured hubs.
- Verify configured hubs.

Understanding Configured Hub Setup

You must set up the name of each configured hub in the 09/HB table. Each name can be up to six characters in length.

Configured hub names do not have to be actual company names in your organization. For example, set up code AMER to represent a hub for companies in America. The description might be Hub Company Group - America.

After you have created a configured hub in the UDC 09/HB table, you can add companies to this hub. You can designate the companies as either the hub company or as member companies. Each hub can have only one hub company.

To use configured hubs, you must assign every company to a hub. In each hub, you can designate a hub company, but a hub company is not required. All other companies should be set up as member companies. If no hub company exists, set up all the companies as member companies.

Configured Hub Verification

You can run the Configured Hub Integrity report to verify that you have assigned every company to a hub. The system compares the hub information in the F09190 table with the company information in the Company Constants table (F0010).

You should run this report periodically to ensure that no new companies are added to the F0010 table without being added to a hub. Running this report periodically prevents users from receiving errors that indicate that a company has not been assigned to a hub when transactions are entered.

You can select one of two versions of this report. The first version prints without page breaks on each configured hub and the second version prints with page breaks.

The Configured Hub Integrity report shows:

- For each configured hub, the companies that are assigned to the hub and whether each company is a member company or a hub company.
- For each configured hub, whether the hub company is not designated.
- Companies that are assigned to configured hubs but do not exist in the F0010 table.
- Companies in the F0010 table that are not assigned to any configured hub in the F09190 table.

This report does not have any processing options.

Forms Used to Set Up Configured Hubs

Form Name	Form ID	Navigation	Usage
User Defined Codes	W0004AI	Configured Hub Intercompany Setup (G094115), Configured Hub Companies On the Work with Configured Hubs form, select Hub UDCs from the Form menu. On the Work With User Defined Codes form, click Add.	Set up configured hubs in user defined codes.
Configured Hub Members	W09190B	On the Work with Configured Hubs form, select a hub and select REV Hub Members from the Row menu.	Add companies to configured hubs. In the Hub Designator field, enter 1 for the Hub company or 2 for a member company. If you have several new members to add, you can select Add Member from the Form menu and then add members on the Configured Hub Member Additions form.

Setting Up Configured Hubs in User Defined Codes

Access the User Defined Codes form.

Adding Companies to Configured Hubs

Access the Configured Hub Members form.

Verifying Configured Hubs

To verify configured hubs, select Configured Hub Intercompany Setup (G094115), Configured Hub Integrity Report.

CHAPTER 25

Processing Pay When Paid Transactions

This chapter provides overviews of the pay when paid process, features of pay when paid processing, pay when paid voucher processing, and how to automatically link invoices and vouchers, and discusses how to:

- Enter pay when paid vouchers.
- Revise and manually create pay when paid groups.
- Release pay when paid vouchers for payment.
- Run pay when paid integrities.

Understanding the Pay When Paid Process

After you set up the system to process pay when paid transactions, you can enter pay when paid vouchers and begin the pay when paid process.

When you enter pay when paid vouchers, the system creates the vouchers with a hold payment status. This prevents the vouchers from being included in a payment group during payment processing. After you enter vouchers, you create invoices to send to the customer who is ultimately responsible for payment. The system automatically links the invoices to the vouchers using the pay when paid group number. When you run the automatic release program, the system identifies pay when paid groups and determines whether cash receipts have been applied to invoices in the group. When invoices in the group are paid, the automatic release program releases the vouchers in the group for payment.

These products use pay when paid processing:

- Procurement and Subcontract Management
- Accounts Payable
- Contract and Service Billing
- Accounts Receivable

Note. The system automatically links invoices and vouchers only for invoices that you create in Contract and Service Billing. You must manually link invoices that you create in Accounts Receivable using the Pay When Paid Manual Link program (P03B470).

See Also

Chapter 6, “Setting Up the System for Pay When Paid Processing,” page 53

Understanding Features of Pay When Paid Processing

PeopleSoft EnterpriseOne pay when paid processing includes features that enable you to:

- Assign a unique payment status code to pay when paid vouchers.
- Automatically and manually link vouchers and invoices for pay when paid processing.
- Manually add and remove vouchers and invoices from existing pay when paid groups.
- Define the payment status code that the system assigns to pay when paid vouchers that are released for payment.
- Define a minimum cash receipt percentage that must be met for the system to automatically release pay when paid vouchers for payment.
- Run integrity reports that identify discrepancies with pay when paid groups, vouchers, and invoices.

Understanding Pay When Paid Voucher Processing

You can enter pay when paid vouchers using these versions of the Voucher Match program (P4314) in Procurement and Subcontract Management:

- Progress Payments.
- Match Voucher to Open Receipt.
- Receive & Voucher POs.

In addition, you can enter pay when paid vouchers in Accounts Payable using these versions of the A/P Standard Voucher Entry program (P0411), which are set up specifically for pay when paid processing:

- Pay When Paid Standard Voucher Entry.
- Pay When Paid Speed Voucher Entry.
- Multi Voucher Single Supplier with Pay When Paid.
- Multi Voucher Multi Supplier with Pay When Paid.
- Multi Company Single Supplier with Pay When Paid.

When you enter vouchers in Procurement and Subcontract Management, the system determines whether the voucher total gross amount exceeds the subcontractor (supplier) threshold defined in the Subcontractor Threshold program (P4355). If the voucher gross amount exceeds the subcontractor threshold, the system:

- Assigns the payment status code (UDC 00/PS) that you specify in the Threshold Pay Status Code processing option on the Process tab of the Voucher Match program.
- Updates the Pay When Paid field (PYWP) in the Accounts Payable Ledger table (F0411) and the G/L Posting Code - Alternate W field (ALTW) in the Account Ledger table (F0911) with a *W* to identify the vouchers as pay when paid.

When you enter pay when paid vouchers in Accounts Payable, the system:

- Assigns the payment status code that you specify in the Voucher Entry MBF Processing Options program (P0400047).

- Updates the Pay When Paid field (PYWP) in the F0411 table and the G/L Posting Code - Alternate W field (ALTW) in the F0911 table with a *W* to identify the vouchers as pay when paid.

After you enter pay when paid vouchers, you can verify that the system updated the pay when paid fields by reviewing the vouchers in the Supplier Ledger Inquiry program (P0411). The system displays the Pay When Paid and Pay When Paid Group Number fields in the detail area of the Supplier Ledger Inquiry form.

Understanding How to Automatically Link Invoices to Pay When Paid Vouchers

After you enter pay when paid vouchers, you create the corresponding invoices that must be paid before the system releases the vouchers for payment. The invoices must be linked to the vouchers to automate the voucher release process.

You can link invoices to vouchers either automatically or manually. If you create invoices in Contract and Service Billing, the system automatically links the invoices to the vouchers by assigning a pay when paid group number when you run the Create A/R Entries program (R48199). If you create invoices in Accounts Receivable, you must use the Pay When Paid Manual Link program (P03B470) to manually link invoices and vouchers.

To create invoices in Contract and Service Billing that correspond to pay when paid vouchers, follow the same steps to create invoices for normal processing in Contract and Service Billing. If the vouchers for which you create invoices are pay when paid vouchers, identified by a *W* in the G/L Posting Code - Alternate W field in the F0911 table, the system updates the invoices as described in each of these steps:

1. Run the Workfile Generation program (R48120).
The system updates the Pay When Paid Flag field (PTFG) in the Billing Detail Workfile table (F4812) with a *W*.
2. Run the Invoice Generation program (R48121 or R52121).
The system updates the Pay When Paid field (PYWYP) in the Invoice Summary Work File table (F4822) with a *W*.
3. Run the Create A/R Entries program. The system creates a pay when paid group header record in the Pay When Paid Group Header table (F03B470) with the Pay When Paid Group Number and Pay When Paid Group Status fields. The system assigns the pay when paid group number to the invoice and the corresponding voucher in the Pay When Paid Group Number field (PWPG) in the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables. The system also assigns a *I* (Inactive) in the Pay When Paid Group Status field in the F03B470 table.

See *PeopleSoft EnterpriseOne Contract and Service Billing 8.11 PeopleBook*, “Processing Invoices”.

Entering Pay When Paid Vouchers

This section describes how to enter pay when paid vouchers.

Forms Used to Enter Pay When Paid Vouchers in Accounts Payable

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Accounts Payable, A/P Advanced & Technical Operations, Pay When Paid Voucher Entry Methods, Pay When Paid Standard Voucher Entry.	Review vouchers.
Enter Voucher - Payment Information	W0411A	On Supplier Ledger Inquiry, click Add.	Add and revise pay when paid vouchers.

Entering Pay When Paid Vouchers

To enter pay when paid vouchers in Accounts Payable, access the Enter Voucher - Payment Information form.

Follow the steps to enter a voucher in Accounts Payable.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Processing Accounts Payable Vouchers,” Entering Standard Vouchers.

To enter pay when paid vouchers in the Progress Payments program, follow the steps to enter progress payments.

See *PeopleSoft EnterpriseOne Subcontract Management 8.11 PeopleBook*, “Processing Progress Payments”.

To enter pay when paid vouchers in the Voucher Match program, follow the steps to enter vouchers in Procurement.

See *PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook*, “Setting Up Vouchers,” Creating Vouchers.

Revising and Manually Creating Pay When Paid Groups

This section provides an overview of the Pay When Paid Manual Link program and describes how to:

- Set processing options for the Pay When Paid Manual Link program.
- Manually create pay when paid groups.
- Revise pay when paid groups.

Understanding the Pay When Paid Manual Link Program

The Pay When Paid Manual Link program enables you to review and revise existing pay when paid groups as well as to create new pay when paid groups. The types of revisions that you can make to existing pay when paid groups include:

- Adding vouchers and invoices to pay when paid groups.

When you add vouchers to existing pay when paid groups, the system assigns the payment status code that you specify in the Pay When Paid Voucher Pay Status processing option.

- Removing vouchers and invoices from pay when paid groups.

When you remove vouchers from existing pay when paid groups, the system assigns the payment status code that you specify in the Pay Status for Removed Vouchers processing option.

Warning! When you remove vouchers and invoices from existing pay when paid groups, the system deletes the pay when paid group number that is assigned to the vouchers and invoices. If you need to release specific vouchers in the group for payment, you can use the Speed Status Change program (P0411S) to update the payment status code to a value that is used by the payment process in Accounts Payable. Updating the payment status code instead of removing vouchers from pay when paid groups enables you to maintain an audit trail of pay when paid groups.

See [Chapter 25, “Processing Pay When Paid Transactions,” Releasing Pay When Paid Vouchers for Payment, page 279.](#)

Note. Pay when paid groups are comprised of at least one voucher and one invoice. When you revise or manually create pay when paid groups, at least one voucher and one invoice must be assigned to the group.

Forms Used to Manually Create and Revise Pay When Paid Groups

Form Name	Form ID	Navigation	Usage
Work With Pay When Paid Group	W03B470A	• Select Accounts Payable, A/P Advanced & Technical Operations, Pay When Paid Processing, Pay When Paid Manual Link • Select Accounts Receivable, A/R Advanced & Technical Operations, Pay When Paid Processing, Pay When Paid Manual Link.	Locate existing pay when paid groups.
Pay When Paid Group Detail	W03B470B	• From Work With Pay When Paid Group, find and select an existing pay when paid group for which you want to review and revise. • From Work With Pay When Paid Groups, click Add to add a new pay when paid group.	Add and remove vouchers and invoices to existing pay when paid groups and manually create new pay when paid groups.

Setting Processing Options for Pay When Paid Manual Link

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options specify the payment status codes that the system assigns to vouchers that are added to and removed from pay when paid groups.

Pay When Paid Voucher Pay Status

Use this processing option to specify the payment status code that the system assigns to vouchers that are added to an existing pay when paid group.

Note. The system does not assign this value to vouchers that have a payment status code of *P* (Paid), *Z* (Payment Pending) or *#* (Payment in Process).

Pay Status for Removed Vouchers

Use this processing option to specify the payment status code that the system assigns to vouchers that are removed from a pay when paid group. To identify vouchers that have been removed from a pay when paid group, enter a unique payment status code.

Note. The system does not assign this value to vouchers that you remove from pay when paid groups if the supplier master record has a hold payment or withholding status.

Adding and Removing Vouchers and Invoices from an Existing Pay When Paid Group

Access the Pay When Paid Group Detail form.

Pay When Paid Manual Link - Pay When Paid Group Detail

OKCancelFormRowTools

Pay When Paid Group Number

8203

Status

1

Records 1 - 4

Customize Grid

	Document Number	Do Ty	Doc Co	Pay Item	Payor/Payee Number	Payor/Payee Name	Customer/Supplier Number	Customer/Supplier Name
☐	53	PV	00001	*	3480	Digger Incorporated	3480	Digger Incorporated
☐	54	PV	00001	*	3480	Digger Incorporated	3480	Digger Incorporated
☐	3048	RI	00001	001	4242	Capital System	4242	Capital System
☒	3048	RI	00001	002	4242	Capital System	4242	Capital System

Pay When Paid Group Detail form

To add and remove vouchers and invoices from a pay when paid group:

- 1. Select the invoice or voucher that you want to remove from a pay when paid group, and then select Toggle Remove Flag from the Row menu.

The system displays an *X* next to the document that you selected to indicate that it will be removed from the pay when paid group. Select Toggle Remove Flag again to toggle the selection.
- 2. Select Remove All from the Form menu to remove all vouchers and invoices from the pay when paid group.

The system displays the Pay When Paid Manual Link - Message form. Click OK to remove all transactions from the pay when paid group.

3. Select Link Vouchers or Link Invoices from the Form menu to manually add vouchers and invoices to a pay when paid group.

The system displays the Search & Select Vouchers to Link and Search & Select Invoices to Link forms when you select these options from the Form menu.

Creating New Pay When Paid Groups Manually

Access the Pay When Paid Group Detail form.

To manually create new pay when paid groups:

1. Select Link Vouchers from the Form menu to manually add vouchers to a pay when paid group.

The system displays the Search & Select Vouchers form.

2. On Search & Select Vouchers, find and select the vouchers for which you need to add to a pay when paid group and then click Select.

The system displays the vouchers in the detail area of the Pay When Paid Group Detail form.

3. Select Link Invoices from the Form menu to manually add invoices to a pay when paid group.

The system displays the Search & Select Invoices form.

4. On Search & Select Invoices, find and select the invoices for which you need to add to the pay when paid group and then click Select.

The system displays the invoices in the detail area of the Pay When Paid Group Detail form.

5. Click OK.

Pay When Paid Group Number	Displays the number that the system assigns to pay when paid groups during the voucher and invoice linking process.
Status (Pay When Paid Group Status)	Displays the status of the pay when paid group. Values for this field include: 0: Released 1: Inactive 2: Active

Releasing Pay When Paid Vouchers for Payment

This section provides an overview of pay when paid group statuses and voucher release and discusses how to:

- Run the Pay When Paid Automatic Release program (R03B470).
- Set processing options for Pay When Paid Automatic Release.

Understanding Pay When Paid Group Statuses

The Pay When Paid Automatic Release program (R03B470) uses the Pay When Paid Group Status field in the F03B470 table to select pay when paid groups to process and to identify the status of pay when paid groups. This table explains the pay when paid group statuses:

Pay When Paid Group Status	Description of Status
1 (Inactive)	The system initially assigns this value to pay when paid groups when invoices and vouchers are linked to identify that no cash receipts have been applied to invoices in the group. The system also assigns this value to pay when paid groups when you run the Pay When Paid Automatic Release program and the cash receipts that are applied to invoices in the group do not meet the minimum cash receipt percentage defined on the customer master record. Note. The system does not process pay when paid groups at this status when you run the Pay When Paid Automatic Release program unless you set the Inactive Groups processing option to 1.
2 (Active)	The system assigns this value to pay when paid groups when cash receipts are applied to invoices in a pay when paid group. The system processes groups at this status when you run the Pay When Paid Automatic Release program.
0 (Released)	The system assigns this value to pay when paid groups when cash receipts are applied to invoices in the group and the minimum cash receipt percentage defined on the customer master record has been met. Vouchers in pay when paid groups at this status have been released for payment and the group is considered closed.

Understanding Voucher Release

To automatically release vouchers for payment, run the Pay When Paid Automatic Release program.

When you run the Pay When Paid Automatic Release program, the system:

1. Selects pay when paid groups that are at an active status (2).

Note. The system selects pay when paid groups at an inactive status (1) if you set up the Inactive Groups processing option.

2. Determines whether minimum cash receipt percentages are defined for customers in the pay when paid group and, if so, whether the minimum percentage is met.
3. Updates the pay when paid group status accordingly.

Depending on whether minimum cash receipt percentages are defined for customers in pay when paid groups, the system updates the pay when paid group status differently:

- If cash receipts have been applied to invoices in a pay when paid group and a minimum cash receipt percentage is defined on the customer master record, the system summarizes the total of cash receipts applied to invoices in the group and determines whether the minimum cash receipt percentage is met:
 - If the amount of cash receipts is less than the minimum cash receipt percentage, the system updates the Pay When Paid Group Status field from 2 to 1.

Note. The pay when paid group status remains at an inactive status until an additional cash receipt, regardless of the cash receipt amount, is applied to invoices in the pay when paid group.

- If the amount of cash receipts is greater than or equal to the minimum cash receipt percentage that is defined on the customer master record, the system updates the payment status code on all vouchers in the group to the status that is defined in the Accounts Payable Constants program and updates the Pay When Paid Group Status field from 2 to 0.
- If at least one cash receipt, regardless of the cash receipt amount, has been applied to an invoice in the group and a minimum cash receipt percentage is not defined on the customer master record, the system:
 - Updates the payment status code on all vouchers in the group to the status defined in the Accounts Payable Constants program (P0000).
 - Updates the Pay When Paid Group Status field from 2 to 0.

If a pay when paid group contains invoices for a customer in multiple companies and for each customer by line of business you define different minimum cash receipt percentages, the system summarizes cash receipt totals based on the combination of customer and company. Unless each customer and company combination in the group meets the minimum cash receipt percentage that are defined for the corresponding customer by line of business, the system does not release any vouchers in the group.

Note. An alternative to running the Pay When Paid Automatic Release program to release vouchers for payment is to use the Speed Status Change program (P0411S). Using the Speed Status Change program, you can manually update the payment status code of vouchers to a value that you use for payment processing. This might be useful to release certain vouchers to prevent a delay in payment to those suppliers for which you have received payment from the ultimate client, but for which the overall group minimum cash receipt percentage has not yet been met.

Running the Pay When Paid Automatic Release Program

Depending on your business needs, you should run this program as often as necessary to have current payment processing information in Accounts Payable.

From the Pay When Paid Processing menu (G03B32), select Pay When Paid Automatic Release.

Setting Processing Options for Pay When Paid Automatic Release

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

This processing option specifies whether the system processes inactive pay when paid groups.

1. Inactive Groups

Use this processing option to specify whether the system processes inactive pay when paid groups. Values are:

Blank: Do not process inactive pay when paid groups. The system processes only active pay when paid groups.

1: Process inactive pay when paid groups. The system processes both active and inactive pay when paid groups.

Warning! Setting this processing option to 1 can significantly increase the processing time of the program, depending on the number of records in your system.

Running Pay When Paid Integrity

This section provides an overview of pay when paid integrity and discusses how to:

- Run pay when paid integrity.
- Set processing options for Pay When Paid Supplier Ledger Integrity.

Understanding Pay When Paid Integrity

As part of the pay when paid process, you should run integrity to identify discrepancies with pay when paid data. There are three integrity that you can run to verify the accuracy of pay when paid data:

- Pay When Paid Group Header Integrity (R03B471).
- Pay When Paid Customer Ledger Integrity (R03B472).
- Pay When Paid Supplier Ledger Integrity (R03B473).

Pay When Paid Group Header Integrity

The Pay When Paid Group Header Integrity program verifies that pay when paid groups have:

- A group header record in the F03B470 table.
- At least one invoice and one voucher.

If a group header record is missing or there is not at least one voucher and one invoice in a pay when paid group, the system prints the affected groups on the Pay When Paid Group Header Integrity report.

Pay When Paid Customer Ledger Integrity

The Pay When Paid Customer Ledger Integrity program locates invoices that the system cannot process in pay when paid groups. Pay when paid groups cannot contain:

- Deductions (*R5*)
- Drafts (*R1*)
- Unapplied cash (*RU*)
- Voided invoices

The system prints pay when paid groups that contain these invoices on the Pay When Paid Customer Ledger Integrity report.

Pay When Paid Supplier Ledger Integrity

The Pay When Paid Supplier Ledger Integrity program locates vouchers that the system cannot process in pay when paid groups. Pay when paid groups cannot contain:

- Drafts (*PI*).
- Prepayments.
- Voided vouchers.
- Vouchers that were created in the Payment Without Voucher Match program (P0411).

In addition, you can set processing options to identify:

- Logged vouchers that are in a pay when paid group.
- Vouchers that do not have all pay items in a pay when paid group.
- Vouchers that are in multiple pay when paid groups.
- Vouchers that are marked as pay when paid but are not assigned to a pay when paid group.

The system prints pay when paid groups that contain these vouchers on the Pay When Paid Supplier Ledger Integrity report.

Running Pay When Paid Integrities

Access the appropriate program:

- To run the Pay When Paid Group Header Integrity, select Pay When Paid Group Header Integrity from the Pay When Paid Processing menu (G03B32).
- To run the Pay When Paid Customer Ledger Integrity, select Pay When Paid Customer Ledger Integrity from the Pay When Paid Processing menu.
- To run the Pay When Paid Supplier Ledger Integrity, select Pay When Paid Supplier Ledger Integrity from the Pay When Paid Processing menu.

Note. The Pay When Paid Group Header Integrity and Pay When Paid Customer Ledger Integrity programs do not have processing options.

Setting Processing Options for Pay When Paid Supplier Ledger Integrity

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

These processing options specify the types of vouchers that the system processes.

- 1. Mixed Vouchers**

Use this processing option to specify whether the system identifies vouchers that are associated with more than one pay when paid group. Values are:

Blank: Do not identify vouchers that are associated with multiple pay when paid groups.

I: Identify vouchers that are associated with multiple pay when paid groups.
- 2. Partial Vouchers**

Use this processing option to specify whether the system identifies vouchers that have pay items that are not associated with a pay when paid group. Values are:

Blank: Do not identify vouchers that do not have every pay item associated with a pay when paid group.

I: Identify vouchers that do not have every pay item associated with a pay when paid group.
- 3. Unassociated Vouchers**

Use this processing option to specify whether the system identifies pay when paid vouchers that are not yet associated with a pay when paid group. Values are:

Blank: Do not identify vouchers that are marked as pay when paid but are not yet associated with a group.

I: Identify vouchers that are marked as pay when paid but are not yet associated with a group.
- 4. Logged Vouchers**

Use this processing option to specify whether the system identifies logged vouchers that are assigned to a pay when paid group. Values are:

Blank: Do not identify logged vouchers that are assigned to a pay when paid group.

I: Identify logged vouchers that are assigned to a pay when paid group.

CHAPTER 26

Generating PeopleSoft EnterpriseOne FMS Fundamentals Reports

This chapter discusses how to:

- Generate the Bank Account Exception Report for suppliers and customers.
- Generate the Address Book Exception report.

Generating the Bank Account Exception Report for Suppliers and Customers

This section provides an overview of the Bank Account Exception Report for suppliers and customers and discusses how to print the report.

Understanding the Bank Account Exception Report for Suppliers and Customers

The Bank Account Exception Report (R00310) verifies that the address book number for each supplier and customer bank record in the Bank Transit Master table (F0030) exists in the Address Book Master table (F0101). Any records that do not exist in the address book print on the report. The report bypasses any bank account records that have a blank address number.

This report does not update any information. If any records appear on this exception report, you must perform either of these actions:

- Add the missing address book number to the Address Book Master table (F0101)
- Remove the supplier or customer bank record from the Bank Transit Master table (F0030)

Note. This program does not have any associated processing options.

Printing the Bank Account Exception Report for Suppliers and Customers

To print the Bank Account Exception Report for suppliers and customers, select Automatic Payment Setup (G04411), Bank Account Exception Report.

Generating the Address Book Exception Report

This section provides an overview of the Address Book Exception report and discusses how to print the report.

Understanding the Address Book Exception Report

The Address Book Exception Report (R00311A) lists any suppliers in the Address Book that do not have corresponding bank account information (such as bank transit and account numbers) in the Bank Transit Master table (F0030). The system reviews suppliers only if their payment instrument is T or B.

This program does not update any information. If any records appear on the exception report, you must perform either of these actions:

- Enter the missing bank account information using the Bank Account Cross-Reference program (P0030A).
- Change the payment instrument for the supplier to one that does not require bank account information.

This report does not have processing options.

Printing the Address Book Exception Report

Access the Available Versions form.

To print the Address Book Exception report, select Automatic Payment Setup (G04411), Address Book Exception report.

CHAPTER 27

Generating Supplemental Data Reports

This chapter provides an overview of supplemental data reports and discusses how to generate them.

Understanding Supplemental Data Reports

You can run these reports to review a summary of your supplemental data:

- Supplemental Data by Data Type (R00640)
- Supplemental Data by Business Unit (R00650)

These reports are based on data that is stored in the Supplemental Database Data Types (F00091) and Supplemental Data (F00092) tables.

For business units, you can print two versions of each report. One version sorts business units alphabetically, and the other version sorts them numerically.

You can include or exclude the narrative text for each version. The system stores supplemental narrative text as generic text attachments.

Report Heading and Column Titles

The heading on each supplemental data report is the text that you entered in the Description field when you set up the data type on the Data Type Revisions or General Description Entry form.

Column titles are the text that you entered in the UDC, Amount 1, Remark 1, Remark 2, Effective From, and Effective Thru fields when you set up the data type.

Generating Supplemental Data Reports

This section discusses how to:

- Set processing options for Data by Data Type (R00640).
- Run supplemental data reports.

Setting Processing Options for Data by Data Type (R00640)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Generic Text

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Enter '1' to bypass printing text information on the report. Default of blank will print the text. Generic Text Option:	Use this processing option to specify whether the system prints text information on the report.
	Blank (default): Print text information.
	1: Do not print text information.

SDB Code

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Enter the Supplemental DataBase Code you wish to print records for. Default of blank will print records for the Business Unit SDB Code 'BU'. Supplemental Database Code:	Use this processing option to specify a user defined code (00/SD) that sets up databases for groups of related supplemental data types. This code differentiates the supplemental data types for various systems. For example, the Employee (E) supplemental database contains data types that you use to track additional employee information, such as education and job skills.

Running Supplemental Data Reports

To run supplemental data reports, select Business Unit Supplemental Data (G09312), Data by Business Unit or Data by Data Type.

APPENDIX A

PeopleSoft EnterpriseOne FMS Fundamentals Reports

This appendix enables you to view report details for selected reports.

PeopleSoft EnterpriseOne FMS Fundamentals Reports: A to Z

This table lists the FMS Fundamentals reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R00310 Bank Account Exception	Verifies that the address book number for each supplier and customer bank record in the F0030 table exists in the F0101 table.	Automatic Payment Setup (G04411), Bank Account Exception Report
R00314 Bank Account Validation	Check for missing bank information for customers.	Batch Versions (BV), R0031
R005141 Update A/P Vouchers	Update the discount amount and discount rate on vouchers.	Payment Terms Revisions (G00141), Update A/P Vouchers
R005142 Update A/R Invoices	Update the discount amount and discount rate on invoices.	Payment Terms Revisions (G00141), Update A/R Invoices
R03B671 A/R Batch Draft Creation	Prints an error report that lists customers with missing or invalid bank information.	Batch Versions (BV), R03B671
R03B672 Draft Remittance	Generate drafts after you run the R03B671 report.	Batch Versions (BV), R03B672
R09801 General Ledger Post	Verify the transactions that were posted to the F0902 and F0911 tables.	Journal Entry, Reports, and Inquiries (G0911), General Ledger Post
R03B470 Pay When Paid Automatic Release	Automatically release vouchers for payment.	Pay When Paid Processing (G03B32), Pay When Paid Automatic Release
R03B471 Pay When Paid Group Header Integrity	Verify the accuracy of pay when paid data.	Pay When Paid Processing (G03B32), Pay When Paid Group Header Integrity
R03B472 Pay When Paid Customer Ledger Integrity	Verify the accuracy of pay when paid data.	Pay When Paid Processing (G03B32), Pay When Paid Customer Ledger Integrity
R03B473 Pay When Paid Supplier Ledger Integrity	Verify the accuracy of pay when paid data.	Pay When Paid Processing (G03B32), Pay When Paid Supplier Ledger Integrity

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction. In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to PeopleSoft EnterpriseOne. In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	A transaction method that enables a client application to perform work on a client workstation, 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 and store-and-forward.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
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.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all 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.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
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 information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft 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.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable 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.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, 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.
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.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
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. A facility is sometimes referred to as a <i>business unit</i> .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	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.
interface table	See Z tables.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
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.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People 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. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, 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.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a <i>nota fiscal</i> with invoice information. See also <i>nota fiscal</i> .

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, 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.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path): 11>21>26>28>38>01 In this path, 11 equals new project pending review, 21 equals programming, 26 equals QA test/review, 28 equals QA test/review complete, 38 equals in production, 01 equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, 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.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) 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 may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.
Version 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.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in 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 server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

Index

A

- A.E.B. Bank - Spain table (F74SCSB) 129
- A.E.B. bank account information 129
- A/R batch draft
 - bank account information 87
 - creation 87
- A/R Batch Draft Creation (R03B671) 87, 90
- AAIs, *See* automatic accounting instructions (AAIs)
- account
 - adding 217
 - adding generic text 231
 - alternate account structure 233
 - category codes 211
 - changing 220, 222
 - copying to business unit 240
 - defining segments 214, 216
 - deleting 220, 225
 - dynamic creation 243
 - flex format 215
 - format 209
 - government defined 233
 - inactive (not delete or set to nonposting) 220
 - information 89
 - See Also* validation setup
 - level of detail (LOD) 211
 - locating 221
 - model account structure 231
 - object 207
 - overview 207
 - posting edit codes 212
 - requiring subledger 230
 - revising 220, 222, 224
 - revising a single 222
 - rollup 211
 - setting up 207, 239
 - setting up format symbols 239
 - statutory 233
 - subledger 213
 - subsidiary 207, 213
 - third G/L account number 239
 - third G/L number 239
 - translation for multiple languages 245
- account number
 - separator symbols 239
 - third G/L number 239
- account segments
 - defining 216
 - flex format 216
- accounts
 - adding text 231
- Accounts (P0901) 179, 245
- accounts payable bank transfers
 - bank and branch information 92
 - bank charge information 93
 - overview 91
- adding batch information 61
- additional company information setup 169
- additional documentation xvi
- advanced payment terms
 - installment example 35
 - setting up 30
 - setting up codes 47
 - setting up due date rules 30
 - setting up payment term codes 34
 - setting up workday calendars 30
 - updating available discounts 41
- Advanced Payment Terms (P00145) 30, 34, 35, 47, 48
- alternate chart of accounts 233, 234, 235
- application fundamentals xv
- approving batches 69
- approving invoice batches 69
- article number user defined code list (74/AN) 94
- automatic accounting instructions 20
 - setting up 22
- automatic accounting instructions (AAIs)
 - account ranges 19
 - default 18
 - G/L offset 17
 - General Accounting system 17
 - intercompany settlements 266, 267
 - ranges of accounts 17
 - reviewing 21, 22
 - revising 21, 22
 - translating to another language 22

Automatic Accounting Instructions
(P0012) 22

B

balance sheet 234

balance sheet accounts 209

bank account

assigning to suppliers 119

setup 93

Bank Account by Address (P0030A) 87

Bank Account Cross Reference - Germany
(P74030G) 107

Bank Account Exception (R00310) 289

Bank Account Exception report 285

Bank Account Exception Report
(R00310) 87, 285

bank account information

A/R batch draft creation 87

additional information 88, 93

draft generation 90

draft remittance 87, 90

Germany 88

overview 83

Releve d'Identite Bancaire (R.I.B.) 87

revise or delete 104

revising manually 91

setting up additional bank account
information 86

setup G/L 100

uploading to system 90

validating 89

validation 87

Bank Account Information

(P0030G) 100, 104

bank account record types 83

bank account type user defined code list
(74/BK) 93

Bank Account Validation (R00314) 87,
289

bank Accounts by Address (P0030A) 106

Bank Accounts by Address
(P0030A) 104, 106, 110

bank accounts for customers and suppliers

revising and deleting 106

setting up 104

bank and branch information

revising 92

updating 92

working with 91

Bank Charge Revision form 114

bank charges 93

Bank ID - Italy table (F74030) 89, 90

Bank ID Table Upload - Italy (R74301) 90

bank ID validation 86

bank identification

revising information manually 91

uploading information to your
system 90

validation 90

See Also COMIT format; Italian bank
ID form (F74030)

bank numbers

converting 110

revising 92

updating 92

Bank Revision - Italy (P7430IT) 110

Bank Revision - Italy form 110

bank transfer tape formats 91

bank transfer type user defined code list
(75/TT) 92

bank transfers

bank and branch information 92

bank charge information 93

overview 91

treating amount 93

treating charge 93

Bank Transit Master (F0030) 93

Bank Transit Master table (F0030) 88,
107, 110

Bank Transit Number Master File table
(F0030) 87

bank transit numbers

setup 106

Bank/Branch Master - Japan table
(F75010) 92

Bank/Branch Table Upload
(R75010A) 111

Bank/Branch/Charge Revision
(P7530JP) 113

batch

entering 60, 61

invoice approving 68, 69

setting up batch approval and post
security 13

batch approval 69

Batch Approval / Post Security Constants
(P00241) 15, 16

batch control

difference amounts 67

overview 59

- batch review 69
 - adding transactions to a batch 68, 70
 - transaction 67
 - understanding 67
- batch status posting 72
- batch totals review 59
- Batches (P0011) 61, 69
- branch numbers
 - revising 92
 - updating 92
- Brazil
 - company and branch/plant cross-references 190
- building the account master word search table 221
- business unit
 - category codes 174
 - setup 173
 - translation for multiple languages 175, 179
- business unit assignment 190
- business unit category codes for organizational structures 184, 189
- Business Unit Snapshots (P0006S1) 189
- Business Unit Structure (P0006A) 182, 186
- business unit supplemental data example 141
- business units
 - for chart of accounts 207
 - setup 167
 - supplemental data reports 287
 - translating to another language 245
- Business Units (P0006) 179, 245

C

- calendar
 - setting up 30
 - setting up for advanced payment terms 30
 - setting up work day 44
- Cash Next Numbers Setup table (F74R0002) 202
- category codes
 - for accounts 211
 - for business units 174
 - for reporting 210
 - organizational structures 180
 - statutory accounts 233
- chart of accounts

- alternate 233, 235
- creating 215
- creating a model 231
- defining account segments 214, 216
- designing 209
- example 235
- government-defined 233
- intercompany accounts 266
- other account classifications 234
- planning 214
- reviewing 221, 227
- setting up 207
- statutory 233, 234, 235
- check crossing user defined code list (74/CC) 96
- check forwarding code user defined code list (74/CV) 94
- Chile
 - company constants 192
 - legal company 192
- code data types 142
- codes
 - category 174, 211
 - posting edit for accounts 212
- COMIT bank identification format 90
- comments, submitting xx
- common elements xx
- company
 - address book record 168, 171
 - fiscal date pattern 169
 - fiscal date pattern setup 167
 - setup 166, 168, 171
 - setup for intercompany settlements 265
- Company Additional Information table (F7400010) 201
- Company Localized Data form 201
- consumption tax bank transfers 93
- contact information xx
- cost settlement code user defined code list (74/28) 88
- costs abroad user defined code list (74/KC) 95
- costs NLG/Foreign user defined code list (74/KG) 95
- creating your chart of accounts 214
- cross-references xix
- currency rounding 135
- Customer Connection website xvi
- customers

setting up bank account
information 104

D

Date Effective Business Unit Build
(R0006S) 184, 189
date-effective organizational
structures 180
defining accounts that require
subledgers 230
defining additional subledger types 229,
231
delete or revise G/L bank account 104
deleting accounts 225
detail method for intercompany
settlements 253
document type (00/DT) user defined code
199
document types - vouchers only (00/DV)
user defined code 200
documentation
printed xvi
related xvi
updates xvi
draft remittance
bank account information 90
Draft Remittance (R03B672) 87, 90
due date rules
setting up 45
simulator 47
Due Date Rules Revisions (P00146) 30,
37, 45, 47
due upon receipt payment terms 29
Dutch bank account information setup 93
Dutch Bank Account Maintenance
form 115
Dutch bank account menu option 115
Dutch Payments Bank Information
(P74030H) 93, 115
Dutch Payments Bank Information table
(F74030H) 93

E

Enter Additional Information form 205
entering bank charge information 93
entering batch information 61

F

F0011 (Batch Control Records) 59

F74R0002 (Cash Next Numbers
Setup) 202
F74R0005 (Company Additional
Information) 201
fiscal date patterns
setting up 167, 169
setup guidelines 165
fiscal solutions
balance sheet 234
chart of accounts 234, 235
income statement 234
flexible format accounting 215, 216
forms
Account Flex Format 216
Bank Charge Revision 114
Bank Revision - Italy 110
Company Setup 171
Dutch bank account maintenance 115
German Bank Account/Additional
Information 107
Ledger Type Rules Setup 249
Organizational Structure 181
Review Expanded AAI Descriptions 23
Revise Accounts by Business Unit 222
Revise Business Unit form 176
Set Up Fiscal Date Patterns 169, 170
Set Up Multiple AAI Items 22
Set Up Next Numbers by System 11
Spain Company Additional Information
Revisions 169
Translate AAI Descriptions 22
Work Day Calendar Revisions 44
Work With Chart of Accounts 227
Work with Fiscal Company/Branch
Plant 191
Work With Fiscal Date Patterns 169
France
chart of accounts 235

G

G/L bank account information
delete or revise 104
setup 100
G/L Bank Accounts (P0030G) 87, 110
G/L date errors 63
G/L date warnings 63
G/L posted codes 72
General Ledger Post (R09801) 71, 73,
74, 75, 77
German bank account menu option 107

German Bank Account/Additional Information form 107
 Germany
 bank account information setup 88
 setting up additional bank account information 107
 Germany-Bank Transit Number Master - Addtl Information table (F74030G) 88
 group name user defined code list (74/GP) 96

H

hierarchy of organizational structures 180
 hub method for intercompany settlements 253

I

inactivating
 accounts 220
 business units 229, 231
 subledgers 229, 231
 income statement 234
 income statement accounts 209
 installment payment terms
 example 35
 setting up 48
 integrities
 pay when paid 282
 intercompany chart of accounts 266
 intercompany settlements
 configured hub method 253
 configured hub method additional setup 270
 configured hub method journal entry examples 261
 detail method 253, 267
 detail method journal entry examples 258
 error messages during post 268
 hub method 253, 266, 267
 hub method journal entry examples 255
 overview 253
 setting up companies 265
 setting up constants 264
 Invoice Journal Review (P03B11A) 70
 invoices
 add to existing batch 68, 70
 adding to an existing batch 70
 adding to existing batch 68

 approving batches 68, 69
 Italian bank file processing menu option 110
 Italian Bank Number Conversion (R74800) 110
 Italy
 bank information validation 89
 converting bank numbers 110
 revising bank identification information 91
 revising bank identification information manually 110
 uploading bank identification information 90

J

Japan
 bank and branch information 91
 entering bank charge information 113
 revising bank and branch information 113
 updating bank and branch information 111
 Japanese Bank Association (JBA) fund transfers 91

L

label for payment user defined code list (74/29) 88
 language
 translating automatic accounting instructions (AAIs) 22
 translating business unit descriptions 245
 ledger types
 setting up rules for 249
 line extension code field 72
 locating accounts 226
 LZB country code user defined code list (74/LA) 88

M

MMA Partners xvi
 model chart of accounts
 copying to actual 240
 creating 231
 multitiered discounts
 payment terms 37
 updating available discounts 41

N

- narrative data types 142
- net payment terms 29
- Netherlands
 - bank account information 93
 - setting up bank account information 115
- next numbers
 - cash transactions 201
 - for electronic GIAs 12
 - VAT recovery 201
- notes xix

O

- object account 207, 208
- organization setup
 - business units 167, 173, 176
 - companies 166, 171
 - fiscal date patterns 165, 167
 - overview 165
- Organizational Structure (P0006A) 183, 188
- organizational structures
 - category codes 180
 - date-effective 180
 - example 180
 - hierarchy 180
 - reviewing 182, 186
 - tree format 182
- overview
 - bank account information 83
 - FMS Fundamentals 1

P

- P0002 (Work With Next Numbers) 11
- P0006 (Business Units) 179, 245
- P0006A (Business Unit Structure) 186
- P0006A (Organizational structure) 182
- P0006A (Organizational Structure) 183, 188
- P0006S1 (Business Unit Snapshots) 189
- P0006S1 (Review Date-Effective Business Unit Master) 189
- P00071 (Work Day Calendar) 30, 44
- P00091 (Supplemental Data Setup) 143
- P00092 (Supplemental Data) 143
- P0011 (Batches) 61, 69
- P0012 (Automatic Accounting Instructions) 22

- P0014 (Payment Terms Revisions) 29, 38
- P00145 (Advanced Payment Terms) 30, 34, 35, 47, 48
- P00146 (Due Date Rules Revisions) 47
- (P00146) Due Date Rules Revisions 30, 37, 45
- P00241 (Batch Approval / Post Security Constants) 15, 16
- P0030A (Bank Account by Address) 87
- P0030A (Bank Accounts by Address) 104, 106, 110
- P0030G (Bank Account Information) 100, 104
- P0030G (G/L Bank Accounts) 87, 110
- P0050A (Structure Definition) 185
- P03B11A (Invoice Journal Review) 70
- P04012 (Supplier Master Information) 119, 128
- P0901 (Accounts) 179, 245
- P74030G (Bank Account Cross Reference - Germany) 107
- P74030H (Dutch Payments Bank Information) 93, 115
- P7430IT (Bank Revision - Italy) 110
- P7530JP (Bank/Branch/Charge Revision) 113
- P7606B (Work with Fiscal Company/Branch Plant) 191
- pay when paid 53
 - See Also* pay when paid processing
- overview 53
- system setup 53
 - Accounts Payable constants 54
 - customer master 54
 - next numbers 54
 - processing options 55
 - subcontractor threshold 55
 - voucher payment status code 54
- Pay When Paid Automatic Release (R03B470) 54
- Pay When Paid Automatic Release program (R03B470) 280
- Pay When Paid Customer Ledger Integrity program (R03B472) 282
- Pay When Paid Group Header Integrity program (R03B471) 282
- Pay When Paid Manual Link program (P03B470) 276
- pay when paid processing

- add and remove transactions from pay
 - when paid groups 278
- automatic linking of invoices and vouchers 275
- Contract and Service Billing
 - invoices 275
- create groups manually 276
- create pay when paid groups manually 279
- enter vouchers 275
- features 274
- group statuses 280
- integrities 282
- manual linking 276
- overview 273
- review and revise pay when paid groups 276
- voucher entry methods 274
- voucher release process 280
- Pay When Paid Supplier Ledger Integrity (R03B473) 283
- payment instruction user defined code list (74/I1) 95
- payment method user defined code list (74/NO) 96
- payment terms
 - due upon receipt 29
 - due upon receipt setup 38
 - multitiered discounts 37
 - net 29
 - net with discounts 29
 - proximate date 29
 - proximate date with discounts 29
 - setting up advanced payment terms 30
 - split payment terms 29
 - split payment terms with discounts 29
- Payment Terms Revisions (P0014) 29, 38
- PeopleBooks
 - ordering xvi
- PeopleCode, typographical conventions xviii
- PeopleSoft application fundamentals xv
- Peru
 - company constants 194
 - legal company 194
- petty cash
 - cash issue note 204
 - cash receipt note 204
 - setting up next numbers 202

- petty cash document type (74R/CD) user defined code 200
- Petty Cash Net Number form 203
- Petty Cash Next Numbers Set Up (P74R0002) 202
- Petty Cash Transaction (P74R0101) 204
- Poland
 - legal company setup 200
 - organizational setup 199
- posting
 - creating automatic offsets 72
 - edit codes for accounts 212, 230
 - fiscal date patterns 165
 - initiating other programs 72
 - selecting data 71
 - updating the batch status 72
 - updating the line extension code field 72
 - updating the posted code 72
 - updating the Taxes table 72
 - validating information and error processing 71
 - verifying journal entry post 73
- posting G/L journal entries to equipment 71
- prerequisites xv
- printed documentation xvi
- processing code user defined code list (74/SU) 94
- processing options
 - P74R0002 (Petty Cash Next Number Setup) 203
 - P74R0101 (Petty Cash Transactions) 204
 - Pay When Paid Manual Link (P03B470) 278
 - R005141 (Update A/P Vouchers) 50
 - R005142 (Update A/R Invoices) 50
 - Supplier Master MBF (P00100042) 128
- proximate date payment terms 29

R

- R0006S (Date Effective Business Unit Build) 184, 189
- R00310 (Bank Account Exception Report) 87, 285
- R00310 (Bank Account Exception) 289
- R00314 (Bank Account Validation) 87, 289

R005141 (Update A/P Vouchers) 41, 289
 R005142 (Update A/R Invoices) 41, 289
 R03B470 (Pay When Paid Automatic Release) 54, 280, 281, 289
 (R03B470) Pay When Paid Automatic Release 280
 R03B471 (Pay When Paid Group Header Integrity) 289
 (R03B471) Pay When Paid Group Header Integrity 282
 R03B472 (Pay When Paid Customer Ledger Integrity) 289
 (R03B472) Pay When Paid Customer Ledger Integrity 282
 R03B473 (Pay When Paid Supplier Ledger Integrity) 289
 (R03B473) Pay When Paid Supplier Ledger Integrity 283
 R03B671 (A/R Batch Draft Creation) 87, 90, 289
 R03B672 (Draft Remittance) 87, 90, 289
 R09801 (General Ledger Post) 71, 73, 74, 75, 77, 289
 R74301 (Bank ID Table Upload - Italy 90
 R74800
 processing options 111
 R74800 (Italian Bank Number Conversion) 110
 R75010A (Bank/Branch Table Upload) 111
 related documentation xvi
 releve d'identite bancaire 87
 reporting structures 180
 Review Date-Effective Business Unit Master (P0006S1) 189
 reviewing your chart of accounts 221, 227
 rounding versus soft rounding 135
 Russia
 legal company setup 200
 next numbers setup 201
 organizational setup 199
 petty cash setup 202
 supplemental petty cash information 204

S

set up G/L bank account information 100
 Set Up Next Numbers by System form 11
 setting up

batch approval and post security 13
 business units 167
 chart of accounts 207
 companies 166, 168, 171
 setting up companies for intercompany settlements 265
 setting up customer and supplier bank accounts 104
 setting up due date rules 45
 setting up installment payment terms 48
 setting up intercompany accounts 266
 setting up intercompany automatic accounting instructions (AAIs) for the hub method 266
 setting up payment terms for multitiered discounts 37
 setting up work day calendars 44
 setup
 account information validation 89
 additional company information 169
 automatic accounting instructions (AAIs) 22
 bank account information 88, 93
 bank account information validation 87
 bank transit numbers 106
 bank validation information 89
 chart of accounts, alternate 235
 company and plant cross references 190
 company and plant cross references (BRA) 191
 due date rule date ranges 33
 due upon receipt payment terms 38
 intercompany automatic accounting instructions (AAIs) for the detail method 267
 intercompany settlement constant 264
 next number for electronic GIA 12
 payment terms 26
 secured users 16
 tax amount update 73
 work day calendars 44
 SIA code 110
 Simulator form 47
 Spain
 A.E.B. bank account information 129
 chart of accounts 234
 Spain Company Additional Information Revisions form 169
 split payment terms 29
 split payment terms with discounts 29

- statutory accounts 233
 - defining 233
 - reviewing 233
 - using 233
- Structure Definition (P0050A) 185
- subledger
 - accounts 213
 - accounts requiring 230
 - additional types 229, 231
 - inactivating 229, 231
 - types 227
- subsidiary accounts 207, 208, 213
- suggestions, submitting xx
- supplemental data
 - column titles on reports 287
 - copying data types 161
 - entering 155
 - entering code format 155
 - entering narrative format 155
 - entering program format 155
 - example 141
 - overview 137
 - printing 287
 - reviewing 163
 - setting up code format 139
 - setting up language override 143
 - setting up message format 139
 - setting up narrative format 139
 - setting up program format 139
 - setting up supplemental data types 143
- Supplemental Data (P00092) 143
- Supplemental Data Setup (P00091) 143
- supplier
 - assigning bank accounts 119
 - entering address and mailing information 128
- Supplier Master Information (P04012) 119, 128
- SWIFT messages 95
- system setup
 - bank account information 88, 93
 - bank account information validation 87
 - chart of accounts, alternate 235
 - company and plant cross references (BRA) 191
 - tax amount update 73

T

- tables
 - F0006 167, 183, 184

- F0006S 183, 184
- F00090 (Supplemental Database Setup) 137
- F00091 (Supplemental Database Data Types) 137
- F00092 (Supplemental Data) 137
- F0010 - Company Constants 168
- F0011 (Batch Control Records) 59
- F0018 (Taxes) 72, 73
- F0030 (Bank Transit Master) 88, 93, 107, 110
- F0030 (Bank Transit Number Master File) 87
- F0050A 185
- F0901D - Account Master-Alternate Description 245
- F74030 (Bank ID - Italy) 89, 90
- F74030G (Germany-Bank Transit Number Master - Addtl Information) 88
- F74030H (Dutch Payments Bank Information) 93
- F74SCSB (A.E.B. Bank - Spain) 129
- F75010 (Bank/Branch Master - Japan) 92
- tax
 - individual ID number 190
 - update amounts 73
- Taxes table (F0018) 73
- transfers
 - bank 92
 - bank charges 91
 - consumption taxes 91, 93
- transit type user defined code list (74/TT) 95
- translating
 - accounts 245
 - automatic accounting instructions (AAIs) 22
 - business unit descriptions 245
 - deleting business unit translations 179, 246
- typographical conventions xviii

U

- Update A/P Vouchers (R005141) 41, 50
- Update A/R Invoices (R005142) 41, 50
- updating bank and branch information 111
- user defined code lists
 - article number (74/AN) 94

- bank account type (74/BK) 93
- bank transfer type - Japan (75/TT) 92
- check crossing (74/CC) 96
- check forwarding code (74/CV) 94
- cost settlement code (74/28) 88
- costs abroad (74/KC) 95
- costs NLG/Foreign (74/KG) 95
- document type (00/DT) 199
- document types - vouchers only (00/DV)
200
- group name (74/GP) 96
- label for payment (74/29) 88
- LZB country code (74/LA) 88
- payment instruction (74/I1) 95
- payment method (74/NO) 96
- petty cash document type (74R/CD)
200
- processing code (74/SU) 94
- transit type (74/TT) 94

V

- validating account information 89
- verifying the post of journal entries 73
- visual cues xix

W

- warnings xix
- Work Day Calendar (P00071) 30, 44
- Work Day Calendar Revisions form 44
- Work with Fiscal Company/Branch Plant
(P7606B) 191
- Work with Fiscal Company/Branch Plant
form 191
- Work With Next Numbers (P0002) 11
- workflow messages 74