

# PeopleSoft®

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## PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook

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**August 2005**

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# 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.

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**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.

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## 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.

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## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

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**Note.** Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

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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.

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## 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.

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**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.

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### 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**

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**Email**

Send email to MMA Partners at [peoplebookspres@mmapartner.com](mailto:peoplebookspres@mmapartner.com).

**See Also**

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

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## 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

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

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## 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
<b>Bold</b>	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.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
... (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.

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## Comments and Suggestions

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

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

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

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

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## Common Elements Used in PeopleBooks

<b>Address Book Number</b>	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.
<b>As If Currency Code</b>	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.
<b>Batch Number</b>	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).
<b>Batch Date</b>	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.
<b>Batch Status</b>	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.
<b>Branch/Plant</b>	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.
<b>Business Unit</b>	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.
<b>Category Code</b>	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.
<b>Company</b>	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.

<b>Currency Code</b>	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.
<b>Document Company</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Document Number</b>	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.
<b>Document Type</b>	<p>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> <p><i>P</i>: Accounts payable documents.</p> <p><i>R</i>: Accounts receivable documents.</p> <p><i>T</i>: Time and pay documents.</p> <p><i>I</i>: Inventory documents.</p> <p><i>O</i>: Purchase order documents.</p> <p><i>S</i>: Sales order documents.</p>
<b>Effective Date</b>	<p>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:</p> <ul style="list-style-type: none"><li>• The date on which a change of address becomes effective.</li><li>• The date on which a lease becomes effective.</li><li>• The date on which a price becomes effective.</li><li>• The date on which the currency exchange rate becomes effective.</li><li>• The date on which a tax rate becomes effective.</li></ul>
<b>Fiscal Period and Fiscal Year</b>	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).
<b>G/L Date</b> (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 Management Solutions Application Fundamentals Preface

This preface discusses:

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

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## PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- EnterpriseOne Address Book
- EnterpriseOne Accounts Payable
- EnterpriseOne Accounts Receivable
- EnterpriseOne General Accounting
- EnterpriseOne Multicurrency Processing
- EnterpriseOne Taxes
- EnterpriseOne Fixed Assets
- EnterpriseOne Job Cost

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## Common Elements Used in This PeopleBook

### **Account Number**

Enter an account in the general ledger. You can use one of these 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.

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**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 general ledger 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** (general ledger offset)

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

You can assign up to four alphanumeric characters to represent the general ledger offset or you can assign the three-character currency code if you enter multiple currency transactions. You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the general ledger offset and uses the account that is set up for AAI item 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.
	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.
<b>Open Amount</b>	Displays the amount of an invoice or voucher pay item that is unpaid.
<b>Pay Item and Pay Itm</b>	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.
<b>Payment Terms, Pymt Terms, and Default Payment Terms</b>	<p>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:</p> <p>Blank: Net 15.</p> <p><i>001</i>: 1/10 net 30.</p> <p><i>002</i>: 2/10 net 30.</p> <p><i>003</i>: Due on the 10th day of every month.</p> <p><i>006</i>: Due upon receipt.</p> <p>The payment term code prints on customer invoices.</p>
<b>Pay Status, Pay Stat, and PS (payment status)</b>	<p>Enter the code from UDC table 00/PS that indicates the current payment status for a voucher or an invoice. Examples of codes include:</p> <p><i>A</i>: Approved for payment but not yet paid.</p> <p><i>H</i>: Hold, pending approval.</p> <p><i>P</i>: Paid.</p> <hr/> <p><b>Note.</b> Some payment status codes are hard coded.</p> <hr/>
<b>Posted Code and PC (posted code)</b>	<p>Displays a code that the system uses to determine whether a transaction is available for the post process. Values are:</p> <p>Blank: Unposted.</p> <p><i>D</i>: Posted.</p> <p><i>P</i>: Posted or posting. Depending on the type of transaction, the posted code has different meanings. If the code is assigned to an F0911 transaction, 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 encountered.</p>
<b>Posting Edit Code</b>	<p>Enter a code that controls general ledger posting and account balance updates. You assign a general ledger post code to each account. Values are:</p> <p>Blank: Allows transactions to post to the business unit. Posts subledger in detailed format for every account transaction. Does not require subledger entry.</p> <p><i>B</i>: Only allows posting to budget ledger types that begin with B or J.</p> <p><i>I</i>: Inactive account. No posting allowed.</p>

*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 transactions. Does not allow transactions to post or account balances to update. 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

<b>Service/Tax Date</b>	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).
<b>Subledger and Sub-ledger</b>	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.
<b>Subledger Type and Sub Type</b>	Enter the subledger type that corresponds to the subledger.
<b>Subsidiary and Sub</b>	Enter a subset of the object account. Subsidiary accounts include detailed records of the accounting activity for an object account.
<b>Tax Ex, Tax Expl, and Tx Ex (tax explanation)</b>	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.
<b>Tax Amount</b>	<p>Enter the amount assessed and payable to tax authorities. It is the total of the VAT (value added tax), use, and sales taxes (PST).</p> <p>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.</p> <p>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.</p>
<b>Taxable Amount</b>	<p>Enter the amount on which taxes are assessed.</p> <p>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.</p>

**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 that 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 general ledger distribution amounts when you create an invoice or voucher.



# CHAPTER 1

## Getting Started with PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals

This chapter discusses:

- Financial Management Solutions Application Fundamentals overview.
- Financial Management Solutions Application Fundamentals implementation.

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### Financial Management Solutions Application 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 (FMS) system provides a versatile, cost-effective, and timesaving solution for managing your financial information. You use the systems that make up the FMS system to track information that financial users typically share.

Financial Management Solutions Fundamentals provides setup and usage information that is shared among the PeopleSoft EnterpriseOne financial applications.

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### Financial Management Solutions Application Fundamentals Implementation

This section provides an overview of the steps that are required to implement the FMS 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 *About These PeopleBooks*, with information about where to find the most current version of each.

#### Global Implementation Steps

This table lists the suggested global implementation steps for the PeopleSoft EnterpriseOne FMS system:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	<a href="#">Chapter 3, “Setting Up Organizations,” page 11</a>
2. Set up the chart of accounts. Set up accounts, subledgers, a model chart of accounts, and an alternate chart of accounts. Also assign third GL account numbers, copy accounts to business units, create accounts dynamically, translate accounts, and revise the structure of your organization.	<a href="#">Chapter 7, “Creating the Chart of Accounts,” page 59</a>
3. (BRA, CHL, PER, POL, and RUS) Set up legal companies for Brazil, Chile, Peru, Poland and Russia. Set up company and branch/plant cross-references for Brazil and petty cash for Russia.	<a href="#">Chapter 4, “(BRA, CHL, PER, POL, RUS) Setting Up Organizations,” page 33</a>
4. Set up the General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook, “Setting Up the General Accounting System”</i>
5. Set up multicurrency processing, including currency codes and exchange rates.	<ul style="list-style-type: none"> <li>• <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SPI PeopleBook, “Setting Up General Accounting for Multicurrency Processing”</i></li> <li>• <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SPI PeopleBook, “Setting Up Exchange Rates”</i></li> </ul>
6. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook, “Setting Up the General Accounting System,” Setting Up Ledger Type Rules for General Accounting</i>
7. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 SPI PeopleBook, “Entering Address Book Records”</i>

## Implementation Steps

This table lists the implementation steps for the FMS system:

Step	Reference
1. Set up batch approval and post security.	<a href="#">Chapter 2, “Setting Up Batch Approval and Post Security,” page 5</a>
2. Set up system next numbers.	<a href="#">Chapter 5, “Setting Up Next Numbers,” page 43</a>
3. Set up GL bank accounts as well as customer and supplier bank accounts.	<a href="#">Chapter 9, “Setting Up Bank Accounts,” page 107</a>
4. (BEL, DEU, FRA, ITA, JPN, and NLD) Set up bank accounts.	<a href="#">Chapter 8, “(BEL, DEU, FRA, ITA, JPN, NLD) Setting Up Bank Accounts,” page 85</a>
5. Set up automatic accounting instructions (AAIs).	<a href="#">Chapter 10, “Setting Up Automatic Accounting Instructions,” page 127</a>
6. Set up intercompany settlements.	<a href="#">Chapter 12, “Setting Up Intercompany Settlements,” page 147</a>
7. Set up standard and advanced payment terms.	<a href="#">Chapter 14, “Setting Up Payment Terms,” page 169</a>

<b>Step</b>	<b>Reference</b>
8. Set up pay when paid processing options for the Voucher Entry MBF (P0400047), Standard Voucher Entry (P0411), and Voucher Match (P4314) programs.	<u>Chapter 15, "Setting Up Pay When Paid Processing," page 183</u>
9. Set up supplemental data types.	<u>Chapter 17, "Setting Up Supplemental Data," page 191</u>



## CHAPTER 2

# Setting Up Batch Approval and Post Security

This chapter discusses how to:

- Set up management approval by system.
- Set up batch security by system.
- Set up approved and secured users.
- Set up workflow for batch approval and post.

---

## Setting Up Management Approval by System

You choose whether to have management approve each batch of transactions before the batch can be posted. You set up management approval for AR, AP, and GL, and not for specific companies.

This section discusses how to set up manager approval of batches.

## Forms Used to Set Up Management Approval by System

Form Name	FormID	Navigation	Usage
System Setup	W0000A	<ul style="list-style-type: none"> <li>Accounts Receivable Setup (G03B41), Accounts Receivable Constants</li> <li>Accounts Payable Setup (G0441), Accounts Payable Constants</li> <li>General Accounting Setup (G0941), General Accounting Constants</li> </ul>	Select the system in which to set up management approval for batches.
Accounts Receivable Constants	W0000D	On the System Setup form, click Accounts Receivable Constants. On the Work with A/R Constants form, enter 00000 in the Company field. Click Find, and then click Select.	Set up management approval of batches for the Accounts Receivable system.
Accounts Payable Constants	W0000E	On the System Setup form, click Accounts Payable Constants.	Set up management approval of batches for the Accounts Payable system.
General Accounting Constants	W0000B	On the System Setup form, click General Accounting Constants.	Set up management approval of batches for the General Accounting system.

## Setting Up Manager Approval of Batches

Access the Accounts Receivable Constants, Accounts Receivable Constants, Accounts Payable Constants, or General Accounting Constants form.

General Accounting Constants form

**Manager Approval of Input** Select this check box if manager approval is required for batches. The system assigns a Pending status to the batch and a manager must approve it before it can be posted.

If you do not select this check box, the system assigns an Approved status to the batch and the batch does not require that a manager approve it before it can be posted.

## Setting Up Batch Security by System

This section discusses how to set up batch security.

### Form Used to Set Up Batch Security by System

Form Name	FormID	Navigation	Usage
Batch Approval / Post Security Constants	W00241A	G/L Advanced & Technical Operations (G0931), Batch Approval / Post Security Constants	Set up batch security by system and batch review security.  To print a list that shows the names of approved or restricted users for batch security, select Batch Security Rpt from the Report menu on the Batch Approval / Post Security Constants form.

### Setting Up Batch Security

Access the Batch Approval / Post Security Constants form.

Batch Approval / Post Security Constants form

**G/L Batch Security, A/P Batch Security, and A/R Batch Security**

Select the corresponding check box to activate batch security editing in the General Accounting, Accounts Payable, or Accounts Receivable system. The system performs this editing when you approve and post batches for a particular system.

After you activate batch security editing, you must set up authority for secured users and approved users.

### Batch Review Security

Select this check box to restrict unauthorized users from viewing batches other than their own using the General Journal Review program.

---

## Setting Up Approved and Secured Users

This section provides an overview of approved and secured users and discusses how to:

- Set up approved users.
- Set up secured users.

### Understanding Approved and Secured Users

To have management approve each batch of transactions before the batch can be posted, you must set up two types of users:

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

### Forms Used to Set Up Approved and Secured Users

Form Name	FormID	Navigation	Usage
Batch Approval / Post Security Constants	W00241A	G/L Advanced & Technical Operations (G0931), Batch Approval / Post Security Constants	Set up batch security by system and batch review security.
Approved by User	W00241F	On the Batch Approval / Post Security Constants form, select Approved by Users from the Form menu. On the Work With Approved by Users form, click Add.	Set up approved users.
Secured User	W00241J	On the Batch Approval / Post Security Constants form, select Secured Users from the Form menu. On the Work With Secured Users form, click Add.	Set up restricted users.

### Setting Up Approved Users

Access the Approved by User form.

Approved by User form

**Approved By Users and Secured User**

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

If the person has authority to approve and post all user batches, enter *\*ALL* in the Secured User field instead of identifying each user individually.

## Setting Up Secured Users

Access the Secured User form.

**Secured User and Approved by User**

Enter the address book number of a user who is restricted from approving and posting batches.

Enter the user ID of the person who is authorized to approve and post batches for the secured user in the Approved by User field.

## Setting Up Workflow for Batch Approval and Post

This section discusses how to set up workflow to approve and post batches.

### Setting Up Workflow to Approve and Post Batches

To approve batches or approve and post batches from the work center, you must first identify 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 either 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 users must also be set up as recipients in the workflow process.

---

**Note.** Employees who are set up as approved users can still approve batches from the appropriate batch review program.

---

These workflow processes are available for approving batches:

- JDEBCHAPR: Approve journal entry batches (batch type G).
- JDEVBCHAPR: Approve voucher batches (batch type V).

Each workflow process has two versions:

- Version 1: Approve batches only.
- Version 2: Approve and post batches.

To set up the system to use workflow for approving and posting batches:

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

## CHAPTER 3

# Setting Up Organizations

This chapter provides an overview of organization setup and discusses how to:

- Set up fiscal date patterns.
- Set up companies.
- Set up business units.
- Set up organizational structures.

---

## 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, and expenses.

---

## Setting Up Fiscal Date Patterns

This section provides an overview of fiscal date pattern setup and discusses how to set up a fiscal date pattern.

### Understanding Fiscal Date Pattern Setup

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 which period in the company's fiscal pattern to post. For example, if the fiscal year 2006 is July to June, then the ending date for period 01 would be July 31, 2006. 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 enable you to specify the fiscal year. For example, if the fiscal year is July 2006 to June 2007 and the ending date for period 1 is July 31, 2006, the fiscal year is 2006.

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 that is used only for adjustments.
- 14-period accounting  
This type of accounting contains one period per month, plus two periods that are 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.

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 that is 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 (November 30, 2006)
- 12 (December 29, 2006)
- 13 (December 30, 2006)
- 14 (December 31, 2006)

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.

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 2006 to end on January 7, 2006, and period 1 of 2007 to end on December 31, 2006, the system considers both of these to be fiscal year 2006.

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).

## Forms Used to Set Up Fiscal Date Patterns

Form Name	FormID	Navigation	Usage
Work With Fiscal Date Patterns	W0008B	Organization & Account Setup (G09411), Company Names & Numbers  On the Work With Companies form, select Date Pattern from the Form menu.	Review a list of date patterns.
Set Up Fiscal Date Pattern	W0008A	On the Work With Fiscal Date Patterns form, click Add.	Set up a fiscal date pattern.

## Setting Up a Fiscal Date Pattern

Access the Set Up Fiscal Date Pattern form.

**Company Names & Numbers - Set Up Fiscal Date Pattern**

OK Cancel Tools

Fiscal Date Pattern \* F

Date Fiscal Year Begins \* 06/01/05

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

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 that is unique to your environment. R, the default pattern, identifies a regular calendar pattern.

**Date Fiscal Year Begins**

Enter the first day of the fiscal year.

**Period End Date**

For 12-period accounting, enter the month end date for each of the 12 periods in the pattern.

For 13-period accounting, enter the end date for each of the 13 periods in the pattern. If your fiscal year ends on December 31, 2006, enter December 30, 2006 as the end date for period 12, and then enter December 31, 2006 as the end date for period 13. Period 13 is the period that you can use to enter any adjustments.

For 14-period accounting, enter the end date for each of the 14 periods in the pattern. If your fiscal period ends on December 31, 2006, enter December 29, 2006 as the end date for period 12, December 30, 2006 as the end date for period 13, and then December 31, 2006 as the end date for period 14. You can use periods 13 and 14 to enter any adjustments.

For 4-4-5-period accounting, enter the 4-4-5 week pattern. For example, assume that the end date for period 1 represents the end date of the 4<sup>th</sup> week from January 1<sup>st</sup>. The end date for period 2 represents the end date of the 4<sup>th</sup> week from January 26<sup>th</sup>, and the end date for period 3 represents the end date of the 5<sup>th</sup> week from February 23<sup>rd</sup>. These three periods make up the 4-4-5 week period.

## Setting Up Companies

This section provides an overview of company setup and discusses how to set up a company.

### Understanding Company Setup

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 General Accounting, Accounts Payable, and Accounts Receivable.

You must set up each company in your organization, as well as the default company 00000, using the Company Names & Numbers program (P0010). In addition to setting up your companies using this program, you must set up your companies in the Address Book system. (You cannot set up company 00000 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.

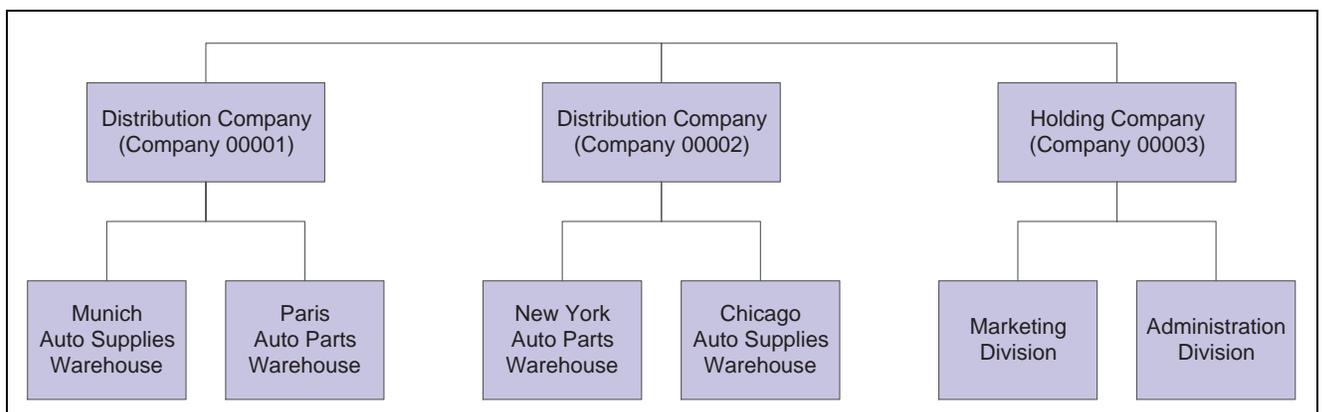
For example, if you set up Mars Distribution as company 6000 in the Company Names & Numbers program, you should also set up address book number 6000 in the Address Book system as Mars Distribution. If you must use address book number 6001 because 6000 has already been used, enter 6001 in the Company Address Number field on the Company Setup form for company 6000.

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

The system maintains company information in the Company Constants table (F0010).

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. This setup provides for reporting and accounting at a lower level. You can consolidate these “non-companies” for true entity reporting through business unit category codes and data selection on reports.

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**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.

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### (ESP) Companies in Spain

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.

## Form Used to Set Up Companies

Form Name	FormID	Navigation	Usage
Company Setup	W0010B	Organization & Account Setup (G09411), Company Names & Numbers  On the Work With Companies form, click Add.	Set up a company.

## Setting Up a Company

Access the Company Setup form.

### 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. At this level, you can have intercompany transactions.

You can use company 00000 for default values such as dates and AAIs. 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 *R*.

(JPN) Companies in Japan must enter *J* 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. If you leave this field blank, the system uses the default value of *12*.

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 depreciation code *C* when

depreciation amounts are calculated based on monthly tables, which the Internal Revenue Service (IRS) provides for 12 accounting periods only.)

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**Note.** If you have 12 accounting periods and you are using the 13<sup>th</sup> period for audit adjustments, the normal number of periods is 12.

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<b>Current Period</b>	<p>Enter a number from 1 to 14 that identifies the current accounting period. If you leave this field blank, the system uses the default value <i>1</i>. The system uses this number to generate error messages, such as PBCO (posted before cut off) and PACO (posted after cut off).</p> <p>You can set the current period for General Accounting before the current periods for Accounts Payable and Accounts Receivable, but not after.</p> <p>(JPN) In Japan, the fiscal year begins in April.</p>
<b>Beginning of Fiscal Year</b>	Enter the first day of the fiscal year.
<b>Company Address Number</b>	Enter a value in this field if the address book number of the company is different from the company number. This field contains the company number from the Address Book system.
<b>Current Period</b>	Enter a value for the current period. If you leave this field blank, the system uses the default value <i>1</i> .
<b>Beginning of Fiscal Year</b>	Enter a value for the beginning of the fiscal year. If you leave this field blank, the system uses the year that is entered in the Beginning of Fiscal Year field under the General Accounting heading.
<b>Reporting Period</b>	<p>Enter a value that specifies the reporting period. Use this field to specify a default financial reporting date that is different from the actual accounting period. Because financial report preparation often lags behind the actual closing of books, you can close a month without having to finish all financial statements.</p> <p>By changing this field, you can generate any prior-period financial statements.</p>
<b>Reporting Year</b>	<p>Enter a value that specifies the reporting year. Values are:</p> <p><i>00</i> through <i>99</i>: A specific fiscal year.</p> <p>Blank: The current fiscal year (financial reporting date).</p> <p>*: All fiscal years.</p> <p><i>-9</i> through <i>-1</i>: A previous fiscal year (relative to the financial reporting date).</p> <p><i>+1</i> through <i>+9</i>: A future fiscal year (relative to the financial reporting date)</p> <p>If you leave this field blank, the system uses the year that is entered in the Beginning of Fiscal Year field under the General Accounting heading.</p>

### See Also

*PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook*

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## Setting Up Business Units

This section provides an overview of business unit setup and discusses how to:

- Set up business units.
- Revise business units.
- Translate business units.

### Understanding Business Unit Setup

After you set up the companies for your organization, you must set up business units for each company. Business units are part of the basic account structure in the General Accounting system and denote where transactions affect 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, and expenses.

Typically, you set up business units when you first set up the General Accounting system. However, you might also need to set up new business units if your company structure changes.

Balance sheet accounts (assets, liabilities, and equity accounts) are usually associated with a balance sheet business unit. Typically, the number for balance sheet business units is the same as the company number. For example, for company 00100, the balance sheet business unit would be 100 (you do not need leading zeros for the business unit). If the company number and balance sheet business units are not the same, you should be aware of special considerations when you close the fiscal year.

See *PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook*, “Setting Up the General Accounting System,” Understanding Retained Earnings Accounts.

Business units are unique, 12-character, alphanumeric fields. These characteristics apply to business units:

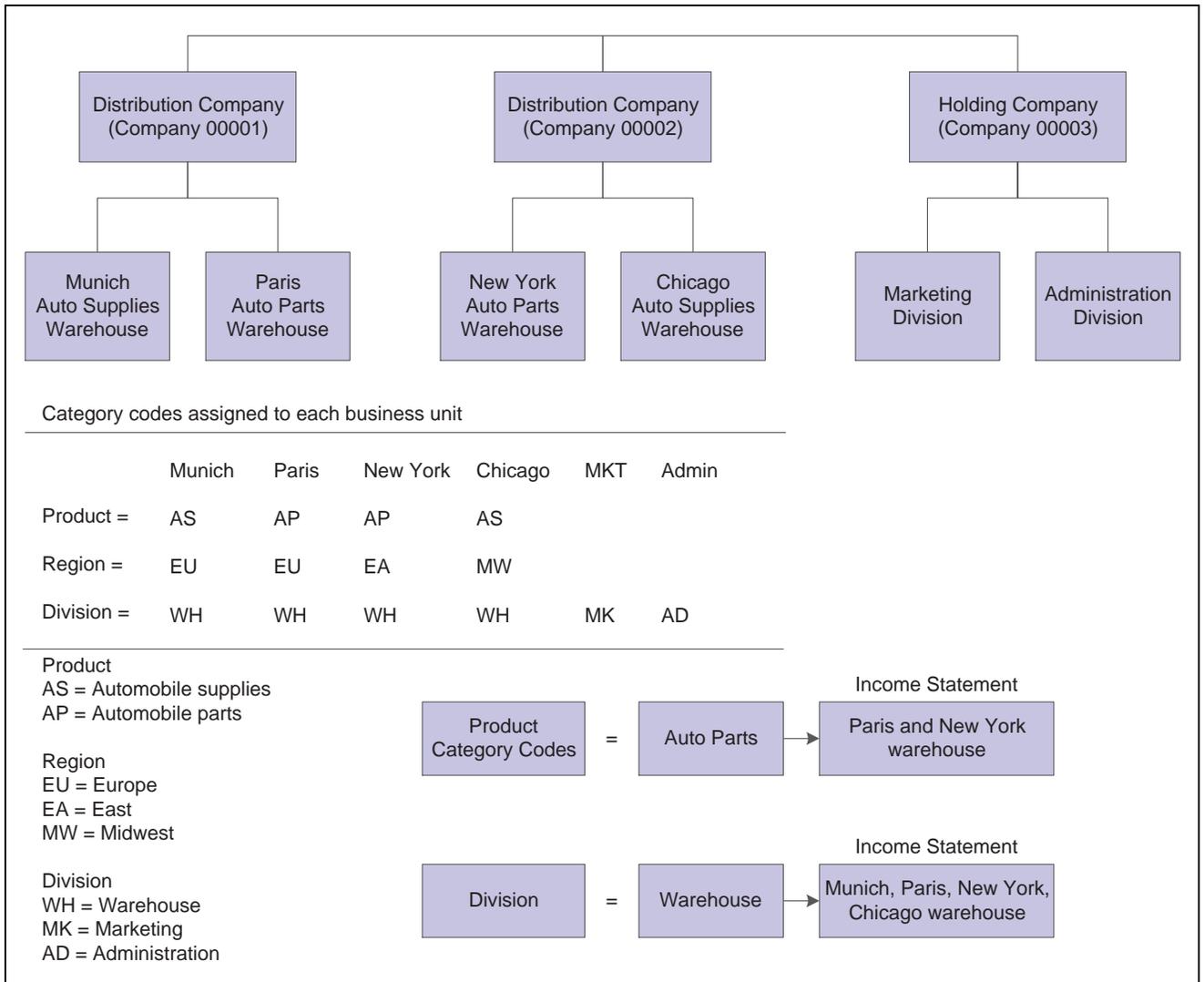
- A business unit can be assigned to only one company.
- A company can have several business units.
- Each company must have at least one business unit for the balance sheet.
- Business units are the basis for income statements (the level at which you track revenues and expenses).

The system maintains business unit information in the Business Unit Master table (F0006).

### Business Unit 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.

After you define your category codes and set up your business units, you need to assign the category codes to each business unit.

**Business Unit Translation**

If you work 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 AAIs and user-defined codes (UDCs).

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	FormID	Navigation	Usage
Work With Business Units	W0006B	Organization & Account Setup (G09411), Review and Revise Business Units  To print the Business Unit Report (R0006P) by company, select BU Print from the Report menu.	Review a list of business units and print a report.
Revise Business Unit	W0006A	On the Work With Business Units form, click Add.  To review or revise the address book record for the business unit, select Address Book from the Form menu.	Set up and revise business units. Assign category codes to business units
Revise Multiple Business Units	W0006F	On the Work With Business Units form, select Rev Mult BU from the Row menu.	Change multiple business units.
Translate Business Unit Descriptions	W00065A	Organization & Account Setup (G09411), Translate Business Units  On the Work with Companies form, select a record.	Translate business units. The language preference must be set up in the user profile.
Review BU Expanded Descriptions	W00065C	On the Translate Business Unit Descriptions form, select Expanded Desc. from the Row menu.  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.	Add more translated text to a business unit description.
Business Unit Translations	W0006J	On the Work With Business Units form, select Translations and then Transl Single BU from the Row menu.	Review translated business units in multiple languages.  To change multiple business units, select the Rev Mult BU option from the Row menu on the Work With Business Units form.

## Setting Up Business Units

Access the Revise Business Unit form.

Revise Business Unit form

### Revise Single BU

Select this tab.

#### 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.

<b>Business Unit Type</b>	Enter a code from UDC table (00/MC that identifies the classification of the business unit.
<b>Subledger Inactive Code</b>	<p>Enter a code (00/SI) that indicates whether a specific subledger is inactive. Values are:</p> <p>Blank: Subledger active.</p> <p><i>I</i>: Subledger inactive.</p> <p>Examples of inactive subledgers are jobs that are closed, employees who have been terminated, or assets that have been disposed. If an inactive subledger becomes active again, change the value in this field.</p> <p>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), enter <i>I</i>.</p>
<b>Model Account/Consolid.</b> (model account/consolidated)	<p>Enter a code that indicates the type of business unit or account. Values are:</p> <p>Blank: Non-model business unit or account.</p> <p><i>M</i>: Model business unit or account.</p> <p><i>C</i>: Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible.</p>
<b>More Detail</b>	
Select this tab.	
<b>Tax Rate/Area</b>	Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code that 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 GL distribution amounts when you create an invoice or voucher.
<b>Project Number</b>	<p>Enter a subsequent business unit or a project number.</p> <p>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.</p> <p>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.</p>
<b>Posting Edit</b>	<p>Enter a code that specifies whether to allow transactions to post to the general ledger for the business unit. Values are:</p> <p>Blank: Allow transactions to post to this business unit.</p> <p><i>K</i>: Allow transactions to post to this business unit. The original budget is locked, and change orders are required for making changes to the budget.</p> <p><i>N</i>: Do not allow transactions to post to this business unit or job. Use this code for a job that is not started or is closed.</p>

*P:* Do not allow transactions to post to this business unit. The business unit can be purged.

## Revising Business Units

This table lists additional tasks and information that are related to business units.

Task	Description
Revising business units	Typically, you revise a business unit only if one or more of these statements apply: <ul style="list-style-type: none"> <li>You want to change the description.</li> <li>You want to include additional information, particularly additional lines for a business unit description.</li> <li>Your company has been restructured.</li> </ul>
Deleting business units	You can delete a business unit if it does not have: <ul style="list-style-type: none"> <li>Records in the Account Ledger table (F0911).</li> <li>Current records in the Account Balances table (F0902).</li> <li>Assigned accounts from the Account Master table (F0901).</li> </ul>
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.

## Translating Business Units

Access the Translate Business Unit Descriptions form.

### From Language

Enter the user-defined code (01/LP) for the language that you want to use as a base to translate business unit descriptions. The code must exist at the system level or in the user preferences.

### To Language

Enter the code for the language into which you want to translate business unit descriptions.

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## Setting Up Organizational Structures

This section provides an overview of organizational structures, lists prerequisites, and discusses how to:

- Define organizational structures.
- Set processing options for Business Unit Structure Tree View (P0006A).
- Review organizational structures.
- Rearrange organizational structure components.
- Revise business units within an organizational structure.
- 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.  
Each structure can contain up to 20 levels of category codes.
- Use category codes to define the levels of the hierarchy.  
Create organizational structures by sequencing the category codes that are defined for each business unit.
- Move business units or groups of business units within the hierarchy.

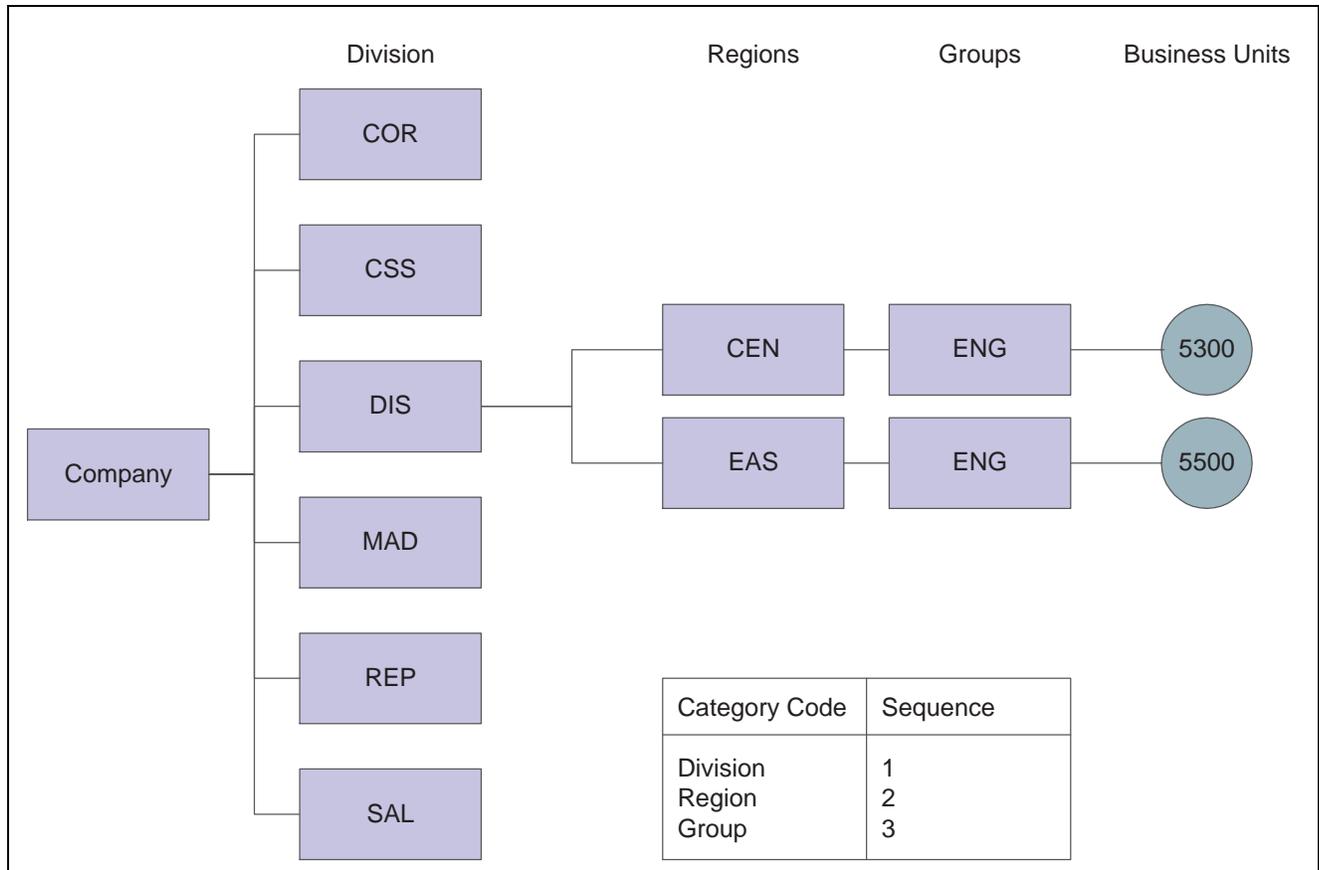
You can create multiple organizational structures for various purposes, such as financial, geographic, and responsibility reporting. Each structure can be as simple or as complex as needed.

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. With the tree structure, you can 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 diagram.

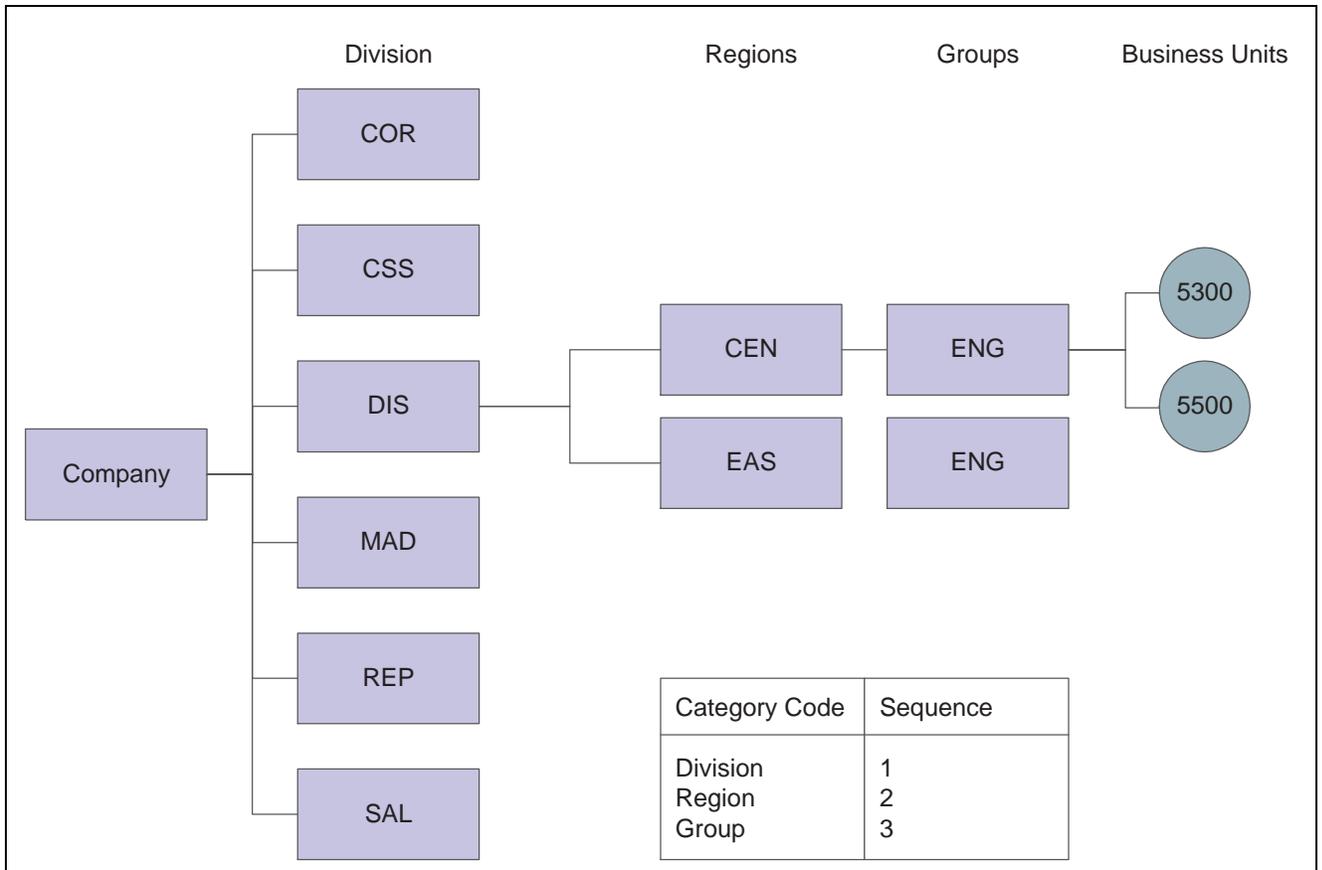


Organizational structure 1

To create this organizational structure, 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.

You can use the tree structure format to expand or collapse levels of the structure as you review it. The Organizational Structure 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 changes the value of the category code for the region from Eastern to Central for business unit 5500 and updates the Business Unit Master table (F0006).



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 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.

### 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 enable 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 (or snapshot), you can run date-effective financial reports using the Report Design Director.

## 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 Set Up Organizational Structures

Form Name	FormID	Navigation	Usage
Structure Setup	W0050AA	<ul style="list-style-type: none"> <li>• Date-Effective Organizational Structures (G09414), Business Unit Structure Definition</li> <li>• Multi-Site Consolidation Setup (G1042), Business Unit Structure Definition</li> </ul> Click Add on the Work With Structure form.	Define organizational structures.
Organizational Structure	W0006AC	<ul style="list-style-type: none"> <li>• Date-Effective Organizational Structures (G09414), Business Unit Structure Tree View</li> <li>• Multi-Site Consolidation Setup (G1042), Business Unit Structure Tree View</li> </ul>	Review organizational structures, rearrange organizational structure components, and revise business units within an organizational structure.
Work With Business Unit Snapshots	W0006S1B	Date-Effective Organizational Structures (G09414), Review Date-Effective Bus Unit Master	Review a list of business unit snapshot versions.
Business Unit Snapshot Review	W0006S1C	On the Work With Business Unit Snapshots form, select a structure.	Review a specific version of a snapshot as of an effective date.
Revise Business Unit Snapshots	W0006S1A	On the Business Unit Snapshot Review form, select a business unit.	Revise a date-effective organizational structure.

## Defining Organizational Structures

Access the Structure Setup form.

**Business Unit Structure Definition - Structure Setup**

OK Cancel Form Tools

Structure Name: OPSROLLUP

Structure Description: Operations Rollup

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	01	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	02	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 revise the sequencing, change a number or enter a new number in any of the Sequence fields.

To use company in the hierarchy, select the Category Codes 21–30 tab and enter a number in the Sequence field for Company.

If you assign a category code a sequence number that is already being used, the system displays a Sequencing Change Confirmation window. To overwrite the sequencing, click OK. Click OK again to quit the program.

## Setting Processing Options for Business Unit Structure Tree View (P0006A)

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

## Business Unit

**Business Unit Type** Specify the business unit type to hide when you view the organizational structure.

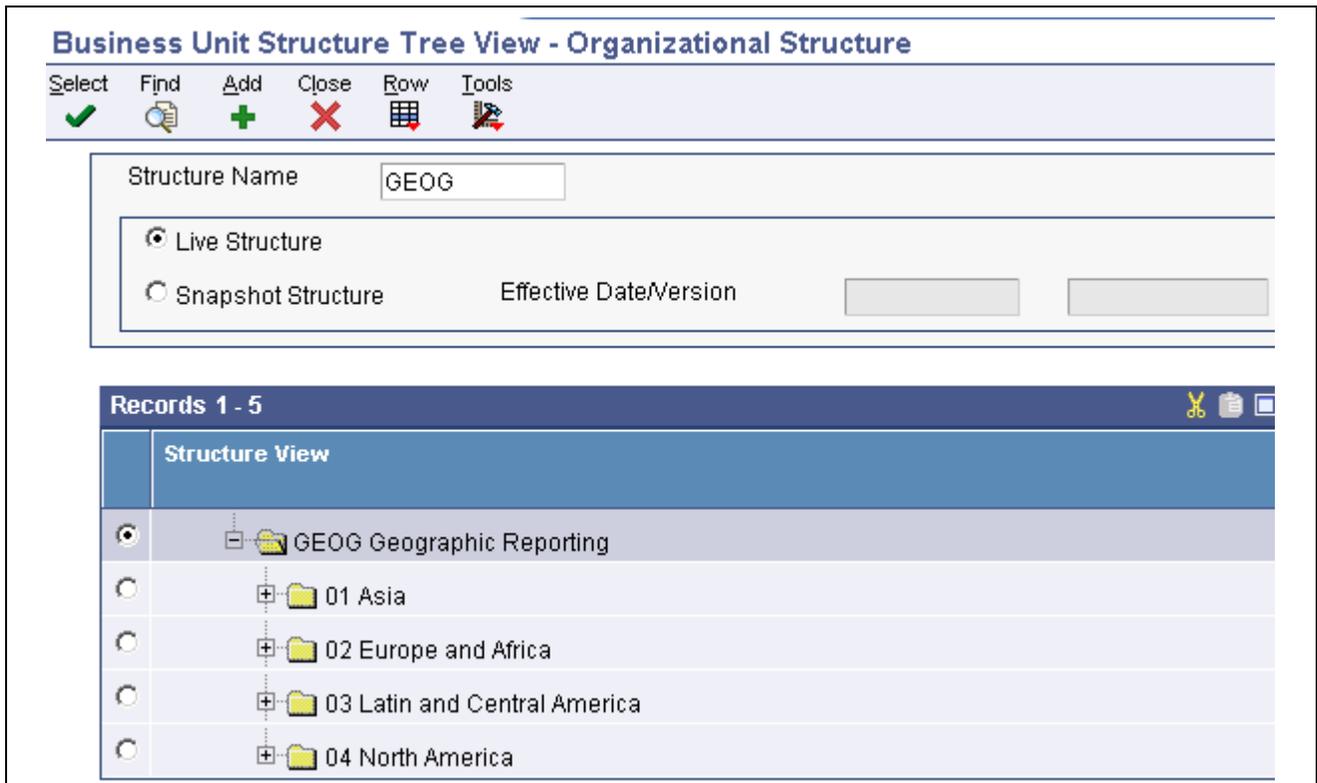
## BU Structure

**Business Unit Structure** Specify the default business unit structure. Values are:  
*0*: Current business units from the F0006 table.  
*1*: Business unit snapshot from the F0006S table.

**Effective Date and Version Name** If you entered *1* for the Business Unit Structure processing option, enter the effective date and the default version.

## Reviewing Organizational Structures

Access the Organizational Structure form.



Organizational Structure form

Organizational structures appear as tree structures that you can expand or collapse at each level.

**Live Structure** Select this option to use a live business-unit category-code structure from the Business Unit Master table (F0006).

**Snapshot Structure** Select this option to use a date-effective snapshot of a business-unit category-code structure from the Date Effective Business Unit Master table (F0006S).

If you select 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

Access the Organizational Structure form.

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 F0006S table.

---

## Revising Business Units Within an Organizational Structure

Access the Organizational Structure form.

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.

## Building a Date-Effective Organizational Structure

Select Date-Effective Organizational Structures (G09414), Build Date-Effective Bus. Unit Master.

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.

## Setting Processing Options for Build Date-Effective Bus. Unit Master (R0006S)

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

### Process

**Effective Date and Version Name** Specify a date and 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

You can review and revise the date-effective structure using this form. You can change category codes for the business units in the snapshot. This system updates the snapshot in the Date Effective Business Unit Master table (F0006S).

## CHAPTER 4

# (BRA, CHL, PER, POL, RUS) Setting Up Organizations

This chapter provides an overview of legal companies for Chile, Peru, Poland, and Russia and discusses how to:

- (BRA) Set up company and branch/plant cross-references.
- (CHL and PER) Set up a legal company.
- (POL and RUS) Set up a legal company.
- (RUS) Add supplemental information for petty cash.

---

## (CHL, PER, POL, RUS) Understanding Legal Companies for Chile, Peru, Poland, and Russia

Legal company and transactional company relationships enable many companies to be unified in one legal company and to produce combined accounts payable reports. 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. At a minimum, a legal company and a transactional company relationship must exist for the default company.

(POL and RUS) To associate transaction companies with legal companies, you use the Company Localized Data form. The system stores information about the association in the F7400010 table.

(CHL and PER) When you activate a legal company, the same company is automatically activated in the corresponding localized table. If the legal company is different from the transactional company, you must modify it manually.

---

## (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 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.

## Form Used to Set Up Company and Branch/Plant Cross-References

Form Name	FormID	Navigation	Usage
Fiscal Company/Branch Plant Revision	W7606BE	Brazilian Localization Setup (G76B41B), Fiscal Company/Branch Plant  On the Work with Fiscal Company/Branch Plant form, click Add.	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

## (CHL and PER) Setting Up a Legal Company

This section provides an overview of legal company constants for Chile and Peru, lists prerequisites, and discusses how to:

- Set up a default legal company for Chile and Peru.
- Associate transactional companies with a legal company for Chile and Peru.
- Set up company constants for Chile and Peru.

## Understanding Legal Company Constants for Chile and Peru

You use the Legal Company Constants program (P76H002) to specify whether value-added tax (VAT) reimbursement validation is defined in days or months. This program complies with the VAT law provisions. An invoice does not charge a tax area with a fiscal credit if the number of days or months between the dates defined in the constants exceeds the number allowed by law.

If the VAT reimbursable validation is defined in months, only the fiscal credit can be taken within the two tax periods for an invoice. If it is defined in days, the fiscal credit applies to days.

This table provides an example of the relationships between the From and Thru dates that you define in the legal company constants:

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

## Prerequisites

Before you complete the tasks in this section:

- Ensure that companies have been set up in the Company Names & Number program (P0010).
- Set up one or more default business units.
- Set up the chart of accounts.
- Set up a default company in the Address Book system.

## Forms Used to Set Up a Legal Company

Form Name	FormID	Navigation	Usage
Work With Legal Company	W76H010A	General Configuration (G76H00), Legal Company	Review a list of legal companies.
Legal Company Revision	W76H010B	On Work With Legal Company, click Add.	Set up a legal company.
Company Localized Data	W7400010A	Organization & Account Setup (G09411), Company Names & Numbers  On the Work With Companies form, select Regional Info from the Row menu.	Associate transactional companies with legal companies.
Work With Legal Company Constants	W76H002A	Fast path G76H00, Legal Company Constants	Review the constants for legal companies.
Enter Legal Company Constants	W76H002B	On Work With Legal Company Constants, click Add.	Enter company constants information.

### Set Up a Default Legal Company for Chile and Peru

Access the Legal Company Revision form.

### Associating Transactional Companies with Legal Companies for Chile and Peru

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.

### Set up Company Constants for Chile and Peru

Access the Enter Legal Company Constants form.

#### General

**Activity Category Code Number** Enter the address book category code number from UDC table 01/05 that specifies the activities of customers, suppliers, or companies.

If this field is left blank, the system does not print this information in the AP report heading.

**Legal Assignee 01 and Legal Assignee 02** Enter the address book number of the representative.

If this field is left blank, the system does not print this information in the AP report heading.

**(PER) Money Order Document Type** Enter a code from UDC table 00/DT for the money order document type. The system searches for the next assignable number to print on a money order.

### Reembosabilidad del IVA

**Use Service Date as Date From Date** Select this check box to use the service date as the from date. If this option is not selected, the system uses the invoice date.

**Use G/L Date for Non-Reimbursable Date** Select this check box to use the GL date as the through date. If this option is not selected, the system uses today's date.

The system calculates the number of days and months between the selected dates to determine whether the VAT is reimbursable or non-reimbursable.

**Number of Days/Months** Enter the number of days or months that the VAT should be considered as reimbursable or non-reimbursable. Select the corresponding Months or Days option.

**Non Reimbursable Tax Explanation Code** Enter the code that the system uses if a tax is not reimbursable. Use this code during invoice entry to specify whether the VAT of the invoice is reimbursable.

### Withholdings

**Withhold Professional Fee or Solidarity Withholding** Select this check box if the company is a fees withholding agent (CHL) or solidarity (PER) withholding agent.

**Professional Fee Minimum Amount or Solidarity Withholding Minimum Amount** Enter the minimum amount that the system applies to the fees withholding (CHL) or solidarity withholding (PER).

### SOP

**(PER) IGV (General Sales Tax) Withholding Document Type** Enter a code that specifies the internal document type of the IGV withholding voucher.

---

## (POL and RUS) Setting Up a Legal Company

This section provides overviews of UDC setup for Poland and Russia, lists prerequisites, and discusses how to associate transactional companies with a legal company for Poland and Russia.

### Understanding UDC 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 such as invoice or credit memo, the system assigns a document type, 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 General Accounting systems.

#### (RUS) Document Types (00/DT)

This table lists some possible document types in UDC table 00/DT for Russia:

Code	Description
CB	Petty Cash Book. Used only for next numbers and should never be used to enter transactions.
CR	Petty Cash Receipt (optional). Used to track next numbers for Petty Cash receipts. You can use this document type for entering petty cash transactions.
CI	Petty Cash Issue (optional). Used to track next numbers for Petty Cash issues. You can use this document type for entering petty cash transactions.
PD	Credit Memo (required). Used for returned goods for which payments have been received. The system searches for code PD when it processes amount difference vouchers.
PH	Prepayment Voucher. Used to distinguish between regular vouchers and prepaid vouchers.

### 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. All voucher document type codes are soft-coded.

The document types that you set up in UDC table 00/DV must also exist in UDC table 00/DT. Additionally, you must set up default voucher and return document types in the processing options for the Voucher Entry MBF (P0400047).

This table describes the codes that are delivered in UDC table 00/DV for vouchers:

Code	Description
PV	Voucher. Used for a supplier's invoice during voucher entry.
PR	Recurring Voucher. Used for vouchers that require a specific number of payments at specified intervals.
PM	Manual Voucher. Used when the voucher and the payment are created at the same time.
PD	Credit Memo (required). Used for returned goods for which payments have been received. The system searches for code PD when it processes amount difference vouchers.
PL	Logged Voucher. Used when you enter a logged voucher.

### (RUS) Petty Cash Document Type (74R/CD)

The codes in UDC table 74R/CD 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.

This table shows examples of petty cash document types:

Code	Description	Special Handling Code
KP	Cash Receipt Note	I
KW	Cash Issue Note	O

## Prerequisites

Before you complete the tasks in this section:

- Verify that the localization country code in the user display preferences is set to the appropriate localization code.
- Ensure that companies have been set up in the Company Names & Number program (P0010).

## Forms Used to Set Up a Legal Company

Form Name	FormID	Navigation	Usage
Company Localized Data	W7400010A	Organization & Account Setup (G09411). Company Names & Numbers  On the Work With Companies form, select Regional Info from the Row menu.	Associate transactional companies with legal companies.

## Associating Transactional Companies with a Legal Company for Poland and Russia

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) Adding Supplemental Information for Petty Cash

Russian regulations require the reporting of certain information that is not stored in the standard PeopleSoft EnterpriseOne software.

This section provides an overview of supplemental information for petty cash for Russia, and discusses how to:

- Set processing options for the Petty Cash Transactions program (P74R0101).
- Add supplemental information for petty cash transactions.

## Understanding Supplemental Information for Petty Cash for Russia

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 allow for cash payments or a cash receipt note to allow 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 these reports:

- Petty Cash Issue
- Petty Cash Receipts
- Cash Desk Transaction

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 Information for Petty Cash

Form Name	FormID	Navigation	Usage
Work With Petty Cash Transactions	W74R0101A	Cash Desk Transactions (G74RCASH), Petty Cash Transactions	Review a list of petty cash transactions.
Enter Additional Information	W74R0101B	On the Work With Petty Cash Transactions form, select a record and select Add Information from the Row menu.	Enter the additional information for the transactions.  The system prints the document after you enter the information and click OK.

## Setting Processing Options for the Petty Cash Transactions Program (P74R0101)

Specify the default values that the system uses when it processes petty cash transactions.

### General

- 1. Version for Petty Cash Issue (R74R003)** Specify the version of the Petty Cash Issue program (R74R5003) that the system uses when it processes petty cash transactions. If you leave this processing option blank, the system uses version ZJDE0001.
- 2. Version for Petty Cash Receipt (R74R5005)** Specify the version of the Petty Cash Receipt program (R74R5005) that the system uses when it processes petty cash transactions. If you leave this processing option blank, the system uses version ZJDE0001.

- 3. Ledger Type** This processing option is not used.
- 4. Category Code** Specify the category code that identifies cash accounts.
- 5. Document Type** This processing option is not used.

## 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 for inbound transactions.
- VAT (value-added tax)** Enter the VAT amount in words for outbound transactions.



## CHAPTER 5

# Setting Up Next Numbers

This chapter provides an overview of next numbers and discusses how to:

- Set up next numbers by system.
- Set up next numbers by company and fiscal year.
- (RUS) Set up next numbers.
- (RUS) Set up next numbers for petty cash.

---

## Understanding Next Numbers

When you create a document such as an invoice, a voucher, or a journal entry, you can assign a document number to uniquely identify the document or let the Next Numbers program (P0002) assign one. If you choose to manually assign a document number instead of using next numbers, you must enter the number during data entry.

Next numbers is an automatic numbering utility. The Next Numbers program assigns numbers to documents using one 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.

Follow these rules when you work with 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. The check digit feature prevents errors that are 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. Use check digits for next numbers only when a transposition error is likely to occur during data entry.

---

## Setting Up Next Numbers by System

This section discusses how to set up system next numbers.

### Forms Used to Set Up Next Numbers by System

Form Name	FormID	Navigation	Usage
Work With Next Numbers	W0002A	Enter <i>nn</i> in the Fast Path field.	Review a list of the systems that require next numbers.
Set Up Next Numbers by System	W0002C	On the Work With Next Numbers form, select the system (for example, 03B, 04, or 09) in which to set up next numbers.	Set up next numbers for the document types that are used by a system.

### Setting Up System Next Numbers

Access the Set Up Next Numbers by System form.

**Set Up Next Numbers by System**

OK Cancel Form Tools

System 09 General Accounting

Use	Next Number	Check Digit Used
Next Account ID	462780	<input checked="" type="checkbox"/>
Journal Entry	30301	<input type="checkbox"/>
Consol Accounts	90000000	<input type="checkbox"/>
On-Line Consol	2539	<input type="checkbox"/>
Bank Journal	3188	<input type="checkbox"/>
Reconciliation	579	<input type="checkbox"/>
Balance Forward	53	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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

Set Up Next Numbers by System form

**Next Number**

Enter the number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, address numbers, and so on. You must use the next number types that are already established (and located under the Use column) unless your company provides custom programming.

**Chk Dgt (check digit)**

Select to specify that the system add a number to the end of each next number that is 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 with check digits activated.

---

## Setting Up Next Numbers by Company and Fiscal Year

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

This section lists a prerequisite and discusses how to:

- Select a method for next numbers by company and year.

- Set up next numbers by company and year.
- Add a fiscal year to an existing record.
- Remove a fiscal year from an existing record.

## Prerequisite

Set up a company record and fiscal year for each document type.

## Forms Used to Set Up Next Numbers by Company and Fiscal Year

Form Name	FormID	Navigation	Usage
Work With Next Numbers	W0002A	Enter <i>nn</i> in the Fast Path field.	Review a list of the systems that require next numbers.
Next Numbers Constants	W0002D	On the Work With Next Numbers form, select NN Constant from the Form menu.	Select the method in which to implement next numbers by company and fiscal year.
Next Numbers by Co/Fiscal Year	W0002H	On the Work With Next Numbers form, select NN by Co/FY from the Form menu.	Set up next numbers by company and fiscal year.

## Selecting a Method for Next Numbers by Company and Year

Access the Next Numbers Constants form.

Select the option to implement next numbers by company and fiscal year (method 1 or 2). If you choose to implement next numbers by company and fiscal year, you must also set up a company record and fiscal year for each document type.

If you do not want to implement next numbers by company and fiscal year, select the option for method 0.

---

**Note.** If method 1 or 2 is already selected on the Next Numbers Constants form and next numbers by company or document already exist, you must delete the next numbers before you can change the method.

---

## Setting Up Next Numbers by Company and Year

Access the Next Numbers by Co/Fiscal Year form.

**Next Numbers by Co/Fiscal Year** i

OK Find Delete Cancel Tools

Document Company \* 00001 Financia/Distribution Co...

Records 1 - 10 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Document *	Doc *	Same As	Description	Century	Fiscal
		Company	Type	Doc Type			Year
<input type="checkbox"/>	<input type="checkbox"/>	00001	##		Prior Year Transactions		
<input type="checkbox"/>	<input type="checkbox"/>	00001	%		Percentage Journal Entry		

Next Numbers by Co/Fiscal Year form

If you implement next numbers by company and fiscal year and you do not set up a company record on the Next Numbers by Co/Fiscal Year form:

- For method 1, the system starts numbering with 1.
- For method 2, the system uses the starting number from standard next numbers on the Set Up Next Numbers by System form.

**Same As Doc Type** (same as document type)

Enter a value that identifies a document type in user-defined code (UDC) table 00/DT. The document type controls the next number that the system uses.

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. For example, you create a recurring invoice (document type RR). The recurring invoice that you create should use the same next number sequence as regular invoices (document type RI). In this example, you would set up the document type RR 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. Imbed digits apply only to 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 70012345, the first digit represents the 7 from 2007, 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 07012345, the first two digits represent the 07 from 2007, 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. The system begins next numbering for a new year with the number that you specify. Auto reset applies only to next numbers by fiscal year.

## Adding a Fiscal Year to an Existing Record

To add a fiscal year to a record that already exists for a company with no fiscal year defined, you must delete the existing record on the Next Numbers by Co/Fiscal Year form. Then add a new record for the company and include the fiscal year.

## Removing a Fiscal Year from an Existing Record

To remove a fiscal year from an existing record for a company and fiscal year, you must delete the existing record on the Next Numbers by Co/Fiscal Year form. Then add a new record for the company, but do not include the fiscal year.

---

## (RUS) Setting Up Next Numbers

You must set up numbering schemes for value-added tax (VAT) recovery and cash transactions in system 74R. Specifically, you must set up the numbering schemes for VAT on line 5 and for cash transactions on line 1 of the Set Up Next Numbers by System form. The system stores the next number that is assigned to a cash transaction in the Petty Cash Transactions - RUS (F74R0100) table.

Before you print cash transactions, 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.

---

## (RUS) Setting Up Next Numbers for Petty Cash

This section provides an overview of petty cash setup for Russia and discusses how to:

- Set processing options for Petty Cash Next Number Setup (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 and next numbers as well as 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 using the Petty Cash Next Numbers Set Up program (P74R0002). The system stores the next numbering scheme in the Cash Next Numbers Setup (F74R0002) table. 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 regardless of whether you print a cash issue note or cash receipt note and whether you print the document from the Accounts Payable, Accounts Receivable, or General Accounting system.

## Forms Used to Set Up Next Numbers for Petty Cash for Russia

Form Name	FormID	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 numbers for petty cash.

## Setting Processing Options the Petty Cash Next Number Set Up (P74R0002)

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

### General

- Category Code** 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 UDC table 74R/CD for petty cash document types.
- Next Number Range 1** Enter the first number in the numbering scheme.



# CHAPTER 6

## Understanding the Chart of Accounts

After you set up your companies and business units, you must set up object and subsidiary accounts for each business unit. These accounts form your chart of accounts.

This chapter provides overviews of:

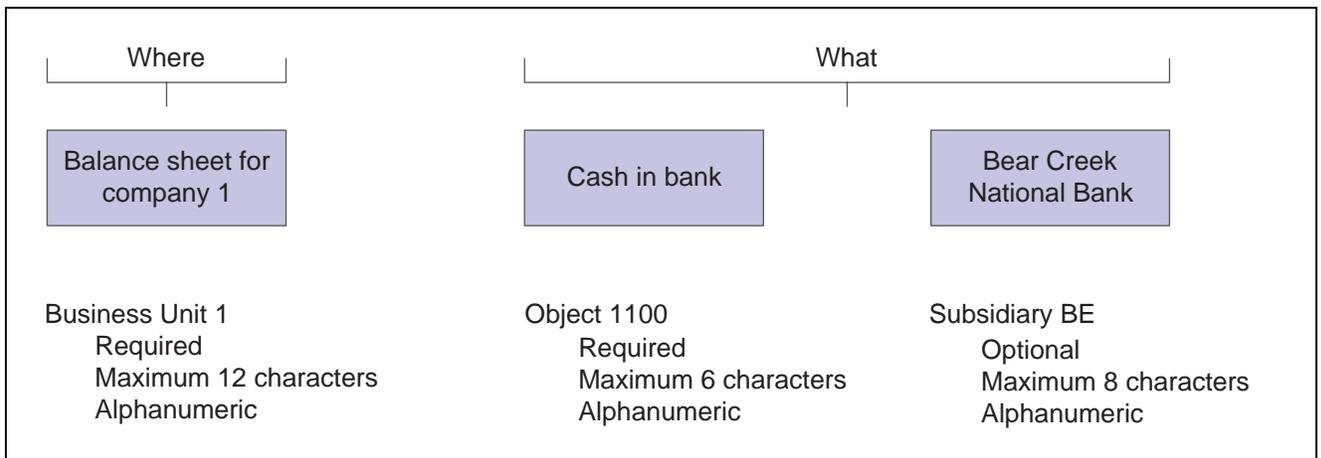
- Business unit.object.subsidiary format.
- Chart of accounts.
- Category Codes 21–43.
- Level of detail.
- Posting edit codes.
- Differences between subledger and subsidiary accounting.

---

### Business Unit.Object.Subsidiary Format

The PeopleSoft EnterpriseOne system uses the business unit.object.subsidiary format for account numbers. You can use periods, commas, or other user-defined symbols to separate the components of the account number. The period (.) separator is the default.

This diagram shows the format requirements:



Account numbers

## 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. A business unit can be a department, branch office, truck, and so on.

## Object.Subsidiary - The What

The object.subsidiary represents what type of transaction is being created, such as rent or supplies expense and sales revenue. An object is a description of the transaction and a subsidiary is an expanded description of the object account.

These characteristics apply to the object.subsidiary:

- An object can be up to six alphanumeric characters, depending on your organization's setup
- A subsidiary is optional and can be up to eight alphanumeric characters (no spaces)

The object, or major, account is required for transaction entry. 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.

This example shows how you can associate the 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)

---

## Chart of Accounts

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.

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 types of accounts and their associated headings:

Account	Headings
Balance Sheet Accounts	Types of headings for balance sheets include: <ul style="list-style-type: none"> <li>• Assets</li> <li>• Liabilities</li> <li>• Owner's Equity</li> </ul>
Income Statement Accounts	Types of headings for income statements include: <ul style="list-style-type: none"> <li>• Revenues</li> <li>• Expenses</li> </ul>

After you have a complete list of transaction descriptions, you can assign numeric values to each description. Allow for growth and change by leaving spaces in the account structure.

Define the last balance sheet account as the account for year-to-date net income or loss. Balance sheet accounts must precede income statement accounts. 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.

---

**Important!** If your balance sheet accounts do not precede your income statement accounts, your financial reports might contain unreliable results.

---

You are not limited to one account format when you enter data. An account can have the formats described in this table:

Format	Usage
Short account ID	This number is created by the Next Numbers program when you add accounts. It is commonly referred to as the short account number and can never be changed.
Business Unit.Object.Subsidiary	This is the standard PeopleSoft EnterpriseOne account format. It can be in either of these formats: <ul style="list-style-type: none"> <li>• Business unit.object</li> <li>• Business unit.object.subsidiary</li> </ul> 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 that you can use, for example, . and - are acceptable.

To enter account numbers in a format other than the standard PeopleSoft EnterpriseOne format, you must use the prefix character that is defined in general accounting constants.

## See Also

*PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook*, “Setting Up the General Accounting System,” Setting Up Constants for General Accounting

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## Category Codes 21–43

You assign category codes to accounts to expand your reporting capabilities and group your accounts for reporting purposes. You use category codes 21–43 (UDC 09/21–09/43) for accounts in the same way that you use category codes for business units. Unlike category codes 09/01–09/20, these category codes are 10-characters.

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 (instead of the account number and description), on trial balance, general ledger, and general journal reports. These category codes let you build summarization logic into your reports.

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 enables 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 for the program.

If you assign the same category code value to more than one of your accounts, the system adds 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: Category Code 21

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.

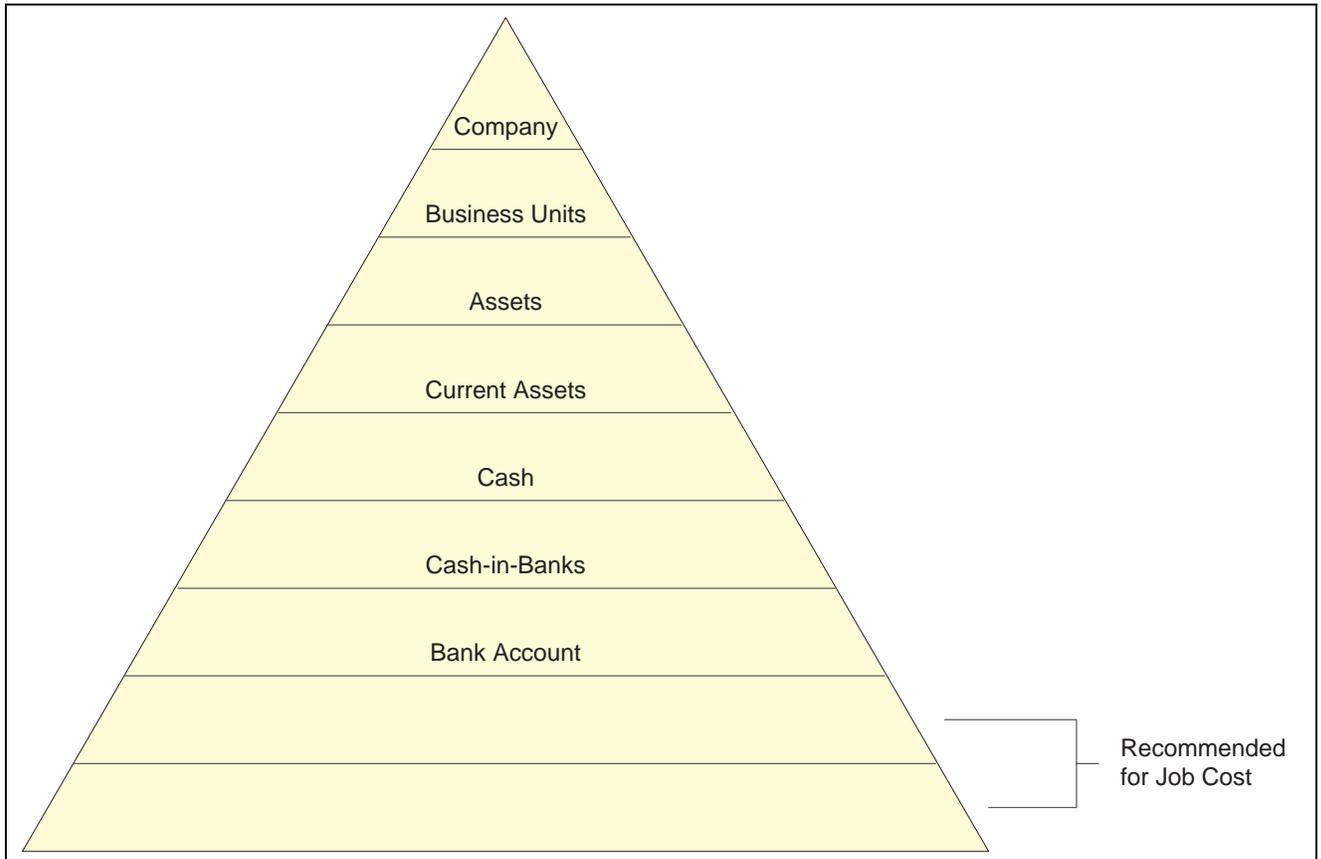
For this example, you would complete these steps:

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.

## Level of Detail

You assign a level of detail (LOD) to each account to control how amounts are rolled up, or summarized, into a balance for reporting purposes.

You could set up levels of detail as shown in this example:



Levels of detail

Observe these guidelines when assigning a level of detail to an account:

- Do not skip any levels of detail.  
Nonsequential levels of detail can cause errors in financial reports.
- Assign the level of detail 3 to title accounts for the balance sheet (Assets and Liabilities and Equity).
- Depending on whether you want the next level of accounts underlined, assign level of detail 3 or 4 to title accounts for the income statement. Title accounts include:
  - Revenues
  - Direct costs
  - General and administrative expenses
  - Other income and expenses

---

## Posting Edit Codes

You assign a posting edit code to every object or object.subsidiary 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).

Posting edit codes exist for these types of accounts:

- Posting
- Non-posting (or title)
- Budget
- Inactive
- Machine-generated
- One that requires units, not monetary amounts.
- Subledger and type

If you designate an object or object.subsidiary account as posting, the account must be assigned to a posting business unit.

---

## 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 account representatives.

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 could mean adding several hundred accounts to your chart of accounts.

You can use a subsidiary account and a subledger in the same transaction, if necessary.

These are examples of ways in which subledgers differ from subsidiary accounts:

- Subledger transactions post to the same major account, rather than to different accounts.
- Subledgers do not create additional records in the Account Master table (F0901).
- Subledgers can create additional records in the Account Balances table (F0902), 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 F0901 table contains only the account, not the subledger.

This example shows the subledgers that represent address book numbers for Smith and Jackson:

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. Smith	A
Blank	Blank	Blank	2. Jackson	A
8667	Car Expenses	8667	Blank	Blank
Blank	Blank	Blank	1. Smith 2. Jackson	A 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 F0911 table. The F0901 table 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



## CHAPTER 7

# Creating the Chart of Accounts

This chapter discusses how to:

- Set up accounts.
- Revise accounts.
- Assign subledger posting edit codes to accounts.
- Create a model chart of accounts.
- Copy accounts to business units.
- Define an alternate chart of accounts for statutory reporting.
- Assign third GL account numbers.
- Translate accounts.
- Review and revise the structure of your organization.

---

## Setting Up Accounts

This section provides an overview of chart of account revisions and discusses how to:

- Define account segments.
- Set processing options for Review and Revise Accounts (P0901).
- Set up an account.

## Understanding Chart of Accounts Revisions

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 Review and Revise Accounts program (P0901) to prevent the object and subsidiary fields from being changed if balances exist in the F0902 or F0911 table. If you use an alternate chart of accounts, you can use the Security processing options to prevent the Category Code 21–23 fields from being changed if balances exist in the F0902 or F0911 table. It is recommended that you restrict access to these processing options so that your chart of accounts is not inadvertently changed.

---

## Forms Used to Set Up Accounts

Form Name	FormID	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 Add on the Work With Accounts form.	Add accounts to your chart of accounts.

## Defining Account Segments

Access the Account Flex Format form.

Flex Format Setup - Account Flex Format										
OK Delete Cancel Tools										
Records 1 - 4 <span style="float:right">Customize Grid</span>										
<input type="checkbox"/>	<input type="checkbox"/>	Seq No.	Description *	B	O	S	Length *	A/M	Cross Reference *	X-ref Description
<input type="checkbox"/>	<input type="checkbox"/>	1	Business Unit	X			12	A	MCU	CostCenter
<input type="checkbox"/>	<input type="checkbox"/>	2	Object		X		4	A	OBJ	ObjectAccoun
<input type="checkbox"/>	<input type="checkbox"/>	3	Subsidiary			X	8	A	SUB	Subsidiary
<input type="checkbox"/>	<input type="checkbox"/>	4								

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, O, and S Fields

If you define multiple segments for the business unit, object, and subsidiary fields, 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.

- B** (business unit) Enter *X* to indicate that this segment of the GL 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.
- O** (object) Enter *X* to indicate that this segment of the GL 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 digits for the object account. If the object account is six digits, you should 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.
- S** (subsidiary) Enter *X* to indicate that this segment of the GL 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.

## Setting Processing Options for Review and Revise Accounts (P0901)

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

### Security

- Please enter a value of '1' in the corresponding field to protect the value of field(s) which contain the Legal Account information.**
- Specify whether to protect the value of fields that contain legal account information. Fields that you can protect are:
- Object
  - Subsidiary
  - Category Code 21–23

## Setting Up an Account

Access the Revise Single Account form.

Revise Single Account form

**Account Level of Detail**

Enter a number used to summarize and classify accounts in the GL. 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 - Corporate, Petty Cash - Branch, 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 summarization errors in financial reports.

<b>Budget Pattern Code</b>	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; it is 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.
	<i>SUM</i> (summer): Spread according to user-specified percentages:
	<i>WIN</i> (winter): Spread according to user-specified percentages:
<b>Model Account/Consolidations</b>	Enter a code that indicates consolidated account or business unit. Values are:
	Blank: Non-model business unit or account.
	<i>M</i> : Model business unit or account.
	<i>C</i> : Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible.
<b>Account ID</b>	Enter a number that the system assigns to each GL account in the F0901 table to uniquely identify it.
<b>2-More</b>	
	Select this tab.
<b>Alternate Object/Sub</b>	Enter a value that specifies an alternate object account. This account is occasionally used to comply with a regulatory chart of accounts, parent company requirements, or third-party coding scheme.
<b>Billable</b>	Enter a value that specifies whether a GL account is billable. Values are:
	<i>Y</i> : Yes, bill the account.
	<i>N</i> : No, do not bill the account.
	<i>1</i> : Eligible only for invoicing.
	<i>2</i> : Eligible only for revenue recognition.
	<i>4</i> : Eligible only for cost.
	<hr/> <b>Note.</b> Codes 1, 2, and 4 are for the Contract Billing and Service Billing systems only. <hr/>

## Revising Accounts

This section provides an overview of account revisions and discusses how to:

- Revise accounts by business unit.
- Revise accounts by object.
- Update your chart of accounts.
- Build the Account - Word Search table.

- Set processing options for Build Account Master Word Search Table (R0901WS).
- Search for accounts.
- Review your chart of accounts.

## Understanding Account Revisions

After you set up your accounts, you might need to revise or delete them.

### Account Revision

Revising accounts is necessary in order to maintain and update the most current information in the system. For example, you might need to:

- Revise 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.
- Revise 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.
- Revise 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.
- Add text to an existing account.  
You can add text to an existing account for any additional information that is related to the account.
- Change 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 the Update Business Unit.Object.Subsidiary to Account Balances program.  
You can set the Security processing options for the Review and Revise Accounts program (P0901) to prevent the object and subsidiary fields from being changed if an account has a balance in the F0911 or F0902 table. 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 F0901 table.

### Account Deletion

You cannot delete an account that has a balance in the F0911 or F0902 tables.

---

**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*.

---

## Forms Used to Revise Accounts

Form Name	FormID	Navigation	Usage
Work With Accounts	W0901H	<p>Organization &amp; Account Setup (G09411), Review and Revise Accounts</p> <p>To print the Chart of Accounts Report (R0909P), select Chart of Accounts from the Report menu. Do not enter any data selection for the report.</p> <p>To print the Account Master Report (R09205P), select Account Master from the Report menu.</p>	Review accounts, delete accounts, and print reports.
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.
Account Master Word Search	W0901WSA	Organization & Account Setup (G09411), Account Master Word	Enter a word or string of characters to search for an account.
Work With Chart of Accounts	W0909B	Organization & Account Setup (G09411), Online Chart of Accounts	Review your chart of 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: 1 Financial/Distribution Company

Object/Subsidiary: \* \*

Records 1 - 70 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Obj * Acct	Sub	Description *	L D	Free Form Account No.	P E	Co
<input type="checkbox"/>		1001		Current Assets	4		N	00001
<input type="checkbox"/>		1100		Cash	5		N	00001
<input type="checkbox"/>		1105		Petty Cash	6	123456789		00001

Revise Accounts by Business Unit form

**LD** (level of detail)

Enter the number to use 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 - Corporate, Petty Cash - Branch, 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 summarization errors in financial reports.

---

**PE** (post edit code)

Enter a code that controls GL 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.

## 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 1110

Records 1 - 40

<input type="checkbox"/>	<input type="checkbox"/>	Business Unit	Description *	L D	P E	Co
<input type="checkbox"/>			7 Cash in Banks	6	N	00007
<input type="checkbox"/>			7 Bear Creek National Bank	7		00007
<input type="checkbox"/>			7 First Interstate Bank	7		00007
<input type="checkbox"/>			7 First Bank of Paris	7		00007
<input type="checkbox"/>			7 First Interstate Payroll	7		00007
<input type="checkbox"/>			8 Cash in Banks	6	N	00008
<input type="checkbox"/>			8 Bear Creek National Bank	7		00008
<input type="checkbox"/>			8 First Interstate Bank	7		00008
<input type="checkbox"/>			8 First Bank of Paris	7		00008
<input type="checkbox"/>			8 First Interstate Payroll	7		00008

Revise Accounts by Object/Subsidiary form

## Updating 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.

After you revise or delete an existing GL 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).

## Building the Account - Word Search Table

Select Organization & Account Setup (G09411), Build Account Master Word Search Table.

Before you can use the Account Master Word program (P0901WS), you must build the Account - Word Search table (F0901WS).

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 considerable processing time depending on the number of accounts in your system.

---

## Setting Processing Options for Build Account Master Word Search Table (R0901WS)

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

### Mode

**Process Mode:** Specify the mode in which to run the report.  
*0* (or blank): Update only (default).  
*1*: Delete table prior to updating.

## Searching for Accounts

Access the Account Master Word Search form.

Before you use the Account Master Word Search form, you must run the Build Account Master Word Search Table program (R091W).

**Search Word** Enter one or more words used for a search. You must use the full word. If entering a string of words, the word string must be in the exact order as what you want to find. This program is not case-sensitive. You can enter either uppercase or lowercase characters. You cannot use a wildcard.

The Account Master Word program displays a list of all of the accounts containing the 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. The PeopleSoft EnterpriseOne system 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 %.

## 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
<input checked="" type="radio"/>	1000	Assets	N	3
<input type="radio"/>	1001	Current Assets	N	4
<input type="radio"/>	1100	Cash	N	5
<input type="radio"/>	1105	Petty Cash		6
<input type="radio"/>	1110	Cash in Banks	N	6

Work With Chart of Accounts form

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. To print a report, select Chart of Accounts from the Report menu. Do not enter any data selection for the report.

## Assigning Subledger Posting Edit Codes to Accounts

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

- Assign a subledger posting edit code to an account.
- Inactivate an address book record from use as a subledger.

## 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 GL account provide detailed accounting activity. The subledger number becomes the audit trail for the posted subledger transactions.

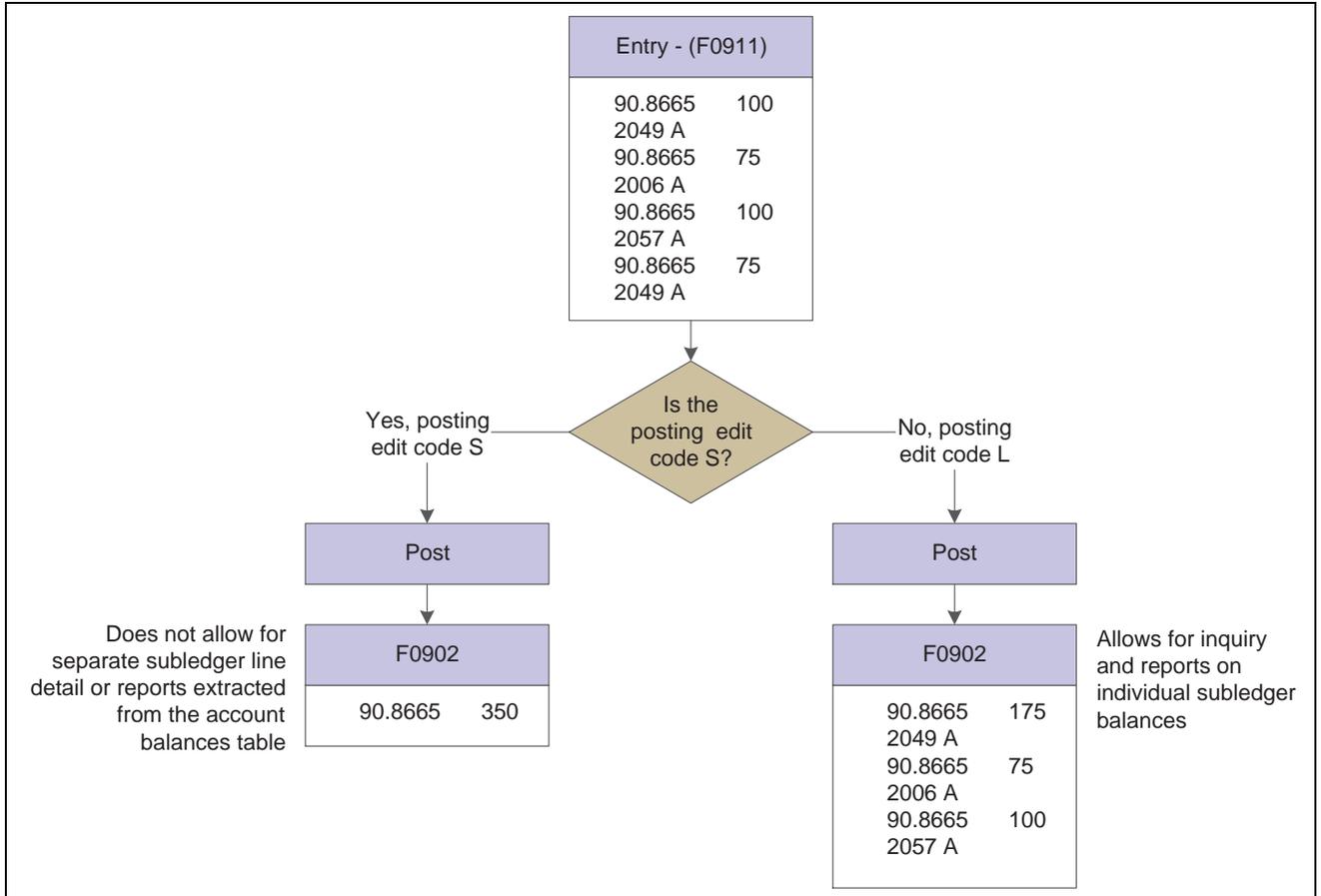
Before you can use subledgers, you must decide which subledger types to use. This list describes the predefined, hard-coded subledger types. The system verifies the subledger number for each type against a specific master table.

Subledger Type	Master Table
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.
C	Validates against the Business Unit Master table (F0006).
E	Validates against the Asset Master File table (F1201).
I	Validates against the Item Master table (F4101).
J	Validates against the Change Request Master Table (F5301).
L	Validates against the Tenant/Lease Master table (F1501).
O	Validates against the Sales Order Header File table (F4201).
S	Validates against the Chart of Accounts Format table (F0907). This is the structured subledger type.
W	Validates against the Work Order Master File table (F4801).

### Posting Edit Codes

You assign posting edit codes to define which accounts require subledgers and how amounts are to be posted.

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 table 00/ST. Because these subledger types are not validated against any PeopleSoft EnterpriseOne 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 02 field controls the format that 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 Assign Posting Edit Codes to Subledgers

Form Name	FormID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts  On the Work With Accounts form, select an account.	Assign a subledger posting edit code to accounts that require subledgers. Use this form to disable subledger entry for an account.
Address Book Revision	W01012A	Address Book (G010), Address Book Revisions  On the Work With Addresses form, select an address book record.  Select the 3-Additional 1 tab.	Inactivate an address book record from use as a subledger.

## Assigning a Subledger Posting Edit Code to an Account

Access the Revise Single Account form.

### Posting Edit

Enter a code that controls GL posting and account balance updates in the F0901 table. Values are:

*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 F0911 and F0902 tables. If you want to report on subledgers, use this code.

*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 F0911 table. This code is not valid for budget entry programs.

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

### Multiple Accounts

To assign a subledger posting edit code to multiple accounts that require subledgers, select Account by BU or Account by Obj/Sub from the Row menu on the Work With Accounts form.

## Inactivating an Address Book Record from Use as a Subledger

Access the Address Book Revision form.

### Subledger Inactive Code

Select this check box to indicate that the address book number cannot be used as a subledger in the General Accounting system.

Examples are employees that have been terminated or assets that have been disposed. If a subledger becomes active again, clear this check box.

If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the record in the F0902 table, select this check box.

---

## 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 chart of accounts based on a model.

### Understanding a Model Chart of Accounts

To create a model chart of accounts, create one master model business unit that includes the complete chart of accounts or 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 income statement (profit and loss) accounts.

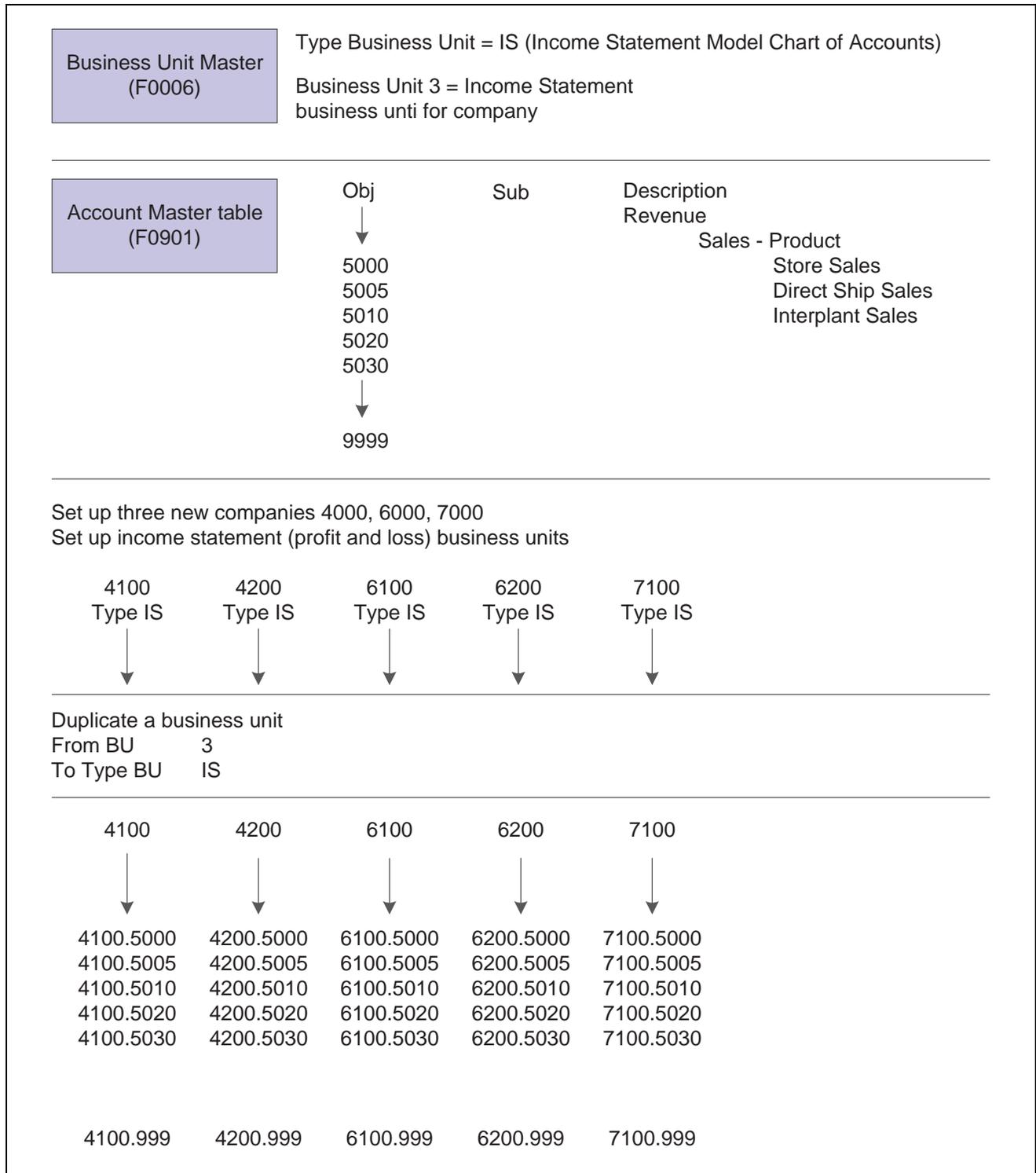
You should create your model chart of accounts using a consistent numbering scheme for your object accounts so that they can be copied across all business units.

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.

## Form Used to Create a Model Chart of Accounts

Form Name	FormID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts  Click Add on the Work With Accounts form.	Create a model chart of accounts.

## Creating a Chart of Accounts Based on a Model

Access the Revise Single Account form.

**Business Unit** Enter a model business unit.

**Level of Detail** Ensure that you do not skip a level. Nonsequential levels of detail can cause summarization errors in financial reports.

---

## 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 Copying Accounts to Business Units

After you create your model chart of accounts, you must review and revise it as necessary. 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 is accurate.

### Form Used to Copy Accounts to Business Units

Form Name	FormID	Navigation	Usage
Copy Accounts to Business Units	W09804E	Organization & Account Setup (G09411), Copy Accts to Business Units	Copy object and subsidiary 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  *Financial/Distribution Company*

---

To Business Unit

OR

Type Business Unit  *Branch/Plant*

Company

(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

**Type Business Unit**              Enter a code from UDC table 00/MC that identifies the classification of the business unit.

**Ending Subsidiary**              Use an ending subsidiary number of 9999999 to ensure that the program copies all subsidiary accounts.

---

## Defining an Alternate Chart of Accounts for Statutory Reporting

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 (summarize) accounts.
- Display subtotals.
- View several companies at one time.
- View accounts that make up an alternate account.
- View different levels of detail in other PeopleSoft EnterpriseOne inquiry programs.

You can display account balances by alternate or statutory accounts from the F0902 table. To do this, 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 (UDC 09/21–09/23). 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.

### (ESP) 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	<p>These account classes are included on the Balance Sheet:</p> <ul style="list-style-type: none"> <li>• Class 1: Capital Accounts and Borrowings and Long Term Debt</li> <li>• Class 2: Fixed Assets and Long Term Investments and Assets</li> <li>• Class 3: Inventories</li> <li>• Class 4: Receivables, Payables, and related accounts with third parties</li> <li>• Class 5: Cash and Marketable Securities</li> </ul>

Account	Classes
Income Statement	These account classes are included on the Income Statement: <ul style="list-style-type: none"> <li>• Class 6: Expenses</li> <li>• Class 7: Income and Revenue</li> </ul>
Other	These account classes are reserved for other reporting purposes: <ul style="list-style-type: none"> <li>• Class 0: Special Accounts - generally, commitments that are not recorded on the Balance Sheet, and so on</li> <li>• Class 9: Analysis Accounts - does not directly concern general accounting and fiscal statement preparation</li> <li>• Class 8: Currently not used</li> </ul>

**(FRA) Alternate Chart of Accounts for France**

In France, local businesses are required to use a legal, or 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: <ul style="list-style-type: none"> <li>• Class 1: Capital Accounts and Borrowings and Long-Term Debt</li> <li>• Class 2: Fixed Assets and Long-Term Investments and Assets</li> <li>• Class 3: Inventories</li> <li>• Class 4: Receivables, Payables, and Related Accounts with third parties</li> <li>• Class 5: Cash and Marketable Securities</li> </ul>
Income Statement	These account classes are included on the income statement: <ul style="list-style-type: none"> <li>• Class 6: Expenses</li> <li>• Class 7: Income and Revenue</li> </ul>
Other	These account classes are reserved for other reporting purposes: <ul style="list-style-type: none"> <li>• Class 8: Special Accounts - Extra account commitments that are not recorded on the balance sheet.</li> <li>• Class 9: Analytical Accounts - Contribute to the calculation of a certain number of assets that determine the result.</li> <li>• Class 0: Currently not used.</li> </ul>

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 category, such as capital, fixed asset, or stock.
- The second digit defines the account type within the account 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.

### (ESP and FRA) Classes and Subclasses

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

## Forms Used to Define an Alternate Chart of Accounts for Statutory Reporting

Form Name	FormID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts  On the Work With Accounts form, select an account.	Define alternate accounts by assigning a category code to the account.
Statutory Account Inquiry	W09218AC	Accounting Reports & Inquiries (G0912), Statutory Account Inquiry	Review statutory account information.
Work With Account Ledger By Category Code	W09202A	On the Statutory Account Inquiry form, select an account and then 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.  To review detail, select Account Ledger, Account Balance, or TB by Object from the Row menu:	Display all of the accounts associated with the category code that you specified in the processing options.

### Defining Alternate Accounts

Access the Revise Single Account form.

**Category Code 21,**  
**Category 22, and Category**  
**23**

Enter a code from UDC table 09/21–09/23 for use in statutory reporting and in printing selected account information on reports. These category codes are associated with the F0901 table.

## Reviewing Alternate Account Information

Access the Statutory Account Inquiry form.

**Statutory Account Inquiry - Statutory Account Inquiry**

Select Find Close Row Tools

Company \* Ledger Type AA

Business Unit \* Digit To Use For Subtotal

From Account Level Of Rollup

Thru Account  Period/Cumulative

Thru Period 6  Period Currency Code \*

---

Records 1 - 21 Customize Grid

	Alternate Account	Alternate Account Description	Debit Amount	Credit Amount	Balance
<input type="radio"/>	23	Plant, Machinery and Equipment	14,400.00	400.00-	14,000.00
<input type="radio"/>	24	Furniture and vehicles	13,200.00		13,200.00
<input type="radio"/>	26	Other tangible fixed assets	6,600.00	305.56-	6,294.44

Statutory Account Inquiry form

If the Period check box is selected, the system shows the fiscal period in the Thru Period field. If the Period check box is cleared, the system shows the through date.

**From Account and Thru Account**

Enter a number that identifies the beginning statutory and ending statutory accounts in a range of accounts. You must enter this number in the object account format. Only amounts posted to accounts in this range are displayed.

**Digit To Use For Subtotal**

Enter a number that identifies the digit in the alternate account number that defines how accounts are subtotaled. For example, alternate accounts and amounts are:

- 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, subtotaing will occur when any of the first 3 digits in the account number changes. The resulting alternate accounts and amounts are:

- 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 in which digit in the alternate account number rollup (summarization) will occur. For example, alternate accounts and amounts are:

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, summarization will occur at the third position of the alternate account number when that digit changes. The resulting alternate accounts and amounts are:

101– 200.00  
 104–200.00  
 105–200.00  
 Grand Total = 600.00

**Period/Cumulative**

Select this check box to display the amounts for the period only. With the check box cleared, the amounts are cumulative (year to date).

---

## Assigning Third GL Account Numbers

This section provides an overview of third GL account numbers and discusses how to assign a third GL account number.

### Understanding Third GL Account Numbers

The third GL 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 GL account number as an alternative way of entering account numbers when you enter data. Typically, you use this format if you want to facilitate the conversion from your old chart of accounts by continuing to use the same account numbers from a prior system. Other reasons why you might use the third GL account number include:

- Facilitate account recoding during the year.
- Provide an account structure required for regulatory reporting.

No limitations exist for the characters that you can use for a third GL account number.

To specify the format that you are using, precede the account number with the symbol that indicates the 3<sup>rd</sup> account number format, which is specified on the General Accounting Constants form. If the third GL account number is the one that you typically use, ensure that the Symbol to Identify 3<sup>rd</sup> G/L Account# is blank on the General Accounting Constants form. If the third GL account number is seldom used, enter a symbol such as / to identify it to the system.

## Form Used to Assign Third GL Account Numbers

Form Name	FormID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts  On the Work With Accounts form, select an account. On the Revise Single Account form, select the 2-More tab.	Assign the third GL account number to an account.

## Assigning a Third GL Account Number

Access the Revise Single Account form.

**Free Form (3rd Acct. No.)** Enter the third GL account number.

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.subsidiary account number format in the system.

---

## Translating Accounts

This section provides an overview of account translation, lists a prerequisite, and discusses how to translate account descriptions.

### Understanding Account Translation

If you operate 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 on reports or when you access an inquiry program. 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 automatic accounting instructions (AAIs) and user defined codes (UDCs).

## Prerequisite

Set up the language preference in the user profile.

## Form Used to Translate Accounts

Form Name	FormID	Navigation	Usage
Translate Account Descriptions	W09014B	Organization & Account Setup (G09411), Translate Accounts  On the Work With Business Units form, select a business unit.	Translate the description of accounts.

## Translating Account Descriptions

Access the Translate Account Descriptions form.

### See Also

[Chapter 10, “Setting Up Automatic Accounting Instructions,” Translating AAI Descriptions, page 134](#)

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## Reviewing and Revising the Structure of Your Organization

This section provides an overview of organization structure revisions, lists a prerequisite, and discusses how to revise the structure of your organization.

### Understanding Organization Structure Revisions

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 (production) data. If you make changes in this program, 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).

## Form Used to Review and Revise the Structure of Your Organization

Form Name	FormID	Navigation	Usage
Company / BU Tree Structure	W0001A	Global Updates (G09316), Organization Structure  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.	Review and revise the structure of the organization.

## Revising the Structure of Your Organization

Access the Company/BU Tree Structure form.

## CHAPTER 8

# (BEL, DEU, FRA, ITA, JPN, NLD) Setting Up Bank Accounts

This chapter provides overviews of International Bank Account Numbers and of bank identification (ID) and bank account validation and discusses how to:

- (DEU) Set up bank information in Germany.
- (ITA) Set up bank information in Italy.
- (JPN) Set up bank information in Japan.
- (NLD) Set up bank information in the Netherlands.

### See Also

Chapter 9, “Setting Up Bank Accounts,” (DNK, FIN, NOR, and SWE) Setting Up Additional Bank Information for Foreign Suppliers, page 121

Chapter 9, “Setting Up Bank Accounts,” (ESP) Setting Up A.E.B. Customer and Supplier Bank Information, page 123

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## Understanding International Bank Account Numbers

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

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. 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 these segments:

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

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

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

You can link the IBAN number with a bank address in the Address Book system. When you link the IBAN with a bank address, the automatic 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 Account Cross-Reference (P0030A) and the Bank Account Information (P0030G) programs in the electronic format. The system stores the IBAN in the electronic format in the Bank Transit Master table (F0030).

This table shows examples of IBANs in Belgium and France:

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 previous table would appear on an IPI as BE62 5100 0754 7061.

---

## Understanding Bank ID and Bank Account Validation

A bank identification (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 Account Cross-Reference 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.

The system validates bank code numbers and bank branch codes when you enter bank IDs into the Bank Account Cross-Reference or the Bank Account Information (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.

### (BEL) Bank Account Validation

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.

The PeopleSoft EnterpriseOne system 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.

---

## (FRA) Bank Account 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 *Rélevé 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.

---

## (ITA) Bank Account and Bank ID Validation

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

- Bank Account Cross-Reference (P0030A).
- Bank Account Information (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 account information based on the Bank ID - Italy table (F74030).

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.

The PeopleSoft EnterpriseOne system 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.

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 F74030 table.

The programs that validate account information and bank identification information are described in this table:

Program	Function
Bank Account Information (P0030G)	The system issues an error on the Revise Bank Information form if bank information is missing or invalid.
Bank Account Cross-Reference (P0030A)	If the Localization Country Code field in the User Profile Revisions form is not blank and the customer, supplier, or employee country code on the Address Book Revision form is IT (Italy), the system issues 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 issues 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.

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## (DEU) Setting Up Bank Information in Germany

This section provides overviews of German bank information setup and German UDC bank setup and discusses how to set up additional German bank information.

### Understanding German Bank Information Setup

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.

---

## Understanding German UDC Bank Setup

This section discusses the bank code setup for UDC tables in Germany.

### 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 value in the Description 02 field and the Special Handling Code field in multiple fields in the Z1 output file. You must obtain valid bank values from the Bundesbank (German Federal Bank).

### 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.

### 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

## Form Used to Set Up German Bank Information

Form Name	FormID	Navigation	Usage
German Bank Account / Additional Information	W74030GB	German Localization (G74D), German Bank Account  On the Work With German Bank Account Cross Reference form, click Add.	Set up additional bank account information for Germany.

## Setting Up Additional German Bank Account Information

Access the German Bank Account / Additional Information form.

Many of the fields on this form are the same as those on the Revise Bank Information form.

See [Chapter 9, “Setting Up Bank Accounts,” Setting Up GL Bank Account Information, page 109.](#)

These fields are specific to Germany:

### SWIFT Code

The PeopleSoft EnterpriseOne system does not provide the ability to enter a supplier’s bank address and name in the German foreign payment file.

### Instruction code 1, Instruction code 2, Instruction code 3, Instruction code 4

Enter a code from UDC table 74/27 that identifies the payment instructions for a German foreign payment.

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**Note.** You must set Instruction Code 3 or Instruction Code 4 to zero.

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### Cost Settlement Code

Enter a code from UDC table (74/28) that identifies the type of cost settlement the system uses for a German foreign payment. Values are:

*00:* Transfer or third-party fees debited to principal.

*01:* All fees debited to principal.

*02:* All fees debited to recipient.

### Label for Payment

Enter a code from UDC table 74/29 that identifies the label for payment for a German foreign payment. Values are:

*10:* Telex payment.

*20:* Check drawing.

*21:* Check drawing, sent by registered mail.

*22:* Check drawing, sent by special delivery.

*23C:* 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.
<b>Code Number</b>	Enter a code from UDC table 74/30 that identifies the code number for a German foreign payment according to the services index (annex to Foreign Trade and Payments Orders).
<b>Transaction concerned</b>	Enter a value that identifies the type of transaction for a German foreign payment. Values are: 2: Services, transfers or other expenditures. 4: Capital movements and capital gains. This field is required if the payment handling code for the pay item is W.
<b>Additional Instruction Code Information</b>	Enter additional information for the instruction codes.
<b>Instruction to Principal's Bank</b>	Enter additional instructions for the Principal's bank.
<b>Reporting Code</b>	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: 0: The paying bank reports the contents (default) 1: The paying bank does not report the contents.
<b>Contact Name and Telephone Number</b>	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 about the payment order.

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## (ITA) Setting Up Bank Information in Italy

This section discusses how to:

- Upload Italian bank ID information.
- Revise Italian ID information manually.
- Convert Italian bank numbers.
- Set processing options for Italian Bank Number Conversion (R74800).

## Form Used to Set Up Bank Accounts

Form Name	FormID	Navigation	Usage
Bank Revision - Italy	W7430ITB	Italian Bank File Processing (G00215), Bank Revision - Italy  On Work With Bank - Italy, select a bank code and click Select.	Revise bank identification information manually on an as-needed basis.

### Uploading Italian Bank ID Information

Select Italian Bank File Processing (G00215), 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 the F74301 table to the Bank ID - Italy table (F74030).

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

### Revising Italian Bank ID Information Manually

Access the Bank Revision - Italy form.

<b>Name</b>	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).
<b>Address</b>	Enter the address (street and number) of the bank. The value in this field is pre-loaded in the F74030 table and can be maintained with the Bank Revision - Italy program.
<b>City</b>	Enter the administrative division of the municipality where the bank is located.  The value in this field is pre-loaded in the F74030 table and can be maintained in the Bank Revision- Italy program.
<b>Town</b>	Enter the name of the town where the bank is located.  The value in this field is pre-loaded in the F74030 table and can be maintained with the Bank Revision - Italy program.
<b>Postal Code</b>	Enter the postal code of the town where the bank is located.  The value in this field is pre-loaded in the F74030 table and can be maintained with the Bank Revision - Italy program.
<b>State</b>	Enter a code from UDC table 00/S that specifies the state or province. This code is usually a postal service abbreviation.
<b>Default CAB Location</b>	Enter the default location of the bank branch code (Italian CAB code). The value in this field is pre-loaded in the F74030 table and can be maintained with the Bank Revision - Italy program. Examples of the location are:

*CAB 1600:* Default Milano CAB

*CAB 1601:* Milano Centro

*CAB 1602:* Milano Duomo

*CAB 1603:* Milano Scala

**Short Name** Enter a user defined name or remark.

## Converting Italian Bank Numbers

Select Italian Bank File Processing (G00215), Italian Bank File Processing.

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 GL 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.

Enter the SIA code in the Reference/Roll Number field when entering bank account information in the Bank Account Cross-Reference program (P0030A) and the Bank Account Information program (P0030G).

## Setting Processing Options for Italian Bank Number Conversion (R74800)

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

### Process

**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.**

Specify the mode in which to run the report:

Proof mode: Prints the original values for review.

Final mode: Updates selected GL bank accounts in the F0030 table.

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## (JPN) Setting Up Bank Information in Japan

This section provides an overview of Japanese bank transfers and discusses how to:

- Upload Japanese bank and branch information.
- Set processing options for Bank/Branch Table Upload - Japan (R75010A).
- Revise Japanese bank and branch information.

- Enter Japanese bank charges.

## Understanding Japanese Bank Transfers

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: <ul style="list-style-type: none"> <li>• Savings</li> <li>• Current</li> <li>• Deposit</li> <li>• Other</li> </ul>
Bank transfer payor number	A bank transfer number is assigned to each payor by the bank.
Transfer type	Businesses can select these transfer types: <ul style="list-style-type: none"> <li>• Express with bank charges</li> <li>• Letter with bank charges</li> <li>• Express without bank charges</li> <li>• Letter without bank charges</li> </ul>

### 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 SPI PeopleBook*, “Processing Automatic Payments,” (JPN) Understanding the Create Payment Control Groups Process for Japan.

## Bank Charges

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 happens, the transfer becomes subject to a lower service charge, and the business must recognize an adjustment for the transfer.

The bank transfer type is payee-specific and is stored in the F750401 table. 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.

## Payor and Payee Bank Account Information

You use the Bank Account Information program (P04130) 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.

## Forms Used to Set Up Japanese Bank Information

Form Name	FormID	Navigation	Usage
Work with Bank - Japan	W7530JPA	Japanese Localization (G75J), Bank/Branch/Charge Revision	Review a list of existing banks.
Bank Revision - Japan	W7530JPB	On the Work with Bank - Japan form, click Add.	Set up bank and branch information.
Bank/Branch Revision	W7530JPC	On the Work with Bank - Japan form, select Bank/Branch from the Row menu.	Revise bank and branch information.
Bank Charge Revision	W7530JPD	On the Work with Bank - Japan form, select Bank Charge from the Row menu.	Enter bank charge information for Japan.

## Uploading Japanese Bank and Branch Information

Select Japanese Localization (G75J), Bank/Branch Table Upload.

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

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

The Bank/Branch Table Upload program 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 those records that do not already exist in the table.

## Setting Processing Options for Bank/Branch Table Upload - Japan (R75010A)

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

### File

The two processing options on the File tab are for future use.

### Update

1. Enter '1' to REPLACE records in file. Default is ADD record to file. Replace or Add. Specify whether the system replaces records in the file. Values are:  
Blank or 0: Add record to file.  
1: Replace records in file.

## Revising Japanese Bank and Branch Information

Access the Bank/Branch Revision form.

Bank Revision - Japan form

### Bank Name (Secondary Alpha)

Enter an alternate name field in the Address Book system to accommodate double-byte coding.

### Bank 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.

# Entering Japanese Bank Charges

Access the Bank Charge Revision form.

**Bank/Branch/Charge Revision - Bank Revision - Japan**

OK Cancel Tools

Bank Code \* 0002

Bank Name (Secondary Alpha) World Bank

Bank Name (Alpha Name) WORLD BANK

Bank Charge Revision form

**Bank/Branch/Charge Revision - Bank Charge Revision**

OK Delete Cancel Tools

Bank Code 0001 Currency Code JPY

Records 1 - 3

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Treating Amount	In-Branch Charge	In-Branch C-Tax	Ex-Branch Charge	Ex-Branch C-Tax
<input type="checkbox"/>	<input checked="" type="checkbox"/>	29,999	100	5	200	10
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.

### 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.

### 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.

### 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.

### 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.

<b>Express-Trans C-Tax</b>	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.
<b>Letter-Trans Charge</b>	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.
<b>Letter-Trans C-Tax</b>	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.

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## (NLD) Setting Up Bank Information in the Netherlands

This section provides overviews of Dutch bank account setup and Dutch UDC bank setup, lists a prerequisite, and discusses how to set up Dutch bank account information.

### Understanding Dutch Bank Account Setup

You should set up additional bank account information for your suppliers, both foreign and domestic, after you set up bank accounts by address. This additional bank information is stored in the Dutch Payments Bank Information table (F74030H) and 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 set up Dutch bank information on the Dutch Account Maintenance form. Alternatively, you can set up Dutch bank information by selecting Regional Info from the Form menu on the Setup Bank Accounts By Address form if you set your user profile to the Netherlands.

### Understanding Dutch UDC Bank Setup

This section discusses the UDC tables that are used for bank setup in the Netherlands.

#### Bank Account Type (74/BK)

Set up a code for each bank account type in UDC table 74/BK. The bank account number is validated based on the bank account type. Set up these values:

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

Set up processing codes in UDC table 74/SU to indicate whether the SWIFT message should be sent with standard or priority status when transferring funds. Set up these codes:

- 0: SWIFT standard
- 2: SWIFT priority

Set up check forwarding codes in UDC table 74/CV to indicate the location to which a check should be sent. Set up these values:

- 1: Principle's branch
- 2: Principle
- 3: Beneficiary

### Article Number Code (74/AN)

Set up article number codes to identify the goods bought and sold by the transit trader. This code is assigned by the DNB (Netherlands Central Bank) to transit traders. Examples of article numbers include:

- 00: Livestock
- 03: Fish
- 11: Drinks
- 21: Untanned hides
- 33: Crude oil

### Transit Type Code (74/TT)

Set up codes in UDC table 74/TT 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 code.

---

**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.

---

### Payment Instruction Code (74/I1)

Set up payment instruction codes in UDC table 74/11 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.

### **Costs Abroad (74/KC)**

Set up codes in UDC table 74/KC 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.

### **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.

### **Group Name Code (74/GP)**

Set up codes in UDC table 74/GP 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

### **Payment Method Code (74/NO)**

Set up codes in UDC table 74/NO to indicate the method of payment.

Values are:

Normal (funds transfer)

Check

Urgent transfer

### Check Crossing Code (74/CC)

Set up codes in UDC table 74/CC 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).

### Domestic Costs Code (74/DC)

The codes in UDC table 74/DC specify whether the principle or the beneficiary is responsible for paying costs. The values are hard-coded and include:

Code	Description
1	Charged to Principle's NLG/EUR.
2	Charged to Principle's FC Account.
3	Charged to Beneficiary Details.

## Form Used to Set Up Bank Accounts

Form Name	FormID	Navigation	Usage
Work With Dutch Bank Account Summary	W74030HA	Dutch Localizations (G74N), Dutch Bank Account	Review a list of bank accounts.
Dutch Bank Account Maintenance	W74030HB	On the Work With Dutch Bank Account Summary form, click Add.	Set up Dutch bank account information.

## Prerequisite

For online verification to occur, verify that the value in the Localization Country Code field on the User Profile Revisions form is set to *NL* (Netherlands).

## Setting Up Dutch Bank Account Information

Access the Dutch Bank Account Maintenance form.

**Payment Handling Code** Enter a code from UDC table 00/HC for the system to use to sequence the printing of payments.

<b>Bank Account Number</b>	<p>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 10-digit number that complies to the modulus-11 test.</p> <p>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.</p>
<b>Customer Number</b>	Enter the address number in the administration of the supplier.
<b>Bank Account Type</b>	<p>Enter the type of bank. Values are:</p> <p><i>B</i>: Domestic Dutch bank (must pass the modulus-11 check).</p> <p><i>P</i>: Giro (&lt; 10000000).</p> <p><i>X</i>: Foreign bank (no validation occurs).</p>
<b>Checking or Savings Account</b>	Enter a code from UDC table H00/CK that specifies the type of bank account. This code is used during bank tape processing for automatic payments.
<b>Domestic Costs Code</b>	<p>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.</p> <p>Values are:</p> <p>Blank: No cost to be charged</p> <p><i>1</i>: Cost to be charged to the payor's NLG/Euro account.</p> <p><i>2</i>: Cost to be charged to the payor's foreign currency account.</p> <p><i>3</i>: Cost to be charged to the payee. The bank indicates which codes are allowed.</p> <p>This code is a required entry in the Dutch Payments Bank Information table (F74030H).</p>
<b>Currency Code</b>	Enter a code that identifies the currency of a transaction.
<b>Transit Type</b>	<p>Enter a code that indicates the transit type.</p> <p>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.</p>
<b>Transit Number - Bank</b>	Enter the routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
<b>Normal or Check</b>	<p>Enter a code that indicates the method of payment. This code is used in the foreign payment system. Values are:</p> <p><i>0</i>: Normal/funds transfer.</p> <p><i>1</i>: Check (at ABN/AMRO send to beneficiary).</p> <p><i>2</i>: Urgent transfer</p> <p>This code is a required entry in the F74030H table.</p>
<b>Payment Category Code</b>	<p>Enter the payment category code is used with foreign transfers. Values are:</p> <p>Blank: Not applicable</p> <p><i>1</i>: Goods.</p>

	<p>2: Transit trade.</p> <p>3: Services and capital.</p> <p>4: Transfer to your own account.</p> <p>5: Other registered items.</p> <p>This is an optional entry in the F74030H table.</p>
<b>Article No.</b>	<p>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.</p> <p>For example, you might use these codes:</p> <p><i>00</i>: Livestock</p> <p><i>01</i>: Meat and meat products</p> <p><i>02</i>: Dairy products and eggs</p> <p><i>11</i>: Drinks</p> <p>This is an optional entry in the F74030H table.</p>
<b>Trader No. (trader number)</b>	<p>Enter a code that is assigned to transit traders by the DNB (Netherlands Central Bank).</p> <p>This is an optional entry in the F74030H table.</p>
<b>DNB Registration No. (DNB registration number)</b>	<p>Enter a number assigned by DNB (Netherlands Central Bank) to the payor for the purpose of registration of a number of foreign payment categories.</p> <p>This is an optional entry in the F74030H table.</p>
<b>Nature of Pmt Code 1 (nature of payment code 1)</b>	<p>Enter a description of the nature of the payment.</p> <p>This is an optional entry in the F74030H table.</p>
<b>Nature of Pmt Code 2 (nature of payment code 2)</b>	<p>Enter a description of the nature of the payment.</p> <p>This is an optional entry in the F74030H table.</p>
<b>Bank Address Number</b>	<p>Enter the address number of a foreign bank. This number provides a relationship between the F74030H table and the Address Book Master table (F0101).</p>
<b>Correspondent Costs Code</b>	<p>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:</p> <p><i>1</i>: Costs to be charged to the payor's NLG/Euro account.</p> <p><i>2</i>: Costs to be charged to the payor's foreign currency account.</p> <p><i>3</i>: Costs to be charged to payee NOTE: The bank will indicate which codes are allowed.</p> <p>This code is an optional entry in the F74030H table.</p> <p>You must complete this field if the payment is made by transferring funds. If the payment is made by check, leave this field blank.</p>
<b>Processing Code</b>	<p>Enter a code that indicates whether a SWIFT message should have standard or priority status when transferring funds. Values are:</p>

0: SWIFT standard

2: SWIFT priority

This code is an optional entry in the F74030H table.

**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 F74030H table.

**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 F74030H table.

**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 F74030H table.



## CHAPTER 9

# Setting Up Bank Accounts

This chapter provides an overview of bank account setup and discusses how to:

- Set up GL bank accounts.
- Set up customer bank accounts.
- Set up supplier bank accounts.
- Set up bank account cross-references.
- Print bank account exception reports.
- (DNK, FIN, NOR, SWE) Set up additional bank information for foreign suppliers.
- (ESP) Set up A.E.B. customer and supplier bank information

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## Understanding Bank Account Setup

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 customers and suppliers.

The system provides these programs for setting up bank account information:

- Bank Account Information (P0030G).

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).

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. You also use this program to associate a bank transit number with a bank address book record.

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**Note.** Although the same program is used for Bank Account Cross-Reference and Bank Account Addresses applications, the system displays a different form based on which application you choose.

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These 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.
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 select the AR Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must select this check box for customers who process drafts or auto debits.
G	The system assigns this value when you set up GL 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 select 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 select the Supplier option using the Bank Account Cross Reference program.
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 bank type code in the UDC table 00/BT that is not listed in this table.

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## Setting Up GL Bank Accounts

This section discusses how to set up GL bank account information.

## Forms Used to Set Up GL Bank Accounts

Form Name	FormID	Navigation	Usage
Work With G/L Bank Accounts	W0030GA	Use one of these navigations: <ul style="list-style-type: none"> <li>Automatic Payment Setup (G04411), Bank Account Information</li> <li>Accounts Receivable Setup (G03B41), Bank Account Information</li> <li>Automatic Debiting (G03B131), G/L Bank Accounts</li> </ul>	Review and, if necessary, delete existing GL bank accounts.
Set Up G/L Bank Account	W0030GB	On Work With G/L Bank Accounts, click Add.  To revise an existing bank account record, select Revise from the Row menu.	Set up and revise GL bank account information.
Revise Bank Information	W0030GC	On Work With G/L Bank Accounts, select Bank Info from the Form 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 check box is selected.
Revise BACS Information	W0030GD	On Work With G/L Bank Accounts, select BACS Info from the Form menu.	Revise BACS information.
Work With Bank Account X12 Information	W0030GE	On the Work With G/L Bank Accounts form, select X12 Info from the Form menu.	Revise bank account X12 information.
Set Up Bank Account X12 Information	W0030GF	On Work With Bank Account X12 Information, click Add.  To revise existing information, select Revise X12 Info from the Row menu.	Set up or revise bank account X12 information.

## Setting Up GL Bank Account Information

Access the Set Up G/L Bank Account form. This is the first of four forms that you access to set up GL bank account information.

**Bank Account Information - Set Up G/L Bank Account**

OK Cancel Form Tools

G/L Bank Account \* 1.1110.FRANCE

Description \* First Bank of Paris

**Payment Information**

Next Payment Number 2001 Next Autodebit Number 1

**Default Print Options**

Number of Alignment Forms 2

Detail Lines Per Stub 10

Set Up G/L Bank Account form

## 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 AP payment stub.

## Revise Bank Information Form

Access the Revise Bank Information form.

- Bank Address Number** Enter the address book number for the bank. 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.
- (FIN) The country code on address book records for Finnish banks must be FI.
- Bank Transit Number** Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.
- (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. For other Nordic users, leave this field blank.

<b>Bank Account Number</b>	<p>Enter the number assigned by a bank to identify the account for a company, customer, or supplier.</p> <hr/> <p><b>Note.</b> For Nordic users that are not Finnish, enter the bank, Bankgiro, or Postgiro account number.</p> <hr/>
<b>IBAN</b>	<p>Enter a string of alphanumeric characters that uniquely identifies a customer bank account anywhere in the world. 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.</p> <p>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.</p>
<b>Control Digit</b>	<p>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).</p> <hr/> <p><b>Note.</b> This field is not used for Nordic electronic payments.</p> <hr/>
<b>Checking or Savings Account</b>	<p>Enter a code from UDC table H00/CK that specifies the type of bank account. This code is used during bank tape processing for automatic payments.</p>
<b>SWIFT Code</b>	<p>Enter an international bank 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 banks.</p> <p>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.</p>
<b>Bank Country Code</b>	<p>Enter a code from UDC table 00/CN that identifies a country. The Address Book system uses the country code for data selection and address formatting. The country code has no effect on currency conversion.</p>
<b>Override Supplier Pre-Note Code</b>	<p>Select this check box to specify that the system overrides the prenote code that is assigned to the supplier when performing an electronic funds transfer for the bank account specified.</p> <hr/> <p><b>Note.</b> The system produces a bank tape without producing a paper check, regardless of whether this check box is selected. Additionally, some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this check box is selected.</p> <hr/> <p>Do not select this check box if you want to use the prenote code that is assigned to the supplier.</p>

<b>Receivables</b>	Enter the number of days the system adds to the draft due date to determine the GL date for journal entries created during the draft collection process. This field is used only in Accounts Receivable draft processing.
<b>Payables</b>	Enter the number of days the system adds to the payment date to calculate the value date that is used in Accounts Payable draft processing.

### Revise BACS Information Form

Access the Revise BACS Information form.

<b>Bank User Number</b>	Enter the number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number is included on all files submitted by the user.
<b>Reference/Roll Number</b>	Enter the recipient's reference number. This number is not used by all banks or in all countries. These countries use this field for specific purposes: <ul style="list-style-type: none"> <li>• (ITA): The SIA code.</li> <li>• (FRA): The Banque de France assigns a sender's number for electronic funds transfer.</li> <li>• (NOR): The DNB Telebank provides this number.</li> <li>• (FIN): The payee business code.</li> </ul>

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**Note.** This field is not used by other Nordic countries.

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<b>Bank Reference Name</b>	Enter the name of the account associated with the user number within the particular bank system. (NOR): The DNB Telebank provides this information.
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**Note.** This field is not used by other Nordic countries.

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### Set Up Bank Account X12 Information Form

Access the Set Up Bank Account X12 Information form.

<b>Authorization Info Qualifier</b>	Enter a code to identify the type of information in the Authorization Information.
<b>Authorization Information</b>	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.
<b>Security Information</b>	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.
<b>Security Info Qualifier</b>	Enter a code to identify the type of information in the Security Information.
<b>Interchange Sender ID</b>	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.

<b>Interchange Receiver ID</b>	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.
<b>Application Sender's Code</b>	Enter a code identifying party sending transmission. These codes are agreed to by trading partners.
<b>Application Receiver's Code</b>	Enter a code identifying party receiving transmission. These codes agreed to by trading partners.

---

## Setting Up Customer Bank Accounts

After you enter customer address book information and customer master information, you can assign bank accounts to customers.

This section lists prerequisites and discusses how to set up customer bank account information.

### (BEL and FRA) Prerequisites

Before you complete the tasks in this section:

- (BEL) Verify that your 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.

- (FRA) Verify that your 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 Customer Bank Information

Form Name	FormID	Navigation	Usage
Work With Bank Accounts By Address	W0030AD	Use one of these navigations: <ul style="list-style-type: none"> <li>Accounts Receivable Setup (G03B41), Bank Account Cross-Reference</li> <li>Automatic Debiting (G03B131), Customer Bank Account</li> </ul>	Review bank accounts for a specific customer, if necessary, delete a customer bank account.
Set Up Bank Accounts By Address	W0030AA	On Work With Bank Accounts by Address, click Add.  To revise an existing bank account, select Revise from the Row menu.	Set up or revise a customer bank account.
Work With Bank Transit Addresses	W0030AE	Accounts Receivable Setup (G03B41), Bank Account Addresses	Review a list of bank transit numbers by address number.
Set Up Bank Transit Address	W0030AB	On Work With Bank Transit Addresses, click Add.	Set up a bank transit number by address.

## Setting Up Customer Bank Account Information

Access the Set Up Bank Accounts By Address form.

**Bank Account Cross-Reference - Set Up Bank Accounts By Address**

OK Cancel Form Tools

Address Number  *CSC Corporation*

**Record Type**

Supplier  Customer  A/R Drafts, Auto Debit  Auto Receipts Payor

**Bank Information**

Bank Transit Number

Bank Account Number  \*

Control Digit

IBAN

Description

Checking or Savings Account  *Checking account*

Bank Address Number

Bank Country Code

Set Up Bank Accounts By Address form

The fields on the Set Up Bank Accounts By Address form are similar to those on the Set Up G/L Bank Account form.

See [Chapter 9, “Setting Up Bank Accounts,” Setting Up GL Bank Account Information, page 109.](#)

**Address Number** Enter the address book number of the bank account. This field, in combination with the record type, specifies the bank account for a specific record type.

**Supplier, Customer, A/R Drafts, Auto Debit, Auto Receipts Payor** Select the record type that applies to the customer address number.

**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.

## Setting Up Supplier Bank Accounts

This section provides an overview of supplier bank accounts, lists prerequisites, and discusses how to:

- Set up supplier bank account information.

- (CAN, DEU, FIN, GBR, NOR, SWE, and USA) Set up country-specific supplier bank account information.

## Understanding Supplier Bank Accounts

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.

### (BEL and FRA) Prerequisites

Before you complete the tasks in this section:

- (BEL) Verify that your suppliers 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.

- (FRA) Verify that your suppliers 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 Information for Suppliers

Form Name	FormID	Navigation	Usage
Work With Bank Accounts By Address	W0030AD	Automatic Payment Setup (G04411), Bank Account Cross-Reference	Review bank accounts for a supplier or, if necessary, delete a supplier bank account.
Set Up Bank Accounts By Address	W0030AA	On Work With Bank Accounts by Address, click Add.  To revise an existing bank account, select Revise from the Row menu.	Set up or revise a supplier bank account.

## Setting Up Supplier Bank Account Information

Access the Set Up Bank Accounts By Address form.

The fields on the Set Up Bank Accounts By Address form are similar to those on the Set Up G/L Bank Account form.

See [Chapter 9, "Setting Up Bank Accounts," Setting Up GL Bank Account Information, page 109](#).

**Address Number** Enter the address book number of the bank account. This field, in combination with the record type, specifies the bank account for a specific record type.

**Supplier, Customer A/R Drafts, Auto Debit, Auto Receipts Payor** Select the record type that applies to the address number.

**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.

## (CAN, DEU, FIN, GBR, NOR, SWE, and USA) Setting Up Country-Specific Supplier Bank Account Information

Access the Set Up Bank Accounts By Address form.

### (FIN, NOR, and SWE) Field-Specific Information

<b>Record Type</b>	Select the Supplier option for Nordic payments.
<b>Bank Transit Number</b>	Use this field in connection with the Bank Account Number field. For domestic payments in Finland, a special relationship exists between the bank 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.
<b>Bank Account Number</b>	Enter the bank account number of the Bankgiro/Postgiro account number.
<b>Control Digit</b>	This field is not used for Nordic electronic payments.
<b>SWIFT Code</b>	Enter the SWIFT code for the supplier's bank, if required.
<b>Reference/Roll Number</b>	Enter the recipient's reference number. This field is not used for Nordic payments.  (NOR): Enter the number provided by the DNB Telebank.  (FIN): Enter the payee business code.

This table lists the bank information that is required for suppliers in Nordic countries:

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 periods.

## (CAN, DEU, GBR, and USA) Field-Specific Information

- Bank Transit Number** 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.
- Bank Account Number** 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 this field.

This table lists the bank information that is required 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

**Note.** All numbers must be entered consecutively without spaces. Avoid blanks or symbols such as dashes or periods.

## Setting Up Bank Account Cross-References

This section provides an overview of bank account cross-references and discusses how to set up a bank account cross-reference.

### Understanding Bank Account Cross-References

For 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.

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

## Forms Used to Set Up a Bank Account Cross-Reference

Form Name	FormID	Navigation	Usage
Work With Bank Transit Addresses	W0030AE	Use one of these navigations: <ul style="list-style-type: none"> <li>Accounts Receivable Setup (G03B41), Bank Account Addresses</li> <li>Automatic Payment Setup (G04411), Bank Account Cross-Reference</li> <li>On the Work With Bank Accounts by Address form, select Bank Transit from the Form menu.</li> </ul>	Review a list of bank transit numbers by bank address.
Set Up Bank Transit Address	W0030AB	On Work With Bank Transit Addresses, click Add.  To change the address book number that is associated with a bank transit number, select Revise from the Row menu.	Set up a bank transit number by address or revise the address for an existing bank transit number.

## Setting Up a Bank Account Cross-Reference

Access the Set Up Bank Transit Address form.

Set Up Bank Transit Address form

### Bank Transit

Enter the bank transit number in this field. The number is the same one that you entered on 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 *V* (vendors).

---

## Printing Bank Account Exception Reports

This section provides overviews of the bank account and address book exception reports and discusses how to:

- Print the Bank Account Exception Report.
- Print the Address Book Exception Report.

### Understanding the Bank Account Exception Report

The Bank Account Exception Report (R00310) verifies that the address book number for each supplier and customer bank record in the Bank Transit Master table (F0030) exists in the Address Book Master table (F0101). Any records that do not exist in the address book print on the report. The report bypasses any bank account records that have a blank address number.

This report does not update any information. If any records appear on this exception report, you must do one of these things:

- 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 processing options.

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### Understanding the Address Book Exception Report

The Address Book Exception Report (R00311A) lists any suppliers or customers 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 do one of these things:

- Enter the missing bank account information using the Bank Account Cross-Reference program (P0030A).
- Change the payment instrument for the supplier or customer to one that does not require bank account information.

This report does not have processing options.

### Printing the Bank Account Exception Report

Select one of these navigations:

- Automatic Payment Setup (G04411), Bank Account Exception Report.
- Accounts Receivable Setup (G03B41), Bank Account Exception Report.

### Printing the Address Book Exception Report

Select one of these navigations:

- Automatic Payment Setup (G04411), Address Book Exception Report.
- Accounts Receivable Setup (G03B41), Address Book Exception Report.

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## (DNK, FIN, NOR, and SWE) Setting Up Additional Bank Information for Foreign Suppliers

This section provides an overview of additional bank information for foreign suppliers, lists prerequisites, and discusses how to:

- Set up additional bank information for foreign suppliers.
- Override additional bank 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.

### 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 SPI PeopleBook*, “Entering Address Book Records”.

- Set up your user preferences with one of these localization country codes:
  - SE (Sweden)
  - NO (Norway)
  - DK (Denmark)
  - FI (Finland)

See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 SPI PeopleBook*, “Setting Up the System for Country-Specific Functionality,” Setting Up User Display Preferences.

## Forms Used to Set Up Additional Bank Information for Foreign Suppliers

Form Name	FormID	Navigation	Usage
Revise Supplier Info. Foreign	W0474N3B	Swedish Localization (G74W), Swedish Supplier Inf. Foreign Payments  Click Add on the Work With Supplier Info. Foreign form.	Set up additional bank information for foreign suppliers.
Work With Payment Groups	W04571A	Automatic Payment Processing (G0413), Work with Payment Groups	View payment groups for a specific bank account or a specific status.
Foreign Supplier Info Override	W74W001B	On the Work With Payment Groups form, select a record and select Payments from the Row menu. On the Work With Payment Group - Write or Update Status form, select a payment and then select Regional Info from the Row menu.	Override additional bank information.

### Setting Up Additional Bank Information for Foreign Suppliers

Access the Revise Supplier Info. Foreign form.

**Address Number**

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

Access the Foreign Supplier Info Override form.

---

## (ESP) Setting Up A.E.B. Customer and Supplier Bank Information

This section provides an overview of A.E.B. bank account information, lists a prerequisite, and discusses how to:

- Enter A.E.B. bank account information.
- Upload A.E.B. bank account information.

### Understanding A.E.B Bank Account Information

The Spanish Bank Authority (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. You can enter the bank information manually or upload the bank information that is provided by the A.E.B. directly to the F74SCSB table.

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 Account Cross-Reference program (P0030A) or the Bank Account Information 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.

## Prerequisite

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 SPI PeopleBook*, “Entering Address Book Records”.

## Form Used to Enter A.E.B. Bank Account Information

Form Name	FormID	Navigation	Usage
Bank Revision (A.E.B.)	W74SCSBB	Accounts Payable - Spain (G74S04), AEB Bank Revisions - Spain  On the Work With Banks (A.E.B.) form, click Add.	Enter A.E.B. bank account information.

## Entering A.E.B. Bank Account Information

Access the Bank Revision (A.E.B.) form.

<b>Bank Code</b>	Enter a valid four-digit code assigned by the A.E.B.
<b>Office Code</b>	Enter a valid four-digit code assigned by the A.E.B.
<b>Control Digit</b>	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.
<b>Sort Number</b>	Enter a four-digit code that is assigned by the A.E.B. This code is used to sort the information for a specific Bank Number and Office Number.
<b>Business Site Code</b>	Enter a code that identifies the business site where the office is located. The code that you assign usually matches the city, but such a match is not strictly necessary.
<b>Bank Name</b>	Enter the name of the bank. This must be the proper name used by the bank in business.
<b>Office Name</b>	Enter the commercial name of the bank office. This is the name used in inquires or to look for a special commercial office of a bank.
<b>Office Address</b>	Enter the complete address of a particular commercial office of a bank. This is the suitable address to contact this office with any inquiry.
<b>City in Castilian</b>	Enter the Castilian proper name of the city where the office is located.
<b>Zip</b>	Enter the zip code of the bank office.
<b>City Other Lang.</b> (city other language)	Enter the proper name of the city where the office is located, as the region commonly uses it.
<b>OT</b> (office type)	Enter the type of the bank office, according to the A.E.B. criteria.
<b>Phone Number</b>	Enter the phone number of the bank office.
<b>Telex Number</b>	Enter the Telex number of the bank office, if available.

## Uploading A.E.B. Bank Information

To upload bank information provided by the A.E.B. directly to the A.E.B. Bank - Spain table (F74SCSB), 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.

This table lists the fields in the F74SCSB table. 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

**See Also**

*PeopleSoft EnterpriseOne Global Options and Reports 8.11 SPI PeopleBook*, “Working With the Text File Processor”

## CHAPTER 10

# Setting Up Automatic Accounting Instructions

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

---

## Understanding AAIs

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

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

- Determine how the post program creates journal entries for intercompany settlements and how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an AR trade account or credit an AP trade account when you post invoices or vouchers.

AAIs eliminate the need to know which offset account to update at the time of posting and to enter offsetting accounts manually.

- 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.

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

### AAI Prefixes and Suffixes

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 use.

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 *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 *xx* suffix identifies a range of accounts, with odd numbers being the beginning of a range (01, for example) and even numbers being the end of a range (02, for example).
- 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) that is 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 GL 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.

In the Accounts Receivable system:

- The *xx* suffix identifies the expense account that is 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.
- The *xxxx* suffix identifies the AR offset account to which invoice and receipt amounts are posted.
- The *xxxx* suffix (from one to four characters) identifies general ledger offset accounts to use for particular transactions, such as NOTE for notes receivable, EMP for employee accounts receivable, or UC for unapplied receipts.

## Default AAI

Systems that use AAIs use a combination of company number and AAI item to determine which account to use for a particular type of transaction. You can create AAIs for each unique combination of company and GL offset code that you anticipate using.

Your system includes default AAIs that are already assigned to company 00000. You can configure them for your company, business unit, or object account setup. 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 AAIs for company 00000.

## Example: AAI Item PC

AAI item PC, used in the Accounts Payable system to identify an offset account for payable transactions, can use the default object account 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 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 preceding example, CR03 would begin the second range and CR04 would end the second range. Do not bypass 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 that are 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 that is 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 on reports, online inquiries, and programs that access the text. Translation information is stored in the AAI Alternate Description Master table (F0012D).

## See Also

*PeopleSoft EnterpriseOne Global Options and Reports 8.11 SPI PeopleBook*, “Setting Up the System for Country-Specific Functionality,” Understanding Translation Considerations for Multilingual Environments

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## Prerequisite

Set up your chart of accounts.

See [Chapter 7, “Creating the Chart of Accounts,” Setting Up Accounts, page 59.](#)

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## Setting Up AAI

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

- Set up a single AAI item.
- Set up an AAI item for multiple companies.
- Translate AAI descriptions.
- Set processing options for Automatic Accounting Instructions (P0012).

### Understanding AAI Setup

Because the PeopleSoft EnterpriseOne system already has AAI in place for company 00000, you must verify that they are appropriate for your business needs. You can revise existing AAI and set up additional AAI as needed. 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.

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.

#### See Also

*PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Setting Up the Accounts Payable System,” Setting Up AAI for Accounts Payable

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 SPI PeopleBook*, “Setting Up the Accounts Receivable System,” Setting Up AAI for Accounts Receivable

*PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook*, “Setting Up the General Accounting System,” Setting Up AAI for General Accounting

## Forms Used to Set Up AAI

Form Name	FormID	Navigation	Usage
Work With Automatic Accounting Instructions	W0012A	<ul style="list-style-type: none"> <li>Accounts Receivable Setup (G03B41), Automatic Acctg Instructions</li> <li>Accounts Payable Setup (G0441), Automatic Acctg Instructions</li> <li>General Accounting System Setup (G0941), Automatic Acctg Instructions</li> </ul> <p>To print a list of AAI, select One Line AAI Report or Full AAI Report from the Report menu on the Work With Automatic Accounting Instructions form.</p>	Review a list of existing AAI items for a specific system.
Set Up Single AAI Item	W0012B	On the Work With Automatic Accounting Instructions form, click Add to set up an AAI item or select an AAI item to revise and click Select.	Set up a single AAI item. The Set Up Single AAI Item form displays detail for one AAI at a time.
Set Up Multiple AAI Items	W0012C	On the Work With Automatic Accounting Instructions form, select an AAI item, and then select Multiple AAI from the Row menu.	Set up an AAI item that is used by multiple companies. The Set Up Multiple AAI Items form is useful for adding and changing AAI because you can review multiple companies assigned to an AAI item at the same time.
Translate AAI Descriptions	W00123A	<p>General Accounting System Setup (G0941), Translate AAI</p> <p>On the Work with Companies form, select a company and complete one of these actions:</p> <p>Select Transl for Mult Co from the Form menu to translate AAI for multiple companies.</p> <p>Select Translate AAI's from the Row menu to translate AAI for a single company.</p>	Translate descriptions for AAI.

Page Name	Object Name	Navigation	Usage
Review Expanded AAI Descriptions	W00123B	On the Translate AAI Descriptions form, select Expanded Desc from the Row menu.	Add up to four more lines of translated text for the AAI description.
Translate Business Unit Descriptions	W00065A	On the Translate AAI Descriptions form, select Translate BU from the Form menu.	Translate descriptions for business units.

## Setting Up a Single AAI Item

Access the Set Up Single AAI Item form.

**Automatic Acctg Instructions - Set Up Single AAI Item**

OK Cancel Form Tools

Company   
 System  Sequence No.

Account Codes	Required	Optional	Not Used
Business Unit <input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> ..	<input type="radio"/> ..	<input type="radio"/> ..
Object Account <input style="width: 100%;" type="text" value="4980"/>	<input checked="" type="radio"/> ..	<input type="radio"/> ..	<input type="radio"/> ..
Subsidiary <input style="width: 100%;" type="text"/>	<input type="radio"/> ..	<input checked="" type="radio"/> ..	<input type="radio"/> ..

**Account Use Description**

Set Up Single AAI Item form

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 a value if that portion of the account was originally defined as not used unless you first change the Not Used option to Required or Optional. You should not change the Required, Optional, and Not Used options on AAI items that have been used for processing.

**Item Number**

Enter the hard-coded AAI item number that defines an account or range of accounts that is 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 AAI item number is the key to the AAI table.

**Sequence No.** (sequence number)

Enter the number that is used to organize the AAI items into a logical group for online viewing and reporting. The sequence numbers for AAIs determines the system.

For Accounts Receivable, the sequence numbers begin with 3, for Accounts Payable, the sequence numbers begin with 4, and for General Accounting, they begin with 1.

**Business Unit**

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. A business unit might be a warehouse location, job, project, work center, branch, or plant.

If you enter a business unit in this 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 you do not enter a business unit in this field, the system does not validate object account and subsidiary information against the F0901 table.

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 that is entered for the AAI.

**Object Account**

Enter the portion of a general ledger account that refers to the actual accounting activity such as expense, income, asset, or liability.

**Subsidiary**

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

Depending on the operating system, use *99999999* or *ZZZZZZZZ* to express the end of a range of subsidiary accounts for an AAI item that includes the end of a range of accounts.

The Subsidiary field is optional for all AAIs.

## Setting Up an AAI Item for Multiple Companies

Access the Set Up Multiple AAI Items form.

**Automatic Acctg Instructions - Set Up Multiple AAI Items**

Item Number

Records 1 - 11 Custo

<input type="checkbox"/>	<input type="checkbox"/>	Seq. No.	Item * No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00000		R	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00003		133 O	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00004		144 O	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00005		155 O	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00006		166 O	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00008		R	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00009		09 R	4980	R		O
<input type="checkbox"/>	<input type="checkbox"/>	1.040	GLG4	00018		18 O	4980	R		O

Set Up Multiple AAI Items form

## Translating AAI Descriptions

Access the Translate AAI Descriptions form.

**Translate AAls - Translate AAI Descriptions**

Work With Companies | **Translate AAI Descriptions**

OK Find Delete Cancel Row Form Previous Next Tools

Company 00001 *Financial/Distribution Company*

From Language

To Language \* DN *Danish* AAI \*

Records 1 - 10 ▶ ◀ [Customize Grid](#)

<input type="checkbox"/>	<input type="checkbox"/>	Co	AAI	From Description 01	To Description 01
<input type="checkbox"/>		00001		Netting Suspense Account	
<input type="checkbox"/>		00001	CR	Difference Account Used for	
<input type="checkbox"/>		00001	CT	Order Entry Cost Types	
<input type="checkbox"/>		00001	GR	offset entry	
<input type="checkbox"/>		00001	GT	Journal Entry with VAT	

Translate AAI Descriptions form

## Setting Processing Options for Automatic Accounting Instructions (P0012)

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

### Sequence No.

**Sequence No.** (sequence number)

Specify the sequence number that you want to automatically display when you access the Work With Automatic Accounting Instructions form from a specific menu, such as G03B41, G0441, or G0941.



# CHAPTER 11

## Understanding Intercompany Settlements

This chapter provides overviews of intercompany settlements and the hub, detail, and configured hub methods.

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### 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 can choose from these methods of intercompany settlements:

- Hub method
- Detail method
- Configured hub method

When you post transactions using one of these methods, the system creates journal entries for intercompany settlements based on automatic accounting instructions (AAIs). Two AAI items exist for intercompany settlements. Depending on the method that you choose, you must set up one or both of the AAIs.

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 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.

If your organization uses multiple currencies, you must use either the detail or configured hub method for intercompany settlements.

See *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SPI PeopleBook*, “Understanding Multicurrency Setup,” Setup for Multicurrency Intercompany Settlements.

---

### 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. You can have only one hub company. The system reconciles transactions between subsidiary companies through the hub company.

## Examples for the Hub Method

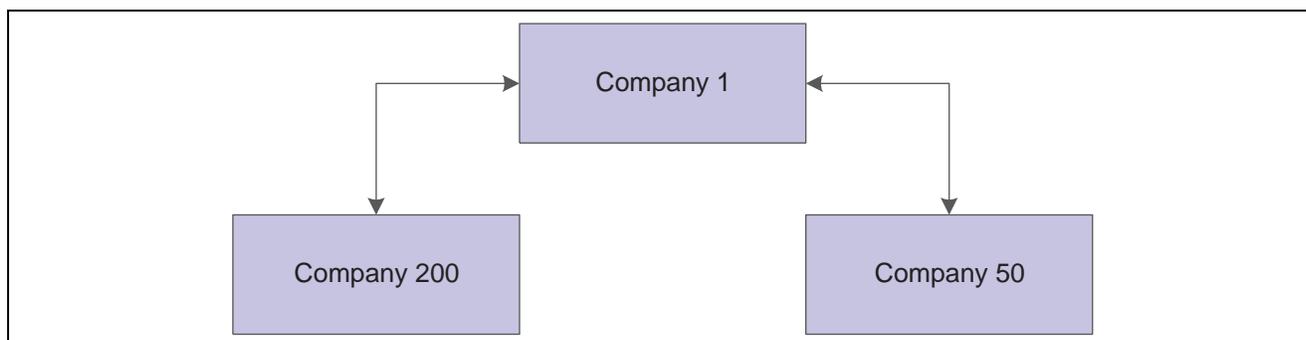
This section shows three examples of how the system creates the automatic entries for intercompany settlements using the hub method. This information applies to the three examples:

- 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 (1, 50, 60, and 200) and object account (1291) are determined by AAI items ICC and ICH.
- 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 Two Companies

This example shows the entries that the system creates when you enter a 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, as illustrated:



Hub method: example of a journal entry between two companies

For the journal entries, assume that the business unit on the balance sheet matches the company number. You enter this information for the 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 the 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

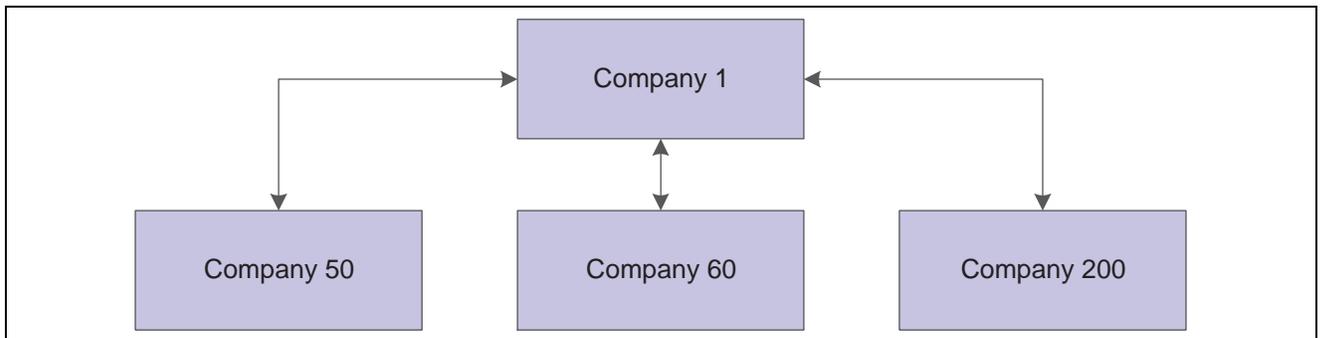
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1212	200	200.1291/0000001/A	Intercompany Receivables /Payables	500	Blank
AE 1212	1	1.1291/00000200/A	Intercompany Receivables /Payables	Blank	500

The second and fourth rows are entries to the hub (company 1) from companies 50 and 200.

**Example: Journal Entry Among Three Companies**

This example shows the entries that the system creates when you enter a journal entry among 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, as illustrated:



Hub method: example of a journal entry among three companies

For the journal entries, assume that the business unit on the balance sheet matches the company number. 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 automatically 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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1213	50	50.1291/00000001/A	Intercompany Receivables /Payables	Blank	300
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

The second, fourth, and six rows are entries to the hub (company 1) from companies 60, 50, and 200. 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**

This example shows how the system creates summarized entries when you enter 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.

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

The second row is the entry to the hub (company 1) from company 60. The hub method summarizes the four lines of the two documents by account and by subledger and subledger type.

## 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.

When you post entries, the detail method could create more records in the F0911 table than the hub method. 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.

## Examples for the Detail Method

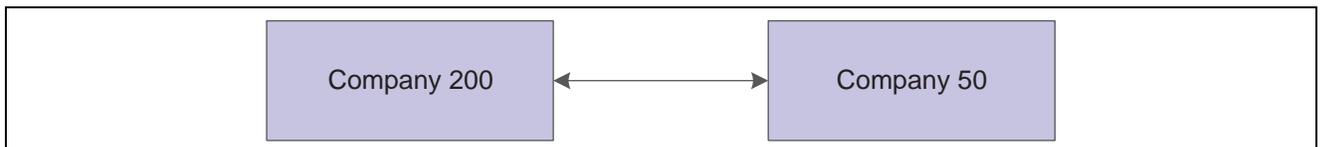
This section shows three examples of how the system creates the automatic entries for intercompany settlements using the hub method. This information applies to the three examples:

- The entry to the hub company uses a subledger that is equal to the offsetting company number and uses subledger type A (address book) so that you have an audit trail.
- The business units (1, 50, 60, and 200) and object account (1291) are determined by AAI item ICC.
- The system creates the automatic entries with a document type (AE).

The automatic entries have the same document number and GL date as the journal entries.

### Example: Journal Entry Between Two Companies

This example shows how the system creates entries when you enter a journal entry between two companies. In this example, company 200 accrues a liability incurred by company 50, as illustrated:



Detail method: example of a journal entry between two companies

For the journal entries, assume that the business unit on the balance sheet matches the company number. 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

The company on the first line of the journal entry determines the hub company.

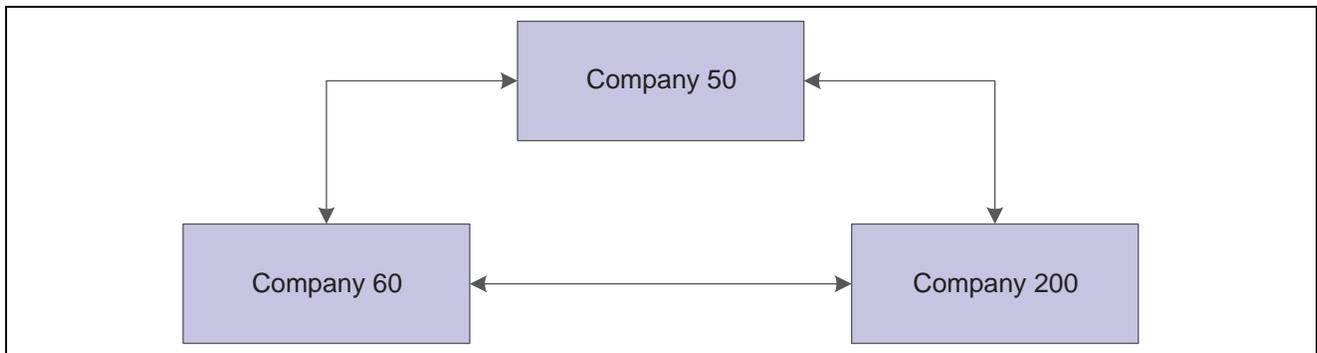
When you post the entry, the system automatically generates these intercompany entries:

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 second row is the entry to the hub (company 50) from company 200.

**Example: Journal Entry Among Three Companies**

This example shows how the system creates entries when you enter a journal entry among three companies. In this example, company 200 accrues liabilities incurred by companies 50 and 60, as illustrated:



Detail method: example of a journal entry among three companies

For the journal entry, assume that the business unit on the balance sheet matches the company number. 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

The company on the first line of the journal entry determines the hub company. When you post the entry, the system automatically generates these intercompany entries:

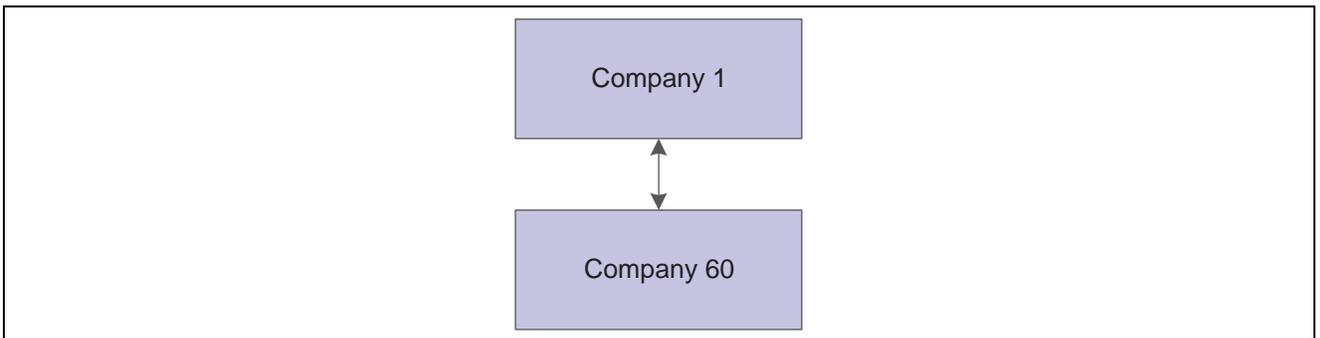
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 6000	60	60.1291/00000050/A	Intercompany Receivables/Payables	Blank	200
AE 6000	50	50.1291/00000060/A	Intercompany Receivables/Payables	200	Blank

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 6000	200	200.1291/00000050/A	Intercompany Receivables/Payables	500	Blank
AE 6000	50	50.1291/00000200/A	Intercompany Receivables/Payables	Blank	500

The second and fourth rows are entries to the hub (company 50) from companies 60 and 200.

**Example: Two Journal Entries in One Batch**

This example shows how the system creates entries when you enter two journal entries in one batch:



Detail method: example of 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. 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
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 automatically 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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 8000	60	60.1291/00000001/A	Intercompany Receivables /Payables	Blank	100
AE 8000	1	1.1291/00000060/A	Intercompany Receivables /Payables	100	Blank

The second and fourth rows are entries to the hub (company 1) from company 60. Unlike the hub method, the detail method creates separate entries for each document in the batch.

---

## 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 you 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.

The two methods of settlement within the relationship for a configured hub are:

- **Modified Hub.**

All companies in the hub settle only through a single company (designated as the hub company) in the hub

- **Modified Detail.**

All companies in the hub 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 Inter/Intra Company Account Relationships table (F09190).

## Examples for the Configured Hub Method

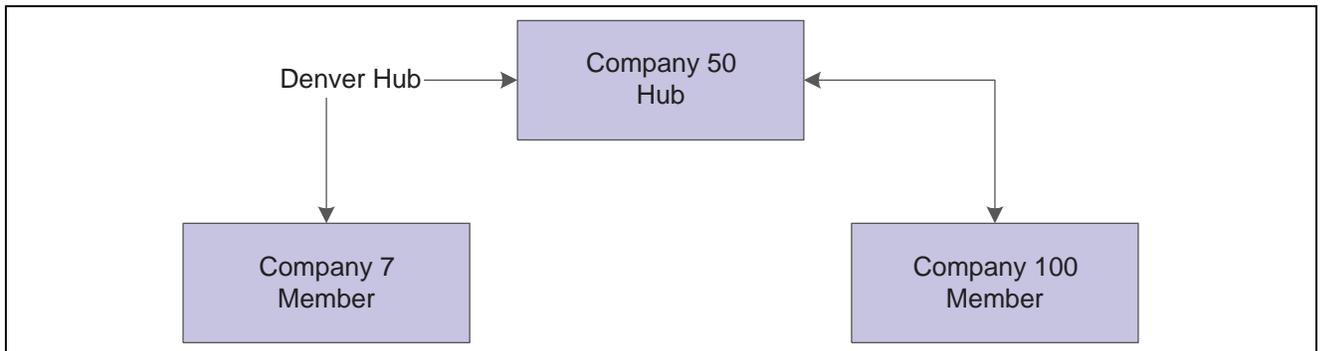
This section shows two examples of how the system creates the automatic entries for intercompany settlements using the configured hub method. This information applies to the two examples:

- You designate the hub company in the Configured Hub Companies program (P09190).
- 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 AAI item the ICC.

- The system creates the automatic entries with a document type of AE (automatic entry) and assigns a document number and a GL date that are the same as the journal entry.

**Example: Configured Hub with Hub Company**

This example shows how the system creates the entries when you use the configured hub method with a designated hub company (modified hub). 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, as illustrated:



Configured hub: example of configured hub with hub company

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

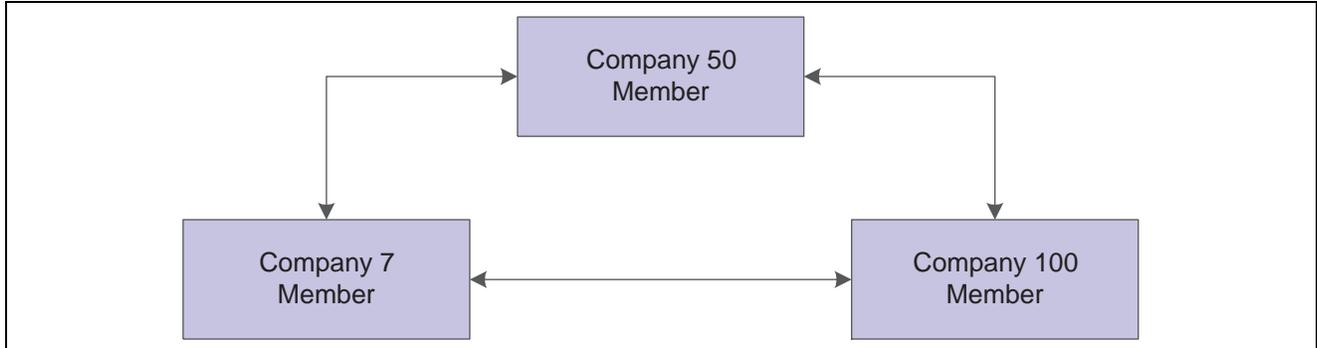
When you post the entry, the system automatically generates these intercompany entries:

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 second and fourth rows show the entries to the hub (company 50) from companies 100 and 7. 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 shows the entries that the system creates when you have not designated a hub company (modified detail). In this example, one company (7) accrues a liability incurred by two companies (50 and 100). No hub company is designated, as illustrated:



Configured hub: example of configured hub without hub company

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 automatically generates these 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
AE 9100	7	7.1291/00000050/A	Intercompany Receivables/Payables	500	Blank
AE 9100	50	50.1291/00000007/A	Intercompany Receivables/Payables	Blank	500

The second and fourth rows show the entries to the hub company (50) from companies 100 and 7. 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.

# CHAPTER 12

## Setting Up Intercompany Settlements

This chapter provides overviews of intercompany settlement setup and error messages caused by incorrect intercompany setup, lists a prerequisite, and discusses how to:

- Set up companies for intercompany settlements.
- Set up configured hub relationships.

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### Understanding Intercompany Settlement Setup

This section provides overviews of the intercompany settlement constant, intercompany settlement accounts, and intercompany settlement automatic accounting instructions (AAIs).

#### Intercompany Settlement Constant

Use the Intercompany Settlements field in the General Accounting Constants to specify which one of these intercompany settlement methods that you want to use:

Method	Description
Method 1	Use the hub method to create summarized journal entries for your intercompany settlements between a designated hub company and related companies.
Method 2	Use the detail method when you do not want to specify one company as the main company or headquarters company.
Method 3	Use the configured hub method when you need to designate more than one company as a hub company.
Method N (no intercompany transactions)	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.
Method * (manual 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.

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**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 Account Ledger table (F0911). These offset entry methods are available:

For intercompany settlement method 1, use offset method B, S, or Y.

For intercompany settlement method 2, use offset method B, S, or Y.

For intercompany settlement method 3, use offset method S or Y.

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### See Also

*PeopleSoft EnterpriseOne Accounts Receivable 8.11 SPI PeopleBook*, “Setting Up the Accounts Receivable System,” Setting Up System Controls for Accounts Receivable

*PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Setting Up the Accounts Payable System,” Setting Up Accounts Payable Constants

## Intercompany Settlement 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

## Intercompany Settlement AAIs

After you set up the intercompany settlement accounts for each company, you must assign the accounts to the intercompany AAIs. During the post, the system creates balancing entries for these accounts.

The two AAI items for intercompany settlements are ICCC and ICH. You use ICCC for all intercompany settlements. Additionally, you use ICH for the hub method.

### AAIs for the Hub Method

For the hub method, you use both of the intercompany settlement AAIs:

- ICH (Intercompany Hub).

This item defines the hub company. Observe these guidelines when setting up AAI item the ICH:

- 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. The subsidiary account is optional.

- ICCC (Intercompany Business Unit).

This item defines the non-hub companies. Observe these guidelines when setting up AAI item the ICCC:

- You must set up a separate AAI item ICCC for each non-hub company that exists in the F0010.
- You do not need to set up an ICCC for the hub company.
- You must enter a business unit and an object account. The subsidiary account is optional.

### Example: AAIs for the Hub Method

This example shows the AAI items ICH and ICCC with separate items for ICCC:

Item	Company	Business Unit	Object	Subsidiary
ICH	00000	1	1291	(optional)
ICCC	00200	200	1291	(optional)
ICCC	00050	50	1291	(optional)

### AAIs for the Detail and Configured Hub Methods

For the detail and configured hub methods, you use only AAI item ICCC. This item defines the intercompany account for each company. Observe these guidelines when setting up AAI item the ICCC:

- You must set up a separate AAI item ICCC 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. The subsidiary account is optional.

### Example: AAIs for the Detail and Configured Hub Methods

This example shows the recommended AAI setup:

AAI Item	Company	Business Unit	Object	Subsidiary
ICCC	00001	1	1291	(optional)
ICCC	00200	200	1291	(optional)
ICCC	00050	50	1291	(optional)

## Understanding Error Messages Caused By Incorrect Intercompany Setup

When you post intercompany settlement entries, you might receive error messages in the work center.

### Error Message: Subledger X (Where X Equals the Company Number) Invalid

This table lists causes and resolutions for this error 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.
The address book record for the company noted in the error message has the Subledger Inactive Code check box selected.	Locate the address book record for the company that is noted in the error message using the Address Book Revisions program. Select the Additional 1 tab on the Address Book Revision form and clear the Subledger Inactive Code check box.

### Error Message: Intercompany Settlement AAI Error

This table lists a cause and resolutions for this error message:

Cause	Resolution
The F0012 table does not contain AAI item ICCC or ICH for this company.	<p>If you use the Detail or Configured Hub method, you must set up AAI item ICCC for every company in the F0010 table. Use the F0012 table to determine which company does not have an AAI item ICCC and create the missing AAI.</p> <p>If you use the Hub method, you must set up AAI item ICH AAI for the hub company and AAI item ICCC for every non-hub company. Use the Automatic Accounting Instructions program (P0012) to determine whether you are missing the AAI item ICH or ICCC and create the missing AAI.</p>

### Error Message: Interco Settlement Acct Error

This table lists the causes and resolutions for this error message:

Cause	Resolution
The F0901 does not contain the intercompany settlement account that is assigned to 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 AAI item ICCG or ICH does not match the company number for the account that is assigned to the AAI.	Change the company number on the AAI to match the company number on the account.
The business unit of the account that is assigned to AAI item ICCG or ICH is a model or nonposting business unit.	<p>If the business unit is a model, you cannot change it to a non-model business unit. You must change the business unit assigned to the AAI.</p> <p>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.</p>
The account that is assigned to AAI item ICCG or ICH belongs to a model business unit or is a nonposting account.	Change the account that is assigned to AAI item ICCG or ICH to a non-model account or to an account that allows posting.

### Error Message: Incompatible Posting Methods

This table lists a cause and resolutions for this error message:

Cause	Resolution
The offset method constant in either Accounts Payable Constants or Accounts Receivable Constants is set to B; but the intercompany settlement constant is set to 3.	<p>Either change the intercompany settlement method to 1 or 2 or change the offset method for AP or AR to S or Y. Use these guidelines when choosing the intercompany settlement method and the offset method:</p> <ul style="list-style-type: none"> <li>• For method 1, use offset method B, S, or Y.</li> <li>• For method 2, use offset method B, S, or Y.</li> <li>• For method 3, use offset method S or Y.</li> </ul>

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## Prerequisite

Decide whether you want to use the hub, detail, or configured hub method.

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## Setting Up Companies for Intercompany Settlements

For all three intercompany settlement methods, the system uses subledgers with subledger type A (address book) when creating 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.

It is recommended that when you set up a 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 leave this field blank, the system assumes that the address book number is the same as the company number and it uses it as the subledger for the intercompany settlement.

For example, assume that company number 50 has an address book number of 30 and you have not created a cross-reference between the two numbers. One of these situations occurs:

- If address book number 50 exists, the system uses it as the subledger for the intercompany account when you post an intercompany batch, which is not the desired result.
- If address book number 50 does not exist and you attempt to post an intercompany batch, the Post General Journal program generates an error message

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## Setting Up Configured Hub Relationships

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.

This section provides an overview of configured hub setup and discusses how to:

- Add companies to configured hubs.
- Verify configured hubs.

## Understanding Configured Hub Setup

You must set up the name of each configured hub in UDC table 09/HB. 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 UDC code AMER to represent a hub for companies in America. The description might be Hub Company Group - America.

After you set up configured hubs in UDC table 09/HB, you set up the configured hubs. For each company that exists in the Company Constants table (F0010), you must designate the company as either the hub company or a member company of the hub in the Configured Hub Companies program (P09190).

The system maintains configured hub information in the F09190 table.

### Guidelines for Configured Hubs

Observe these guidelines for configured hubs:

- You can create multiple configured hubs.
- Within a configured hub, you can set up only one hub company, but a hub company is not required.

All other non-hub companies within the hub should be set up as member companies. You can assign a company to only one hub.

If you do not designate each company as either a hub or a member company, you receive the message, *Error: Base CO xxxxx Not Found in F09190* when you post transactions for the company.

- A hub company can settle with a member company of the same hub or exclusively with other hub companies. An intercompany settlement between two member companies goes through the hub company.

- A member company can settle only with the hub company or another member company of the same hub.

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 enter a journal entry, 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.

### Configured Hub Verification

You can run the Configured Hub Integrity report (R091901) 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 F0010 table.

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.

The Configured Hub Integrity report shows:

- For each configured hub, the companies that are assigned to the hub and whether a company is a member company or a hub company.
- For each configured hub, if 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 a configured hub in the F09190 table.

This report does not have any processing options.

### Forms Used to Set Up Configured Hubs

Form Name	FormID	Navigation	Usage
Work with Configured Hubs	W09190A	Configured Hub Intercompany Setup (G094115), Configured Hub Companies  To set up UDCs for configured hubs, select HUB UDC's from the Form menu on the Work with Configured Hubs form.	Review a list of configured hubs or access the UDC table 09/HB to set up codes for configured hubs.
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.

### Adding Companies to Configured Hubs

Access the Configured Hub Members form.

**Hub Designator**                      Enter *1* for the hub company or *2* for a member company.

## **Verifying Configured Hubs**

Select Configured Hub Intercompany Setup (G094115), Configured Hub Integrity Report.

# CHAPTER 13

## Understanding Payment Terms

This chapter provides overviews of payments terms, standard payment terms, advanced payment terms, and examples of advanced payment terms and due date rules.

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### Payment Terms

Payment terms are used by the Accounts Payable and Accounts Receivable systems to specify a payment due date and, optionally, a discount percent and discount due date. Payment terms enable 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 for that customer or supplier, you can either accept the default value or override it with a different payment term.

Payment term codes can range from simple to complex, depending on your organization's policies. You define a payment term by using a one-, two-, or three-character combination of these types of characters:

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

For example, you might use A1%, which combines all three types of characters, for a percentage payment term code.

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

#### Commonly Used Payment Terms

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

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## Standard Payment Terms

You set up standard payment terms using the Payment Terms Revisions program (P0014). The system uses the information for the payment term code to calculate the values for the due date, discount available, and discount due date on the invoice and voucher entry forms. Unlike advanced payment terms, you do not set up due date rules for standard payment terms.

### Standard Payment Term Codes

Standard payment terms enable you to set up these basic payment due dates:

- 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**

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**

Use fixed payment terms when you want to specify a due date instead of having the system calculate the due date. For example, if you want all transactions due at the end of the year regardless of when they were entered, enter a due date of December 31, 2006.

### **Net Payment Terms**

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. Assume that you specify net 30 days to pay and you enter a transaction with an invoice date of June 14. The system calculates the due date as July 14.

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.

Assume that you set up a payment term code for:

- Discount of 1 percent.
- Discount days of 10.
- Net days to pay of 30.

You enter a transaction with an invoice date of June 14. The system calculates the discount due date as June 24 and the net due date as July 14. The customer has until July 14 to remit their payment to receive a 1 percent discount; otherwise, the payment is due June 24.

### **Proximate Date Payment Terms**

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.

Assume that you set up a payment term code for:

- Proximate month of 1.
- Proximate day of 10.

You enter a transaction with an invoice date of May 20. The system calculates the due date as June 10. 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.

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.

Assume that you set up a payment term code for:

- Discount of 1 percent.
- Discount days of 10.
- Proximate month of 1.
- Proximate days of 10.

You enter a transaction with an invoice date of June 14. The system calculates a discount due date of June 24 and a net due date of July 10. The customer has until June 24 to remit their payment to receive a 1 percent discount; otherwise, the payment is due July 10.

### Split Payment Terms

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.

Assume that you set up a payment term code for:

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

You enter a voucher with an invoice date June 14. The system divides the voucher into four payments and calculates these due dates:

- For the first payment, the due date is July 4 (20 days from the invoice date).
- For the second payment, the due date is August 3 (30 days from the due date of the first payment).
- For the third payment, the due date is September 2 (30 days from the due date of the second payment).
- For the fourth payment, the due date is October 2 (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 re-inquire on it.

---

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.

Assume that you set up a payment term code for:

- Discount of 1 percent.
- 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 3,000 USD with an invoice date of June 1. The system calculates these dates for each payment:

Payment	Gross Amount	Discount Amount	Discount Due Date	Due Date
001	1000	10	June 11	June 21
002	1000	10	July 11	July 21
003	1000	10	August 10	August 20

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

---

## Advanced Payment Terms

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

- Specify a work day calendar and work day rule.

Specify which days of the month are work days 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 enable you to specify whether to use the invoice date, GL 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 GL 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 and Rules

Before you set up due date rules, set up work day calendars using the Work Day Calendar program (P00071). Calendars enable 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 how the system calculates the due date on a nonworking day. You specify the work day rule for a due date rule using the Due Date Rule Revisions program (P00146). 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 are correct by using the Simulator program, which is available from the Due Date Rules Revisions program (P00146). The Simulator program enables you to perform multiple tests on due date rules without entering transactions.

## Due Date Rule Components

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

Component	Description
Based-on Date	An invoice date, GL 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 <sup>th</sup> or 15 <sup>th</sup> 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.

Component	Description
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. You can also specify whether to count nonworking days when calculating the due date.
Multitiered Discounts	A payment term that enables multiple discount percentages. For example, you might set up a payment term that enables 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

You set up date ranges at the time that you set up due date rules. If you specify a date range for a 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, days to add, or a fixed date, the system assigns the last day of the range as the due date.

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

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

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

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

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 January 10.
- 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 February 1. Then the system reads the first date range and adds 30 days to calculate a final invoice due date of March 3. Based on this setup, the second date range will never be used in the calculation.

## Advanced Payment Term Codes

After you set up due date rules, you assign them to an advanced payment term code using the Advanced Payment Terms program (P00145). 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 an invoice or a 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.	<p>You might set up five equal payments:</p> <ul style="list-style-type: none"> <li>• Payment 1 = 20 percent with a 10 percent discount</li> <li>• Payment 2 = 20 percent with a 10 percent discount</li> <li>• Payment 3 = 20 percent with a 10 percent discount</li> <li>• Payment 4 = 20 percent with a 10 percent discount</li> <li>• Payment 5 = 20 percent with a 10 percent discount</li> </ul> <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>

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

This example uses an installment payment term for an invoice that is to be split into three installments:

Parameter	Value
Amount	9,000
Invoice Date	July 15
Based-on Date	Invoice Date
First Installment	2,000 with a 10 percent discount
Second Installment	3,000 with a 5 percent discount
Third Installment	4,000 with a 1 percent discount

Because the total percentage must equal 100, you must round the percentage of the last installment up as shown in this table:

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

When you enter the invoice for 9,000, the system calculates the installment amounts as shown in this table:

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

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

See [Chapter 21, “Understanding Rounding Versus Soft Rounding.”](#) page 215.

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 that 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 July 15, the system calculates the due dates for each installment:

Installment	Discount Due Date	Calculation	Net Due Date	Calculation
First	July 25	The system adds 10 days to the invoice date.	August 14	The system adds 30 days to the invoice date.
Second	August 24	The system adds 10 days to the net due date of the first installment.	September 13	The system adds 30 days to the net due date of the first installment.
Third	September 23	The system adds 10 days to the net due date of the second installment.	October 13	The system adds 30 days to the net due date of the second installment.

### Multitiered Discount Payment Terms

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 enables 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 percent discount if the payment is remitted within 10 days from the invoice date, a 5 percent discount if the payment is remitted within 20 days, and a 1 percent 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 program (R005142) or the Update A/P Vouchers program (R005141).

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## Examples: Advanced Payment Terms and Due Date Rules

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

### Example: Invoice Date

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

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

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

Specify a separate date range for each date after the 15<sup>th</sup>:

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

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

---

**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 2<sup>nd</sup> of the following month because it adds two days to the last day specified in the date range, which could be the 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>, depending on the month and year.

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**Example: GL Date**

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

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

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

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

**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 15<sup>th</sup> of the next month for all transactions with a GL date between the 1<sup>st</sup> and the 10<sup>th</sup> because it uses the last day of the range (10) and adds one month and five days to it.

Specify a date range for each day between the 11<sup>th</sup> and the 20<sup>th</sup>:

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

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

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

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

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

**Example: Prior to Invoice Date**

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 for the days to add.

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.



# CHAPTER 14

## Setting Up Payment Terms

This chapter provides an overview of tax considerations for payment terms with discounts and discusses how to:

- Set up standard payment terms.
- Set up advanced payment terms.
- Update amounts and dates for invoices and vouchers with multitiered discounts.

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### Understanding Tax Considerations for Payment Terms with Discounts

If a 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 does not process transactions with discounts if the tax rules for the company specified are set up with the Tax on Gross Excluding Discount option selected on the Tax Rules form. This applies to standard payment terms with discounts as well as advanced payment terms with multitiered discounts.

See *PeopleSoft EnterpriseOne Tax Processing 8.11 SPI PeopleBook*, “Setting Up Tax Information,” Setting Up Tax Rules.

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### Setting Up Standard Payment Terms

This section discusses how to set up standard payment terms.

#### Forms Used to Set Up Standard Payment Terms

Form Name	FormID	Navigation	Usage
Work With Payment Terms	W0014B	Payment Terms Revisions (G00141), Payment Terms Revisions	Review a list of existing payment terms.
Revise Payment Terms	W0014A	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. 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 information prints on customer invoices.

### Due Date

For Accounts Receivable, enter the date that the net payment is due.

For Accounts Payable, enter 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 on the invoice or voucher, or you can enter it manually. If you enter a negative invoice or voucher (debit or credit), the system might use the GL 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 use split payment terms, the system uses the value from this field to calculate the due date for the first split payment.

<b>Discount %</b> (discount percent)	Enter the percent of the total invoice or voucher that you will allow a discount if it is paid within the discount period. Enter the discount percent as a decimal, for example, a 2 percent discount is .02.
<b>Discount Days</b>	Enter the number of days after the invoice date that an invoice or voucher must be paid to receive the discount. The system adds the number of days specified to the invoice due date to calculate the discount due date.
<b>Prox Date Month</b> (proximate date month)	<p>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 the value specified in the Proximate Day field (PXDD) to calculate the due date.</p> <p>For example, if the proximate month is 1 and proximate day is 15, the system calculates the due date as the 15<sup>th</sup> of the next month.</p>
<b>Day</b>	<p>Enter the day that the invoice or voucher is due. The system uses this field in conjunction with the value in the Proximate Month field (PXDX) to calculate the due date.</p> <p>For example, if the proximate month is 1 and proximate day is 15, the system calculates the due date as the 15<sup>th</sup> of the next month.</p>
<b>Number of Split Payments</b>	<p>Enter the number of equal, consecutive payments into which you want the system to divide the invoice or voucher. For example, if the number of split payments is 3, the system divides the invoice or voucher into three equal payments.</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p> <hr/> <p><b>Note.</b> For amounts that are not equally divisible, the system uses soft rounding.</p> <hr/>
<b>Days To Pay Aging</b>	<p>Enter the number of days that the system uses to calculate the due date for each subsequent payment if you use 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.</p> <hr/> <p><b>Note.</b> The system uses the value from the Net Days to Pay field to calculate the due date for the first payment.</p> <hr/>

## Setting Up Advanced Payment Terms

This section discusses how to:

- Add a work day calendar.
- Set up due date rules.
- Set up date ranges for due date rules.
- Set up multitiered discounts for due date rules.
- Verify due date rules.
- Set up advanced payment term codes.

- Set up installments for payment term codes.

## Forms Used to Set Up Advanced Payment Terms

Form Name	FormID	Navigation	Usage
Work With Workday Calendar	W00071B	Use one of these navigations: <ul style="list-style-type: none"> <li>• Planning Setup (G1346), Work Day Calendar</li> <li>• Transportation Setup (G4941), Work Day Calendar</li> <li>• Shop Floor Management Setup (G3141), Shop Floor Calendar</li> <li>• Product Data Management Setup (G3041), Shop Floor Calendar</li> <li>• Payment Terms Revisions (G00141), Work Day Calendar</li> </ul>	Review a list of work day calendars by calendar type, calendar name, and so on.
Workday Calendar Revisions	W00071A	On Work With Workday Calendar, click Add.	Add a work day calendar.
Work with Due Date Rules	W00146A	Payment Terms Revisions (G00141), Due Date Rule Revisions	Review a list of existing due date rules.
Due Date Rules Revision	W00146B	On Work with Due Date Rules, click Add.	Set up due date rules.
Date Range Revision	W00146E	On Due Date Rules Revision, select Date Range from the Form menu.	Set up date ranges for due date rules.
Set Up Multitiered Due Date Rules	W00146C	On Due Date Rules Revision, select Multitiered from the Row menu.	Set up day ranges and discount percentages for due date rules.
Simulator	W00146G	On Work with Due Date Rules, select Simulator from the Row menu.	Verify the accuracy of due date rules. This form enables you to perform multiple tests on due date rules without entering transactions.
Work with Advanced Payment Terms	W00145A	Payment Terms Revisions (G00141), Advanced Payment Terms	Review a list of existing advanced payment terms.
Advanced Payment Term Revision	W00145B	On Work with Advanced Payment Terms, click Add.	Set up advanced payment term codes.
Installment Revision	W00145D	On Advanced Payment Term Revision, select Installments from the Form menu.	Set up installments for advanced payment term codes.

## Adding a Work Day Calendar

Access the Workday Calendar Revisions form.

**Work Day Calendar - Workday Calendar Revisions**

OK Cancel Form Tools

Branch/Plant: 10

Calendar Type:

Calendar Name:

Calendar Month: 6 Calendar Year: 5 Century: 20 Shift Code:

2005 June 2005

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

2005 June 2005

S	M	T	W	T	F	S
			W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W		

Workday Calendar Revisions form

### Calendar Type

Enter a code from UDC table 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 code in the UDC table.

### Calendar Month

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

### Calendar Year

Enter the calendar year.

## Payroll and Time Entry Fields

These fields do not apply to payment terms.

### Shift Code

Enter a code from UDC table 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.

S, M, T, W, T, F, S

Enter a value from UDC table 00/TD that specifies a type of work day. With the exception of W, which is hard-coded as a work day, all other values specified are nonworking days. Examples include:

- W: work day
- E: weekend
- H: holiday
- S: shut-down

## Setting Up Due Date Rules

Access the Due Date Rules Revision form.

The screenshot shows a software interface titled "Due Date Rule Revisions - Due Date Rules Revision". At the top, there are buttons for "OK", "Cancel", "Form", and "Tools". Below this, the "Due Date Rule" field contains "N30" and is marked with a red asterisk. To its right are checkboxes for "Range Attached" and "Tier Attached". The "Description" field contains "Net 30 days". A section below contains several input fields: "Based on Date" with value "1", "Days to Add" with value "30", "Fixed Days" with value "0", and "Months to Add" with value "0". The "Calendar" field has a search icon. The "Work Day Rule" field is empty. The text "Invoice Date" is positioned to the right of the "Based on Date" field, and "Actual Days" is positioned to the right of the "Work Day Rule" field.

Due Date Rules Revision form

### Due Date Rule

Enter a code that specifies how the system calculates the discount due date or the net due date.

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 1–15 and a rule that adds 3 days, the system calculates the due date on the 18<sup>th</sup> if the based-on date is between 1 and 15. The system does not add 3 days to each day specified in the date range; it adds three days to the ending date of the range.

### Based on Date

Enter the date from which the system calculates the net due date and discount due date. Values are:

- Blank and I: Invoice date.
- 2: GL date.
- 3: Service/tax date.

---

**Note.** For installment payment terms, the based-on date that is assigned to 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 the date specified in the Based on Date field to calculate the discount due date or the net due date on the invoice or voucher. 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 to calculate the discount due date or the net due date on the invoice or voucher.

For example, if you enter 20 in this field and 1 in the Months to Add field, and the Based on Date field 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 to determine the discount due date or the net due date. The system uses this field in conjunction with the Fixed Days field and Days to Add 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 field 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 21–31 and the fixed date is the 10<sup>th</sup>, the system uses the 10<sup>th</sup> day of the following month. It does not assign a due date that is prior to the based-on date.

**Calendar**

Enter the name of the calendar that differentiates between working days, holidays, weekends, and so forth, and must exist in the Workday Calendar table (F0007).

The system uses this field in conjunction with the Work Day Rule field to determine the due date if the system calculates the due date 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 an invoice date is June 1 (which is a Wednesday), the system calculates the due date on June 22.

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, change it 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, change it to the previous working day.

## Setting Up Date Ranges for Due Date Rules

Access the Date Range Revision form.

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

## Setting Up Multitiered Discounts for Due Date Rules

Access the Set Up Multitiered Due Date Rules form.

<b>Discount %</b>	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.
<b>Days to Add</b>	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 percent 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.
<b>Fixed Days</b>	Do not enter a value in this field.
<b>Months to Add</b>	Do not enter a value in this field.

## Verifying Due Date Rules

Access the Simulator form.

The Simulator program serves only as a validating tool for hypothetical due dates; therefore, no data is saved.

## Setting Up Advanced Payment Term Codes

Access the Advanced Payment Term Revision form.

Advanced Payment Terms - Advanced Payment Term Revision		
Payment Term	011	<input type="checkbox"/> Installments Present
Description	1/10 Net 30	
Discount %	0.01000	
Discount Due Date Rule	DNEXT	Calculate next disc due date
Net Due Date Rule	N30	Net 30 days

Advanced Payment Term Revision form

**Payment Term**

Enter a code that identifies the terms of payment. Use a blank code to indicate the most frequently used payment term. 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 description of this code prints on customer invoices.

**Discount % (discount percent)**

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

The system ignores a value entered in this field if you use installment or multitiered discounts.

**Discount Due Date Rule**

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

**Net Due Date Rule**

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

## Setting Up Installments for Payment Term Codes

Access the Installment Revision form.

**Advanced Payment Terms - Installment Revision**

OK Delete Cancel Form Tools

Payment Terms 013 *Installment Term*

No of Equal Payments

Discount %

Discount Due Date Rule

Net Due Date Rule

**Records 1 - 4** Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Sequence Number	Percent of Installment	Discount %	Disc Due Date Rule	Net Due Date Rule
<input type="checkbox"/>		1.000	50.000	<input type="text"/>	<input type="text"/>	N30
<input type="checkbox"/>		2.000	25.000			N30
<input type="checkbox"/>		3.000	25.000			N30
<input type="checkbox"/>		4.000				

Total Percentage

Installment Revision form

**No of Equal Payments**  
(number of equal payments)

Enter the number of transactions to be processed.

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

**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 percent 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 percent, enter the percent as the whole number 20.

## Updating Amounts and Dates for Invoices and Vouchers with Multitiered Discounts

This section provides overviews of updating amounts and dates for invoices and vouchers with multitiered discounts and an example of updating amounts and dates for invoices with multitiered discounts and discusses how to:

- Run the Update A/R Invoices or Update A/P Vouchers program.

- Set data selection for Update A/R Invoices or Update A/P Vouchers.
- Set processing options for Update A/R Invoices (R005142) or Update A/P Vouchers (R005141).

## Understanding Amounts and Dates for Invoices and Vouchers with Multitiered Discounts

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

When you run either of these 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 locates 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 = GL date
- GL date = June 17

The system adds 20 to the GL date and assigns a discount due date of July 7.

---

**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.

### Suppress the Update on Specific Transactions

If you do not want the Update A/R Invoices or Update A/P Vouchers program to update an invoice or a voucher 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 when you change the payment term code using the Speed Status Change program. If you want to change the discount information, you must manually revise the transaction.

---

## Example: Updating Amounts and Dates for Invoices with Multitiered Discounts

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

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

### Payment Term Setup

Based-on date = invoice date

Days to add = 10

First tier = 1–10 with a 10 percent discount.

Second tier = 11–20 with a 5 percent discount.

Third tier = 21–29 with a 1 percent discount.

Fourth and fifth tiers are not defined.

### Enter Invoice and Run the Update A/R Invoices Program

Enter an invoice with an invoice date of June 1 using the payment term code based on the previous setup. The system calculates the discount as 10 percent of the gross amount and assigns a discount due date of June 11 (June 1 + 10 days = June 11).

If you run the update program nightly, the system will not update this record until June 12.

On June 12, 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 percent discount.
- Recalculates the discount amount to 5 percent of the gross amount.
- Recalculates the discount due date to June 21.

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 June 22.

On June 22, 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 percent discount.
- Recalculates the discount amount to 1 percent of the gross amount
- Recalculates the discount due date to June 30.

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.

## Running the Update A/R Invoices or Update A/P Vouchers Program

Use these navigations:

- Select Payment Terms Revisions (G00141), Update A/P Vouchers.
- Select Payment Terms Revisions (G00141), Update A/R Invoices.

## Setting Data Selection for Update A/R Invoices or Update A/P Vouchers

These update programs are hard-coded to select records based on:

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

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

## Setting Processing Options for Update A/R Invoices (R005142) or Update A/P Vouchers (R005141)

The processing options for the Update A/R Invoices and Update A/P Vouchers programs are the same.

### Display

- |                           |  |
|---------------------------|--|
| <b>1. Tax Information</b> | Specify whether to print tax information on the report. Values are:<br>Blank: Print.<br>I: Do not print. |
|---------------------------|--|

### Defaults

- |                      |   |
|----------------------|---|
| <b>1. As Of Date</b> | Specify a date for the system to use to calculate discounts and discount due dates. If you leave this processing option blank, the system uses the current system date. |
|----------------------|---|

## CHAPTER 15

# Setting Up Pay When Paid Processing

This chapter provides overviews of pay when paid processing, and pay when paid setup, and discusses how to set pay when paid processing options.

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## 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. 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 Setup

Before you can use pay when paid processing, you must complete the setup requirements discussed in this section.

### Voucher Payment Status Code Setup

You should set up a unique hold payment status code in UDC table 00/PS specifically for pay when paid vouchers. You specify the code in these processing options:

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

Then when you enter pay when paid vouchers, the system assigns the payment status code accordingly.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI 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 *PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI 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 that 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 percent 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.

---

## 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 on the Account Payable Constants form must be a payment status code that the system selects for payment processing, such as payment status code *A* (Approved for Payment).

## Subcontractor Threshold Setup

Unlike vouchers that are entered in the Accounts Payable system, vouchers that are entered in the Procurement and Subcontract Management system 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 SPI PeopleBook*, “Processing Progress Payments”.

---

# Setting Pay When Paid Processing Options

This section provides an overview of pay when paid processing options and discusses how to:

- Set pay when paid processing options for Voucher Entry MBF.
- Set pay when paid processing options for Standard Voucher Entry.
- Set pay when paid processing options for Voucher Match.

## Understanding Pay When Paid Processing Options

You enter pay when paid vouchers using the same methods and steps that you use to enter standard vouchers. However, you must set 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 the Accounts Payable system, you need to set up the appropriate processing options in these programs:

- Voucher Entry MBF.
- 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 the Accounts Payable system:

- 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 the Procurement and Subcontract Management system, you need to set the appropriate processing options in the Voucher Match program. The system processes pay when paid vouchers that are entered in the Procurement and Subcontract Management system based on the subcontractor threshold that is defined in the Subcontractor Threshold program. It also 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 the Procurement and Subcontract Management system:

- Match Voucher to Open Receipt.
- Receive & Voucher POs.

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

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

### Defaults

**Pay Status Code** Specify the hold payment status code that the system assigns to pay when paid vouchers that are entered in the Accounts Payable system. The code must exist in UDC table 00/PS.

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

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

## Versions

<b>Voucher Master Business Function Version</b>	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.
<b>Pay When Paid Manual Link Version</b>	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

<b>Pay When Paid Voucher</b>	Specify whether vouchers that are entered in the Accounts Payable system are pay when paid vouchers. Values are:  Blank: Standard vouchers.  <i>I</i> : Pay when paid vouchers.  The system flags the voucher as a pay when paid voucher by assigning a value of <i>W</i> to the Pay When Paid field in the F0411 table and the G/L Posting Code – Alternate W field in the F0911 table.
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---

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

---

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

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

### Process

<b>Threshold Warning</b>	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. Values are:  Blank: The system does not display warning messages.  <i>I</i> : The system displays warning messages.
<b>Threshold Pay Status Code</b>	Specify the payment status code from UDC table 00/PS that the system assigns to vouchers that exceed the subcontractor threshold.

# CHAPTER 16

## Understanding Supplemental Data

This chapter provides overviews of supplemental data, supplemental data type formats, and an example of supplemental data for a construction company.

---

### Supplemental Data

You use supplemental data to track and store information that is not included in the standard master tables in PeopleSoft EnterpriseOne software.

Using supplemental data, you define categories and further define information that you want to track for each category. 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 EnterpriseOne software 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 EnterpriseOne software. 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)

## Supplemental Data Type Formats

The type of information that you want to track determines the format in which you display supplemental data. These formats are available:

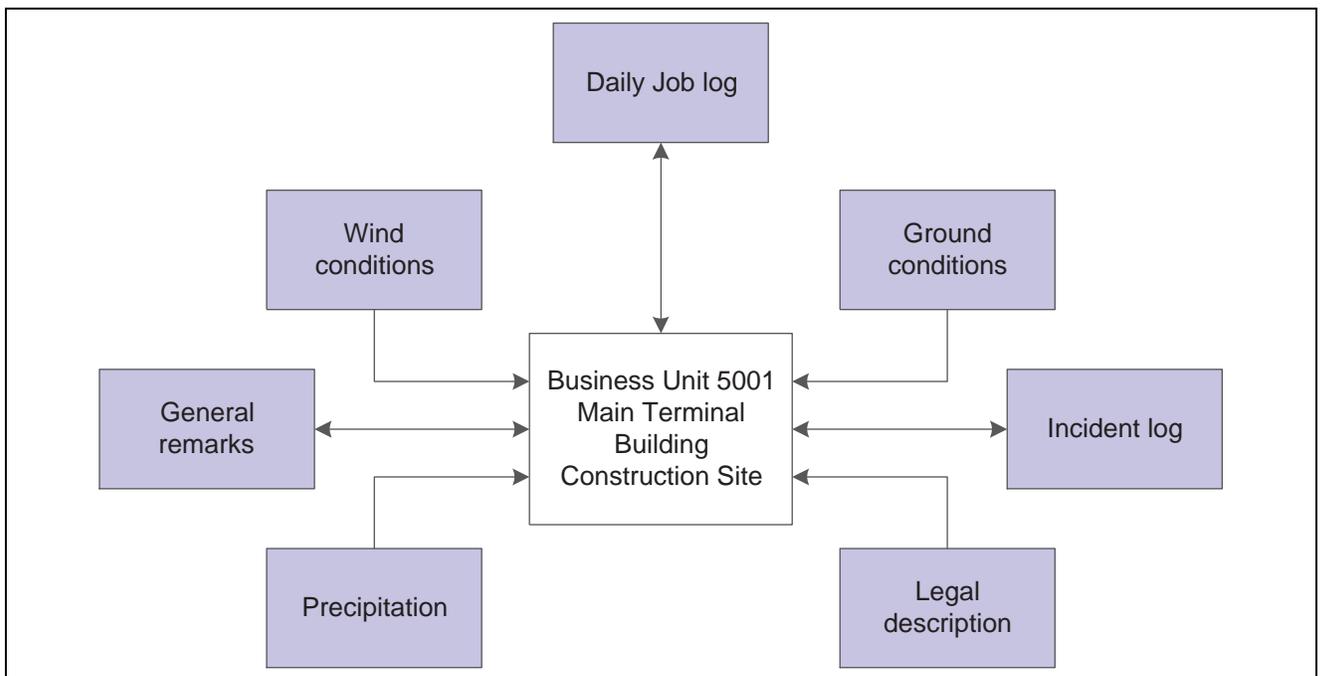
Format	Usage
Narrative	<p>Use the narrative format to enter free-form text, such as:</p> <ul style="list-style-type: none"> <li>• General remarks</li> <li>• Notes</li> <li>• Memos</li> <li>• Descriptions</li> <li>• Employee performance appraisals</li> <li>• Applicant interview notes</li> <li>• Job descriptions</li> <li>• Legal descriptions</li> </ul> <p>The system stores narrative text as generic text attachments.</p>
Message	<p>Use the message format to enter narrative information about the data type. This format is similar to the narrative format.</p>
Code	<p>Use the code format 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:</p> <ul style="list-style-type: none"> <li>• Language skills</li> <li>• Training completed</li> <li>• Employee appraisal details</li> <li>• Description of incident</li> <li>• Cost of damage</li> </ul> <p>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.</p> <p>To enter text, you can add an attachment to data types that use the code format.</p>
Program	<p>The program format enables you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, you can 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.</p>

## Example: Supplemental Data for a Construction Company

Assume that you work for a construction company and the company wants to use supplemental data to track the progress of each job (or business unit). Specifically, your company wants to track this information for each job:

- Legal description
- General remarks
- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

This example illustrates the information that you want to track for business unit 5001:



Supplemental data for business unit 5001

## Data Types

You must set up data types for the legal description, general remarks, ground conditions, and so on.

### Data Types with a Narrative Format

You set up data types for:

- 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.

The data types for legal description and general remarks contain free-form text and, therefore, use the narrative format.

## Data Types with a Code Format

You also set up data types for:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

These data types use the code format, which enables you to customize the entry form on which you enter data. With the code format, you can track additional information such as categories, dates, and amounts.

To track detailed information for ground conditions for a job, you set up these categories:

- Dry
- Mud
- Frost greater than 20 inches

# CHAPTER 17

## Setting Up Supplemental Data

This chapter provides an overview of supplemental data setup and discusses how to:

- Set up supplemental database codes.
- Set up supplemental data types.
- Set up language overrides.

---

### Understanding Supplemental Data Setup

To use the supplemental database, you must first set up user-defined codes (UDCs) for supplemental database codes. These database codes are used for supplemental data purposes only. Then you use the Supplemental Data Setup program (P00091) to set up information for database codes. For each supplemental database, you can create one or more data types to track and organize your information.

After you set up codes and data types, you can use the Supplemental Data program (P00092) to enter supplemental information.

---

### Setting Up Supplemental Database Codes

This section discusses how to:

- Set up UDCs for supplemental database codes.
- Set up a supplemental database code.

## Forms Used to Set Up Database Codes

Form Name	FormID	Navigation	Usage
Work With Supplemental Database Setup	W00091B	<ul style="list-style-type: none"> <li>• CIF Supplemental Data (G01312), Supplemental Data Setup</li> <li>• Business Unit Supplemental Data (G09312), Supplemental Data Setup</li> <li>• Item Supplemental Data/CIF (G4124), Supplemental Data Setup</li> <li>• Supplemental Data Setup (G05BSD4), Supplemental Database &amp; Data Type Setup</li> <li>• Supplemental Data Setup (G1344), Supplemental Data Setup</li> </ul>	Review a list of supplemental database codes.
Supplemental Database Setup	W00091A	Click Add on the Work With Supplemental Database Setup form.	Set up a supplemental database code.

## Setting Up UDCs for Supplemental Database Codes

You should set up UDCs for supplemental database codes using systems 55 through 59, inclusive. Systems 55 through 59 are reserved for clients. Database code tables for these systems are protected from being overwritten when you install an update to your PeopleSoft EnterpriseOne software. You can also use the database codes that are available in UDC table 00/SD.

A database code differentiates supplemental data types for various systems. For example, the supplemental database code for *E* (employees) in UDC table 00/SD contains data types that you use to track additional employee information, such as education and job skills.

## Setting Up a Supplemental Database Code

Access the Supplemental Database Setup form.

**Supplemental Database Setup - Supplemental Database Setup**

OK Cancel Tools

Supplemental Database Code: IB Inventory by Item/Branch

Select Key Fields	DD Alias	Row Description
<input checked="" type="checkbox"/> Business Unit		Branch/Plant
<input type="checkbox"/> Company		
<input type="checkbox"/> Generic Alphanumeric Key 1		
<input type="checkbox"/> Generic Alphanumeric Key 2		
<input checked="" type="checkbox"/> Generic Numeric Key 1	ITM	Item Number
<input checked="" type="checkbox"/> Generic Numeric Key 2	UITM	Item Number, Unknown Format

Execute Data Selection Function Name

Supplemental Database Setup form

- Supplemental Database Code** Enter a code from UDC table 00/SD, or a user-specified code from the UDC tables for systems 55 through 59.
- Business Unit and Company** Specify whether the system uses the business unit and company as key fields for supplemental data.

If you select one or both of these check boxes, the Business Unit or Document Company field, or both appear as a key field on the Work With Supplemental Data form.
- Generic Alphanumeric Key 1 and Generic Alphanumeric Key 2** Specify whether the system uses these as key fields for supplemental data.

If you select one or both of these check boxes, you must enter a valid data dictionary alias in the corresponding DD Alias fields. The Generic Alphanumeric Key 1 or Generic Alphanumeric Key field, or both appear with the data dictionary name as a key field on the Work With Supplemental Data form.
- Generic Numeric Key 1 and Generic Numeric Key 2** Specify whether the system uses these as a key field for supplemental data.

If you select one or both of these check boxes, you must enter a valid data dictionary alias in the corresponding DD Alias fields. The Generic Numeric Key 1 or Generic Numeric Key 2 field, or both appear with the data dictionary name as a key field on the Work With Supplemental Data form.
- DD Alias (data dictionary alias)** Enter a valid data dictionary alias for each key field that you select. The data dictionary alias must exist in the UDC table 00/S1 (for generic numeric keys) and UDC table 00/S2 (for generic alphanumeric keys).
- Row Description** To override the data dictionary name for a data dictionary alias, enter a value. The description that you enter in this field appears as the key field name on the Work With Supplemental Data form.

## Setting Up Supplemental Data Types

This section provides an overview of supplemental data type setup and discusses how to:

- Set up a supplemental data type with a code or narrative format.
- Set up a supplemental data type code with a program format.

### Understanding Supplemental Data Type Setup

When you set up data types, you specify the format for each data type. Formats can be narrative, code, or program. The format that you specify determines the fields that appear on the Data Type Revisions form and the type of information that you set up. For example, the form for code formats includes fields for column heading names that you want to appear on forms and in reports whereas the form for program formats includes fields for application numbers and form IDs.

### Forms Used to Set Up Supplemental Data Types

Form Name	FormID	Navigation	Usage
Data Type Revisions	W00091D	On the Work With Supplemental Database Setup form, select a database code and then select Work With Data Type from the Row menu.  Click Add on the Work With Data Types form.	Set up data types for a supplemental data base code.

### Setting Up a Supplemental Data Type with a Code or Narrative Format

Access the Data Type Revisions form.

**Supplemental Data Setup - Data Type Revisions**

OK Cancel Form Tools

SDB Code: IB Display Mode: C Display Sequence:

Type Data: CS Data Class:  Search Type:

Description: Customer Satisfaction

**UDC Headings/Validation**

UDC: Category

Product Code:  Record Type:

**Remark Headings/Validation**

Remark 1: Customer Name

System Code:  Record Type:

Remark 2:

System Code:  Record Type:

Remark 3:

**Column Headings**

Amount 1	<input type="text"/>
Amount 2	<input type="text"/>
Quantity	<input type="text"/>
Effective From	<input type="text"/>
Effective Thru	<input type="text"/>
User Date	<input type="text"/>
User Days	<input type="text"/>
User Address	<input type="text"/>
User Document	<input type="text"/>
User Time	<input type="text"/>

Data Type Revisions form

## Header Fields

### Display Mode

Enter a code from UDC table H00/DS to specify the format of a data type. This code determines the display mode for supplemental data. Values for the code and narrative format are:

*C*: Code. This mode displays the form for entering code-specific information. Code-specific information might be associated with the User Defined Codes table (F0005).

*N*: Narrative format. This mode displays the form for entering narrative text.

Other formats are:

*P*: Program.

*M*: Message. 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 system.

### Type Data

Enter a one- or two-character code that identifies a particular type of supplemental data. You can either create a new data type in this field or enter an existing data type. For example, a construction company might create data types for daily logs (DL), ground conditions (GR), and legal descriptions (LG).

### Display Sequence

Enter a number that specifies the order in which you want a group of data types to appear on the Work With Supplemental Data form.

### Data Class

Enter a code from UDC table 00/CL that identifies a group of data in the Central Information File. Values are:

*APP*: Application call

*NAR*: Narrative

*PUR*: Products purchased

Enter a value in this field if you want to categorize your data types by the kind of information that they contain. For example, if you have data types that use both narrative and code formats and that contain information about products purchased, you might want to assign the same data classification to the data types.

### Search Type

Enter a code from UDC table 01/ST that specifies the type of address book record to search for. Examples include:

*E*: Employees

*V*: Suppliers

*C*: Customers

### UDC and Remark Headings/Validation Fields

The fields under these headings work in conjunction with one another.

#### UDC, Remark 1, Remark 2, and Remark 3

Enter the title or description of the column heading. The value in this field overrides the corresponding UDC, Remark 1, Remark 2, or Remark 3 column heading in the detail area on the General Description Entry form. You can identify the field associated with this column as a generic field or as a field that is edited against a UDC table.

For example, if a supplemental data type relates to the educational degrees of employees (BA, MBA, PhD, and so on), the heading could be Degree.

If you leave the corresponding Product Code and Record Type fields blank, the system accepts any value that you enter in the data entry field for the corresponding column on the General Description Entry form.

If you enter values in the Product Code and Record Type fields, the system validates any value that you enter in the data entry field for the corresponding column.

#### Product Code and Record Type

These fields work together to identify the UDC table that the system uses to validate the value that you enter in the data entry field for the UDC column on the General Description Entry form. If you enter a value that does not exist in the UDC table, the system displays an error message on the form.

If you leave these fields blank, you can enter any value in the data entry field for the UDC column on the form; the system does no verification.

For example, assume that you enter *08* in the Product Code field and *SK* (Skills) in the Record Type field. The system verifies that any data that you enter in the data entry field associated with the UDC column on the General Description Entry form exists in UDC table 08/SK.

## Column Headings

**Amount 1, Amount 2, Quantity, Effective From, Effective Thru, User Date, User Address, User Document, and User Time**

Enter the title or description of the column heading. The value that you enter in each of these fields overrides the corresponding column heading name in the detail area on the General Description Entry form.

Based on the column heading, the fields for the column might contain statistical or measurable information, document numbers, and so on.

This list contains examples of data types and corresponding column heading names:

Bid submittals – Bid Amounts.

Education – Graduation.

Professional licenses – Expires.

Scheduling – Lead Time.

## Setting Up a Supplemental Data Type Code with a Program Format

Access the Data Type Revisions form.

**Display Mode**

Enter a code from UDC H00/DS to specify the format of a data type. This code determines the display mode for supplemental data. For the program format, enter *P* in this field. This mode enables you to exit to the program that you specify in the Form Name field on the Data Type Revisions form.

Values for other formats are:

*C*: Code.

*N*: Narrative.

*M*: Message.

**Application Name**

Enter the object ID that the system uses to call an application.

**Form Name**

Enter the form ID for an executable program.

**Version**

Enter the version number of the program identified in the Application Name field.

---

## Setting Up Language Overrides

This section discusses how to set up a language override.

## Form Used to Set Up Language Overrides

Form Name	FormID	Navigation	Usage
Supplemental Database Language Overrides	W00091H	On the Work With Supplemental Database Setup form, select a database code and then select Work With Lang Pre (Work With Language Preferences) from the Form menu.  Click Add on the Work With Language Overrides form.	Set up a language override for a supplemental database code.

## Setting Up a Language Override

Access the Supplemental Database Language Overrides form.

Supplemental Database Language Overrides form

**Language** Enter a code from UDC table 01/LP that specifies the language to use on forms and reports. The code for the language must exist at either the system level or in your user preferences.

**Business Unit Row Description and Company Row Description** Enter an override description for the Business Unit and Document Company fields on the supplemental data inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

**Alpha Key 1 Row Description and Numeric Key 1 Row Description** Enter an override description for the data dictionary alias that you entered as a key field for the supplemental data inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

# CHAPTER 18

## Entering Supplemental Data

This chapter discusses how to:

- Enter supplemental data.
- Copy supplemental data types.
- Review supplemental data.
- Print supplemental data reports.

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### Entering Supplemental Data

This section provides an overview of supplemental data entry and discuss how to:

- Enter supplemental data.
- Enter supplemental data in the code format.
- Set processing options for Supplemental Data (P00092).

### Understanding Supplemental Data Entry

After you set up the supplemental database and data types for your system, you can enter supplemental data.

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 format in which you want to track information. Three formats are available:

Format	Description
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.

Format	Description
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 on the General Description Entry form. 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 enables 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).

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**Note.** 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 use the Supplemental Data program (P00092) to change information instead, the next time that you view the record, the system issues an error because it is using another UDC table to validate the data.

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## Forms Used to Enter Supplemental Data

Form Name	FormID	Navigation	Usage
Work With Supplemental Data	W00092D	Use one of these navigations: <ul style="list-style-type: none"> <li>• CIF Supplemental Data (G01312), Supplemental Data</li> <li>• Employee Supplemental Data (G05BSDE1), Employee Supplemental Data Entry</li> <li>• Business Unit Supplemental Data (G09312), Supplemental Data</li> <li>• Item Supplemental Data / CIF (G4124), Supplemental Data by Item or Supplemental Data by Item/Branch</li> </ul>	Review the data type records for a specific database code.  The database code that appears on the Work With Supplemental Data form is specified in a processing option for the program. The system displays certain key fields based on the database code.
General Description Entry	W00092C	On the Work With Supplemental Data form, click Find to locate the data type record in which to enter supplemental data. Depending on the format specified in the Data Mode field, one of three forms appears when you click Select: <p><i>C</i> (code): General Description Entry form.</p> <p><i>N</i> (narrative): Media Object Viewer form.</p> <p><i>P</i> (program): the form assigned to the data type.</p>	Enter supplemental data.
Data Type Revisions	W00091D	On the Work With Supplemental Data form, select Data Type Revision from the Row menu.	Revise existing data types.

## Entering Supplemental Data

Access the Work With Supplemental Data form.

**Supplemental Data - Work With Supplemental Data**

Select Find Copy Close Form Row Tools

Supplemental Database Code  *Inventory by Item*

Item Number

Records 1 - 7 Customize Grid

<input type="checkbox"/>	Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
<input checked="" type="radio"/>			AD	Advertising	C	I	
<input type="radio"/>	1.00	APP	BP	Item Location Information	N	I	
<input type="radio"/>			CS	Customer Satisfaction	C	I	
<input type="radio"/>	2.00	APP	IA	Item Availability Summary	P	I	
<input type="radio"/>	3.00	APP	IL	Item Ledger	P	I	
<input type="radio"/>	4.00	APP	IM	Item Master Information	P	I	
<input type="radio"/>	5.00	APP	SP	Supply & Demand Inquiry	P	I	

Work With Supplemental Data form

To enter supplemental data, select a data type record on the Work With Supplemental Data form and click Select.

The form that appears next is based on the format specified in the Data Mode field.

**Data Mode**

If this field contains *P*, the system displays the program and form that you identified when you set up the program format for the data type.

If this field contains *N*, the system displays the Media Object Viewer on which you can enter narrative text.

If this field contains *C*, the system displays the General Description Entry form.

**Entering Supplemental Data in the Code Format**

Access the General Description Entry form.

General Description Entry form

This form appears only if the format assigned to the data type is C (code).

**Ending Date**

If you leave the Ending Date field blank and you specified that the system assign an ending date in a processing option for the Supplemental Data program, the system uses the ending effective date from the Address by Date table (F0116).

**Setting Processing Options for Supplemental Data (P00092)**

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

**Processing**

**1. Select the Supplemental Database Code for the system you would like to create a central information index for.**

Specify 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.**

Specify whether the system automatically assigns an ending date when the Effective Date field is left blank on the General Description Entry form. Values are:

Blank or 0: Assign an ending effective date.

1: Do not assign an ending effective date.

## Copying Supplemental Data Types

This section provides an overview of supplemental data type copying and discusses how to copy supplemental data type information.

### 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 only within the same supplemental database code.  
 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.
- Copy supplemental data that is in code format only.  
 You cannot copy narrative text.
- Copy information from one data type to another data type.

### Form Used to Copy Supplemental Data Types

Form Name	FormID	Navigation	Usage
General Description Entry	W00092C	On the Work With Supplemental Data form, click Find to review the data type records.	Copy information from one supplemental data type to another supplemental data type. You can copy a data type only if it is assigned the code format.

### Copying Supplemental Data Type Information

Access the General Description Entry form.

Select a data type record with *C* (code) in the Data Mode field and click Copy.

## Reviewing Supplemental Data

This section discusses how to:

- Set processing options for Inquiry by Business Unit (P00620).
- Review supplemental data.

## Forms Used to Review Supplemental Data

Form Name	FormID	Navigation	Usage
Work with Supplemental Data Profiles	W00620A	Business Unit Supplemental Data (G09312), Inquiry by Business Unit	Review the supplemental data types for a business unit.
Work With Supplemental Data by Data Type	W050210E	Employee Supplemental Data (G05BSDE1), Employee Data by Data Type	Review a specific data type for a database code.
Work With Supplemental Data Profiles (Key1)	W410200A	Item Supplemental Data/CIF (G4124), Supplemental Data by Item	Review the supplemental data types for an item number.
Work With Supplemental Data Profiles (MCU/Key1)	W410200D	Item Supplemental Data/CIF (G4124), Supplemental Data by Item/Branch	Review the supplemental data types for an item number and a branch/plant.
Work With Supplemental Data	W480200F	Work Order Supplemental Data (G4813), Inquiry by Order	Review work orders for a supplemental data type and database.
Work With Inquiry By Data Type	W480210B	Work Order Supplemental Data (G4813), Inquiry by Data Type	Review work orders for a supplemental data type.

## Setting Processing Options for Inquiry by Business Unit (P00620)

Each system that uses supplemental data has supplemental data inquiry programs and corresponding processing options. These processing options are for supplemental data used for business units.

### SDB Code

#### Enter a Supplemental Database Code

Specify the database code of the data types that you want to appear on the Work with Supplemental Data Profiles form. If you leave this processing option blank, the system displays data types for database code BU (business units).

## Reviewing Supplemental Data

Access the Work with Supplemental Data Profiles, Work With Supplemental Data by Data Type, Work With Supplemental Data Profiles (Key1), Work With Supplemental Data Profiles (MCU/Key1), Work With Supplemental Data, or Work With Inquiry By Data Type form.

You can review supplemental data in various ways. 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 for an item and the supplemental information with which it is associated, such as information for a work order.

## Printing Supplemental Data Reports

Each system that uses supplemental data has supplemental data reports and corresponding processing options. This section includes information about supplemental data reports for business units.

This section provides an overview of supplemental data reports for business units and discusses how to:

- Set processing options for Data by Data Type (R00640) and Data by Business Unit (R00650).
- Run supplemental data reports for business units.

## Understanding Supplemental Data Reports for Business Units

You can print these reports to review a summary of your business unit supplemental data:

- Data by Data Type (R00640)
- 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. You can print two versions of each report. One version sorts business units alphabetically, and the other version sorts them numerically. You can choose whether to include the narrative text for each version. The system stores supplemental narrative text as generic text attachments.

### Report Headings and Column Titles

The heading on each of these supplemental data reports 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.

The 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.

## Setting Processing Options for Data by Data Type (R00640) and Data by Business Unit (R00650)

The processing options for the Data by Data Type report and the Data by Business Unit report are the same.

### Generic Text

**Generic Text Option** Specify whether the system prints text information on the report. Values are:  
 Blank: Print text information.  
*I*: Do not print text information.

### SDB Code

**Supplemental Database Code** Specify a code from UDC table 00/SD. If you leave this processing option blank, the system prints records for the supplemental database code BU (business unit).

## Running Supplemental Data Reports for Business Units

Use these navigations:

- Select Business Unit Supplemental Data (G09312), Data by Business Unit.

- Select Business Unit Supplemental Data (G09312), Data by Data Type.



## CHAPTER 19

# Using Batch Control to Manage the Entry Process

This chapter provides an overview of batch control and discusses how to:

- Enter batch control information
- Review batch control information

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## Understanding Batch Control

Batch control can help you manage the entry process. With batch control activated, you specify the number of documents and the total amount that you expect to enter in a batch. Then when you exit the last document in the batch, a form displays any differences between the expected and actual totals. Instead of reviewing each document individually, you can quickly determine whether the number of documents and total amount entered is correct or requires further review and possible revision.

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

You activate batch control by system in the constants for AR, AP, and GL. 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).

---

## Entering Batch Control Information

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

### Understanding Batch Control Entry

When you activate batch control in the constants, the system displays the Batch Control form. 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 batch control information, you can bypass the Batch Control form.

## Form Used to Enter Batch Control Information

Form Name	FormID	Navigation	Usage
Batch Control	W011F	Use one of these navigations: <ul style="list-style-type: none"> <li>Journal Entry, Reports, &amp; Inquiries (G0911), Journal Entry</li> <li>Customer Invoice Entry (G03B11), Standard Invoice Entry or Speed Invoice Entry</li> <li>Supplier &amp; Voucher Entry (G0411), Standard Voucher Entry or Speed Voucher Entry</li> <li>Manual Billing (G1512), Manual Billing Entry</li> </ul>	On the transaction entry form, click Add. When you select Speed Invoice Entry or Speed Voucher Entry, the system displays the Batch Control form automatically; do not click Add.  Enter batch control information.

## Entering Batch Information

Access the Batch Control form.

### Batch Number

Enter a number that identifies a group of transactions that the system processes and balances as a unit. 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 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.

---

**Note.** To display the total batch amount with decimals, change the value of display decimals in the Data Dictionary for item AICU.

---

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

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

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

### Total Documents

Enter the number of documents that you expect to enter in the batch.

---

## Reviewing Batch Control Information

This section provides an overview of batch control review and discusses how to review control information for a batch.

### Understanding Batch Control Review

If you have batch control activated, 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. When you exit the batch, one of these actions occurs:

- If the system has finished processing the batch, the Batch Control form appears. 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. In the event of a difference, you should review your transactions to locate the discrepancy.
- If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears with two options:
  - Retry  
Click Retry until the Batch Control form appears. This form appears when the system has finished processing the batch.
  - Cancel  
Click Cancel if you want to bypass the Batch Control form. 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.

### Reviewing Control Information for a Batch

On the Batch Control form, review amounts in these fields:

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

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. 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.

The batch review screen is used by many systems. As a result, some fields might not apply to batches created in a particular system.



# CHAPTER 20

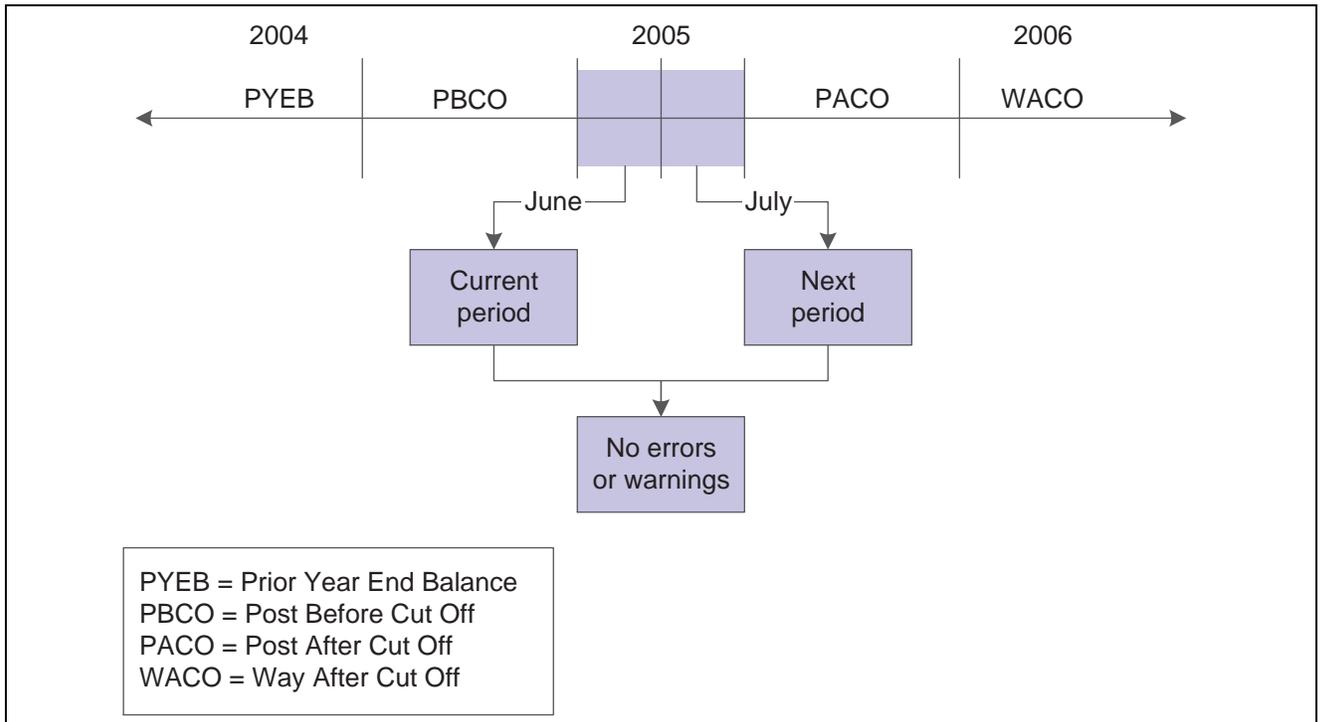
## Understanding GL Date Warnings and Errors

This chapter discusses GL date warnings and errors.

### GL 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. The open periods are the current and next accounting periods (even if the next accounting period is in the next fiscal year) and are based on dates that are stored in the Company Constants table (F0010). 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):



Example of GL date warnings and errors

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.

## Warning and Error Messages

Messages appear depending on fiscal date patterns and General Accounting constants. This table describes the warning and error messages that you might receive when you enter a transaction outside of the two-period window:

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

## CHAPTER 21

# Understanding Rounding Versus Soft Rounding

This chapter compares rounding and soft rounding.

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## Rounding and Soft Rounding Comparison

If you process a significant number of invoices and vouchers that have discounts, taxes, or both, rounding differences can add up quickly. Rounding occurs on any part 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 is 0.55472, the system uses 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 22

# Working with Batches

This chapter provides an overview of the batch review program and discusses how to work with batches of transactions.

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## Understanding the Batch Review Program

After you enter transactions into the system, you might want to review or revise them before you post them to the general ledger. Depending on whether the constants for AR, AP, and GL require management approval of batches, you also might need to approve the batches.

You use the same batch review program to review and approve any type of transaction batch online; therefore, the process to review and approve batches is the same, regardless of the system. The only difference among the various batch review programs in the Fundamentals Management Solutions (FMS) systems is the name of the menu selection and form and the default batch type, which displays on the initial form called Work With Batches. The Work With Batches form displays information from the Batch Control Records table (F0011).

You can review any batch type from any batch review program. Because invoices and vouchers are two-sided entries, you can review the invoice or voucher as well as the GL distribution after accessing the batch review program.

### Batch Review and Approval

After you enter transactions, you can review them at any time during the GL period before posting. Only approved batches of transactions are eligible to be posted. If a batch should not be posted until further analysis is completed, you can change the batch status to pending or, if applicable, leave the batch at a pending status. During the review process, you can also revise transactions in a batch or add transactions to it.

After you review transactions, you might need to approve the batch prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in the AR, AP, and GL constants, the system assigns either a pending or an approved status to the batch. If you do not require management approval of batches, the system automatically assigns an approved status to the batch.

---

## Working with Batches of Transactions

This section discusses how to:

- Set processing options for Batches (P0011).
- Review a batch.
- Review transaction detail.

- Revise transactions in an existing batch.
- Approve batches.

## Forms Used to Work with Batches of Transactions

Form Name	FormID	Navigation	Usage
Work With Batches	W0011A	<p>Use one of these navigations:</p> <ul style="list-style-type: none"> <li>• Supplier &amp; Voucher Entry (G0411), Voucher Journal Review</li> <li>• Other Voucher Entry Methods (G04111), Voucher Journal Review</li> <li>• Manual Payment Processing (G0412), Review Payments</li> <li>• Automatic Payment Processing (G0413), Automatic Payment Review</li> <li>• Customer Invoice Entry (G03B11), Invoice Journal Review</li> <li>• Manual Receipts Processing (G03B12), Receipts Journal Review</li> <li>• Automated Receipts Processing (G03B13), Receipts Journal Review</li> <li>• Journal Entry, Reports, &amp; Inquiries (G0911), General Journal Review</li> </ul>	<p>Review a list of batches based on posting status as well as user ID, a specific batch date, and so on. Depending on the program that you select, the system displays vouchers, manual or automatic payments, invoices, manual or automatic receipts, or journal entries.</p>
Voucher Entry Journal Review	W0411BA	<p>Use one of these navigations and then select a batch on the Work With Batches form and click Select.</p> <ul style="list-style-type: none"> <li>• Supplier &amp; Voucher Entry (G0411), Voucher Journal Review</li> <li>• Other Voucher Entry Methods (G04111), Voucher Journal Review</li> </ul>	<p>Review transaction amounts and GL dates for a batch of vouchers.</p>

Page Name	Object Name	Navigation	Usage
Payment Journal Review	W0413CA	Use one of these navigations and then select a batch on the Work With Batches form and click Select. <ul style="list-style-type: none"> <li>• Manual Payment Processing (G0412), Review Payments</li> <li>• Automatic Payment Processing (G0413), Automatic Payment Review</li> </ul>	Review transaction amounts and GL dates for a batch of payments.
Invoice Journal Review	W03B11AA	Customer Invoice Entry (G03B11), Invoice Journal Review  On the Work With Batches form, select a batch and click Select.	Review transaction amounts and GL dates for a batch of invoices.
Receipts Journal Review	W03B212B	Use one of these navigations and then select a batch on the Work With Batches form and click Select. <ul style="list-style-type: none"> <li>• Manual Receipts Processing (G03B12), Receipts Journal Review</li> <li>• Automated Receipts Processing (G03B13), Receipts Journal Review</li> </ul>	Review transaction amounts and GL dates for a batch of receipts.
General Journal Review	W0911BA	Journal Entry, Reports, & Inquiries (G0911), General Journal Review  On the Work With Batches form, select a batch and click Select.	Review transaction amounts and GL dates for a batch of journal entries.
Enter Voucher - Payment Information	W0411A	On the Voucher Entry Journal Review form, click Select.	Revise transaction detail for an existing voucher batch or add transactions to the batch.
Manual Payment Entry	W0413MA	On the Payment Journal Review form, click Select.	Revise transaction detail for an existing payment batch or add transactions to the batch.
Standard Invoice Entry	W03B11A	On the Invoice Journal Review form, click Select.	Revise transaction detail for an existing invoice batch or add transactions to the batch.
Receipts Entry	W03B102E	On the Receipts Journal Review form, click Select.	Revise transaction detail for an existing receipts batch or add transactions to the batch.

Page Name	Object Name	Navigation	Usage
Journal Entry	W0911A	On the General Journal Review form, click Select.	Revise transaction detail for an existing journal entries batch or add transactions to the batch.
Batch Approval	W0011C	On the Work With Batches form, select one or more unposted batches. From the Row menu, select Batch Approval.  On the Batch Approval form, select the Approved option.	Approve batches for posting. You can also prevent a batch from posting by temporarily changing the batch status from approved to pending on the Batch Approval form.

## Setting Processing Options for Batches (P0011)

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

### Batch Type

- Batch Type** Specify the batch type.

## Reviewing a Batch

Access the Work With Batches form.

**General Journal Review - Work With Batches** i

Select Find Close Form Row Tools

Batch Number / Type   General Accounting

Unposted Batches   
  Posted Batches   
  All Batches   
  Pending

Records 1 - 230 ▶ ◀ Customize Grid

<input type="checkbox"/>	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
<input type="checkbox"/>	G	206918	06/07/05	A	Approved	1-	4,310,000-	GA5763200
<input type="checkbox"/>	G	207023	06/07/05	E	Error	1-	30,000-	CS6943106
<input type="checkbox"/>	G	208448	06/13/05	U	In Use			IC8859768
<input type="checkbox"/>	G	208628	06/13/05	A	Approved	1-	10,000-	GA5763200
<input type="checkbox"/>	G	208978	06/14/05	A	Approved	1-	160,844-	IC8859768
<input type="checkbox"/>	G	209009	06/14/05	A	Approved	1-	265,620-	IC8859768

Work With Batches form

If batch review security is activated, the system displays only the batches that you are authorized to review and approve.

### Difference Columns

If you use batch control to enter transactions, the Work With Batches form shows the differences between what you expected to enter and what you actually entered in a batch. These differences are shown for the number of documents (in the Difference Documents column) and input amount (in the Difference Amount column) 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 Difference Amount and Difference Documents columns. The differences displayed are informational only.

### Reviewing Transaction Detail

Access the General Journal Review form or other batch review form.

**General Journal Review - General Journal Review**

Select Find Add Delete Close Row Tools

Batch Number/Type: 211106 G General Accounting

Records 1 - 2 <span style="float: right;">Customiz</span>						
<input type="checkbox"/>	Document Type	Document Number	Document Company	G/L Date	Explanation	Domestic Amount
<input type="checkbox"/>	JE	104	00200	06/01/05	Atlantic Corporation	1,060.20
<input type="checkbox"/>	<b>Total</b>					<b>1,060.20</b>

General Journal Review form

### Revising Transactions in an Existing Batch

Access the Journal Entry form or other entry form.

**General Journal Review - Journal Entry** i

Batch Number: 
 Model
  Percent
  Reverse

Doc Type/No/Co: JE  
 G/L Date:

Explanation \* 
 Ledger Type: AA

Currency: FRF Exchange Rate: 
 Base Currency: USD  Foreign

---

Records 1 - 4 Customize Grid Basic

<input type="checkbox"/>	<input type="checkbox"/>	Account Number *	Amount	Account Description	Subledger Type	Subledger
<input type="checkbox"/>		M30.5040	1,596.00-	Deferred Revenue	O	00005744
<input type="checkbox"/>		M30.6320	1,060.20	Deferred Cost of Goods Sol	O	00005744
<input type="checkbox"/>		200.1411	1,060.20-	Inventory	O	00005744
<input type="checkbox"/>						

Remaining Amount

Journal Entry form

### Adding Transactions to an Existing Batch

If you select a batch on a transaction review form and then change the batch number, remember to click Find and then click Select again to revise or add transactions to that batch. If you do not click Find before you click Select, the system displays transactions for the previous batch instead on the entry form.

### Approving Batches

Access the Batch Approval form.

**Batch Control**

OK Cancel Tools

Batch Date 06/30/06

Batch Number 216852

	Amount	Documents
Total Expected	2,578	5
Total Entered		
Difference		

Batch Approval form

Do one of these steps:

- To approve a single batch, select the Approved option and click OK.
- To approve multiple batches, select the Approved option and from the Form menu, select OK to All.
- To temporarily prevent an approved batch from posting, select the Pending option.



## CHAPTER 23

# Posting Financial Transactions

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

- Post financial batches.
- Verify the results of the post.

---

## Understanding the Financial Post Process

After you enter, review, and approve transactions, you must post them to update your systems with current transaction records and maintain system integrity. All financial transactions such as invoices, vouchers, and journal entries must be posted to the Account Balances table (F0902).

For fixed assets, all journal entries that are within the AAI range of accounts for item FX must be posted to the Asset Account Balances table (F1202) to update the Plant & Equipment Management system with current transaction records.

The post program performs these steps in sequential order:

### 1. Selects Data to Post

The post program:

- Selects all approved batches in the Batch Control Records table (F0011) that match the criteria specified in the data selection.
- Changes the batch status in the F0011 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 post program verifies that:

- The transaction data is valid.
- 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 GL date is valid.
- The intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

This validation is performed on jobs, batches, and transactions. If the program finds errors, it:

- Sends workflow messages to the user who ran the post program. For example, you receive messages in the Employee Work Center 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 ledger type that is required to balance does not balance.
- If any transactions are in error, the post program prevents the batch from posting and skips to step 6 to place the entire batch in error.

### **3. Creates Automatic Entries**

For batches that do not contain errors, the post program 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 AR or AP transactions, the system creates automatic entries for the AR and AP trade accounts.

The post updates the Line Extension Code field (EXTL) with a value of AE for F0911 records. This differentiates F0911 records that you enter through voucher or invoice entry from those records that are automatically created by the post, such as payments, automatic entries, and receipts.

### **4. Updates the Taxes Table**

After creating automatic entries, the program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

### **5. Updates Posted Codes and Posts to F0902 table**

After creating automatic entries and updating the F0018 table, the program:

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

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

### **6. Updates the Batch Status**

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 updates each posted batch to D (posted) and each unposted batch to E (error).

### **7. Initiates Programs Defined in Processing Options**

When the post is complete, the post program processes other program. Depending on processing option settings:

- The Post G/L Entries to Fixed Assets program (R12800) updates asset information in the F1202 table.
- The 52 Period Accounting Post program (R098011) updates the Account Balances - 52 Period Accounting table (F0902B).
- The Detailed Currency Restatement program (R11411) uses AA ledger amounts to create restated entries for ledger type XA (alternate currency) and, if applicable, posts them to the F0911 table and updates the F0902 table.

- The Create Cash Basis Entries program (R11C850) creates entries for ledger type AZ and, if applicable, posts them to the F0911 table and updates the F0902 table.

---

## Understanding Tax Amounts

Regardless of how your tax rules are set up, you must specify whether and how the system updates the Taxes table (F0018) with tax amounts. You control whether the system updates tax amounts with the Update Tax File processing option in these versions of the General Ledger Post program:

- 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)

Set the Update Tax file processing option for any other post program in the base software that uses these versions.

A value of 1 in the processing option updates the F0018 table for VAT or Use Tax only. A value of 2 updates the F0018 table for all tax amounts. A value of 3 updates the F0018 table for all tax explanation codes.

If you do not set the processing options correctly, the system does not update the applicable tax information in the F0018 table.

---

**Note.** When you enter transactions using the Journal Entries with VAT program (P09106), the system automatically updates the F0018 table. The system ignores the tax processing options that you set up for the post programs.

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(GBR) In Great Britain, you set up your tax rules so that the system does not calculate tax on the gross amount of a transaction. The system considers whether the transaction is eligible for a discount when it calculates tax for the transaction.

---

## Prerequisites

Before you complete the tasks in this section:

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

### See Also

[Chapter 2, “Setting Up Batch Approval and Post Security,” page 5](#)

## Posting Financial Batches

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

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

### Understanding Methods for Posting Financial Batches

The way that you access the General Ledger Post program determines which of these methods is available for posting batches:

- Post by version
- Post by batch
- Subsystem post

You can run the General Ledger Post program by navigating:

- From a menu selection that describes the post program that you want to run, such as Post Receipts to G/L or Post Vouchers to G/L.

This navigation enables you to post directly from a menu using the Work With Batch Versions - Available Versions form. For example, to post vouchers from the menu, select Post Vouchers to G/L from the Supplier & Voucher Entry menu (G0411) to access the Work With Batch Versions - Available Versions form.

- From one of the versions of the Batches program (P0011), such as Invoice Journal Review or Voucher Journal Review.

This navigation enables you to post without exiting the Work With Batches form. For example, to post vouchers from the review program, select Voucher Journal Review from the Supplier & Voucher Entry menu (G0411) to access the Work With Batches form.

Method	Form Name, Navigation, and Usage
Post by Version	<p>To post by version, access one of these forms:</p> <ul style="list-style-type: none"> <li>• Work With Batch Versions - Available Versions. From the Work With Batch Versions - Available Versions form, select a version of the General Ledger Post program.</li> <li>• Work With Batches. From the Work With Batches form, select a batch and then select Post by Version from the Form menu. On the Work With Batch Versions - Available Versions form, select a version of the General Ledger Post program.</li> </ul> <p>Advantages of this method:</p> <ul style="list-style-type: none"> <li>• The program posts all of the approved batches at one time unless you use data selection to specify a batch, specific batches, or a range of batches.</li> <li>• You can post by version locally or on a server.</li> </ul>

Method	Form Name, Navigation, and Usage
Post by Batch	<p>To post by batch, access the Work With Batches form. Select one or more batches, and then select Post by Batch from the Row menu. The program selects the version to run that corresponds to the batch type and uses the data selection set up for the version.</p> <p>Advantage of this method:</p> <p>Data selection occurs automatically.</p> <p>Disadvantage of this method:</p> <p>You can post by batch on a server only.</p>
Subsystem Post	<p>From the Work With Batches form, select one or more batches, and then select Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table.</p> <p>Advantage of this method:</p> <p>Data selection occurs automatically, and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.</p>

## Understanding General Ledger Post Versions

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

---

**Important!** The post program performs a number of complex tasks. It is strongly recommended that you observe these constraints:

Do not customize the programming.

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

---

### General Accounting System

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

Description of Transaction	Version	Batch Type
Vouchers	ZJDE0002	V
Automatic payments	ZJDE0003	K
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 the post programs in the Accounts Receivable system:

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

## Posting Financial Batches

Access the General Ledger Post program.

## Setting Processing Options for General Ledger Post (R09801)

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

### Print

- 1. Account Format** Specify the account format that you want to print on the General Ledger Post report.
- 2. Print Error Messages** Specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message is sent only to the work center when an error occurs. Values are:  
Blank: Do not print error messages.  
/ : Print error messages.

### Versions

- 1. Detail Currency Restatement Version** 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.
- 2. Fixed Asset Post Version** 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.

- 3. 52 Period Post Version** Specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances (F0902) and the Account Balances - 52 Period Accounting (F0902B) tables. If you leave this processing option blank, the 52 Period Accounting Post program does not run.

## Edits

- 1. Update Transaction** Specify whether to update the Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter fields on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the F0911 table that were created by a custom program and do 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 F0911 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 F0911 table.

The system updates the Fiscal Quarter field to blank on the unposted record in the F0911 table.

## Taxes

- 1. Update Tax File** Specify whether to update the Taxes table (F0018) when you post transactions with tax amounts. Values are:
- Blank: The system does not update the F0018 table.
- 1*: The system updates the F0018 table for these tax explanation codes only: V, VT, V+, U, and UT.
- 2*: The system updates the F0018 table for all tax explanation codes except tax explanation code E (exempt).
- 3*: The system updates the F0018 table for all tax explanation codes including tax explanation code E.

- 2. Update VAT Discounts** Specify whether to adjust the tax amount fields when discounts are taken and which fields to adjust. The system adjusts the tax amount fields only for transactions with tax explanation code V.

To use this processing option, you must first select these options for tax rules:

- 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 Amount (STAM), Taxable Amount (ATXA), and Extended Price (Gross) Amount (AEXP) fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and extended price (gross) amounts 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 percent

Discount Taken = 12.50 USD

Extended Price (Gross Amount) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

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

- 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

Specify whether to adjust the tax fields when a receipt has a write off and which fields to adjust. 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 Amount (STAM), Taxable Amount (ATXA), and Extended Price (Gross) Amount (AEXP) fields.

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

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

For example:

Tax Rate = 25 percent.

Write-off Amount = 12.50 USD.

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

Taxable Amount = 1,000.00 USD.

Tax Amount = 250.00 USD.

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

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

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

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

## Process

- 1. Explode parent item time** Specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. 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.

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

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.

## 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.

- 1. Units Ledger Type** Specify the units ledger type for the system to use for cash basis entries. 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** Specify which version of the Create Cash Basis Entries program (R11C850) to run. If you specify a version, the system runs the program after the post program finishes. If you leave this processing option blank, the system does not create cash basis entries.

---

## Verifying the Results of the Post

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

This section discusses how to:

- Review workflow messages.
- Review the Post Detail Error report.
- Review the General Ledger Post report.

### Reviewing Workflow Messages

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

If the post program 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 that describe the errors. After you review your error messages, access the batches to correct the errors.

### 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 finds an out-of-balance condition in a ledger type that is required to balance, the program generates the Post Detail Error 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. If one or more batches contain errors, the program prints a message at the end of the report indicating 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.

## CHAPTER 24

# Processing Pay When Paid Transactions

This chapter provides overviews of the pay when paid process, features of pay when paid processing, how to link invoices to pay when paid vouchers, and discusses how to:

- Enter pay when paid vouchers.
- Create and revise pay when paid groups.
- Release pay when paid vouchers for payment.
- Verify pay when paid integrity.

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## 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 pay when paid 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 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).

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 PeopleSoft EnterpriseOne systems use pay when paid processing:

- Accounts Payable
- Accounts Receivable
- Procurement and Subcontract Management
- Contract and Service Billing

### Accounts Payable

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 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.

### Procurement and Subcontract Management

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.

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 from user-defined code (UDC) table 00/PS, which 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 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.

### See Also

[Chapter 15, “Setting Up Pay When Paid Processing,” page 183](#)

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## Understanding Features of Pay When Paid Processing

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.

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## Understanding How to 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 as you do when you 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 *I* (inactive) in the Pay When Paid Group Status field in the F03B470 table.

See *PeopleSoft EnterpriseOne Contract and Service Billing 8.11 SPI PeopleBook*, “Processing Invoices”.

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## Entering Pay When Paid Vouchers

This section describes how to enter pay when paid vouchers.

## Forms Used to Enter Pay When Paid Vouchers

Form Name	FormID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Pay When Paid Voucher Entry Methods (G04112), Pay When Paid Standard Voucher Entry	Review vouchers.
Enter Voucher - Payment Information	W0411A	On the Supplier Ledger Inquiry form, click Add.	Enter pay when paid vouchers.

## Entering Pay When Paid Vouchers

Access the Enter Voucher - Payment Information form to enter pay when paid vouchers in Accounts Payable.

The steps to enter pay when paid vouchers are the same as those for entering vouchers in other systems.

### See Also

*PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Processing Accounts Payable Vouchers,” Entering Standard Vouchers

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

*PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Creating Vouchers,” Creating Vouchers

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## Creating and Revising 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 Pay When Paid Manual Link (P03B470).
- Create a pay when paid group manually.
- Revise an existing pay when paid group.

## Understanding the Pay When Paid Manual Link Program

Pay when paid groups are comprised of at least one voucher and one invoice. When you create or revise pay when paid groups, at least one voucher and one invoice must be assigned to the group.

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 the you specify in the Pay Status for Removed Vouchers processing option.

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**Important!** 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.

---

## Forms Used to Create and Revise Pay When Paid Groups

Form Name	FormID	Navigation	Usage
Work With Pay When Paid Group	W03B470A	Pay When Paid Processing (G03B32), Pay When Paid Manual Link  To manually create a pay when paid group, click Add.	Locate and review existing pay when paid groups.
Pay When Paid Group Detail	W03B470B	On the Work With Pay When Paid Group form, select an existing pay when paid group to revise or click Add to manually create a new pay when paid group.	Create a new pay when paid group or add to and remove vouchers and invoices from an existing pay when paid group.

## Setting Processing Options for Pay When Paid Manual Link (P03B470)

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

### Defaults

#### Pay When Paid Voucher Pay Status

Specify the payment status code that the system assigns to vouchers that are added to an existing pay when paid group.

The system does not assign a status code to vouchers that have a payment status code of *P* (Paid), *Z* (Payment Pending) or *#* (Payment in Process).

#### Pay Status for Removed Vouchers

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.

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.

## Creating a Pay When Paid Group Manually

Access the Pay When Paid Group Detail form.

1. Select Link Vouchers or Link Invoices from the Form menu.
2. On the Search & Select Vouchers to Link or the Search & Select Invoices to Link form, find and select the vouchers or invoices to manually create the pay when paid group and then click Select.

The system displays the vouchers or invoices in the detail area of the Pay When Paid Group Detail form.

<b>Pay When Paid Group Number</b>	Displays the number that the system assigns to pay when paid groups during the voucher and invoice linking process.
<b>Status</b>	Displays the status of the pay when paid group from UDC table 03B/GS. Values are: 0: Released 1: Inactive 2: Active

## Revising an Existing Pay When Paid Group

Access the Pay When Paid Group Detail form.

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 vouchers or invoices to a pay when paid group, on the Pay When Paid Group Detail form:
  - Select Link Vouchers or Link Invoices from the Form menu.
  - On the Search & Select Vouchers to Link or the Search & Select Invoices to Link form, find and select the vouchers or invoices to add to the pay when paid group, and then click Select.  
The system displays the vouchers or invoices in the detail area of the Pay When Paid Group Detail form.
- To remove a voucher or an invoice from a pay when paid group, on the Pay When Paid Group Detail form:
  - Select the voucher or invoice 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.
  - Click OK.
  - On the Remove Transaction Confirmation form, click OK to confirm the removal.
- To remove all vouchers and invoices from a pay when paid group, on the Pay When Paid Group Detail form:
  - Select Remove All from the Form menu.
  - Click OK.
  - In the Pay When Paid Manual Link - Message window, click OK to confirm the removal.

## 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.
- Set processing options for Pay When Paid Automatic Release (R03B470).

## 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 for processing and to identify the status of pay when paid groups. This table describes the pay when paid group statuses:

Pay When Paid Group Status	Description of Status
1 (Inactive)	<p>The system initially assigns this value to pay when paid groups if no cash receipts have been applied to invoices in the group.</p> <p>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.</p> <p><b>Note.</b> 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.</p>
2 (Active)	<p>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.</p>
0 (Released)	<p>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.</p> <p>Vouchers in pay when paid groups at this status have been released for payment and the group is considered closed.</p>

## Understanding Voucher Release

To automatically release vouchers for payment, run the Pay When Paid Automatic Release program. The system:

1. Selects pay when paid groups that are at an active status (2).  
The system selects pay when paid groups at an inactive status (1) if you specify in 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.  
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 (P0000) 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.
  - 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.

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**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 responsible client, but for which the overall group minimum cash receipt percentage has not yet been met.

---

## Running the Pay When Paid Automatic Release Program

Select Pay When Paid Processing (G03B32), Pay When Paid Automatic Release.

Depending on your business needs, you should run this program as often as necessary to have current payment processing information in Accounts Payable.

## Setting Processing Options for Pay When Paid Automatic Release (R03B470)

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

### Process

- 1. Inactive Groups** 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.

*I*: Process inactive pay when paid groups. The system processes both active and inactive pay when paid groups.

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**Warning!** Setting this processing option to *I* can significantly increase the processing time of the program, depending on the number of records in your system.

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## Verifying Pay When Paid Integrity

This section provides an overview of pay when paid integrity reports and discusses how to:

- Run pay when paid integrity reports.
- Set processing options for Pay When Paid Supplier Ledger Integrity (R03B473).

## Understanding Pay When Paid Integrity Reports

As part of the pay when paid process, you should run these integrity reports to identify discrepancies with 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
- AR drafts
- Unapplied cash
- 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:

- AP drafts
- Prepayments
- Voided vouchers
- Vouchers that were created using the Payment Without Voucher Match program (P0411).

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 Integrity Reports

Select one of these reports from the Pay When Paid Processing menu (G03B32):

- Pay When Paid Group Header Integrity.
- Pay When Paid Customer Ledger Integrity.
- Pay When Paid Supplier Ledger Integrity.

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**Note.** The Pay When Paid Group Header Integrity and Pay When Paid Customer Ledger Integrity reports do not have processing options.

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## Setting Processing Options for Pay When Paid Supplier Ledger Integrity (R03B473)

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

### Process

#### 1. Mixed Vouchers

Specify whether the system identifies vouchers that are associated with more than one pay when paid group. Values are:

Blank: Do not identify vouchers.

*I*: Identify vouchers.

#### 2. Partial Vouchers

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.

*I*: Identify vouchers.

**3. Unassociated Vouchers**

Specify whether the system identifies vouchers that are marked as pay when paid vouchers that are not yet associated with a pay when paid group. Values are:

Blank: Do not identify vouchers.

*I*: Identify vouchers.

**4. Logged Vouchers**

Specify whether the system identifies logged vouchers that are assigned to a pay when paid group. Values are:

Blank: Do not identify logged vouchers.

*I*: Identify logged vouchers.



## APPENDIX A

# PeopleSoft EnterpriseOne FMS Fundamentals Reports

This appendix includes a summary table of the reports that are discussed in this PeopleBook.

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## 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
R00311A Address Book Exception Report	Lists any suppliers or customers that do not have corresponding bank account information in the F0030 table.	Automatic Payment Setup (G04411), Address Book Exception Report
R03B471 Pay When Paid Group Header Integrity	Verifies that pay when paid groups have a group header record in the F03B470 table and at least one voucher and invoice.	Pay When Paid Processing (G03B32), Pay When Paid Group Header Integrity
R03B472 Pay When Paid Customer Ledger Integrity	Locates invoices that the system cannot process in pay when paid groups.	Pay When Paid Processing (G03B32), Pay When Paid Customer Ledger Integrity
R03B473 Pay When Paid Supplier Ledger Integrity	Locates vouchers that the system cannot process in pay when paid groups.	Pay When Paid Processing (G03B32), Pay When Paid Supplier Ledger Integrity



# Glossary of PeopleSoft Terms

<b>activity</b>	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
<b>activity rule</b>	The criteria by which an object progresses from one given point to the next in a flow.
<b>add mode</b>	A condition of a form that enables users to input data.
<b>Advanced Planning Agent (APAg)</b>	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.
<b>application server</b>	A server in a local area network that contains applications shared by network clients.
<b>as if processing</b>	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.
<b>alternate currency</b>	<p>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.</p> <p>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.</p>
<b>as of processing</b>	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.
<b>back-to-back process</b>	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
<b>batch processing</b>	<p>A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.</p> <p>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.</p>
<b>batch server</b>	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.
<b>batch-of-one immediate</b>	<p>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.</p> <p>See also direct connect and store-and-forward.</p>
<b>business function</b>	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.
<b>business function event rule</b>	See named event rule (NER).
<b>business view</b>	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.
<b>central objects merge</b>	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
<b>central server</b>	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.
<b>charts</b>	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
<b>connector</b>	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.
<b>contra/clearing account</b>	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.
<b>Control Table Workbench</b>	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.
<b>control tables merge</b>	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
<b>cost assignment</b>	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
<b>cost component</b>	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
<b>cross segment edit</b>	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
<b>currency restatement</b>	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.
<b>database server</b>	A server in a local area network that maintains a database and performs searches for client computers.
<b>Data Source Workbench</b>	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.

<b>date pattern</b>	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.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail information</b>	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application.  See also batch-of-one immediate and store-and-forward.
<b>Do Not Translate (DNT)</b>	A type of data source that must exist on the iSeries because of BLOB restrictions.
<b>dual pricing</b>	The process of providing prices for goods and services in two currencies.
<b>edit code</b>	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.
<b>edit mode</b>	A condition of a form that enables users to change data.
<b>edit rule</b>	A method used for formatting and validating user entries against a predefined rule or set of rules.
<b>Electronic Data Interchange (EDI)</b>	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.
<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
<b>Employee Work Center</b>	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.
<b>enterprise server</b>	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
<b>EnterpriseOne object</b>	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.
<b>EnterpriseOne process</b>	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.
<b>Environment Workbench</b>	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.
<b>escalation monitor</b>	A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.

<b>event rule</b>	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.
<b>facility</b>	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a <i>business unit</i> .
<b>fast path</b>	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
<b>file server</b>	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.
<b>final mode</b>	The report processing mode of a processing mode of a program that updates or creates data records.
<b>FTP server</b>	A server that responds to requests for files via file transfer protocol.
<b>header information</b>	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
<b>interface table</b>	See Z table.
<b>integration server</b>	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
<b>integrity test</b>	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interoperability model</b>	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
<b>in-your-face-error</b>	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
<b>IServer service</b>	Developed by PeopleSoft, this internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.
<b>jargon</b>	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.
<b>Java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that enables heterogeneous servers to access each other's data.
<b>JDEBASE Database Middleware</b>	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
<b>JDECallObject</b>	An API used by business functions to invoke other business functions.
<b>jde.ini</b>	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.
<b>JDEIPC</b>	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.

<b>jde.log</b>	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.
<b>JDENET</b>	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.
<b>Location Workbench</b>	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.
<b>logic server</b>	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.
<b>MailMerge Workbench</b>	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.
<b>master business function (MBF)</b>	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.
<b>master table</b>	See published table.
<b>matching document</b>	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.
<b>media storage object</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>message center</b>	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
<b>messaging adapter</b>	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
<b>messaging server</b>	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.
<b>named event rule (NER)</b>	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.
<b><i>nota fiscal</i></b>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<b><i>nota fiscal factura</i></b>	In Brazil, a nota fiscal with invoice information. See also <i>nota fiscal</i> .

<b>Object Configuration Manager (OCM)</b>	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.
<b>Object Librarian</b>	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.
<b>Object Librarian merge</b>	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
<b>Open Data Access (ODA)</b>	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
<b>Output Stream Access (OSA)</b>	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.
<b>package</b>	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.
<b>package build</b>	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.”
<b>package location</b>	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.
<b>Package Workbench</b>	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.
<b>PeopleSoft Database</b>	See JDEBASE Database Middleware.
<b>planning family</b>	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
<b>preference profile</b>	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
<b>print server</b>	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.
<b>pristine environment</b>	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.

<b>processing option</b>	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.
<b>production environment</b>	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
<b>production-grade file server</b>	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
<b>project</b>	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
<b>promotion path</b>	<p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11&gt;21&gt;26&gt;28&gt;38&gt;01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> 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.</p>
<b>proxy server</b>	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.
<b>published table</b>	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.
<b>publisher</b>	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.
<b>pull replication</b>	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.
<b>QBE</b>	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.
<b>real-time event</b>	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.
<b>refresh</b>	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.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>quote order</b>	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.
<b>selection</b>	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.
<b>Server Workbench</b>	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.
<b>spot rate</b>	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
<b>Specification merge</b>	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.
<b>specification</b>	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
<b>Specification Table Merge Workbench</b>	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
<b>store-and-forward</b>	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.
<b>subscriber table</b>	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
<b>supplemental data</b>	<p>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.</p> <p>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.</p>
<b>table access management (TAM)</b>	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.
<b>Table Conversion Workbench</b>	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
<b>table conversion</b>	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
<b>table event rules</b>	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.
<b>terminal server</b>	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.

<b>three-tier processing</b>	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
<b>three-way voucher match</b>	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.
<b>transaction processing (TP) monitor</b>	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.
<b>transaction set</b>	An electronic business transaction (electronic data interchange standard document) made up of segments.
<b>trigger</b>	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.
<b>triggering event</b>	A specific workflow event that requires special action or has defined consequences or resulting actions.
<b>two-way voucher match</b>	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.
<b>User Overrides merge</b>	Adds new user override records into a customer's user override table.
<b>variance</b>	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.
<b>Version List merge</b>	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.
<b>visual assist</b>	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
<b>vocabulary override</b>	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
<b>wchar_t</b>	An internal type of a wide character. It is used for writing portable programs for international markets.
<b>web application server</b>	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
<b>web server</b>	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.
<b>Windows terminal server</b>	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.

<b>workbench</b>	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
<b>work day calendar</b>	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.
<b>workflow</b>	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.
<b>workgroup server</b>	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
<b>XAPI events</b>	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.
<b>XML CallObject</b>	An interoperability capability that enables you to call business functions.
<b>XML Dispatch</b>	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
<b>XML List</b>	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
<b>XML Service</b>	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
<b>XML Transaction</b>	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.
<b>XML Transaction Service (XTS)</b>	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.
<b>Z event</b>	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.
<b>Z table</b>	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z tables are also known as interface tables.
<b>Z transaction</b>	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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