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JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide

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JD Edwards EnterpriseOne Accounts Payable 9.0 Implementation Guide
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Contents

Contents

Chapter 7
Processing Batch Vouchers...119

Chapter 10
Processing Automatic Payments..151

Chapter 16
Verifying Data Integrity for Accounts Payable...225

Chapter 17
Purging Accounts Payable Records...233

Glossary of JD Edwards EnterpriseOne Terms……………………………………………273

About This Documentation Preface

JD Edwards EnterpriseOne implementation guides provide you with the information that you need to implement and use JD Edwards EnterpriseOne applications from Oracle.

This preface discusses:

- JD Edwards EnterpriseOne application prerequisites.
- Application fundamentals.
- Documentation updates and downloading documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common fields in implementation guides.

Note. Implementation guides document only elements, such as fields and check boxes, that require additional explanation. If an 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 fields for the section, chapter, implementation guide, or product line. Fields that are common to all JD Edwards EnterpriseOne applications are defined in this preface.

JD Edwards EnterpriseOne Application Prerequisites

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

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

You should be familiar with navigating the system and adding, updating, and deleting information by using JD Edwards EnterpriseOne menus, 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 JD Edwards EnterpriseOne applications most effectively.

Application Fundamentals

Each application implementation guide provides implementation and processing information for your JD Edwards EnterpriseOne applications.

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

The application fundamentals implementation guide consists of important topics that apply to many or all JD Edwards EnterpriseOne applications. 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 implementation guides. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Downloading Documentation

This section discusses how to:

• Obtain documentation updates.

• Download documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your Implementation Guides Library. You'll find a variety of useful and timely materials, including updates to the full line of JD Edwards EnterpriseOne documentation that is delivered on your implementation guides CD-ROM.

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading Documentation

In addition to the complete line of documentation that is delivered on your implementation guide CD-ROM, Oracle makes JD Edwards EnterpriseOne documentation available to you via Oracle's website. You can download PDF versions of JD Edwards EnterpriseOne documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps

Resource	Navigation
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
Implementation guides support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

• Typographical conventions.

• Visual cues.

• Country, region, and industry identifiers.

• Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in implementation guides:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and JD Edwards EnterpriseOne 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 *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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

Implementation guides contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the JD Edwards EnterpriseOne 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

Implementation guides 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 implementation guides:

• 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 implementation guides:

• USF (U.S. Federal)

• E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about implementation guides and other Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

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

Common Fields Used in Implementation Guides

Address Book Number	Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant ID, participant number, and so on.
As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code enables you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: *Blank:* Batch is unposted and pending approval. *A:* The batch is approved for posting, has no errors and is in balance, but has not yet been posted. *D:* The batch posted successfully. *E:* The batch is in error. You must correct the batch before it can post.

P: 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.*

U: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

Branch/Plant

Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

Business Unit

Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

Category Code

Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code

Enter the three-character code that represents the currency of the transaction. JD Edwards EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.

Document Company

Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.

If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

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

Document Number

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

Document Type

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

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

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

- The date on which a change of address becomes effective.

- The date on which a lease becomes effective.

- The date on which a price becomes effective.

- The date on which the currency exchange rate becomes effective.

- The date on which a tax rate becomes effective.

Fiscal Period and **Fiscal Year**	Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).
G/L Date (general ledger date)	Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

JD Edwards EnterpriseOne Accounts Payable Preface

This preface discusses:

• JD Edwards EnterpriseOne products.

• JD Edwards EnterpriseOne application fundamentals.

• Common fields used in this implementation guide.

JD Edwards EnterpriseOne Products

This implementation guide refers to these JD Edwards EnterpriseOne products from Oracle:

• JD Edwards EnterpriseOne Accounts Receivable.

• JD Edwards EnterpriseOne Address Book.

• JD Edwards EnterpriseOne Advanced Cost Accounting.

• JD Edwards EnterpriseOne Fixed Assets.

• JD Edwards EnterpriseOne General Accounting.

• JD Edwards EnterpriseOne Grower Management.

• JD Edwards EnterpriseOne Procurement.

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Getting Started with JD Edwards EnterpriseOne Financial Management Application Fundamentals," JD Edwards EnterpriseOne Financial Management Application Fundamentals Implementation

Common Fields Used in This Implementation Guide

G/L Bank Account   Enter a value that identifies an account in the general ledger. Use one of these formats to enter account numbers:

Standard account number (business unit.object.subsidiary or flex format).

Third GL number (maximum of 25 digits).

Account ID number. The number is eight digits long.

Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number.

The first character of the account number indicates its format. You define the account format in the General Accounting constants.

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

Next Pay Status   Enter a code from the Payment Status Codes (00/PS) UDC that indicates the next payment status for a voucher or an invoice. Codes are:

P: Paid. The voucher or invoice is paid in full.

A: Approved. The voucher or invoice is approved for payment, but not yet paid.

H: Held or pending approval.

R: Retainage.

%: Withholding applies.

?: Other codes. Any other reason that payment is being withheld.

The JD Edwards EnterpriseOne Accounts Payable system does not print payments for Other codes.

Payment Instrument   Enter a code from the Payment Instrument (00/PY) UDC that determines the means by which a payment is issued to a supplier or received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

Tax ID   Enter the identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

The Supplier Master record supplies the default value for the tax ID for 1099 processing for accounts payable records.

Withholding Percent   Enter the rate of withholding tax retained from a payment to the supplier. This number is expressed as a decimal. For example, enter *.2000* for 20 percent.

CHAPTER 1

Getting Started with JD Edwards EnterpriseOne Accounts Payable

This chapter discusses:

• Accounts Payable overview.

• Accounts Payable business processes.

• Accounts Payable integrations.

• Accounts Payable implementations.

Accounts Payable Overview

An accounts payable department has many responsibilities to fulfill to ensure that payments to suppliers are made on time and the needs for flexibility in the organization are met:

Managing Supplier Relationships	The accounts payable department is responsible for creating and maintaining a partnership with each supplier to ensure that all terms and conditions of the relationship are met.
Processing Invoices	The accounts payable department receives invoices and records liabilities and corresponding expenses or assets. Often, the accounts payable department will have to match vouchers with invoices and purchase orders from other departments such as purchasing.
Processing Payments	The accounts payable department ensures that payments are made in the most timely, accurate, and efficient manner possible. Before paying its suppliers, the accounts payable department needs to consider several factors, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to suppliers.

Accounts Payable Business Processes

This process flow illustrates the Accounts Payable business processes:
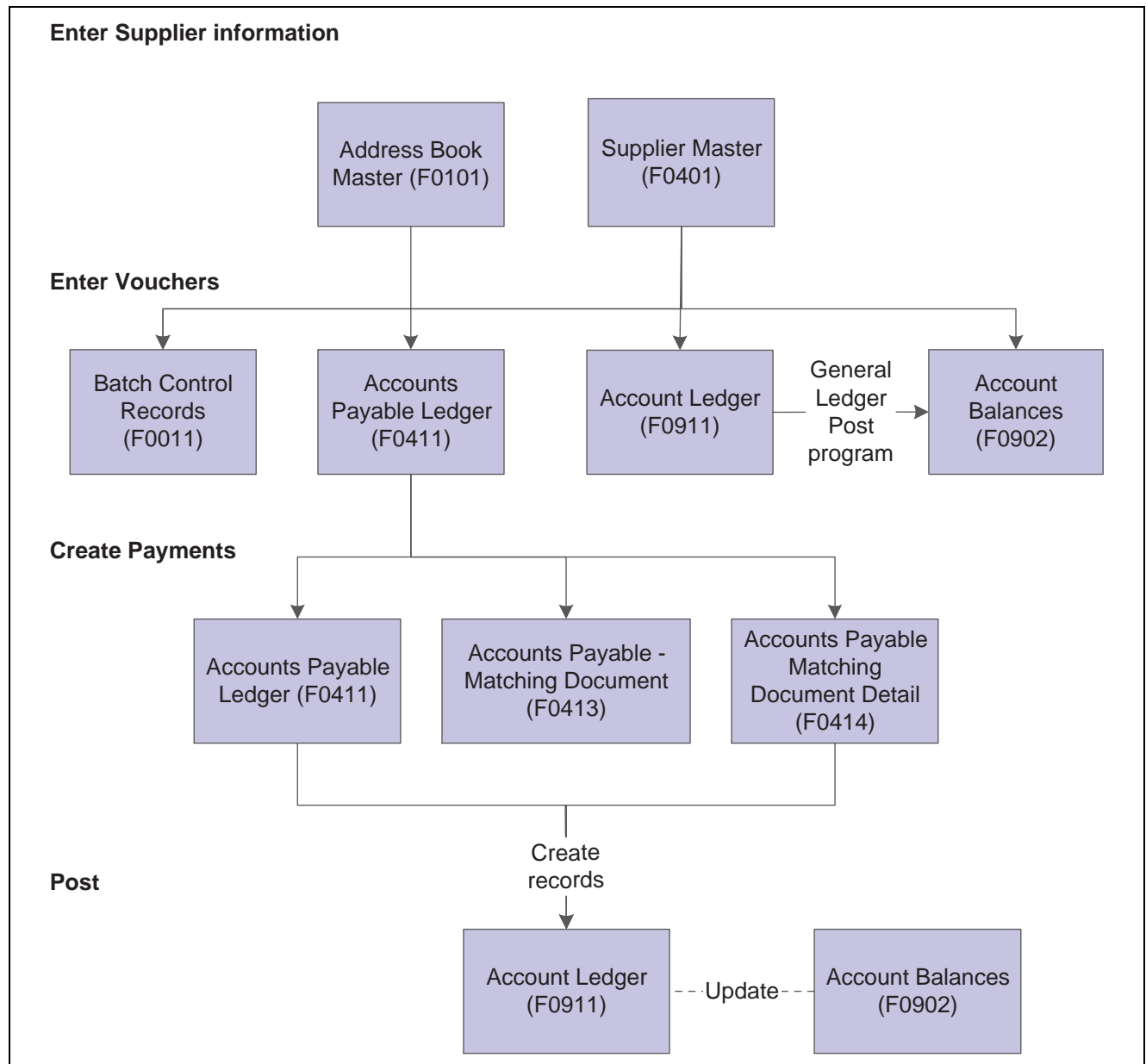
Accounts Payable business process flow

Accounts Payable Integrations

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

This graphic illustrates the systems that integrate with the JD Edwards EnterpriseOne Accounts Payable system:
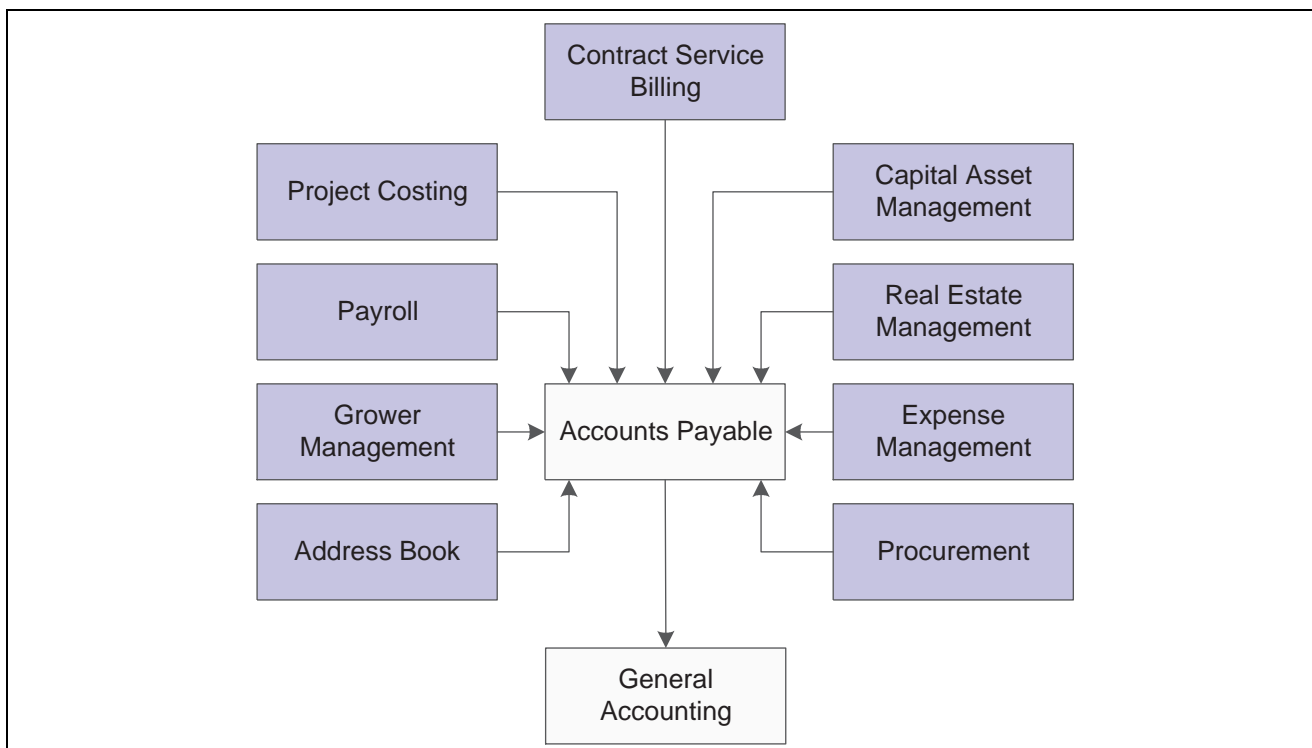
JD Edwards EnterpriseOne Accounts Payable system integrations

These systems integrate with the JD Edwards EnterpriseOne Accounts Payable system, as described:

JD Edwards EnterpriseOne General Accounting	This system debits and credits various general ledger accounts are when a voucher and payment are processed. When you enter a voucher, the system debits the general ledger expense account and credits the accounts payable trade account. When you pay the voucher, the system debits the accounts payable trade account and credits the bank account. The system creates vouchers in the JD Edwards EnterpriseOne Procurement system when you match a purchase receipt to the supplier invoice.
JD Edwards EnterpriseOne Procurement	This system creates vouchers when you match a purchase receipt to the supplier invoice.
JD Edwards EnterpriseOne Contract Service Billing	This system accumulates cost transactions and records them in the JD Edwards EnterpriseOne system.
JD Edwards EnterpriseOne Capital Asset Management (CAM) and JD Edwards EnterpriseOne Fixed Assets:	The JD Edwards EnterpriseOne Capital Asset Management system automatically includes the equipment number from the purchase order on the voucher when you enter an equipment charge.
	The JD Edwards EnterpriseOne Fixed Assets system, as part of the JD Edwards EnterpriseOne Capital Asset Management system, creates vouchers when you purchase (acquire) an asset or purchase items to maintain an existing asset.
JD Edwards EnterpriseOne Expense Management	This system creates vouchers after an expense report is approved and the audit process in the JD Edwards EnterpriseOne Expense Management system is complete.
JD Edwards EnterpriseOne Grower Management	This system creates vouchers when you process payments for contract settlements.

JD Edwards EnterpriseOne Project Costing	This system creates vouchers when you make payments against a contract for a job.
JD Edwards EnterpriseOne Payroll	This system automatically creates vouchers for payroll taxes, insurance premiums, and other payroll liability amounts that must be paid to third-parties when you set it up to do so.
JD Edwards EnterpriseOne Real Estate Management	This system generates vouchers from the JD Edwards EnterpriseOne Contract Service Billing system and posts them to the JD Edwards EnterpriseOne Accounts Payable system.
Oracle Demantra Predictive Trade Planning	The JD Edwards EnterpriseOne Account Payable system enables you to use a batch process to upload data from the Oracle Demantra Predictive Trade Planning software.
Multinational Features	Multinational features enable you to build a global supplier network to optimize price, terms, and availability of goods. The multinational features in the JD Edwards EnterpriseOne Accounts Payable system include:

- Currency processing

  This feature enables you to pay vouchers in a domestic, foreign, or alternate currency, using any currency in the world, from the Australian dollar to the Japanese yen to the euro.

- Multiple languages

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

Accounts Payable Implementations

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne Accounts Payable system.

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

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Accounts Payable, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools 8.98 Software Update Guide*

For information about the EnterpriseOne Oracle Business Accelerator solution for implementation of JD Edwards EnterpriseOne Accounts Payable, review the documentation available.

See http://www.peoplesoft.com/corp/en/iou/implement/rapid_start/rapid_start_prtr_notes.jsp

Global Implementation Steps

This table lists the suggested implementation steps for the JD Edwards EnterpriseOne Accounts Payable system:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Organizations"
2. Set up accounts, and the chart of accounts.	*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Creating the Chart of Accounts"
3. Set up the General Accounting constants.	*JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Setting Up the General Accounting System"
4. Set up multicurrency processing, including currency codes and exchange rates.	• *JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up General Accounting for Multicurrency Processing" • *JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up Exchange Rates"
5. Set up ledger type rules.	*JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Setting Up the General Accounting System," Setting Up Ledger Type Rules for General Accounting
6. Enter address book records.	*JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Entering Address Book Records"

Accounts Payable Implementation Steps

This table lists the suggested application-specific steps for the JD Edwards EnterpriseOne Accounts Payable system:

Step	Reference
1. Set up constants, user-defined codes (UDCs), next numbers, and automatic accounting instructions (AAIs). Optionally, set up country-specific information for Argentina, Brazil, Japan, Great Britain, Italy, Peru, Poland, and Venezuela.	• *JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe 9.0 Implementation Guide.* • Chapter 2, "Setting Up the Accounts Payable System," page 7 • *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide.*
2. Set up payee control, payment instruments, print programs, print sequences, and payment information by business units.	Chapter 3, "Setting Up the Accounts Payable System for Automatic Payment Processing," page 23

Step	Reference
3. Optionally, set up the system to process electronic funds transfers (EFT), electronic data interchange (EDI), BACS, and country-specific information for Argentina, Great Britain, Japan, Norway, and Sweden.	• *JD Edwards EnterpriseOne Data Interface for Electronic Data Interchange 9.0 Implementation Guide*, "Setting Up Interfaces for Electronic Data Interchange" • *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide.* • *JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe 9.0 Implementation Guide.*
4. Set up standard and country-specific payment formats.	• Chapter 4, "Setting Up Payment Formats," page 39 • *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide.* • *JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe 9.0 Implementation Guide.* • *JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide.*

Setting Up the Accounts Payable System

This chapter provides overviews of the JD Edwards EnterpriseOne Accounts Payable system setup and discusses how to:

- Set up constants.
- Set up user-defined codes (UDCs).
- Set up next numbers.
- Set up automatic accounting instructions (AAIs).

Note. Country-specific setup for Accounts Payable exists for Argentina, Italy, Japan, Poland, and Russia.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Setting Up Country-Specific Functionality for Argentina"

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(ITA) Setting Up Functionality for Italy," Setting Up the 30/60/90 End-of-Month Invoice Date for Italy

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Setting Up Country-Specific Functionality for Japan," Setting Up Withholding Schedules for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(POL) Setting Up Functionality for Poland," Setting Up Voucher Types

Understanding System Setup for Accounts Payable

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

This table describes the setup information for the JD Edwards EnterpriseOne Accounts Payable system:

Feature	Setup Task
Constants	Establish system basics, such as: • Whether the system verifies that the amount and number of documents in a batch of vouchers balance to the totals that you enter separately. • Whether you require management approval of batches of documents before posting. • How the system to create automatic offsetting entries. • Whether the system verifies that supplier invoice numbers are not duplicates. • The number of days in the time intervals on the aging reports.
UDCs	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs.
Next numbers	Establish an automatic numbering system for documents.
AAIs	Set up AAI tables that the system uses to identify the appropriate account numbers when it automatically creates journal entries for transactions.
Payment terms	Define payment terms codes, such as net due upon receipt, for easier voucher entry. See *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Payment Terms".

Setting Up Constants for Accounts Payable

This section provides an overview of the JD Edwards EnterpriseOne Accounts Payable system constants and discusses how to set up constants.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Setting Up Country-Specific Functionality for Argentina," Setting Up Credit Invoice Constants for Accounts Payable for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(GBR) Setting Up CIS," Setting Up CIS Company Constants

Understanding Accounts Payable Constants

Constants provide a basic framework for how your JD Edwards EnterpriseOne Accounts Payable system works, based on your business needs. Generally, one person sets up all constants. It is recommended that you do not change constants after they are set up because this might produce undesirable results. It is also recommended that you ensure that only authorized personnel can access and change accounts payable constants.

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

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

Constants for the JD Edwards EnterpriseOne Accounts Payable system include these options:

- Batch Control Required

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

- Manager Approval of Input

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

- Automatic Offset Method

  The Automatic Offset Method constant enables you to specify how the system makes offsetting entries to the Accounts Payable liability and discount accounts when you post vouchers to the general ledger.

  Three offset methods are available:

  B: Batch offset

  S: Single offset per pay item

  Y: One offset per document

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

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

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

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

- Invoice Number Editing

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

  - *H:* Hard error upon duplication.

    By entering *H,* you can force users to enter an invoice number for each voucher.

  - *N:* Do not edit for duplication.

  - *Y:* Warning upon duplication.

- Aging Days for Accounts Payable

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

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Batch Approval and Post Security"

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Using Batch Control to Manage the Entry Process"

Forms Used to Set Up Accounts Payable Constants

Form Name	FormID	Navigation	Usage
System Setup	W0000A	Accounts Payable Setup (G0441), Accounts Payable Constants	Select Accounts Payable Constants.
Accounts Payable Constants	W0000E	On the System Setup form, select Accounts Payable Constants.	Set up constants.

Setting Up Accounts Payable Constants

Access the Accounts Payable Constants form.

Batch Control Required   Select the check box to have the system display an additional form when you enter a batch. You enter the total number of documents and the total amount that you expect the batch to contain. When you finish entering each batch and close the program, the system displays the difference, if any, between the totals that you expected to enter and the totals that you actually entered. If you do not select the check box, the system does not display the additional form.

Manager Approval of Input   Select this check box to specify that a manager must approve 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 manager approval.

Offset Method   Enter a code to specify how the system generates the offset entry (document type AE) in the F0911 table when vouchers, payments, and drafts are posted to the general ledger. The system generates offset entries for the actual amount (AA) and foreign currency (CA) ledgers only. Values are:

B: Creates one offset entry for each batch by account if all of the transactions in the batch are in the domestic currency. You cannot use this method for multicurrency processing because the post programs cannot post batches of transactions that contain one or more foreign or alternate currencies.

Y: Creates one offset for each document.

S: Creates one offset for each pay item.

Duplicate Invoice Number Edit	Enter a code that specifies whether the JD Edwards EnterpriseOne Accounts Payable system validates the invoice number to determine whether it is a duplicate. Values are:
	H: Validates the invoice number. If the invoice number is a duplicate number, the system issues an error message and requires that you enter a unique invoice number.
	Y: Validates the invoice number. If the invoice number is a duplicate number, the system issues a warning message but does not require that you enter a unique invoice number. The system permits the duplication.
	N: Does not validate the invoice number, and it does not issue an error message, regardless of whether the invoice number that you enter is a duplicate.
	To locate duplicate invoice numbers, run the Suspected Duplicate Payments report (R04601).

> **Note.** The system does not validate invoice numbers for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

1 thru	Specify the end of the first interval used for aging data on Accounts Payable reports.
thru	Specify the end of the second interval used for aging data on Accounts Payable reports.

Setting Up UDCs for Accounts Payable

Many programs in the JD Edwards EnterpriseOne Accounts Payable system use UDCs to process information. Most of the UDCs for the JD Edwards EnterpriseOne Accounts Payable system are shipped with predefined data. You can change or delete the predefined data if it is not hard-coded, and can add UDCs to suit your own needs. You should not change the product code, code type, or description name for the UDCs in the JD Edwards EnterpriseOne Accounts Payable system.

Note. Country-specific UDCs for accounts payable transactions exist for many countries.

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes fo rEurope 9.0 Implementation Guide*

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide*

Voucher Document Type Codes

A document type code is one of the key fields, along with the document number, document company, and GL date, that links records in various systems that are part of the same transaction. Set up the Document Type - Vouchers Only (00/DV) UDC with codes that you use for vouchers.

The JD Edwards EnterpriseOne Accounts Payable system maintains voucher document type codes and matching document type codes. Transactions with voucher document type codes can exist by themselves. That is, they do not need to be associated with a document that has a different document type code to be complete. Voucher document type codes are not hard-coded.

These codes are included with the software; you can change them and add to them:

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

You also set up the 00/DV UDC table with code for drafts. A draft is a promise to pay a debt. Draft processing is a variation of automatic payment processing and uses the same setup.

These UDCs are required for draft processing:

Required UDC Code	System Usage
Document types (00/DV)	• PV (voucher). • P1 (draft).
Payment status (00/PS)	• D (draft accepted). • # (draft selected). • P (draft paid). • Other payment statuses, as necessary.
Payment instruments (00/PY)	A code for each payment instrument that you use.

Matching Document Type Codes

Set up document types for matching documents in the Document Types - All Documents (00/DT) UDC table. Matching document type codes represent documents that cannot exist by themselves. You must attach (or match) each to a corresponding voucher document. All matching document type codes are hard-coded.

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

UDC Code	System Usage
PE (change the voucher amount)	The system creates a record with this code when you change the amount of a posted voucher or void the voucher.
PK (automatic payment)	The system creates a payment record with this code when you use the automatic payment process to pay a voucher.
PN (manual payment)	The system creates a payment record with this code when you use the manual payment process to pay a voucher.
PO (void payment)	The system creates a record with this code when you void a payment and reopen the original voucher so that you can pay it at another time.
PT (electronic funds transfer)	The system creates a record with this code when you use the electronic funds transfer process to pay a voucher.

Payment Status Codes (00/PS)

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

The system provides these payment status codes:

- *A:* Approved for payment.
- *H:* Hold pending approval (not hard-coded).

  You can set up additional codes for each type of hold status for vouchers:

- *P:* Paid in full.
- *R:* Retainage.
- *%:* Withholding tax applies.
- *#:* Payment in process.

  The system marks any vouchers that you select during prepayment processing with a # to prevent any changes to the voucher until payment processing is complete.

- *Z:* Voucher was selected during the manual payment process.

  This status appears for a voucher when you have selected the voucher to be paid by a manual payment but have not yet clicked OK on the Manual Payment Entry form.

Payment Instrument Codes (00/PY)

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

The system provides these hard-coded payment instrument codes:

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

The system provides these payment instrument codes that are not hard-coded:

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

Special Handling Code - AP Pymt (00/HC)

You assign special handling codes for various types of special handling instructions, such as remittance attachment. Special handling codes are not hard-coded. Set up a code for each type of special handling instructions that you use.

Examples of special handling codes include:

- Remittance attachment.
- Application form attachment.
- Return payment to tax department.

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

The JD Edwards EnterpriseOne Accounts Payable system uses UDCs to select vouchers for IRS Form 1099 processing. These UDCs specify which IRS 1099 form and which box on the form a voucher applies to.

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

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

The software is installed with the values for Type of Return - 1099s (04/TR) UDCs. However, for the 1099 Reporting Codes (01/07), you must specify the codes from which the system selects and processes vouchers using the F045143 table.

Bank Type Codes (00/BT)

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

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

Replaced Character (04/RC)

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

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

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

The system scans the text file for the characters that are specified in the Description 1 field in UDC 04/RC. It then replaces those characters with the alternate characters that you specify in the Description 2 field. Thus, the system deletes the unacceptable characters from the text file and replaces them with acceptable characters. For example, if the bank does not recognize umlauted letters, you can replace them with the two-letter equivalent, such as *ae* for ä, *oe* for ö, and so on.

Note. The system replaces a single character with multiple characters only for the German programs German Bank File Format and Statement Diskette, and Create A/P Bank Diskette - Germany. When you use the Replaced Character UDC for other programs, the system replaces the character that is identified in the Description 1 field with only the first character in the Description 2 field.

You can specify that the system replace a single character with one alternate character or with multiple alternate characters. When you specify multiple alternate characters, the length of the string does not change; if the original string is three characters, the modified string is three characters. The system drops certain characters from the string if inserting all of the alternate characters would result in the modified string exceeding the allowed length of the string.

This examples illustrate how the system replaces a single character with multiple characters:

Replacement	Original String	Modified String	Result
Replace *A* with *FG*	*ABC*	*FGB*	To retain field length of three, the system drops the *C* from the string.
Replace *A* with *FG*	*ABCxxx* (where *x* equals blank)	*FGBCxx* (where *x* equals blank)	To retain the field length of six, the system drops the last blank from the string.
Replace *B* with *FGHI*	*ABC*	*AFG*	To retain the field length of three, the system replaces *B* with only the first two letters of the replacement string

Special Character (04/SC)

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

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

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

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

Setting Up Next Numbers for Accounts Payable

This section provides overviews of next numbers for the JD Edwards EnterpriseOne Accounts Payable system and discusses how to set up next numbers for the system.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ECU) Setting Up Country-Specific Functionality for Ecuador," Setting Up Next Numbers for Ecuador

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(VEN) Setting Up Country-Specific Functionality for Venezuela," Setting Up Next Numbers for Venezuela

Understanding Next Numbers for Accounts Payable

When a program retrieves a next number from the Next Numbers - Automatic table (F0002), it references a specific line in the next number table for the appropriate system. If the next number table becomes damaged or if entries are mistakenly deleted, you must set up the next number for the appropriate program on the specific line. This table provides the information necessary to create the next number entries for the JD Edwards EnterpriseOne Accounts Payable system:

Line Number	Description	Function
1	Voucher Entry	Provide a next number for vouchers.
2	Future Use	This line number is not currently used. However, it is recommended that you do not use this line, in the event that future enhancements to the JD Edwards EnterpriseOne Accounts Payable system use this line.
3	Future Use	This line number is not currently used. However, it is recommended that you do not use this line, in the event that future enhancements to the JD Edwards EnterpriseOne Accounts Payable system use this line.
4	Debit Stmt Chk#	Provides a check number for a debit statement.
5	Check No.-ACH	Provides a check number when you use the automated clearing house (ACH).
6	EFT Tape Member	Provides an number for an electronic funds transfer (EFT).

Forms Used to Set Up Next Numbers for Accounts Payable

Form Name	FormID	Navigation	Usage
Set Up Next Numbers by System	W0002C	Enter NN in the Fast Path. On the Work With Next Numbers form, select Accounts Payable.	Set up next numbers for the JD Edwards EnterpriseOne Accounts Payable system.

Setting Up Accounts Payable Next Numbers

Access the Set Up Next Numbers by System form.

Check Digit Used

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

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Next Numbers"

Setting Up AAIs for Accounts Payable

This section provides overviews of the AAIs for the JD Edwards EnterpriseOne Accounts Payable system and discusses how to set up AAIs.

Understanding Accounts Payable AAIs

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

The name of an AAI item, such as PC, is hard-coded. AAI items for the JD Edwards EnterpriseOne Accounts Payable system always start with the letter P. For example, PC is the AAI item for payables class (trade account) and PB is the AAI item for payables bank. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to the chart of accounts. If you decide not to include a business unit for an AAI, the business unit of the voucher is used as part of the specified account number.

Some AAIs require that you define a complete range, consisting of a beginning and an ending AAI item. For example, for item PX (used for 1099 processing), the first range must begin with PX*yy*01. You must end the first range with PX*yy*02, the next consecutive number. Define the next range, if needed, to start with PX*yy*03 and end with PX*yy*04, and so on.

Each AAI has a hierarchical order in which the system searches for an account number. For example, if you enter a voucher for company 00100 and GL offset code 30, the system determines which AP trade account to use based on this search hierarchy:

- The system searches for AAI item PC30 for company 00100 to locate the AP trade account.

- If the system cannot locate this AAI item, the system searches for item PC30 for company 00000.

- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

The following subsections describe the AAIs used in the JD Edwards EnterpriseOne Accounts Payable system.

Payables Bank (PB)

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

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

For example, company 1 has two bank accounts: 1.1110.BEAR and 1.1110.FIB. You define PBBEAR and PBFIB to point to the respective bank account. PCBEAR and PCFIB must also exist in the AAI table. You can, however, point them back to the same account defined in PC *yyyy*. In voucher entry, you would enter the *yyyy* into the G/L Offset field in the detail area to specify an account.

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

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

Payables Trade (PC)

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

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

For trade accounts, you need to set up:

- Default AAI item for company 00000.

- Company-specific AAI items.

- Offset codes PC*yyyy* (PCNOTE) for company 00000.

- Company-specific offset codes.

This table illustrates this setup:

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

(PER) You must set up this AAI to automatically post tax duty payment *(Sistema de Pago de Obligaciones Tributarias* [SPOT]) vouchers. Set up the AAI with the document type for SPOT vouchers as defined in the Legal Company Constants (P76P002) program. For example, if you set up IG as the document type, set up this AAI as PCIG.

Payables Discounts Available/Lost (PKD/PKL)

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

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

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

Voucher Logging Expense/Trade (PP/PQ)

AAI items for preliminary distribution (PP) and a suspense trade account (PQ) are optional if you use voucher logging. Voucher logging is a feature of the JD Edwards EnterpriseOne Accounts Payable system that enables you to enter a voucher but defer distribution to a GL expense account, which is typically a suspense account.

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

You designate the use of the suspense trade accounts in the Company Names and Numbers program (P0010) in the JD Edwards EnterpriseOne General Accounting system:

- Clear the Use Suspense Account check box on the Company Setup form to have the system use the AP payables class (PC) AAI item to post the liability to a regular trade account.

- Select the Use Suspense Account check box on the Company Setup form to have the system use the voucher logging - trade (PQ) AAI item to post the liability to a suspense trade account.

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

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

- Credits the preliminary expense (PP).

- Debits the AP trade suspense (PQ).

- Credits the AP trade (PC).

Example of Voucher Logging

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

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

Use of PP and PQ AAIs

When you redistribute the voucher, you debit an expense account. The system debits the AP trade suspense account and credits the preliminary expense and AP trade accounts. This graphic shows how to debit an expense account.

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

Redistributing the voucher

This graphic shows how the system completes the journal entry:

Expense Account		A/P Trade (PC)	
100			100

System entries

Drafts Payable (PD)

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

A draft is a promise to pay a debt. Draft processing is a variation of automatic payment processing and uses the same setup.

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

• Debits AP trade

• Credits drafts payable

When you pay the draft, the system:

• Debits drafts payable

• Credits your bank account

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

1099s for G/L Method (PX)

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

You need to define these AAI items based on the type of 1099 forms you process:

• PXA*xxx*

   1099-MISC (Miscellaneous) form

• PX1*xxx*

   1099-DIV (Dividend and Distribution) form

• PX6*xxx*

   1099-INT (Interest Income) form

Individual AAI items are associated with boxes on the 1099 form. For example, UDC 04/TR values A1 through A9 (AAI items PXA1*xx* through PXA9*xx*) correspond to 1099 MISC boxes 1 through 9. However, UDC 04/TR value AA (AAI item PXAA*xx*) corresponds to box 10, and both AB and AC (AAI items PXAB*xx* and PXAC*xx*) correspond to box 13. Also, the 1099 DIV form has boxes 2a, 2b, 2c, and 2d that correspond to UDC 04/TR values 1A, 1B, 1C, and 1D (AAI items PX1A*xx* through PX1D*xx*).

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

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Automatic Accounting Instructions"

JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide, "Setting Up Accounts Payable for Multicurrency Processing," Setting Up Multicurrency AAIs for Accounts Payable

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(ITA) Setting Up Functionality for Italy," Setting Up AAIs for Italy

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Setting Up Country-Specific Functionality for Argentina," Setting Up AAIs for Credit Invoice Processing for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(CHL and PER) Setting Up Functionality for Chile and Peru," (CHL and PER) Setting Up AAIs for Chile and Peru

Setting Up Accounts Payable AAIs

See *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Automatic Accounting Instructions".

CHAPTER 3

Setting Up the Accounts Payable System for Automatic Payment Processing

This chapter provides an overview of the setup for automatic payment processing and discusses how to:

- Set up payee control.
- Set up payment instruments and print programs.
- Set up a print sequence for payments.
- Set up payment information by business unit.
- Prevent the company name from printing on payments.
- Set up the system for electronic funds transfer (EFT) payments.
- Set up the system for electronic data interchange (EDI) payments.

Note. Country-specific setup for automatic payment processing exists for Argentina, Germany, Great Britain, Japan, Norway, and Sweden.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Setting Up Country-Specific Functionality for Argentina," Setting Up the System for Deferred Payments for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Setting Up Country-Specific Functionality for Argentina," Setting Up the System to Generate the Text Payments File for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DEU) Setting Up Country-Specific Functionality for Germany," Setting Up the Replaced Character (04/RC) UDC

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(GBR) Setting Up Functionality for Great Britain," Setting Up the System for BACS Payments for Great Britain

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Setting Up Country-Specific Functionality for Japan," Setting Up the System for Hankin Hante Payments and Drafts for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR, and SWE) Setting Up Functionality for Denmark, Finland, Norway, and Sweden," (NOR) Setting Up Enterprise Information for Norway

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR, and SWE) Setting Up Functionality for Denmark, Finland, Norway, and Sweden," (SWE) Setting Up Enterprise Information for Sweden

Understanding the Setup for Automatic Payment Processing

Before processing automatic payments, you must set up:

Setup Feature	Description
UDCs.	(DEU) Set up the Replaced Character (04/RC) UDC. This UDC enables you to specify acceptable characters that the system uses to replace unacceptable characters in a text file.
Bank account information.	Set up each bank account that you use for payment processing. When you set up your company's bank accounts, you must provide information such as: • Next payment number. • Number of alignment forms. • Number of detail lines per stub. See *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Bank Accounts".
Payee control.	Set up the system for payee control to prevent users from performing fraudulent payment activities.
Payment instruments.	Set up payment instruments and assign them to payment programs.
Print sequences.	Set up print sequences for payments to specify the order in which payments print.
Set up payment information by business unit.	Set up payment information by business unit if you produce payments by business unit.
Prevent your company name from printing on payments.	Prevent the system from printing your company name if your preprinted checks already contain your company name.

If you use deferred payment processing, EFT, or EDI payments, you must also perform additional setup tasks.

Setting Up Payee Control

This section provides an overview of payee control, lists the form that is used to set up payee control, and discusses how to set processing options for A/P Payee Control Server - Processing Options (X0450).

Understanding Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical payee information. When monitored changes are made, this feature holds payments to the payee pending review and approval of changed information. You use payee control to control changes that are made to selected, critical payee and bank account information. One person enters the change and another approves it. Thus, the involvement of two people is required to make changes that affect payments.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The program for creating payment groups bypasses payees that have unapproved payee control records and prints an error message on the edit report. The program for writing payments prints an error message if the payee's alpha name, mailing name, or SWIFT code changes are unapproved.

The system does not prevent you from writing manual payments if the controlled information has changed.

Limitations

Payee control does not eliminate all risk. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for these elements of Payee Control:

• The Payee Control (F0450) table.

  Deleting this table disables the audit trail.

• A/P Payee Control Server - Processing Options Only program.

  Changing the processing options for this server affects the way that the system monitors changes.

• A/P Manual Payments program and Voucher Entry with Manual Payment program.

  You can write manual payments to payees for whom controlled information has been changed.

Setup

Setting up payee control consists of setting processing options for the A/P Payee Control Server - Processing Options Only program (X0450). Depending on how you set the processing options for the A/P Payee Control Server - Processing Options Only program, you can control changes, or additions and changes, to each of these fields:

Controlled Field	Description
Alpha Name in the Address Book Master (F0101) table.	Changes to a payee's alpha name can divert the physical payment. The alpha name can be changed on the Address Book Revision form.
Bank Account Number in the F0030 table.	Changes to a payee's bank account number can divert an electronic payment. The bank account number can be changed on the Set Up Bank Accounts By Address form.
Bank Transit Number in the Bank Transit Master (F0030) table.	Changes to a payee's bank transit number can divert an electronic payment. The bank transit number can be changed on the Set Up Bank Accounts By Address form.
Bank Account Type in the F0030 table.	Changes to a payee's bank account type can divert an electronic payment. The bank account type can be changed on the Set Up Bank Accounts By Address form.

Controlled Field	Description
Mailing Name in the Address Book - Who's Who (F0111) table.	Changes to the payee's mailing name can divert the physical payment. The mailing name can be changed on the Address Book Revision and Who's Who forms. **Note.** The Payee Control process detects changes only to the first Who's Who record (Line ID 0). Changes to any other Who's Who record are not written to the F0450 table.
Payee in the F0411 table.	Changes to the voucher's payee can divert the payment while a voucher is being entered, or after. The payee can be changed on the Enter Voucher - Payment Information form, alternate voucher entry forms, and the Update Single Pay Item form (from the Speed Status Change program).
Special payee in the F0101 table.	Changes to the supplier's special payee can divert a payment at the time a voucher is entered. The special payee can be changed on the Related Address tab of the Address Book Revisions form and on the Supplier Master Information form.
SWIFT code in the F0030 table.	Changes to a payee's SWIFT code can divert an electronic payment. The SWIFT code can be changed on the Set Up Bank Accounts By Address form.

When the system detects a change to a controlled field, it writes a record to the F0450 table. This record includes the original information, the changed information, the date and time that the change was made, and the user ID of the person who made the change.

For example, Universal Incorporated has a supplier number of 4344 and an alternate payee number of 3610. You add a voucher for supplier number 4344 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the voucher's payee number (5910) does not match the supplier number (4344) or alternate payee number (3610). This record must be approved by another person before payment can be issued.

Note. ZJDE0001 is the only version that controls Payee Control.

See Also

JD Edwards EnterpriseOne Tools 8.98 System Administration Guide

Form Used to Set Up Payee Control

Form Name	FormID	Navigation	Usage
Accounts Payable Constants	W0000E	Accounts Payable Setup (G0441), Accounts Payable Constants On the System Setup form, select Accounts Payable Constants. On the Accounts Payable Constants form, select Payee Control from the Form menu.	Access the A/P Payee Control Server program.

Setting Processing Options for A/P Payee Control Server - Processing Options (X0450)

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

Levels

A/P Ledger (F0411): Payee Specify the level of control that you want for each table. Enter *1* for changes only or *2* for adds and changes. If you leave this processing option blank, no control records are written.

Bank Accounts (F0030): Account, Transit, SWIFT Code Specify the level of control that you want for each table. Enter *1* for changes only or *2* for adds and changes. If you leave this processing option blank, no control records are written.

Address Book (F0101): Alpha Name, Special Payee Specify the level of control that you want for each table. Enter *1* for changes only or *2* for adds and changes. If you leave this processing option blank, no control records are written.

Who's Who (F0111): Mailing Name Specify the level of control that you want for each table. Enter *1* for changes only or *2* for adds and changes. If you leave this processing option blank, no control records are written.

Option

Supplier Master Edit Enter *1* to create payee control records regardless of whether a Supplier Master (F0401) record exists. Leave this processing option blank to limit the payee control records to addresses with a supplier master record.

Setting Up Payment Instruments and Print Programs

This section provide an overview of the assignment of print programs to payment instruments, lists prerequisites, and discusses how to assign print programs to payment instruments.

Understanding the Assignment of Print Programs to Payment Instruments

Payment instruments can be checks, tapes, drafts, BACS, and so on. The system provides several payment instruments in the Payment Instrument (00/PY) UDC table. You can use the existing instruments, or you can add your own. If you conduct business with other countries, you should verify that all of the payment instruments that are country-specific have been set up. You control the format of each payment instrument by choosing programs and versions of the programs that produce each component of a payment. These components include:

• Payment

  This is the printed copy or tape table for the payment.

• Payment register

  This is the printed list of payments.

• Attachment

  This is a printed report that contains the detail information that does not fit on a payment stub.

• Debit statement

  This is a printed list of debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. The system assigns a debit statement number as the payment number for the payment record, clears the open amounts of all records, and changes the pay status to paid.

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

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

You are not limited to using the preassigned programs for each payment instrument. For example, if the default method of payment for your company is to print a check that is in a French format, you can change the payment print program for the blank payment instrument from the Print Payments - Standard (P04572) program to the Print Automatic Payment - Check - France (P04572F2) program.

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

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

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

Prerequisites

Before you complete the tasks in this section:

• Set up additional payment instrument codes in the Payment Instrument (00/PY) UDC, if necessary.

• Set up additional print programs in Produce Bank File (04/PP) UDC, if necessary.

• Assign payment instruments to suppliers.

Forms Used to Set Up Payment Instruments and Print Programs

Form Name	FormID	Navigation	Usage
Work With Payment Instrument Defaults	W0417A	Automatic Payment Setup (G04411), Payment Instrument Defaults	Review existing payment instruments and their default programs.
Set Up Payment Instrument Defaults	W0417B	Click Select or Add on the Work With Payment Instrument Defaults form.	Assign print programs to existing payment instruments. Assign print programs to new payment instruments.

Assigning Print Programs to Payment Instruments

Access the Set Up Payment Instrument Defaults form.

Set Up Payment Instrument Defaults form

Payments   Enter the program to use to print AP payments. The value that you enter must exist in the Produce Bank File (04/PP) UDC table.

Payment Register   Enter the program to use to print the AP payment register. The value that you enter must exist in the Produce Bank File (04/PP) UDC table.

Attachments   Enter the program to use to print attachments in AP payment processing. The value that you enter must exist in the Attachments Program - Payments (04/PA) UDC table.

Debit Statements   Enter the program to use to print debit statements in AP payment processing. The value that you enter must exist in the Debit Statement Pgm - Payments (04/PD) UDC table.

Setting Up a Print Sequence for Payments

This section provides an overview of print sequences and discusses how to set up a print sequence.

Understanding Print Sequences

The payment sequence option enables you to control the order in which your payments print. You can print payments in a sequence that is meaningful to your needs. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first, or you might want to print payments alphabetically. You control the payment sequence by setting up sequence IDs on the Automatic Payment Setup menu. The sequence IDs establish the printing order and can contain up to six data items from fields in the AP payments worktable.

You must define a sequence ID for each different print sequence that you use. When you create your payment groups, you specify which sequence to use in the sequence ID processing option and whether the values for the sequence should print in ascending or descending order.

To print payments based on criteria that is outside of the JD Edwards EnterpriseOne Accounts Payable system, use special handling codes. Special handling codes are user-defined and assigned at the time of voucher entry. Use them to sort payments by including them in your sequence ID.

Form Used to Set Up a Print Sequence for Payments

Form Name	FormID	Navigation	Usage
Set Up Payment Sequence	W0415B	Automatic Payment Setup (G04411), Payment Sequence Click Add on the Work With Payment Sequences form.	Set up a payment sequence.

Setting Up a Payment Sequence

Access the Set Up Payment Sequence form.

Set Up Payment Sequence form

Sequence ID	Indicates a value that is used during Accounts Payable payment processing to specify the order in which payments should be processed. This is the name that is given to the user-defined sequence.
Sequence 1	Enter the value that the system uses to sequence AP payment output.

> **Note.** If Payment Handling Code (CRC) is the first field in your print sequence, you must assign vouchers a UDC (00/HC) that is meaningful to your organization.

Setting Up Payment Information by Business Unit

This section provides an overview of how to print payment information by business unit and discusses how to set up payment information to print by business unit.

Understanding How to Print Payment Information by Business Unit

You might need to set up payment information by business unit if you produce payments by business unit. If you do so, payments are processed using:

• Business unit information from the voucher.

• Bank account information from the business unit.

When you create payment groups, the system uses business-unit payment information only if you set a processing option to process payments by business unit. Otherwise, it uses the bank account information that you set up for payments on the Work With G/L Bank Accounts form.

You can assign your business units the same bank account provided that each business unit has a different value, such as a different next payment number, assigned to it.

Forms Used to Set Up Payment Information by Business Unit

Form Name	FormID	Navigation	Usage
Work With Business Unit Payment Information	W0030BA	Automatic Payment Set Up (G04411), Business Unit Information	View existing records.
Set Up Business Unit Payment Information	W0030BB	Click Add on the Work With Business Unit Payment Information form.	Set up payment information to print by business unit.

Setting Up Payment Information to Print by Business Unit

Access the Set Up Business Unit Payment Information form.

Set Up Business Unit Payment Information form

Next Payment Number	Enter the 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.
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 accounts payable payment stub.

Preventing the Company Name from Printing on Payments

This section provides an overview of how to prevent the company name from printing on payments and discusses how to prevent the company name from printing on payments.

Understanding How to Prevent the Company Name from Printing on Payments

You can prevent a company name from printing on your payments, one by one, by setting a processing option in the Auto Payments Write/Reset program (P04572) to print company names on payments. The processing option directs the Auto Payments Write/Reset program to print the company name on payments.

By activating the option on the Automatic Payment Setup program (P0410), you can exclude individual company names from printing on payments even when the processing option on the P04572 is set to print company names. The system stores company payment information in the Company Constants (F0010) table.

Form Used to Prevent the Company Name from Printing on Payments

Form Name	FormID	Navigation	Usage
Revise A/P Payment Company Information	W0410B	Automatic Payment Setup (G04411), Company Information Select a record on the Work with A/P Payment Company Information form and click Select.	Specify that the company name be omitted from the payment.

Preventing the Company Name from Printing on Payments

Access the Revise A/P Payment Company Information form.

Revise A/P Payment Company Information form

Suppress print when Print Payments option is set to print company names	Select to specify that the system suppress the printing of the company for this company even if the Company Name processing option for the Print Automatic Payments - Standard Format program (R04572) is set to *1*.

Setting Up the System for EFT Payments

This table describes the additional setup that you must perform to process EFT payments:

Program	Required Setup
Supplier Master Information (P04012)	• Verify the status of the Pre-Note Code option. When you process EFT payments for the first time, thePre-Note Code option must be selected. When this option is selected, the system prints a payment for the supplier so that you can verify that the supplier's bank account information is correct before submitting a payment electronically. After you create the first payment run, the system updates the status of the Pre-Note Code option to unselected so that subsequent payment runs for the supplier will result in an electronic payment. • Specify the payment instrument in the Payment Instrument field. Generally, you enter *T* for EFT payments, but you can specify your own payment instrument.

Program	Required Setup
Bank Account Information (P0030G)	• Enter your bank account information in the Bank Transit Number and Bank Account Number fields. • To override the prenote code status on the Supplier Master Revision form, select the Override Supplier Pre-Note Code option on the Revise Bank Information form. If you select this option, the system generates EFT payments for all suppliers, regardless of whether the Pre-Note Code option is selected. • Enter the X12 information for your bank. The system populates the addendum record in the F04572OW table with this information. You can obtain this information from your bank.
Bank Account Cross-Reference (P0030A)	Enter the bank account information for the supplier in the Bank Transit Number and Bank Account Number fields.
Payment Instrument Defaults (P0417)	Verify that payment instrument T (or the value that you specified) is set up to use payment print program P04572T2 and register print program P04576. P04572T2 uses the Create A/P Bank Tape - CTX Format program (R04572T2), which creates records in the A/P Payment Tape table (F04572OW) in the CTX format. As an alternative to the CTX format, you can use the R04572T1 format for U.S.-based electronic payments.

See Also

Chapter 5, "Entering Supplier Information," Entering Supplier Master Information, page 50

JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide, "Entering Address Book Records," Entering Address Book Records

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Bank Accounts"

Setting Up the System for EDI Payments

When you create AP payment transactions for outbound EDI processing, you must create them in the standard X12 format. Additionally, you must set up your system for EDI payment processing. This table describes the additional setup that you must perform to process EDI payments:

Program	Required Setup
Supplier Master Information (P04012)	• Verify the status of the Pre-Note Code option. When you process EFT payments for the first time, thePre-Note Code option must be selected. When this option is selected, the system prints a payment for the supplier so that you can verify that the supplier's bank account information is correct before submitting a payment electronically. After you create the first payment run, the system updates the status of the Pre-Note Code option to unselected so that subsequent payment runs for the supplier will result in an electronic payment. **Note.** If you change any of the bank account information for a supplier, the system changes the Pre-Note Code option back to selected. • Specify the payment instrument in the Payment Instrument field. Generally, you use X, Y, or Z for EDI payments, but you can specify your own payment instrument.
Bank Account Information (P0030G)	• Enter your bank account information in the Bank Transit Number and Bank Account Number fields. • To override the Pre-Note Code status on the Supplier Master Revision form, select the Override Supplier Pre-Note Code option on the Revise Bank Information form. If you select this option, the system generates EDI payments for all suppliers, regardless of whether the status of the Pre-Note Code option is selected. • Enter the X12 information for your bank. The system populates the addendum record in the F04572OW table with this information; you can obtain this information from your bank.
Bank Account Cross-Reference (P0030A)	Enter the bank account information for the supplier in the Bank Transit Number and Bank Account Number fields.
Payment Instrument Defaults (P0417)	To produce electronic payments in the X12 format that EDI processing requires, verify that payment instruments X, Y, and Z (or the values that you specified) are set up to use P47052T as the payment print program. If you do not assign this print payment program, payment information is not written in the X12 format that EDI requires.
Next Numbers (P0002)	Assign a next number for the EDI Document Number in system 47, line 1.
Create Payment Control Groups program (R04570)	Set the processing options on the Bank Tape tab of the Create Payment Control Groups program (R04570) to cause the system to return errors if the payee bank account or X12 bank account information is not correct.

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Next Numbers"

CHAPTER 4

Setting Up Payment Formats

This chapter provides an overview of payment formats, lists prerequisites, and discusses how to Set up standard payment formats.

Note. Country-specific payment formats exist for many countries. Refer to the section about setting up payment formats for each country in these books:

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide.

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide.

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide.

Understanding Payment Formats

After you assign payment print programs to payment instruments, you must review and revise, if necessary, the processing options for the formats used by the print programs.

The payment print program that you assign to a payment instrument launches the version of the payment format when you process payments. For example, P04572 launches the R04572 program. To make changes to the processing options for the payment formats, access them from the Batch Versions program (P98305), entering *R* instead of *P* in the first position of the name of the payment format program. The processing options further define the format of each component of a payment instrument.

Prerequisites

Before you complete the tasks in this section:

• Assign print programs to payment instruments.

See Chapter 3, "Setting Up the Accounts Payable System for Automatic Payment Processing," Setting Up Payment Instruments and Print Programs, page 27.

• Verify that codes for the payment formats for the countries with which you conduct business exist in the Produce Bank File (04/PP) user-defined code (UDC) table.

Setting Up Standard Payment Formats

This section provides an overview of the standard payment formats and discusses how to set up processing options for:

- Print Automatic Payments - Standard Format (R04572).
- Print Automatic Payments - Draft Format (R04572N).
- Create A/P Bank Tape - PPD Format (R04572T1)
- Create A/P Bank Tape - CTX Format (R04572T2).
- Create A/P Bank Tape - EDI Format (R47052T).
- Print Automatic Payments - Subcontract Processing (R04572J).

Understanding Standard Payment Formats

JD Edwards EnterpriseOne software provides these standard payment formats:

Format	Description
R04572	Print automatic payments in the standard format.
R04572N	Print automatic payments in draft format.
R04572T1	Print US-based electronic payments.
R04572T2	Create a bank tape in the corporate trade exchange (CTX) format.
R47052T	Create a bank tape in the Electronic Data Interchange (EDI) format.
R04572J	Print automatic payments for subcontract processing.

Setting Processing Options for Print Automatic Payments - Standard Format (R04572)

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

Translation

1. Translation Program   Enter a value that exists in the Check Translation (98/CT) UDC table to specify the translation program to use when translating the amount of the payment into words. If you leave this processing option blank, the system uses the translation program that is associated with the payment currency.

Defaults

1. Address Format (FUTURE)   This processing option is not used.

Select

1. Company Information   Enter *1* to print the company name and address on the payment stub.

2. Payee Information   Enter *1* to print the payee name and number on the payment stub.

3. Purchase Order	Enter *1* to print the purchase order number. Leave this processing option blank to print the supplier invoice number.
4. Alternate Stub Information	Specify alternate information for the system to print on the payment stub. Values are:
	Blank: Print a remark.
	1: Print the supplier name.
	2: Print the supplier invoice number.

Print

1. Form Type (FUTURE)	This processing option is not used.

Setting Processing Options for Print Automatic Payments - Draft Format (R04572N)

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

Address

Address Format (FUTURE)	This processing option is not used.

Payment

Print Information	Enter *1* to print the supplier name. Enter *2* to print the supplier invoice number. Leave this processing option blank to print the remark.

Print

Form Type (FUTURE)	This processing option is not used.

Setting Processing Options for Create A/P Bank Tape - PPD Format (R04572T1)

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

EFT

File ID Modifier	Specify the file ID modifier to distinguish between multiple files created on the same date. If you leave this processing option blank, the system uses *1*.
Tape Payment Detail Description	Enter up to ten characters to describe the tape payment detail. For example, you could enter *EXP REIMB* for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.
Immediate Origin	Enter up to ten characters to describe the immediate origin. The system uses this value for position 14-23 in header record 1. If you enter fewer than 10

characters, the system right justifies your entry and places blanks in the preceding spaces. If you leave this processing option blank, the system uses the tax ID for the bank account's company as the value.

Note. If you leave this processing option blank and no tax ID is available, the tape will be rejected by the clearing house.

Identification Code Designator	Enter 10 characters for the company ID number. The system uses this value for positions 41–50 in record 5 and in positions 45–54 in record 8. Optionally, precede the ID number by one of these ID Code Designators (ICDs) or a value of your own:

1: Specifies an IRS Employer ID No. (EIN).

3: Specifies the Data Universal No. System (DUNS).

9: Specifies a user-assigned number.

If you leave this processing option blank, the system uses the tax ID for the bank account's company.

Note. If you leave this processing option blank and no tax ID is available, or the value entered is less than 10 characters, the tape will be rejected by the clearing house.

Discretionary Data	Enter up to 20 alpha characters that the system prints in the Discretionary Data processing option on the Company/Batch Header Record (Record 5, position 21-40) of the file. If you leave this processing option blank, the positions in the records are blank.
Bank Account Reference Roll Number	Enter *1* to print the Vendor's Bank Account Reference Roll Number in the Individual ID Number (Record 6, position 40-54). If you leave this processing option blank, the system prints the payee name.
Balancing Debit Entry	Enter *1* to print a balancing debit entry (record 6) to the current bank account. If you leave this processing option blank, the system does not write a balancing record. If a balancing record is written, the system uses the routing and account numbers for the bank account from the F0030 table.

Print

Print Program	Specify the payment print program that the system uses when prenote status is *P.*
Print Program Version	Specify the version on the print program that you specify in the Print Program processing option.

Tape

Devise Name	Specify the devise name
Tape Density	Specify the tape density.
Label Name	Specify the label name.

Block Size	Specify the block size.
New Volume Name	Specify the new volume name.
New Owner ID	Specify the new owner name.
File Name	Specify the file name.

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

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

Process

1. File ID Modifier

Specify the one-character file identification modifier. This value is used to differentiate between multiple files created on the same date on the tape. You can enter any alphanumeric character. If you enter more than one character, only the first character is used. The default value is 1.

2. Tape Payment Detail Description

Specify the tape payment detail description of the tape. You can enter up to 10 characters. For example, you can enter *EXP REIMB* to indicate that the payment is an expense reimbursement. The bank might print this description on the supplier's bank account statement.

3. Immediate Origin

Specify the 10-character immediate origin. The system populates this value in positions 14 through 23 of Header Record 1. If you enter only nine characters or digits, the system right justifies the information and places a blank space in the first position of this processing option. If you leave this processing option blank, the system uses the tax identification number contained in the address book record for the bank account's company. If you leave this processing option blank and the address book record for the bank account's company does not contain a tax identification number, the clearing house rejects the tape.

4. Identification Code Designator

Specify the 10-character company identification number. The system populates this value in positions 41 through 50 of Record 5 and positions 45 through 54 of Record 8. For the identification code designators (ICDs), you can enter either a user-defined value or enter one of these values to precede the company identification number:

1: Specifies an IRS EIN.

3: Specifies a DUNS.

9: Specifies a user-assigned number.

If you leave this processing option blank, the system uses the tax identification number contained in the address book record for the bank account's company. If you leave this processing option blank and the address book record for the company does not contain a tax identification number or is less than 10 characters, the clearing house rejects the tape.

5. Discretionary Data

Enter the text that the system prints in the Discretionary Data processing option on the Company/Batch Header Record (Record 5, position 21-40) of the file. You can enter up to 20 characters. If you leave this processing option blank, the positions in the records are blank.

Print

1. Print Program   Specify the payment print program for the system to use if the Pre-Note Code
                                check box on the supplier master record is selected.

Tape

Use these processing options to specify the default values for the bank tape.

Devise Name   Specify the devise name

Tape Density   Specify the tape density.

Label Name   Specify the label name.

Block Size   Specify the block size.

New Volume Name   Specify the new volume name.

New Owner Name   Specify the new owner name.

File Name   Specify the file name.

Setting Processing Options for Create A/P Bank Tape - EDI Format (R47052T)

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

Defaults

1. EDI Transaction Set   Enter a value that exists in the EDI – Transaction Set Number (40/ST) UDC
                                table to specify the default EDI transaction set.

2. EDI Translation Format   Enter a value that exists in the EDI – Transaction Set Number (40/ST) UDC
                                table to specify the default EDI transaction format.

3. EDI Document Type   Specify the EDI document type. Enter any alphanumeric value. The system
                                populates the EDI - Document Type field (EDCT) in these tables with the
                                value:

                                • EDI Payment Order Header - Outbound (F47056).

                                • EDI Payment Order Bank N & A - Outbound (F470561).

                                • EDI Payment Order Vendor N & A - Outbound (F470562).

                                • EDI Payment Order Payee N & A - Outbound (F470563).

                                • EDI Payment Order Remittance Advice - Outbound (F47057).

4. EDI Trading Partner ID   Specify the EDI trading partner ID. The system populates the Trading Partner
                                ID field (PNID) in the EDI Payment Order Header - Outbound (F47056)
                                and EDI Payment Order Remittance Advice - Outbound (F47057) tables
                                with this value.

5. EDI Transaction Handling Code   Specify the EDI transaction handling code. Enter a valid code from the
                                Transaction Handling Code (47/TH) UDC table.

6. Identification Code Designator	Specify the company identification number. This number must be 10 characters. It is the identification code designator (ICD) followed by a nine-digit identification number. Valid ICDs are:

1: Specify an IRS EIN.

3: Specify a DUNS.

9: Specify a user-assigned number.

If you leave this processing option blank, the system uses the tax identification number for the company of the bank account. If this processing option is blank on the tape, the banking clearing house rejects the tape.

7. File Name	Specify the file name for the system to use when populating the File Name field (FILE) in the A/P Payment Tape table (F0457).

Print

1. Print Program	Specify the payment print program to use if the Pre-Note Code check box in the supplier master is selected, requiring the system to print a check.

Setting Processing Options for Print Automatic Payments - Subcontract Processing (R04572J)

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

Translation

Translation Program	Enter a value that exists in the Check Translation (98/CT) UDC table to specify the translation program to use when translating the amount of the payment into words. If you leave this processing option blank, the system uses the translation program that is associated with the payment currency.

Address

Address	Specify an override address format to use for the payee, the company addresses, or both. If you leave this processing option blank, the system uses the country format.

Payment

Company Name	Enter *1* to print the company name and address on the payment. If you leave this processing option blank, the system does not print company information.

Print

Form Type	Specify the form type for the payments spool file. If you leave this processing option blank, the system uses the SUBCHECKS form type.

CHAPTER 5

Entering Supplier Information

This chapter provides an overview of supplier information and discusses how to:

• Enter supplier master information.

• Use the Supplier Self Service program.

• Set up multiple bank accounts for suppliers.

• Assign payment instrument and GL account relationships.

• (ARG) Set up supplier information for Argentina.

• (JPN) Set up supplier information for Japan.

• Update the Approver and Category Code 7 fields.

• Verify year-to-date (YTD) voucher amounts.

Note. Country-specific supplier information exists for Argentina, China, Japan, the Czech Republic, and Taiwan.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Setting Up Country-Specific Functionality for Argentina," Setting Up Suppliers for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(CHN) Setting Up Country-Specific Functionality for China," Entering Additional Information for Chinese Suppliers

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Setting Up Country-Specific Functionality for Japan," Setting Up Supplier Information for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(CZE) Setting Up the System for Czech Republic Functionality," Understanding Customer and Supplier Setup for the Czech Republic

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(ITA) Setting Up Functionality for Italy," Setting Up Supplier Withholding Tax Information for Italy

Understanding Supplier Master Information

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

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

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

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

You can create a supplier record from either of these forms:

• Work With Addresses

• Work With Supplier Master

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

This graphic shows the information that you enter in the Address Book Revision program and the Supplier Master program:
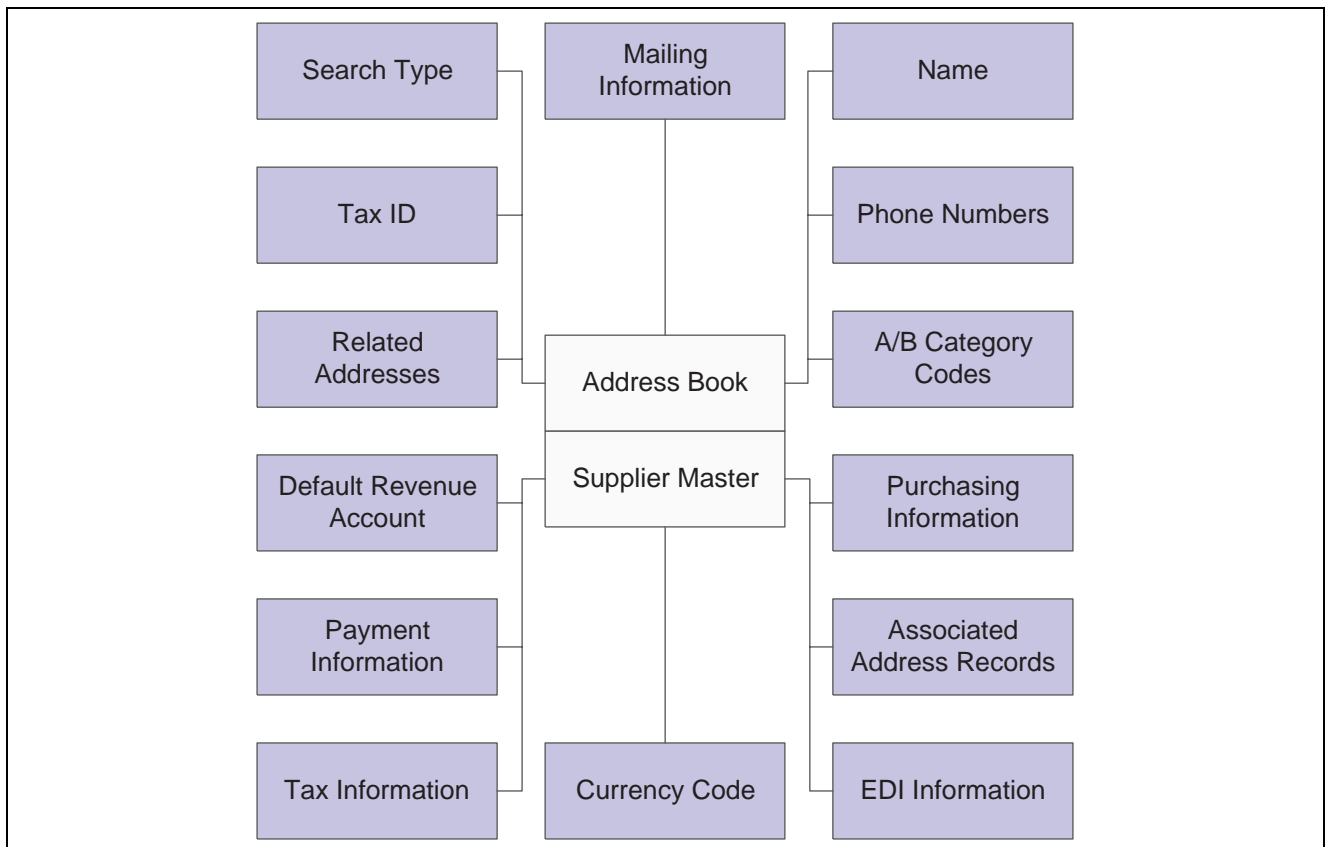
Address Book and Supplier Master information

You can generate a report to show supplier balance information.

See *JD Edwards EnterpriseOne Accounts Receivable 9.0 Implementation Guide*, "Printing Selected Accounts Receivable Reports," Printing Customer/Supplier Balance Reports.

See Also

JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide, "Entering Address Book Records"

Common Fields Used in This Chapter

Bank Account Number	Enter the number assigned by a bank to identify the account for a company, customer, or supplier.
	(DNK, FIN, NOR, and SWE) Enter your bank, *Bankgiro*, or *Postgiro* account number.
Bank Country Code	Enter a value from the Country Codes (00/CN) UDC table that identifies a country. The country code has no effect on currency conversion.
	The JD Edwards EnterpriseOne Address Book system uses the country code for data selection and address formatting.
Bank Transit Number	Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

Checking or Savings Account	Enter the code that specifies the type of bank account. This code is used during bank tape processing for automatic payments. The code that you specify must exist in UDC H00/CK.
Control Digit	Enter the 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). (DNK, FIN, NOR and SWE) This field is not used for Nordic electronic payments.
IBAN (International Bank Account Number)	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.
Pre-Note Code	Select to specify that a supplier is in a setup status for electronic funds transfer. Clear the check box to specify that a supplier is at cycle complete status.
Reference/Roll Number	Enter the recipient's reference number. This is not used by all banks or in all countries. These countries use this field for specific purposes: (ITA) Enter the SIA code. (NOR) DNB Telebank provides this number. (FIN) Enter the payee business code.
SWIFT Code	Enter the Society for Worldwide Interbank Financial Telecommunications (SWIFT) code of the beneficiary's bank.

Entering Supplier Master Information

This section provides overviews of supplier master information, the Pre-note Code check box, and setting up suppliers for withholding; lists prerequisties for Argentina, and discusses how to:

• Set processing options for Supplier Master Information (P04012).

• Set processing options for Supplier Master MBF - PO (P0100043).

• Enter supplier master records.

• (ARG) Enter supplier information for Argentina.

• Assign bank accounts to suppliers.

Understanding Supplier Master Information

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

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

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

Revising Supplier Master Information

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

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

Note. If you change the value specified in the Approver Number field or the Category Code 7 field, you can run a program to update the value in these fields in the F0411 table.

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

Deleting Supplier Master Records

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

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

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

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

Understanding the Pre-Note Code Check Box on the Supplier Master Revision Form

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

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

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

When you set up a user-defined bank account for a supplier, the system creates a record with a prenote setup status. This is a separate record in the Multiple Vendor Bank Account Status table (F0401M). When the system performs prenote editing for user-defined record types, the supplier's prenote status is retrieved from the Multiple Vendor Bank Account Status table. If the supplier does not have a bank account record for the user-defined record type, or the default value for the hard-coded vendor (V) type account is used, the supplier's prenote status is retrieved from the F0401 table.

Understanding How to Set Up Suppliers for Withholding

If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. For example, you might need to withhold taxes and pay the Internal Revenue Service directly if you do not have a tax ID for a person with whom you contract services. The system deducts the percentage that you specify from each voucher that you enter. It also makes that percentage payable to the tax authority that you specify.

To set up suppliers for withholding, enter withholding information on the Tax Information tab of the Supplier Master Revision form. To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields.

When you enter vouchers for suppliers that have been set up for withholding, the system assigns the voucher a pay status of *%,* indicating that withholding applies.

If you set up withholding information for a supplier after you have already entered vouchers for that supplier, you must manually change the pay status for the vouchers to *%* so that the system can calculate withholding.

Country-specific information for setting up withholding for suppliers exists for many countries.

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*, "(ARG) Setting Up Withholding".

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*, "(BRA) Setting Up Supplier Withholding".

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*, "(PER) Setting Up Withholding".

See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide*, "(ITA) Setting Up Functionality for Italy," Setting Up Supplier Withholding Tax Information for Italy.

See Also

Chapter 3, "Setting Up the Accounts Payable System for Automatic Payment Processing," Setting Up Payee Control, page 24

JD Edwards EnterpriseOne Tax Processing 9.0 Implementation Guide, "Setting Up Tax Information," Setting Up Default Values for Taxes

JD Edwards EnterpriseOne Procurement Management 9.0 Implementation Guide, "Setting Up Supplier Information," Setting Up Supplier and Item Information

JD Edwards EnterpriseOne Data Interface for Electronic Data Interchange 9.0 Implementation Guide, "Setting Up Interfaces for Electronic Data Interchange," Establishing EDI Information for Suppliers

JD Edwards EnterpriseOne Tax Processing 9.0 Implementation Guide, "Setting Up the Interface to Vertex Sales Tax Q Series"

(ARG) Prerequisites for Argentina

Before you complete the tasks in this section for Argentina:

• Verify that the Localization Country Code field on the User Profiles Revision form is set to *AR* (Argentina).

• Set the processing options for the Additional A/B Information program (P760101A) to allow duplicate numbers. If you leave this processing option blank, you cannot enter duplicate CUIT numbers.

   See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*, "(ARG) Setting Up Country-Specific Functionality for Argentina," Setting Processing Options for Additional A/B Information (P760101A).

• If you are setting up foreign suppliers, set up the CUIT numbers for the countries of origin in the Country's CUIT (76A/FJ) UDC table and set up the document type for foreign tax IDs in the ARG-A/B Legal Document Type (76A/A0) UDC table.

Forms Used to Enter Supplier Master Records

Form Name	FormID	Navigation	Usage
Work With Supplier Master	W04012D	Supplier & Voucher Entry (G0411), Supplier Master Information	Review and select existing records.
Supplier Master Revision	W04012A	Click Add on the Work With Supplier Master form.	Enter supplier master records.
Set Up Bank Accounts by Address	W0030AD	On the Supplier Master Revision form, select Bank Accounts from the Form menu. Click Add on the Work with Bank Accounts by Address from.	Assign bank accounts to existing suppliers.
A/B Additional Information - Revision	W04012B	Supplier & Voucher Entry (G0411), Supplier Master Information Enter supplier master and address book information. Click OK on the Address Book Revision form. Alternatively, select an existing record for an Argentinian supplier and select Regional Info from the Row menu.	(ARG) Enter supplier master information for Argentina.
A/B Withholding Information - Revision	W04012C	Click OK on the A/B Additional Information - Revision form.	(ARG) Enter withholding information for Argentina.

Setting Processing Options for Supplier Master Revision (P04012)

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

Entry

1. Tax ID

Leave this process option blank to display the Tax ID field on the Supplier Master Revision form. Enter *1* to hide the Tax ID field. Enter *2* to display and disable the Tax ID field. When you disable a field the user cannot enter data in it.

Defaults

1. Search Type

Specify the default value that is used in the Search Type field on the Work with Supplier Master form. Enter a value that exists in the Search Type

	(01/ST) UDC table. If you leave this processing option blank, the system uses *V* (Suppliers) as the default value.
2. Amount Currency Code	Specify the default currency code for the A/B Amount Code field. If you leave this processing option blank and the A/B Amount Code field on the Supplier Master Revision form is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.
	The A/B Amount Code field appears on the Supplier Master Revision form only if multicurrency is activated in the General Accounting Constants program.

Versions

1. Supplier Master MBF (P0100043) Version	Specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.
2. Address Book (P01012) Version	Specify the version of the Address Book program (P01012) the system will use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

Setting Processing Options for Supplier Master MBF - PO (P0100043)

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

Outbound

1. Transaction Type	Enter a value that exists in the Transaction Type (00/TT) UDC table when using the interoperability feature. If you leave this processing option blank, the system does not perform outbound interoperability processing.
2. Change Transaction Image	Enter *1* to specify that the system writes a before and after image for a change transaction. The before image is the record before the change. The After Image is the record after the change.
	Leave this processing option blank to write only the after image.

Entering Supplier Master Records

Access the Supplier Master Revision form.

Note. Fields on the Purchasing 1 and Purchasing 2 tabs are discussed in the JD Edwards EnterpriseOne Procurement Implementation Guide.

Vouchers

Supplier Number	The system displays the name of the supplier next to this field. When you click the supplier name, the system displays the Address Book Revision form for the supplier.

Credit Message

Enter a value that exists in the Address Book Credit Messages (00/CM) UDC that indicates the credit status of a customer or supplier. Examples are:

1: Over credit limit

2: Requires purchase order

3: Not on contract maintenance agreement

The credit message displays on inquiry and transaction entry forms in the JD Edwards EnterpriseOne Accounts Payable, JD Edwards EnterpriseOne Sales Order Management, and JD Edwards EnterpriseOne Procurement systems. The system displays the temporary credit message in the JD Edwards EnterpriseOne Accounts Receivable system.

Factor/Special Payee

Enter a number from the address book that identifies a special payment address for accounts payable.

This number must exist in the F0101 table for validation purposes. If you leave this processing option blank on an entry form, the system supplies the primary address from the Address Number field.

Parent Number

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this processing option updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address number must exist in the F0101 table for validation purposes. Examples of address book records that would have a parent number include:

• Subsidiaries with parent companies.

• Branches with a home office.

• Job sites with a general contractor.

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

Approver Number

Enter the address number of the individual who is authorized to approve voucher logging transactions. This address number must exist in the F0101 table for validation purposes.

Default Code

Enter the code that indicates the currency that is used by the supplier. The system uses this code as the default currency when you enter vouchers for the supplier. You can override the default currency when you enter a voucher. If you leave this field blank, you can either assign the currency code when you enter a voucher or let the system assign the currency code of the voucher company.

A/B Amount Code (address book amount code)

Enter the currency in which amounts are stored in the address book record. For example, enter the currency for amounts for the credit limit, amounts invoiced this year, amounts invoiced prior year, and so on. The currency that you specify is used to record and store transaction history.

Hold Payment

Enter the code that specifies whether to hold payment of outstanding vouchers and prevent entry of new vouchers for the supplier. The hold code applies only to the supplier on a voucher. The hold code does not apply when the supplier is a payee on a different supplier's account. Values are:

1 or *Y:* Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.

2: Hold payment of outstanding vouchers, but enable entry of new vouchers for this supplier.

N: Enable payment and voucher entry. This is the default value.

To hold payment of an individual voucher, rather than all outstanding vouchers, use a payment status code of *H* when entering the voucher.

Float Days
Enter the number of days between the check date and the bank deposit date for checks written to a supplier. The value is manually entered and is informational only; the system does not calculate the value.

By Supplier, By Pay Item, By Voucher, By Contract
Select an option to specify whether the system prints checks by supplier, pay item, voucher, or contract.

G/L Distribution

Model JE Doc Type/No/Co
Enter the type of model journal entry to use for a particular supplier.

Default Expense Account
Enter the account to which the expense will be coded when you enter a voucher for the supplier. If you leave this field blank, you must enter the expense distribution on the supplier's vouchers.

Tax Information

Tax Expl Code (tax explanation code)
Enter a value that exists in the Tax Explanation Codes (00/EX) UDC table to specify the type of tax applied to the supplier.

Tax Rate / Area
Enter a value that exists in the F4008 table to specify the tax rate and tax area that applies to the supplier.

Person/Corporation
Enter the code that designates the type of taxpayer. For 1099 reporting for U.S. suppliers and foreign suppliers, the system selects only records with a code of *P* or *N.* Values for U.S. entities:

Blank or *C:* Corporate entity (the Tax ID prints as 12-3456789).

P: Individual (the Tax ID prints as 123-45-6789).

N: Noncorporate entity (the Tax ID prints as 12-3456789).

Values for non-U.S. entities:

1: Individual.

2: Corporate entity.

3: Both an individual and a corporate entity.

4: Noncorporate entity.

5: Customs authority.

Add'l Ind Tax ID (additional individual tax ID)
Enter the identification number assigned by a tax authority to the individual, in addition to the primary Tax ID number (TX1).

(FIN) Enter the payee business code. This code is required only for domestic payments in Finland.

Tax Authority	Specify the government agency for which you withhold taxes from supplier payments. The value that you enter must be a valid address book number.
Withholding Percent	Enter the amount to withhold from payments to the supplier. Enter the amount in percentage format.

(ARG) Entering Supplier Information for Argentina

Access the A/B Additional Information - Revision form.

A/B Additional Information - Revision form

A/B Legal Document Type - Argentina	Enter a value that exists in the ARG-A/B Legal Document Type (76A/A0) UDC table to specify the legal document type (CUIT, DNI, DNRP, and so on).
Customs Code - Argentina	Enter a value that exists in the ARG-Custom Code (76/08) UDC table to specify whether customs fees apply to the supplier.
Check - Pay to Order	Enter a description of the payment.
Vendor/Customer Location	Enter the VAT Withholding Concept. Values are:
	Category code Argentina 93 - Profit Withholding Condition.
	Category code Argentina 94 - Profit Withholding Concept.

Assigning Bank Accounts to Suppliers

Access the Set Up Bank Accounts by Address form.

Set Up Bank Accounts by Address form

Bank Address Number	Enter the address book number of the bank.
Record Type section	Select one of these options to specify the type of account you establish:

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

Using the Supplier Self Service Program

This section provides an overview of the Supplier Self Service program (P04012SS) and discusses how to:

- Set processing options for Supplier Self Service.
- Use the Supplier Self Service program.

Understanding the Supplier Self Service Program

Using the Supplier Self Service program, suppliers can review and update various purchase instruction information. Suppliers can update this information:

- Minimum order value

- Unit of Measure – Weight

- Unit of Measure – Volume

- Freight Handling

- Maximum Order Value

- Delivery Instructions

Suppliers can also update address book information, using the Address Book Self Service program (P01012SS). The Address Self Service program enables suppliers to change information such as their mailing address, contact information, phone numbers and electronic addresses, and tax information.

See *JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Using Address Book Self Service".

Form Used to Update Supplier Information Using Supplier Self Service

Form Name	FormID	Navigation	Usage
Supplier Self Service	W4012SSA	Self Service Applications menu (4/G01101), Supplier Self Service	Update supplier master information.

Setting Processing Options for Supplier Self Service (P04012SS)

This processing option specifies the default version of the Supplier Master MBF.

Versions

1. Supplier Master MBF (P0100043) Version   Specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001. The Supplier Master MBF provides information for processing supplier master records using outbound electronic data interchange (EDI).

See .

Using the Supplier Self Service Program

Access the Supplier Self Service form.

Supplier Self Service form (1 of 2)

Supplier Self Service form (2 of 2)

The fields that appear on the Supplier Self Service form for you to change are the same as those that appear on the Purchasing 1 and Purchasing 2 tabs of the Supplier Master Revision form.

See *JD Edwards EnterpriseOne Procurement Management 9.0 Implementation Guide*, "Setting Up Supplier Information," Defining Supplier Purchasing Instructions.

Setting Up Multiple Bank Accounts for Suppliers

This section provides overviews of setting up multiple bank accounts for suppliers and activating a bank account as a vendor record type, and discusses how to set up multiple bank accounts for suppliers.

Understanding the Process for Setting Up Multiple Bank Accounts for Suppliers

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

When you set up multiple bank accounts for a supplier, you can either assign the same user-defined record type to all bank accounts, or assign a unique user-defined record type to each bank account. To assign the same user-defined record type to all bank accounts, assign the same value from the Bank Type Code (00/BT) UDC table. Your choice of setup methods depends on how you intend to select a bank account for payment.

Note. You can assign a record type of V (vendor) to only one bank account for a supplier.

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

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

If you assign the same user-defined record type to all bank accounts, you must activate a bank account as a vendor record type, but you will not need to assign a relationship between the GL account or payment instrument and the record type, or review the prenote status of a user-defined record type. To activate a bank account as a vendor record types, assign the value *V* from the 00/BT UDC table to the account.

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

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

Table	Stored Information
Bank Transit Number Master (F0030)	Supplier bank-account information.
Multiple Vendor Bank Account Types (F0417M)	Bank-account type information that specifies the relationship linking user-defined record types to a payment instrument and, optionally, to a GL bank account.
Multiple Vendor Bank Account Status (F0401M)	Status information of supplier bank accounts for user-defined bank types.

See Also

JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide, "Entering Address Book Records," Entering Address Book Records

Chapter 5, "Entering Supplier Information," Understanding the Pre-Note Code Check Box on the Supplier Master Revision Form, page 52

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(BEL) Understanding Country-Specific Functionality for Belgium," Additional Supplier Information for Belgium

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR, and SWE) Setting Up Functionality for Denmark, Finland, Norway, and Sweden," Setting Up Additional Bank Information for Foreign Suppliers

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR, and SWE) Setting Up Functionality for Denmark, Finland, Norway, and Sweden," Setting Up Bank Information for Suppliers for Denmark, Finland, Norway, and Sweden

Understanding How to Activate a Bank Account as a Vendor Record Type

Activate a bank account as a vendor record type when:

• Suppliers have the same user-defined record type assigned to multiple bank accounts.

• A payment instrument and GL bank account relationship are not established for the user-defined record type.

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

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

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

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

Forms Used to Set Up Multiple Bank Accounts for Suppliers

Form Name	FormID	Navigation	Usage
Work With Bank Accounts by Address	W0030AD	Automatic Payment Setup (G04411), Bank Account Cross-Reference	Select the supplier bank account for which the supplier number for which you want to set up multiple bank accounts. You can also activate a bank account as a vendor record type by selecting a bank account and selecting Activate As Vendor from the Row menu.
Set Up Multiple Vendor Bank Accounts	W0030AC	On the Work With Bank Accounts by Address form, select Multiple Accounts from the Form menu.	Enter information for one of the supplier's bank accounts.

Setting Up Multiple Bank Accounts for Suppliers

Access the Set Up Multiple Vendor Bank Accounts form.

Record Type   Enter a value that exists in the Bank Type Codes (00/BT) table to specify the type of bank account.

Assigning Payment Instrument and GL Account Relationships

This section provides an overview of assigning payment instrument and GL account relationships and discusses how to assign payment instrument and GL account relationships.

Understanding the Process for Assigning Payment Instrument and GL Account Relationships

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

When you assign a payment instrument to a record type or to a record type and a GL bank account, you are setting up rules that enable the system to select which bank account to use during automatic payment processing. The system automatically select the correct bank account based on the relationships that you set up.

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

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

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

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

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

Form Used to Assign Payment Instrument and GL Account Relationships

Form Name	FormID	Navigation	Usage
Set Up Multiple Vendor Bank Account Types	W0417MB	Automatic Payment Setup (G04411), Multiple Vendor Bank Account Types Click Add on the Work With Multiple Vendor Bank Account Types form.	Assign payment instrument and GL account relationships to record types.

Assigning Payment Instrument and GL Account Relationships

Access the Set Up Multiple Vendor Bank Account Types form.

Set Up Multiple Vendor Bank Account Types form

Record Type   Enter a value that exists in the Bank Type Code (00/BT) UDC table to distinguish external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers.

C: Customer bank accounts.

D: Default bank account for Accounts Receivable drafts and auto debits.

G: Internal general ledger bank accounts.

H: Dutch bank accounts.

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments.

P: Auto receipts payor.

V: Supplier bank account for payment using the bank tape.

X: Alternate bank account for a supplier.

Y: Multiple bank accounts for a supplier.

Note. When you use bank type B, no other bank types are allowed. When you use bank type V, no other V bank types are allowed. When you use bank type D, no other D bank types are allowed.

(JPN) Setting Up Supplier Information for Japan

This section provides an overview of the additional supplier information required for Japan, lists prerequisites, and discusses how to enter the additional supplier information.

Understanding Supplier Information for Japan

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

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

Information about suppliers is stored in these tables:

Table	Stored Information
Supplier Master (F0401)	Includes supplier information
Address by Date (F0116)	Includes mailing address information

Table	Stored Information
Bank Transit Master (F0030)	Includes bank account information
Japanese A/B Tag Table (F750401)	Includes additional address book information that is maintained by the country server for Japan

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

Prerequisites

Before you complete the tasks in this section:

• Set up payment terms for drafts.

   See *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Payment Terms".

• Set up values in the Bank Transfer Type (75/TT) UDC table for transfer types.

Form Used to Set Up Supplier Information for Japan

Form Name	FormID	Navigation	Usage
Supplier Master Revision	W04012A	Supplier & Voucher Entry (G0411), Supplier Master Information Click Add on the Work With Supplier Master form.	Enter standard supplier information.
Address Book Revision Japan.	W01054JPA	Select Regional Info from the Form menu.	Enter the supplier information for Japan.

Setting Up Supplier Information for Japan

Access the Address Book Revision Japan form.

Address Book Revision Japan form

Bank Transfer Type	Specify the type of bank transfer. You define bank transfer types in the Bank Transfer Type UDC (75/TT). Values are:
	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.
Payment Terms	Enter the code that is used as a default payment term to calculate a maturity date when you create draft payments.
Withholding Tax Category	Enter a tax category code that determines the withholding tax amount charged on professional services.
Draft Ratio	Enter the percentage of the *hankin hante* payment that is split to a draft payment by Japan's automatic split *(hankin hante)* process. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .2000.

Updating the Approver and Category Code 7 Fields

This section provides an overview of updating the Approver and Category Code 7 fields and discusses how to:

• Run the Update Approver/Cat Code 7 report.

• Set processing options for the Update Approver/Cat Code 7 report.

Understanding the Update Approver Cat Code 7 Report

To ensure that you are working with current information, you should update the Accounts Payable Ledger (F0411) table. This is necessary whenever you change either of these values:

• An approver number when you enter logged vouchers.

• Category code 7 when you enter vouchers with 1099 information.

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

Example of Approver Number and Category Code 7 Update

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

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. On June 1, you enter two vouchers for A & D Parts using Voucher Logging Entry. The Supplier Master Information for A & D Parts shows Dominique Abbott is the approver for these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers that you entered.

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

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

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

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

• If you do not update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays only PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.

• If you update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

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

Running the Update Approver/Cat Code 7 Report

Select A/P Advanced & Technical Operations (G0431), Update Approver/Cat Code 7.

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

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

Process

1. Category Code 07   Specify whether to update the Category Code 07 (AC07) field in the F0411 table. If you leave this processing option blank, the system updates the Category Code 07 field with the value in the F0101 table. Values are:

Blank: Update the Category Code 07 field.

1: Do not update the Category Code 07 field.

Verifying YTD Voucher Amounts

This section provides an overview of year-to-date (YTD) voucher amounts and discusses how to:

• Run the Update YTD Voucher Amount (R04820A) program.

• Set processing options for Update YTD Voucher Amount (R04820A).

Understanding YTD Voucher Amounts

As part of your cash management procedures, review the total vouchered amount for your suppliers. Although the vouchered year-to-date (YTD) amount field is updated interactively as vouchers are entered, you should run the update to ensure accurate totals. To see accurate totals, you must make any necessary corrections and then update the supplier's YTD voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

Correct any errors with your supplier records before you update their voucher amounts for the year-to-date. To locate these errors, run the annual close program in proof mode. The system sends any workflow messages to the Work Center program (P012501). It lists each supplier that is in error, with an error message and a corresponding document number. You must correct these errors before you update YTD voucher amounts.

Continue to rerun the update program in proof mode until you have corrected all errors. When you rerun the program in proof mode, use data selection to select only those suppliers that were previously in error to verify that they are no longer in error.

Updating YTD Voucher Amounts

Typically, you update YTD voucher amounts soon after you close the year for AP activity as part of your annual close procedures. The YTD voucher amount is based on the gross amount of the voucher. When you update YTD amounts, the system does the following for all suppliers across all companies, based on the beginning and ending date you specify in the Date Options processing options:

• Calculates total voucher amounts from the F0411 table.

• Updates these in the F0401 table:

  - Prior year-end voucher amounts.

  - Year-to-date voucher amounts.

  When you update these voucher amounts, the system removes the amounts from the YTD total so that it will reflect only the current year's activity.

If the system finds errors when you update YTD voucher amounts, it sends an error message to the Workflow Management system.

If you purge your AP records more than once a year, remember to update your supplier YTD voucher amounts each time you do so.

Understanding Computation Methods

You can update the F0401 table by using a computation method you specify in the Computation processing option in the Update YTD Voucher Amount program.

Computation Method 1

This method uses the dates you specify in the Date Options processing options to calculate the prior-year vouchered amounts and to update the Amount Vouchered PYE field. Therefore, it is critical that AP transactions from the prior year exist in your environment. Any transaction with GL dates after those entered in the Date Options processing options will have amounts updated in the Vouchered YTD field.

For example, if the current year is 2008 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter January, 01, 2007 as the from date and December 31, 2007 as the through date. These dates identify the prior year, so all transactions after December 31, 2007 are updated for the current year. If you enter dates beginning with January 01, 2008 and ending with December 31, 2008, the Amount Vouchered PYE field will be updated and any transactions after December 31, 2008 will be updated in the Amount Vouchered YTD field.

Run this process as often as necessary, but it will be accurate only if AP vouchers between the beginning date and the current date have not been purged from the F0411 table.

Computation Method 2

This method assumes that transactions from the prior year have been purged or are missing from your records. You still enter the dates of the prior fiscal year as in computation method 1, but the program uses the information differently. Because no records exist for the prior year, the program calculates the vouchered YTD amount by adding the amounts of vouchers with a GL date after the through date that you specify in the Date Options processing options. Next, the program subtracts this total from the existing amount vouchered YTD total. The result is updated in the Amount Vouchered PYE field. The Amount Vouchered YTD field is replaced with the newly calculated year-to-date amount.

For example, if the current year is 2008 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter January 01, 2007 as the from date and December 31, 2007 as the through date. The total of all vouchers with a GL date after December 31, 2006 equals the new year-to-date amount. The new prior year amount is calculated by subtracting the new year-to-date amount from the previous amount vouchered YTD total.

Important! If you run this process more than once for computation method 2, the Amount Vouchered PYE field displays zero.

Running the Update YTD Voucher Amount (R04820A) Program

Select A/P Advanced & Technical Operations (G0431), Update YTD Voucher Amount.

Setting Processing Options for Update YTD Voucher Amount (R04820A)

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

Date Options

The system uses the amount calculated for the date range to update the prior year-end voucher amounts in the supplier master. It uses the amount calculated for the dates after the date designated in the Date Thru processing option to update the year-to-date voucher amount in the supplier master.

Date From   Enter the beginning of the range of dates that the system uses for the close.

Date Thru   Enter the end of the range of dates that the system uses for the close.

Processing

1. Prior Vouchered   Specify the method used by system when computing the prior vouchered amount. Values are:

                                       1: Computation Method 1. Use the date range specified in the From Date and Thru Date processing options.

                                       2: Computation Method 2. Use the existing YTD vouchered amount less the computed YTD vouchered amount; use the date specified in the Thru Date processing option only.

2. Update Supplier Master   Enter *1* to update the F0401 table when you run the program in final mode. If you leave this processing option blank, the system does not update the F0401 table.

                                       Note. It is recommended that you leave this processing option blank if you use computation method 2.

Currency

Currency Code - A/B Amounts   Enter the currency that the system updates in the F0401 table when you run the program in final mode using computation method 1. If you leave this processing option blank, the system does not update the F0401 table.

CHAPTER 6

Processing Accounts Payable Vouchers

This chapter provides overviews of the voucher process, lists prerequisites, and discusses how to:

• Enter standard vouchers.

• Process logged vouchers.

• Process recurring vouchers.

• Process prepayments.

Note. Country-specific functionality for vouchers exists for Argentina, Brazil, Chile, Poland, Peru, Russia, and Venezuela.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Processing Credit Invoices for Accounts Payable," Entering Vouchers for Credit Invoices for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Working with Other Accounts Payable Functionality for Argentina," Working with Voucher Entry and Review for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Working with Vouchers and Payments for Brazil," Understanding Voucher Entry and Voucher Match for Brazil

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Working with Vouchers and Payments for Brazil," Understanding Voucher Processing for Brazil

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(CHL and PER) Working With Other Functionality for Chile and Peru," (CHL) Verifying Documents in Reports for Chile

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(PER) Working with Accounts Payable Functionality for Peru," Entering Vouchers for Peru

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(PER) Working with Accounts Payable Functionality for Peru," Processing SPOT Vouchers for Peru

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(CHL and PER) Working With Other Functionality for Chile and Peru," (CHL) Understanding Voucher Entry for Chile

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(VEN) Working With Country-Specific Functionality for Venezuela," Entering Vouchers for Venezuela

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR and SWE) Working With Country-Specific Functionality for Denmark, Finland, Norway, and Sweden," (DNK, FIN, NOR, and SWE) Understanding Additional Information for Vouchers

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DEU) Working With Other German Functionality," Understanding Vouchers for Z1 Payments for Germany

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(GBR) Processing CIS Vouchers"

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(POL) Working with Poland-Specific Functionality," Working with Vouchers for Poland

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(RUS) Working with Vouchers and Payment Processing," Understanding Amount Difference Vouchers

Understanding Voucher Processing

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

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

• Enter transactions.

• Review and approve transactions for posting.

• Post transactions to the general ledger.

This flowchart illustrates the three-tier process:
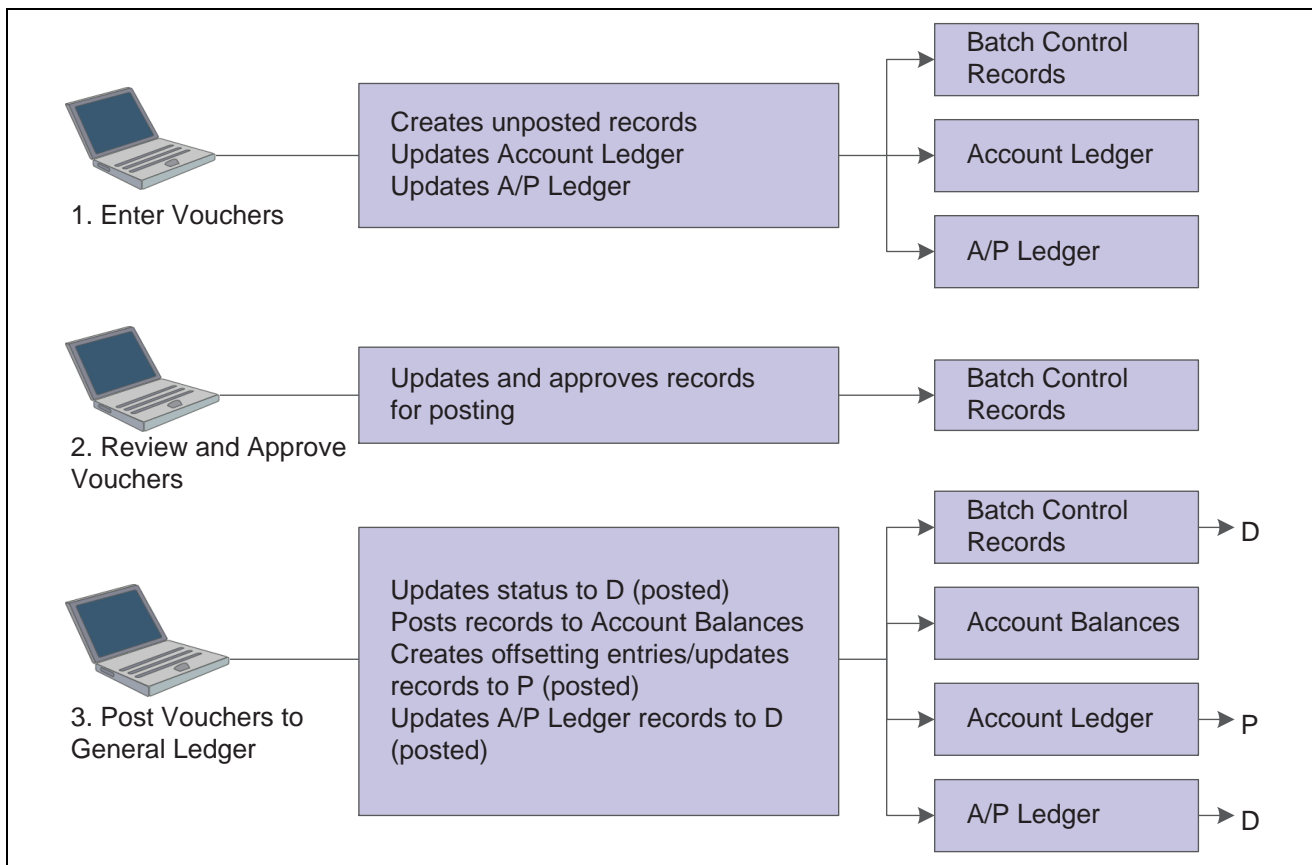
Three-tier process for vouchers

There are many processing options that affect how you enter vouchers. This graphic shows the processing options you must consider for voucher entry:
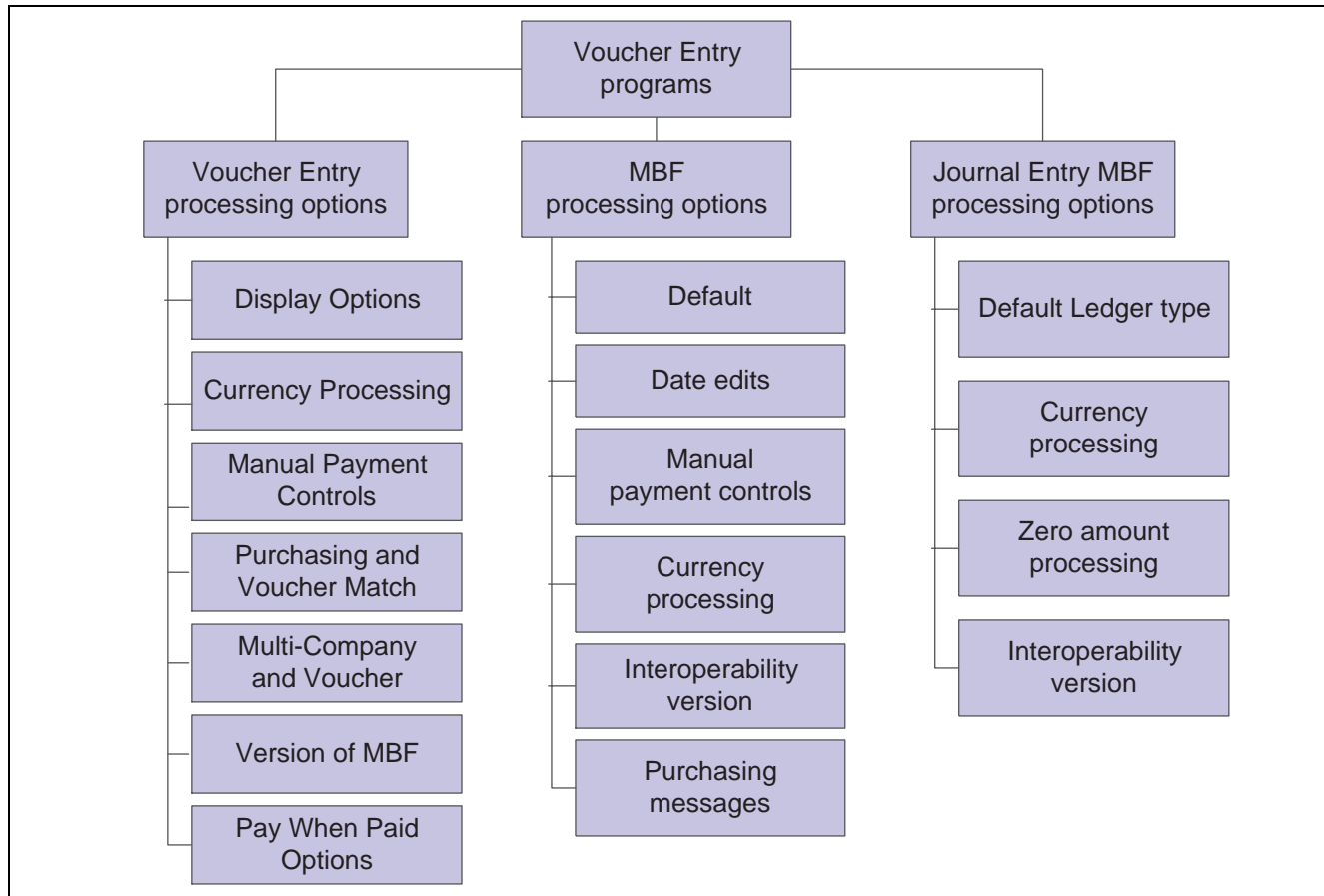
Processing options for voucher entry

Posting Vouchers

When you use the General Ledger Post program (P09801) to post vouchers, the system creates the automatic entries for the vouchers according to the AAIs that you set up, and the processing options that you set up.

The General Ledger Post program selects the unposted transactions for the selected batch from the Accounts Payable Ledger table (F0411). Next, the program creates transactions for automatic offset amounts. It also creates other related entries, such as taxes and intercompany settlements.

The automatic offset amount is a debit or credit to the A/P trade account and is controlled by the AAI item PC. The program uses the company number and the G/L offset from each voucher to locate the AAI item PC. This item contains the offset account to which you are posting.

Note. If you choose the batch offset (B) method, you cannot use the detail method (2) of intercompany settlements.

During the post process, the system retrieves the following information for the automatic offset:

• Automatic offset method.

  This method is based on the offset method in A/P Constants.

• Document type.

  The document type is AE (automatic entry) and includes intercompany settlements and automatic offsetting entries for A/P and A/R.

> **Note.** Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE document types for A/P and A/R.

- Document number.

  This number is based on the offset method in the A/P constants. If you post in detail (Offset Method Y), an offset document is created for each document number. When you post the document number in batch (Offset Method B), the document number corresponds to the batch number.

- Account description/explanation, such as:
  - Accounts Payable Trade/Post Offset by Batch V (batch number).
  - Accounts Payable Trade/Post Offset by Doc V (voucher number).

If the voucher includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item PT (payables tax). Later in the process, the system records the tax amount in the Taxes table (F0018), based on a processing option.

Revising Posted Vouchers

You might need to revise posted, unpaid vouchers. For example, you might need to add lines to the G/L distribution.

The system maintains an audit trail when you change a posted voucher. It uses document type PE (change in gross amount) for the new transactions that adjust the posted transactions. The new transaction is stored in the F0411 table.

You cannot change the following key fields:

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

The Company and G/L Offset fields become key fields when a voucher is posted. To change the information in one of these key fields:

- Void and re-enter the voucher.
- Copy the voucher and change the appropriate fields on the new voucher before you accept it, and then void the original.

Any change to a voucher on a voucher entry form reopens the batch and requires you to repost the batch. Consider using Speed Status Change to change information that does not change the G/L distribution, such as due date. Speed Status Change does not reopen the batch.

If you make certain types of changes, the system changes the batch status from posted to unposted. You must post the batch again. This is true if you:

- Change the total gross amount for the voucher.
- Change the number of vouchers in a batch.

• Change a journal entry.

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original voucher was pending.

Entering Standard Vouchers

This section provides overviews of entering standard vouchers, using additional voucher entry methods, and the master business function (MBF); and discusses how to:

• Set processing options for Standard Voucher Entry (P0411).

• Set processing options for Voucher Entry MBF (P0400047).

• Enter standard vouchers.

• (POL) Enter vouchers for Poland.

• Enter additional information for grower contracts.

• Set processing options for Speed Voucher Entry (P0411SV).

• Enter speed vouchers.

• Enter multi voucher-single supplier vouchers.

• Enter multi voucher-multi supplier vouchers.

• Enter multi company-single supplier vouchers.

Understanding Standard Vouchers

After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment, or you can allow this information to be supplied automatically from the supplier record.

The Standard Voucher Entry program (P0411) provides the most features and flexibility to enter vouchers for your suppliers' invoices. You can use standard voucher entry when you need to add, change, delete, or void vouchers.

To enter a voucher using the Standard Voucher Entry program, you perform these tasks:

• Enter voucher information

• Enter general ledger information

When you enter general ledger information, you typically enter a debit to an expense account. When you post the voucher, the system creates an offset to a liability account.

When you finish creating a voucher, the system displays the assigned document type and document number. You can use this information to locate and review the voucher.

The system assigns a batch type of V for vouchers. When you create a voucher, the system marks it as unposted and adds the general ledger information to the Account Ledger table (F0911) and the voucher information to the Accounts Payable Ledger table (F0411). When you post the voucher, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and Accounts Payable Ledger tables. The system also creates the offset to the liability account designated in the automatic accounting instructions (AAIs).

A supplier record must exist in the Address Book Master (F0101) and Supplier Master (F0401) tables before you can enter a voucher. Typically, you create a supplier record first, and then you enter the voucher. However, you can create a supplier record at the time you enter the voucher. To do so, select Address Book from the Form menu on the Enter Voucher - Payment Information form, and then follow the steps to enter a supplier record.

The Header and Detail Areas of a Voucher

Typically, you enter information in the header area of a voucher and then move to the detail area. Certain information, such as payment terms, is associated with the supplier master record and automatically completed by the system in the detail area as well as in the header.

If you move your cursor to the detail area of a voucher and then determine that you need to change either the supplier number or the company number, you can return to the header area as long as you have not entered any information in the detail area. Information that is associated with the supplier number or the company number in the supplier master record or the company master record will refresh in the header area and the detail area.

When you enter information in the detail area, such as an amount in the Gross Amount field, the header information is locked and you cannot make any changes. If you determine that header information is incorrect before completing the voucher, you can cancel the transaction and begin again.

Payment Terms

When you enter a voucher, the payment terms on the header area are provided by default from the supplier master record of the supplier. You can modify the default payment terms for individual pay items in the detail area of the voucher.

Payment terms can determine the due date of a pay item on a voucher, as well as the discount allowed and the discount due date. The due date is the date that the pay item is due and payable (for example, 30 days from the invoice date). You enter a date in the DDNJ field on the voucher entry form. You enter a date in the DDJ field on the voucher entry form. The discount due date is the final date that the pay item must be paid to receive a discount from the supplier. That date is in the F0411 table in the Discount Due Date field (data item DDNJ), but does not appear on any voucher entry form.

To change the payment terms of a pay item, go to that pay item in the detail area of the voucher and enter the desired pay terms over the payment item that was supplied from the header area. The default terms in the header area do not change, but any payment terms that you change in the detail area will be associated with the individual pay item.

Entering GL Distribution Based on a Model

To simplify the entry process, you can set up and use model journal entries. You set up model journal entries when you have vouchers and invoices that use the same account distribution. You can select the model at the time you enter the GL distribution for the transaction, or you can set up a default model for the system to use on the supplier or customer record.

Entering Vouchers with Discounts

You can enter vouchers with discounts as incentive to issue and receive payments early. When you enter a voucher with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the transaction.

Three methods are available for entering discounts:

- Payment terms.

  You enter a voucher, specifying the payment terms. The system calculates the discount available and due dates from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Enter Voucher - Payment Information form.

  If you change a payment term to recalculate a new discount amount or due date, remove the system-calculated information by clearing these fields:

  - Discount Available

  - Discount Due Date

  - Net Due Date

  If you change the payment terms but not the other discount fields, the system does not recalculate the discount information.

- Discount amount.

  You enter a voucher, specifying the discount available and, optionally, discount and net due dates.

- Discount percentage.

  You enter a voucher, specifying the discount percentage and, optionally, discount and net due dates.

Entering Debit Memos

When a supplier sends you a credit, enter the voucher as a debit memo. The credit is applied to open vouchers when you issue payment to the supplier.

To enter a debit memo, you follow the steps to enter a standard voucher, but enter the gross amount as a *negative amount* on the Enter Voucher-Payment Information form.

If payment terms are used to generate a discount on the voucher, the system calculates a negative discount amount when you enter a debit memo. Therefore, you must clear the Payment Terms and Discount Available fields so that the voucher does not include a negative discount.

When you enter a debit memo, the system assigns the document type that is specified in the Debit Memo Document Type processing option of the Voucher Entry Master Business Function program (P0400047). Generally, a debit memo is assigned a document type *PD*.

The due date on a debit memo is determined by a processing option on the Voucher Entry Master Business Function program. The due date might be either the voucher GL date or the date from the payment terms on the voucher.

Entering Invoices and Vouchers Out of Balance

Under normal circumstances, when you enter an invoice or voucher, you enter two sides of the transaction: the invoice or voucher, and the GL distribution. The system requires that the amounts of both sides equal each other before you can complete transaction entry. If you exit the GL distribution form before completing the entry, you lose the information in the invoice or voucher and must re-enter the transaction in its entirety.

To save work that you have completed, you can exit an invoice or voucher out of balance, and then complete the GL distribution entry at a later date. Because the post program requires every transaction in the batch to be in balance, you have a safeguard against accidentally posting a transaction that is out of balance.

Important! Although you can enable the system to post transactions that are out of balance, it is recommended that you do not use this procedure. If you post a transaction that is out of balance, the system does not update all the appropriate accounts and you will encounter an integrity issue.

Revising Unposted Vouchers

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

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- GL Date
- Invoice Date

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

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

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

Deleting Unposted Vouchers

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

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

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

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

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

See Also

JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide, "Processing Journal Entries," Working with Model Journal Entries

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Understanding Rounding Versus Soft Rounding"

Understanding Additional Voucher Entry Methods

In addition to the Standard Voucher Entry program, the JD Edwards EnterpriseOne Accounts Payable system provides additional methods for voucher entry.

Speed Voucher Entry (P0411SV)

Use the Speed Voucher program to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and GL distribution information on one form. Consider using this method for a voucher that has:

• A single pay item (which has a single due date and tax rate/area).

• Simple accounting instructions.

You cannot use the speed method for multiple pay items or for changing or deleting vouchers. You must use the Standard Voucher Entry or Speed Release program for these actions.

As with standard vouchers, speed voucher information is stored in the F0411 and F0911 tables.

This graphic shows the characteristics of the Speed Voucher Entry program:
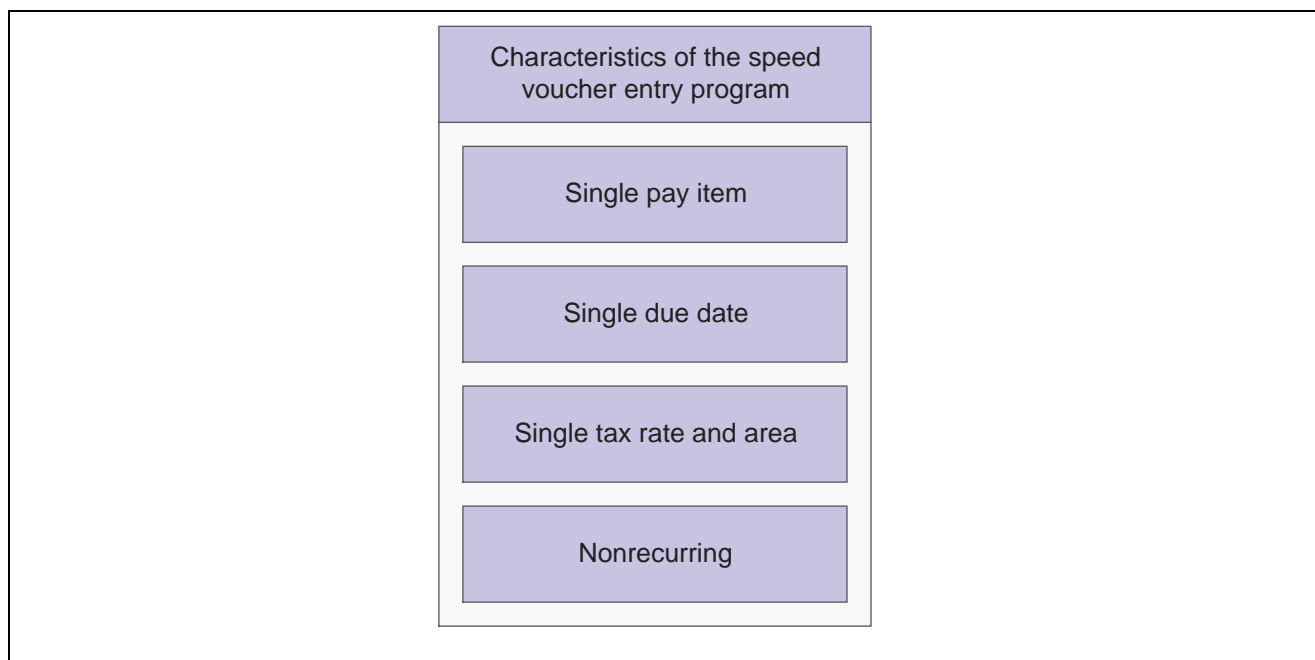
Speed Voucher Entry program

Multiple Voucher Entry Programs

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Use one of these multiple voucher entry programs:

• Multi Voucher-Single Supplier (P0411)

• Multi Voucher-Multi Supplier (P0411)

You can use the multiple voucher entry methods only to add vouchers. To change, delete, or void them, you must use the Standard Voucher Entry program (P0411).

The multiple voucher entry methods have other limitations. You cannot use them to enter this information:

• Multiple pay items.

• Multiple lines of GL distribution.

• Asset ID.

• Asset ID speed coding.

• Split pay items.

• Special bank accounts.

• Special GL offsets.

• Special payment handling.

• Automatic reversing entries.

• Discounts.

• Taxes.

• Zero invoice amounts.

• Prepaid vouchers.

• Logged vouchers.

• Recurring vouchers

The system creates a voucher for each detail line and updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Multi Company-Single Supplier

Use the Multi Voucher-Single Supplier program when you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different GL offset and bank accounts. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

• The GL distribution line determines which company is used for the offset.

• The account number represents the distribution expense associated with the pay item.

• The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the AP trade account, bank account, and offset accounts for discounts associated with the company.

Information about vouchers for multiple companies is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Note. No intercompany settlements are created when you enter a voucher for multiple companies.

Use these guidelines when entering vouchers for multiple companies:

• If you entered a voucher on the Multi Company - Single Supplier form, you must change it on this form.

• When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.

- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

Note. Vouchers created to distribute amounts to different GL offset and bank accounts must be processed using the automatic payment process; you cannot use the manual payment process.

Understanding the Voucher Entry Master Business Function (MBF)

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

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

- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)
- Multi Company-Single Supplier (P0411)
- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multiple Supplier (P0411)
- Batch Voucher Processor (R04110Z)

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

Prerequisites

Before you perform the tasks in this section:

- Verify that these automatic accounting instructions (AAIs) are set up correctly before entering vouchers with discounts:
  - PKD (payables discounts available)
  - PKL (payables discounts lost)
- (POL) Verify that the Customs Tax Categories (74P/IM) UDC table contains entries to establish cross-references between tax rate areas and types of taxes or fees on imported goods.

Forms Used to Enter Standard Vouchers

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Supplier and Voucher Entry (G0411), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter voucher information.

Page Name	Definition Name	Navigation	Usage
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form. From the Form menu, select Exit Out Of Bal to exit the GL distribution when out of balance.	Enter GL distribution information. Exit out of balance.
Additional Information	W0411F	Select a payment on the Enter Voucher - Payment Information form and select Additional Info from the Form menu.	Enter additional information for the payment. Fields for grower contract and harvest information appear only when your system setup includes the JD Edwards EnterpriseOne Grower Management system (system 40G).
Model Journals Search & Select	W0411S	On the G/L Distribution form, select Form, Model Journals.	Select a model journal entry for the voucher distribution.
Speed Voucher Entry	W0411SVA	Supplier & Voucher Entry (G0411), Speed Voucher Entry.	Enter a voucher using the speed method.
Multi-Voucher Entry	W041017A	Other Voucher Entry Methods (G04111), Multi Voucher-Single Supplier Other Voucher Entry Methods (G04111), Multi Voucher-Multi Supplier. Click Add on the Supplier Ledger Inquiry form.	Enter a voucher using either the Multi Voucher-Single Supplier or Multi Voucher-Multi Supplier program.
Multi Company-Single Supplier	W041016A	Other Voucher Entry Methods (G04111), Multi Company-Single Supplier. Click Add on the Supplier Ledger Inquiry form.	Enter a multi company-single supplier voucher.
Work With Voucher Additional Information	W74P411HB	Accounts Payable (G74P04), Voucher Additional Information	Select a voucher to add additional information.
Entry Voucher Additional Information	W74P411HA	Select a record and click Select on the Work with Voucher Additional Information form. Select a record and select Regional Info from the Row menu on the Enter Voucher - Payment Information form.	(POL) Enter Poland-specific voucher information.

Setting Processing Options for Standard Voucher Entry (P0411)

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

Display

These processing options specify how the system groups and displays data on the Supplier Ledger Inquiry form.

1. Recurring Vouchers

Enter *1* to show only recurring vouchers. When you enter *1,* the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

Leave this processing option blank to show all vouchers.

2. Summarized Vouchers

Specify whether the system shows only summarized vouchers.

Values are:

Blank: The system shows all vouchers (no default criteria).

1: The system shows only summarized vouchers.

When you enter *1*, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

Specify whether the system displays both domestic and foreign amount fields in the detail areas of the Enter Voucher-Payment Information and MultiCompany-Single Supplier forms for voucher entry. Values are:

Blank: Do not display domestic and foreign amount fields.

1: Display domestic and foreign amount fields.

These fields appear on the form when you enter *1:*

- Domestic Gross Amount
- Domestic Discount Available
- Domestic Taxable Amount
- Domestic Tax
- Domestic Non-Taxable
- Foreign Gross Amount
- Foreign Discount Available
- Foreign Taxable Amount
- Foreign Tax
- Foreign Non-Taxable

Currency

These processing options enable you to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the Standard Voucher Entry program.

1. As If Currency	Specify the currency code in which to view the as if currency. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.
	If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.
	Note. As if currency amounts are stored in a temporary memory and are not written to a table.
2. As Of Date	Specify an as of date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the Currency Exchange Rates (F0015) table.
	If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.
	Note. A valid exchange rate between the domestic or foreign currency and the as if currency must exist in the F0015 table, based on the as of date.

Manual Payments

These processing options control the creation of manual payments. Use these processing options only on the version of the Standard Voucher Entry program that you use for manual payments without voucher match.

1. Manual Payment Creation	Specify whether to generate manual payments instead of automatic payments. This processing option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes. Values are:
	Blank: No payment information appears.
	1: Generate manual payments (without voucher match).
2. Duplicate Payments	Specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this processing option only if you entered *1* in the Manual Payment Creation processing option. The message indicates that you have used that payment number previously. Values are:
	Blank: Error
	1: Warning
3. Automatic Payment Number Assignment	Specify whether the system automatically assigns payment numbers to manual payments based on the bank account's next number. Values are:
	Blank: You manually assign payment numbers (default value).
	1: The system assigns payment numbers based on the bank account's next number.

Purchasing

This processing option specifies how the program processes vouchers that contain purchase order information.

| **1. Voucher Delete** | Specify the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the |

system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form. Values are:

Blank: Do not permit editing (default value).

1: Warning.

2: Error. If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match

These processing options enable you to process matched vouchers from the JD Edwards EnterpriseOne Procurement system rather than standard vouchers.

1. Match Processing   Specify the default voucher type from standard vouchers to matched vouchers. Values are:

Blank: The system runs the Standard Voucher Entry (P0411) program.

1: Match vouchers. The system runs the Voucher Match (P4314) program. If you run the voucher match program, you can select either the three-way voucher match or the two-way voucher match.

The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

Note. Do not delete a voucher in the JD Edwards EnterpriseOne Accounts Payable system if you created the voucher in the JD Edwards EnterpriseOne Procurement system. The voucher should be deleted in the JD Edwards EnterpriseOne Procurement system.

2. Voucher Match Version   Specify the version that the system uses for the Voucher Match program (P4314). Leave this processing option blank to use version ZDJE0001. You must complete this processing option if you enter *1* in the Match processing option.

Multi Company

This processing option enables you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier   Specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different GL and offset bank accounts, but to the same supplier. Values are:

Blank: Enter a standard voucher.

1: Enter a multi-company single supplier voucher.

Note. The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers

This processing option specifies whether to enter multiple vouchers or standard vouchers.

1. Multiple Vouchers   Specify whether to enable the entry of multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Values are:

Blank: Enter a standard voucher.

1: Enter multiple vouchers with a single supplier.

2: Enter multiple vouchers with multiple suppliers.

Note. You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Note. The manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging

These processing options enable you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging   Specify whether to enter a voucher before you assign it a GL account. At a later time, you can redistribute the voucher to the correct GL accounts.

You can specify a default GL account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), select Company Names and Numbers.

Values are:

Blank: Enter a standard voucher (default value).

1: Enter a logged voucher.

When you enter *1* in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), select Voucher Logging Entry.

Note. This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter *1* in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Use this processing option to specify whether to use the system date as the default GL date for a logged voucher. Values are:

Blank: Enter date manually during the data entry process.

1: Use the system date as the default GL date.

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

Prepayments

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account

Enter the code for the GL offset account that the system uses to create prepayment pay items. You must enter a value to enable automatic creation of prepayment pay items. If you leave this processing option blank, the system creates a standard voucher instead of a prepayment voucher.

Note. If JD Edwards World and JD Edwards EnterpriseOne software coexist, do not use code 9999. In JD Edwards World this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account

Specify the GL distribution account that the system uses for creating prepayment pay items.

You can use one of these formats for account numbers:

• Structured account (business unit.object.subsidiary.

• 25-digit unstructured number.

• 8-digit short account ID number.

• Speed code.

The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

Note. Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Complete this processing option only if you enter a valid value in the G/L Offset Account processing option. Enter the default pay status code for prepayments. The JD Edwards EnterpriseOne Accounts Payable system

does not print payments for any codes other than the codes provided in this valid codes list:

P: The voucher is paid in full.

A: The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H: The voucher is on hold pending approval

R: Retainage.

%: Withholding applies to the voucher.

4. Number of Days	Enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if JD Edwards World and JD Edwards EnterpriseOne software coexists.
5. Tax Area	Enter *1* to specify that the system displays the Prepayment Tax form. Complete this processing option only if you enter a valid value in the G/L Offset Account processing option.
	You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.
	If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.
6. Prepayment Tax Area Code	Complete this processing option only if you enter *1* in the Tax Area processing option. Enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).
	Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.
7. Prepayment Tax Explanation Code	Complete this processing option only if you enter *1* in the Tax Area processing option. Enter a value that exists in the Tax Explanation Codes (00/EX) UDC table to specify a default tax explanation code for transactions with a certain supplier. This value controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

Versions

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

1. Voucher Master Business Function Version	Specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).
	Note. Only persons responsible for system-wide setup should change this version number.
2. Journal Entry Master Business Function	Specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).
	Note. Only persons responsible for system-wide setup should change this version number.
3. Pay When Paid Manual Link Version	Specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).
	Note. Only persons responsible for system-wide setup should change this version number.
4. Netting (P03B455) Version	Specify the version of the Netting program (P03B455) to use. If you leave this processing option blank, the system uses version ZJDE0002.

Process

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

1. Voucher Entry Mode	Specify whether the system enables changes to vouchers after you select them from the Supplier Ledger Inquiry form. Values are:
	Blank: Enable changes. The system enables you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form.
	1: Do not enable changes. The system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.
2. Supplier Self Service Mode	Enter *1* to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function enables suppliers to view their own vouchers and payments.

Edits

This processing option specifies whether to require an asset ID upon entry of the GL portion of a voucher.

1. Fixed Asset ID	Enter *1* to require an Asset ID if an account is in the AAI asset account range.

Setting Processing Options for Voucher Entry MBF (P0400047)

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

Defaults

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

1. Service/Tax Date	Specify whether to use the GL date or the invoice date to indicate when you purchased the goods or services, or when you incurred the tax liability. Values are:
	Blank: Use the GL date.
	1: Use the invoice date.
2. Pay Status Code	Enter a value from the Pay Status (00/PS) UDC table to override the default pay status code of A (approved for payment).
3. Voucher Document Type	Enter a value that exists in the Document Type - Vouchers Only (00/DV) UDC table to establish a default document type for vouchers.
4. Debit Memo Document Type	Enter a value that exists in the Document Type - All Documents (00/DT) UDC table to establish the default document type for a debit memo.
5. Alternate/Payee	Enter the Factor/Special Payee address from the Supplier Master table (F0401) into the Alternate/Payee field for payments.
	Note. Payments are made to the address book number that is in the Alternate/Payee field.
	Values are:
	Blank: Enter the supplier number into the Alternate/Payee field.
	1: Enter the Factor/Special Payee address into the Alternate/Payee field.
6. Debit Memo Due Date	Enter *1* to specify that the system determines the due date for debit memos by the payment terms code. Leave this processing option blank to specify that the system uses the GL date as the due date.

Date Edits

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

1. Invoice Date > Today's Date and **2. Invoice Date > G/L Date**	Specify the kind of message you receive when you enter an invoice date that is after the current date or the GL date.
	Values are:
	Blank: Accept any date entered and do not return a warning or an error message.
	1: Return a warning message.
	2: Return an error message.

Currency

These processing options specify the rules for entering transactions with multicurrency.

| **1. Value Added Tax Allowed for Multicurrency Items** | Enter *1* to enable value added tax on multicurrency vouchers. Leave this processing option blank to prevent value added tax on multicurrency vouchers. |
| **2. Exchange Rate Date** | Enter *1* to specify that the system uses the GL date to retrieve the currency exchange rate. Leave this processing option blank to specify that the system uses the invoice date. |

3. Exchange Rate Retrieval

Specify whether the system generates a warning if the currency exchange rate on the voucher is in a fiscal period different from the effective date of the exchange rate in the Currency Exchange Rates table (F0015). For example, if you enter a voucher with a GL date of December 15, 2008, the last effective date for an exchange rate is November 1, 2008, and the fiscal date pattern on your system is set up for the months of the calendar year, you can specify that the system generate a warning. The warning message alerts you to the fact that the exchange rate in the F0015 table has expired. You can change it, if necessary. Values are:

Blank: Do not generate.

1: Generate.

4. Exchange Rate Tolerance Limit

Specify an exchange rate tolerance limit. During voucher entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter *5* in this processing option, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

5. Currency Disagreement

Enter *1* to enable different currencies and do not return any messages when the currency of the payment is different from the currency of the GL bank account. Leave this processing option blank to return an error.

Manual Payments

This processing option specifies whether the system issues an error or warning when a duplicate payment number is entered.

1. Duplicate Payment Message

Enter *1* to return a warning when someone enters a duplicate payment number using the same bank account. Leave this processing option blank to return an error.

Purchasing

This processing option specifies whether the system enables changes or deletions of vouchers that contain a purchase order or contract number.

1. Voucher Message

Specify how you want the system to respond to processing changes and deletions of vouchers that contain a purchase order or contract number. Values are:

Blank: Enable changes and deletions of vouchers and return no message.

1: Return a warning message.

2: Return an error message.

Logging

This processing option specifies whether the system enables logged vouchers.

1. Voucher Logging   Enter 1 to enable voucher entry before assigning it a GL account. At a later time the voucher can be distributed to the correct GL accounts.

> **Note.** This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of A/P Standard Voucher Entry (P0411).
>
> You must enter *1* in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

Interop

This processing option specifies the version of the F0411 Interoperability Processing Options program (P0400048) that you want the system to run. If you specify a version to run, the version must already exist on the server.

1. Interoperability Version Enter the version of the F0411 Interoperability Processing Options application (P0400048) that determines if outbound records are written. If you leave this processing option blank, the system uses the default version ZJDE0001.

Entering Standard Vouchers

Access the Enter Voucher - Payment form.

This is the first form that appears in voucher entry. The G/L Distribution form appears after you click OK.

Enter Voucher - Payment Information form

Document No/Typ/Co	Enter the number for the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or let the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable systems. Examples of original and matching documents for the JD Edwards EnterpriseOne Accounts Payable system:
	Original document - voucher
	Matching document - payment
Company	Enter the code that identifies the company that is responsible for the voucher. This code affects the journal entries that the post program generates. AAIs use the company number to determine the appropriate accounts payable liability and cash accounts, as well as tax accounts and the default expense account The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Invoice Number	Enter the supplier's invoice number that is used for voucher entry. Voucher entry allows only one invoice per voucher number. If multiple invoice numbers exist on a voucher, you must set them up as multiple vouchers or combine the invoices and enter them as one voucher. Depending on how you have your accounts payable constants set, the system can:

- Accept a duplicate invoice number without warning or error.
- Generate a warning message in which the duplicate invoice number can still be accepted.
- Generate an error message.

The system treats blank values in the same manner as any other invoice number. Two blank invoice numbers are treated as duplicates.

To test for duplicate invoice numbers that might have been entered in error, run the Suspected Duplicate Payments report (R04601).

Note. The duplicate invoice number validation is not run for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

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

The payment term that you enter prints on customer invoices.

If you leave this field blank in the detail area, the system uses the payment term from the header.

	If you enter a payment term in this field in the detail area, the system disables the payment term field in the header.
Discount %	Select the check box to specify that a discount is entered as a percent of the gross amount. Use decimals to represent the discount. For example, .1 represents a 10 percent discount. The system calculates the amount of the discount using the percent entered.
	If you do not select this option, discounts are entered as amounts.
Invoice Date	Enter the date of the supplier's invoice to you. The default date for a voucher is the GL date.
G/L Date	Enter the date on which the transaction will be posted.
Remark	Enter a remark that the system prints on the check stub.
	(DNK, NOR and SWE) For foreign Nordic vouchers, enter the correct identification code.
	(FIN) For domestic Finnish vouchers, enter the reference number.
Due Date	Enter the date that the discount is due. If there is no discount, the system displays the net due date in this field.
	If you leave this field blank during voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates the discount due date and net due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.
	The net due date does not appear on the voucher entry forms. It is calculated or assigned by the system based on the value entered in the Discount Due Date field. If the Discount Due Date field is blank, the system calculates it and the net discount date. If you enter a discount due date manually, the net discount date is assigned the same date. If you change the discount due date to a value other than blank after the net due date is calculated or assigned, the net discount date calculated previously is not changed.
	For credit pay items, the default due date is the same as the GL date of the voucher.
Payee Number	Enter the address book number of the recipient of the payment.
Tax Amount	Enter the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the payment and voucher or when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate/area that you defined for the supplier on the Supplier Master Information form or for the customer on the Customer Master Information form. If you enter a tax amount, the system validates it against the tolerance ranges you specify on the Tax Rules by Company form.
	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.
Adjust Doc Ty (adjustment document type)	Enter *PE* to designate a change in the gross amount of a voucher.

Recur Freq (recurrence frequency)	Enter the code that specifies the time interval between transactions that the system creates. Valid recurring frequency values are:

MO: Monthly

AN: Annually

WK: Weekly

QT: Quarterly

SA: Semiannually

BW: Biweekly

No. Pym (number of payments)	Enter the number of recurring invoices or vouchers that you want the system to process. This number includes the original transaction that you enter. For example, if you enter 12, the system processes the transaction 11 additional times, reducing the value of the number of payments by 1 each time it creates a new transaction. When this field contains 1, the system does not create a new transaction, it clears the field.
Hdl Cod (handling code)	Enter the code that the system uses to sequence the printing of payments. The value that you enter must exist in UDC 00/HC.

When you use this code, the system prints a separate payment for each supplier.

Cat Cd 07 (category code 7)	The Supplier Master table (F0401) provides the default value for this field. You can change the voucher value, or leave it blank to exclude a voucher from 1099 processing.

(BEL) For Belgian suppliers, enter the reporting code from UDC 01/07, if you have not set up a default value on the Supplier Master Revisions form. If you leave this field blank, the flat file for the Create A/P Bank Diskette - Belgian Foreign report (R04572L2) contains a value of 000.

1099 Flag	Enter *1* in the 1099 Flag field only for those pay items that are subject to 1099 reporting. If a pay item, such as freight or shipping, is exempt from 1099 reporting, leave this field blank.
Pay Ext (pay extension)	Enter the code that designates an adjusting entry to a pay item on a voucher or invoice. This field is required so that each record is unique.
C/R I/R (cash receipt or invoice registration code)	Enter the code that designates the status of a voucher that was created by a software module other than the JD Edwards EnterpriseOne Accounts Payable system. Values are:

P: Preliminary Invoice (without redistribution).

R: Redistribution complete.

C: Credit tied to debit business unit.

M: Voucher match.

L: Logged voucher for a purchase order.

T: Accounts payable payment has been confirmed to the Oracle Demantra Predictive Trade Planning system.

E or *F:* Accounts payable payment has been confirmed to the JD Edwards EnterpriseOne

Closed Item   Enter the code that indicates that an item is totally closed on the as of date and will be ignored for future rebuilds of the As Of table.

Entering GL Distribution Information

Access the G/L Distribution form.

The Alternate Home Business Unit, Job Type, Job Step, Employee Pool Grouping Code, and Job Pool Group Code fields, which appear on the G/L Distribution form, are used for burdening and reburdening.

G/L Distribution form

Account Number   Enter the account number to which you distribute the voucher.

Subtype   Enter a code from UDC (00/ST). This code is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. Values include:

A: Alphanumeric field, do not edit

N: Numeric field, right justify and zero fill

C: Alphanumeric field, right justify and blank fill

Sub-ledger   Enter a 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. If you enter a subledger, you must also specify the subledger type.

Object Type   Enter a code that specifies the type of cost object and the type of editing. Valid types are stored in the Cost Object Types table (F1620) and can be added or modified using the Cost Object Types program (P1620).

Cost Object   Enter a cost object code, such as an equipment item number or an address book number. If you enter a cost object code, you must also specify the cost object type. This field functions the same and is validated the same as the subledger field, but the system does not post the data in the cost object code field to the Account Balances file (F0902).

(POL) Entering Additional Voucher Information for Poland

Access the Entry Voucher Additional Information form.

You can change the information or enter a value in these fields only when the fields are enabled in the Set Up AP Document Types program (P74P4010).

Orig Doc Co (original document company)	Enter the address book number of the company that issued the document on which the voucher is based. For example, if the voucher is for a tax payment, enter the address book number of the taxing authority.
Orig Do Ty (original document type)	Enter the document type of the document on which the voucher is based. For example, if the voucher is to pay a supplier, enter the document type of the invoice from the supplier.
Original Document	Enter the identifying number from the document on which the voucher is based.
Rel Add. Number (related address number)	Enter the address book number that contains the alternate address for the payment.
Invoice Date	Change the date of the invoice, if necessary.
Service/Tax Date	Change the date that the expense was incurred, if necessary.

Entering Additional Information for Grower Contracts

Access the Additional Information form. These fields appear on the Additional Information form only when you are running the JD Edwards EnterpriseOne Grower Management system (system 40G).

Grower Contract Code	Enter a value that exists in the Contract Header (F43C01) table that identifies the contract.
Block Code	Enter a value that exists in the Grower Block (F40G02) table to identify the block.
Harvest Period/Suffix	Enter a value that exists in the Harvest/Grower Harvest (F40G03) table to identify the harvest period.

Setting Processing Options for Speed Voucher Entry (P0411SV)

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

Payments

1. Manual Payment Creation	Specify whether to automatically generate manual payments. This processing option applies only to manual payments without voucher match and is not available in multicompany and multivoucher modes. Values are:
	Blank: Do not create manual payments.
	1: Generate manual payments (without voucher match).
	Note. If you enter *1,* complete the Speed Voucher Entry form and click OK, then complete the Payment Information form for manual payment processing.
2. Automatic Payment Number Assignment	Enter *1* to automatically assign the payment number based on the bank account's next number. Leave this processing option blank to manually assign the payment number.

Versions

1. Voucher Master Business   Specify the version of the Voucher Entry MBF Processing Options program
Function Version   (P0400047) to use for Speed Voucher Entry processing. If you leave this
processing option blank, the system uses version ZJDE0001.

Pay When Paid

Pay When Paid   Specify whether to enter a pay-when-paid voucher. Values are:

Blank: Enter a standard voucher (default value).

1: Enter a pay-when-paid voucher. The system flags the voucher as a
pay-when-paid voucher.

Note. This processing option functions in conjunction with the Pay When
Paid Pay Status Code processing option on the Defaults tab of Voucher
Entry MBF (P0400047). You must enter the pay status to be associated with
pay-when-paid vouchers.

Entering Speed Vouchers

Access the Speed Voucher Entry form.

Speed Voucher Entry form

Note. The Alternate Home Business Unit, Job Type, Job Step, Employee Pool Grouping Code, and Job Pool
Group Code fields are used for burdening and reburdening.

See *JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Processing Burdening,"
Understanding the Burdening Process.

Entering Multiple Voucher for a Single Supplier

Access the Multi-Voucher Entry form.

Entering Multiple Vouchers for Multiple Suppliers

Access the Multi-Voucher Entry form.

Multi-Voucher Entry form

Entering Vouchers for Multiple Companies and a Single Supplier

Access the Multi Company - Single Supplier form.

Multi Company - Single Supplier form

Processing Logged Vouchers

This section provides an overview of logged voucher processing and discusses how to:

• Enter a logged voucher.

• Set processing options for Voucher JE Redistribution (P042002).

• Redistribute a logged voucher.

• Enter expense accounts.

Understanding Logged Voucher Processing

If you do not know the GL account to which to distribute a voucher, you can enter a logged (preliminary) voucher. Then at a later time, you review and redistribute the voucher to the correct GL accounts. This is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

Use the Voucher Logging Entry program (P0411) to enter logged vouchers. This program is the same as Standard Voucher Entry (P0411), except that these processing options are set to process logged vouchers:

• Voucher Logging is set to 1.

• Voucher Master Business Function Version is set to use version ZJDE0004. Version ZJDE0004 is set to use a default document type of PL.

When you enter a logged voucher, the system:

1. Creates a voucher with a voucher number and document type of PL.

2. Distributes the total amount of the voucher to a GL suspense account.

   The default value for this suspense account is specified in AAI item PP.

3. Records the offset amount based on the accounts payable trade account (AAI item PC) or the accounts payable trade suspense account (AAI item PQ), depending on which method is designated in the Company Names & Numbers program (P0010).

Information about logged vouchers is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can revise a logged voucher before you redistribute it as long as the voucher remains unposted. After a logged voucher is posted, the only way to change it is to void and re-enter it. You cannot void a single pay item.

To view those vouchers assigned to a suspense account, print the Voucher Detail report. The system provides these versions of this report:

• A/P Detail by Approver with Remarks (R04428A).

• A/P Detail by Approver with Aging (R04428B).

This report shows transaction totals from the Accounts Payable Ledger table and prints information by approver number.

Redistributing Logged Vouchers

After you enter a logged voucher, you review and redistribute the amounts from the suspense accounts to the correct GL accounts. The redistribution reverses the original preliminary distribution and redistributes the voucher amount to expense accounts that you designate in the amount that you specify.

You can redistribute a voucher using a GL date previous to the voucher's GL date. To do so, you should post the voucher before you redistribute it. However, the system does not permit any changes to the preliminary distribution line of a logged voucher if the redistribution has a GL date different from that of the preliminary distribution.

If you enter an approver number in the processing options, the system preloads that number so that the undistributed vouchers assigned to that approver can be easily reviewed and redistributed.

Important! After a voucher is redistributed, the system does not allow changes to the preliminary distribution line if the GL date of the preliminary distribution line is different from that of the redistribution lines. Changes are only allowed to the redistribution lines.

This diagram illustrates the voucher logging process:
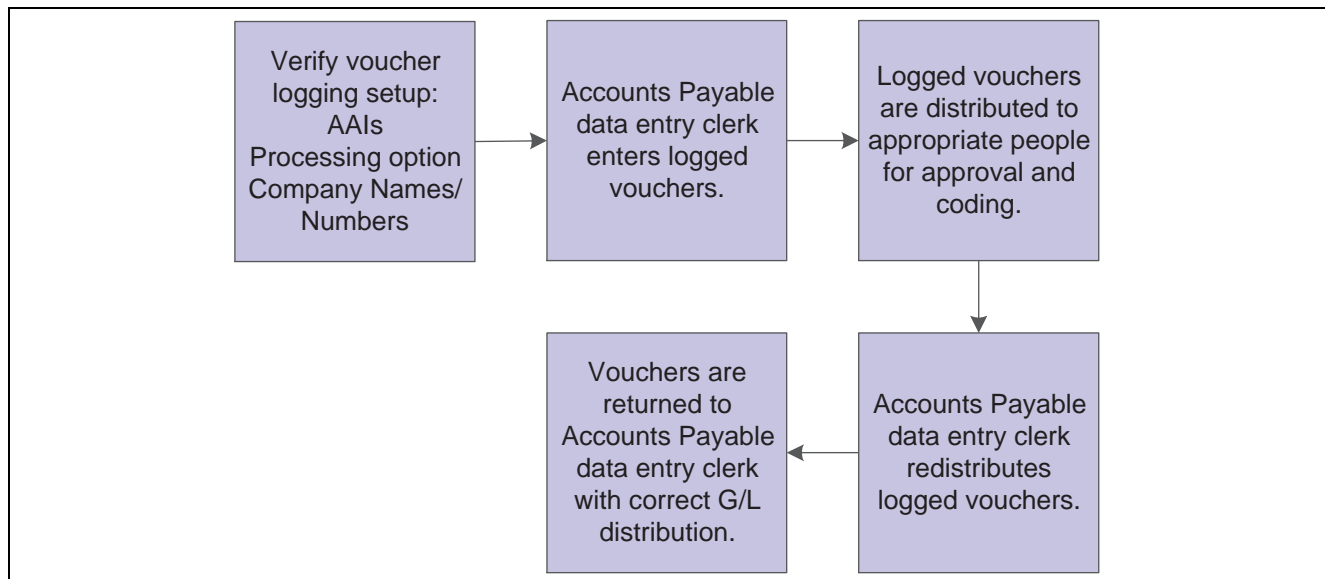
Voucher logging process

Redistributing a Purchase Order Voucher

After you enter a logged purchase order voucher, you can redistribute the amounts to the correct accounts. To do this, the purchase order must originate in the JD Edwards EnterpriseOne Procurement system. A purchase order voucher that originates in the JD Edwards EnterpriseOne Procurement system begins with the document type prefix of *O* (for example, OV).

Note. You might need to reverse a purchase order voucher that has been redistributed. If you reverse a logged purchase order voucher that has been posted and for which the redistribution has not been posted, the system does not retain an audit trail of the redistribution in the F0911 table. The system retains only the original posted records in the F0911 table, which include the debit to the suspense account and the credit to the AP trade account.

If you reverse a purchase order voucher that has been posted and for which the redistribution has also been posted, the system retains the original credit to the AP Trade account, the debit to the Suspense account, and the reversal of these entries.

Prerequisites

Before you complete the tasks in this section:

- Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).

- Select the Use Suspense Account option on the Company Names & Numbers program (optional).

- Set up AAI item PP and, if you use the trade suspense account, item PQ. Assign an approver number to each supplier (optional).

  See Chapter 2, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable, page 17.

- Run Update Approver/Category Code 7 (optional).

  See Chapter 5, "Entering Supplier Information," Updating the Approver and Category Code 7 Fields, page 68.

Forms Used to Process Logged Vouchers

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Other Voucher Entry Methods (G04111), Voucher Logging Entry Click Add on the Supplier Ledger Inquiry form.	Enter voucher information. You must enter logged vouchers using the Voucher Logging Entry menu selection. If you do not, the system does not prompt you to enter a preliminary distribution account for the voucher.
Additional Information	W0411F	On the Enter Voucher - Payment Information form, select Additional Info from the Form menu.	Enter purchase order information.
Journal Entry Prompt	W0411B	Click OK on the Enter Voucher - Payment Information form.	Enter a remark for the voucher and verify the expense suspense account.
Work With Voucher JE Redistribution	W042002A	Other Voucher Entry Methods (G04111), Voucher JE Redistribution	Locate a logged voucher to redistribute and, optionally, change the Redistribution Date field.
G/L Distribution	W0411K	On the Work With Voucher JE Redistribution form, select a logged voucher and click Select.	Enter the expense account.
Voucher Match	W4314A	On the Work With Voucher JE Redistribution form, select a logged voucher and select Redistribute PO from the Row menu.	Redistribute the purchase order voucher.

Entering Logged Vouchers

Access the Journal Entry Prompt form.

This form appears after you enter information on the Enter Voucher - Payment Information form and click OK.If you enter a voucher for a country for which a country-specific voucher entry form exists, the Journal Entry Prompt form appears after the country-specific form.

Journal Entry Prompt form

Account Number   Enter the account number to which you distribute the voucher.

Setting Processing Options for Voucher JE Redistribution (P042002)

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

Defaults

1. Approver Number   Specify the address book number of the individual who is authorized to approve voucher logging transactions. Enter a valid address book number from the Address Book Master table (F0101).

2. Pay Status Code   Specify the pay status code for the system to assign to the voucher after it has been redistributed. Enter a valid pay status code from UDC 00/PS. If you leave this processing option blank, the pay status of the voucher does not change. This processing option applies only to AP voucher redistribution.

Versions

1. Voucher Match (P4314) Specify the version of the Voucher Match program (P4314) for the system to use. Enter a valid version number. If you do not specify a version, the system uses version ZJDE0003.

Redistributing a Logged Voucher

Access the Work With Voucher JE Redistribution form.

Work With Voucher JE Redistribution form

Redistribution Date	Enter the date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period.

Entering Expense Accounts

Access the G/L Distribution form.

G/L Distribution form

Processing Recurring Vouchers

This section provides an overview of processing recurring vouchers and discusses how to:

• Enter recurring vouchers.

• Recycle recurring vouchers.

• Run the Recurring Voucher report (R04305).

• Set processing options for Recurring Voucher report.

Understanding Recurring Vouchers

If you need to bill a customer or make a payment for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice or voucher. When you enter a recurring transaction, you indicate the total number of invoices or vouchers that you want the system to create and the interval for them. For example, if you bill or make lease payments every month for one year, you can set up a recurring invoice or voucher for 12 payments with a monthly frequency. Then, instead of entering an invoice or voucher each month, you run a recycle program that creates a new transaction from the original. The system assigns a new document number and batch number to the new transaction and reduces the number of payments by one. You continue to recycle and create new transactions until one payment remains.

Use the standard entry program to enter recurring transactions. In addition to the standard transaction information, complete the frequency and number of payments fields. This indicates to the system that the transaction is recurring. To cancel a recurring transaction, remove the values from these fields.

The system assigns a document type of *PR* to recurring vouchers. However, you can create your own document type for recurring vouchers and then override the default value with your document type when entering the voucher. If you assign a custom document type to a recurring voucher, the voucher retains the custom document type each time it is recycled.

A recurring voucher can have only one pay item.

This diagram illustrates the recurring transaction process:
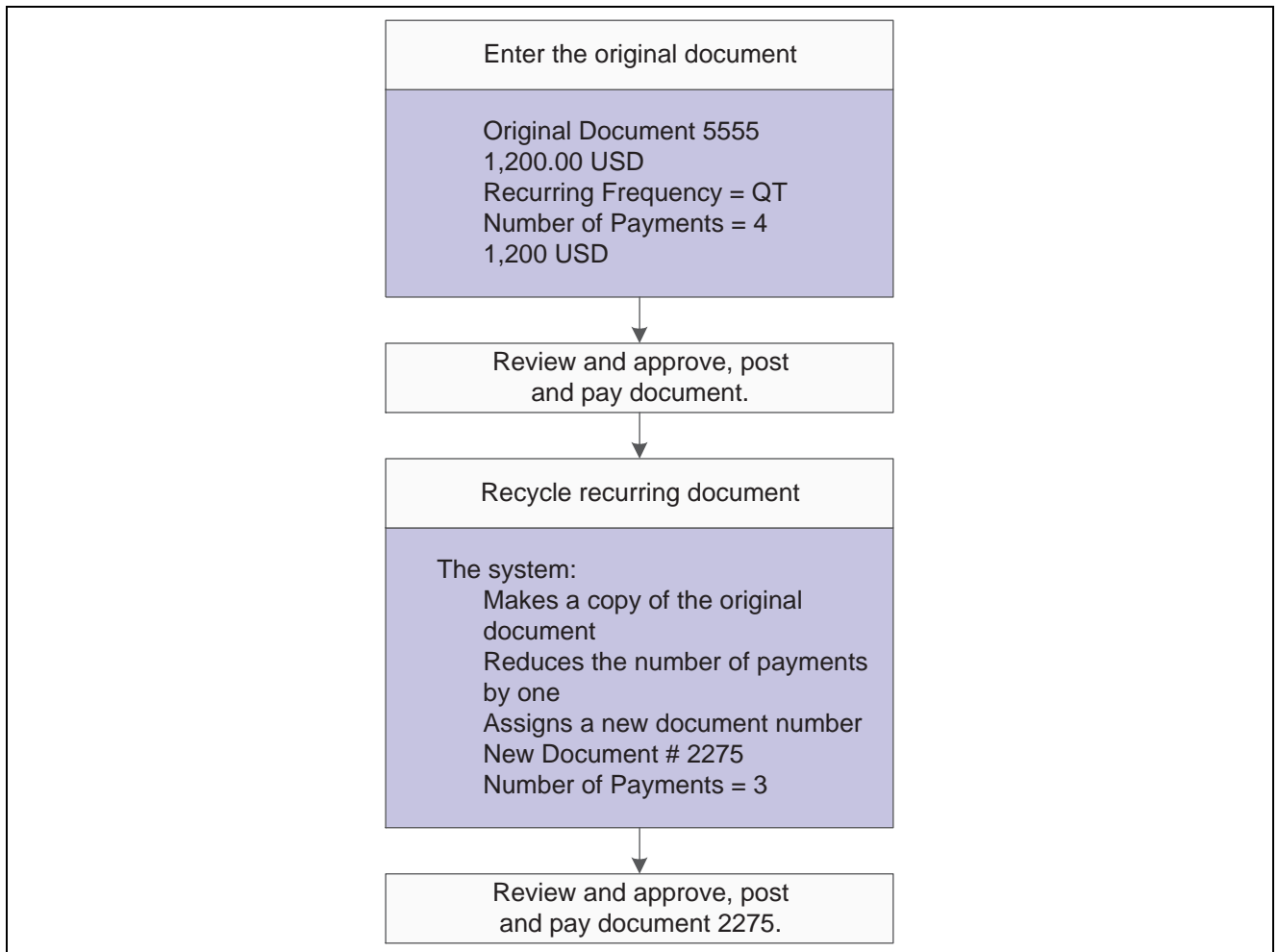
Processing recurring invoices and vouchers

Revising Recurring Vouchers

Before recycling recurring vouchers, you might need to revise them. For example, a supplier might decide to extend or terminate a rental or service agreement, which would require you to change the number of payments.

The system assigns a new document number to each new voucher that is recycled, ensuring that when you revise a recurring transaction, no conflicts exist with the old recurring transaction information. When you revise a recurring voucher you can:

• Change selected fields.

• Cancel the recurring portion of the transaction.

• Delete or void the recurring transaction.

You can revise a recurring voucher any time after it is paid and before recycling it again. You can delete a recurring voucher before or after it is recycled; however, if a voucher is paid, you can update only the Recur Frequency (recurring frequency) and the # of Payments (number of payments) fields.

Canceling Recurring Vouchers

You can cancel a recurring voucher by clearing the Recur Frequency and # of Payments fields. Removing values in these fields prevents the transaction from being recycled by the system. If you remove the recurring information in error, you can add it back on the transaction by using the standard entry program and entering the recurring information into the detail line.

Canceling a recurring transaction does not change the document type; however, you will not be able to locate the transaction by using the recurring option on the ledger inquiry programs.

Adding Recurring Information to an Existing Transaction

If you enter a voucher that is not recurring and want to add recurring information, use the Standard Voucher Entry program and enter the frequency and number of payments into the detail area. The system does not change the document type of the transaction when you add recurring information to it. The document type changes the next time the voucher is recycled.

Printing the Recurring Voucher

Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the Accounts Payable Ledger table (F0411) and related information from the Account Ledger table (F0911).

(COL) Vouchers Saved in a Foreign Currency

For vouchers that are saved in a foreign currency, the recycling process uses the exchange rate that corresponds to the invoice or the accounting date as defined in the master business functions (MBFs) for the voucher. The system reads the values in the Recycle Voucher UDC (76C/RC) to determine the version to use.

Understanding the Recycle Process

After you enter, review, and revise recurring invoices and vouchers, you recycle them to create a new batch of transactions for the next month, quarter, or year. The recycling program generates a new transaction based on the number of payments and the recurring frequency that you specified when you created the original recurring transaction. When you recycle an invoice or voucher, the system makes a copy of the previous transaction and updates the appropriate fields. It repeats this process every time you run the recycle program until the number of payments equals one. When one payment remains, the transaction no longer recycles. For example, to set up a recurring invoice or voucher for one year, set the number of payments to 12. Because the original transaction is the first payment, the recycle program does not consider transactions that have one payment remaining.

You do not have to pay an existing invoice or voucher to generate the next cycle of recurring transactions.

This process updates information in these tables:

• F0011

• F03B11 (invoices)

• F0411 (vouchers)

• F0911

The Recycle Process

When you recycle recurring invoices and vouchers, the system:

• Removes the recurring frequency and number of payments from either the original transaction or the most recent copy of the transaction.

• Creates a new invoice and voucher and updates:

  - Document number with a new number.

  - Batch number with a new number.

  - Number of payments (decreases by one).

  - GL date and net due date, using the recurring frequency to calculate the next date.

  - Invoice date according to the processing options.

  - Invoice number (vouchers only) according to the processing options.

• Creates an exception report that lists the number of invoices and vouchers that were successfully recycled, and the number of transactions that could not be recycled due to errors (exceptions).

  You can view error messages in the Work Center. These errors include:

  - No accounting distribution records were created.

    This occurs when no records are found in the Account Ledger table for the recurring invoice or voucher.

  - GL date is for a previous fiscal year (PYEB).

  - GL date is for a previous period (PBCO), and Allow PBCO Postings is not activated in the General Accounting Constants (P0000).

  - GL date does not occur in a fiscal date pattern for the company.

After recycling recurring invoices and vouchers, you must post them to the general ledger.

A customer does not have to pay an existing invoice or voucher for you to generate the next cycle of recurring transactions.

Prerequisites

Before you complete the tasks in this section:

• Set up a separate version for each recurring frequency that you use, such as monthly, quarterly, and annually.

  Use data selection to select only those vouchers with a specific frequency.

• Set up a next numbers series for recurring vouchers (optional).

Forms Used to Enter Recurring Vouchers

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Other Voucher Entry Methods (G04111), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter recurring voucher information.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.	Enter GL distribution information for a recurring voucher.
Revise Recurring Voucher Information	W04120B	Select Revise Recurr Vchrs. on the Supplier Ledger Inquiry form.	Revise recurring information for recurring vouchers.

Entering Recurring Voucher Information

Access the Enter Voucher - Payment Information form.

Recur Freq (recurrence frequency)

Specify the time interval between transactions that the system creates. Valid recurring frequency values are:

MO: Monthly

AN: Annually

WK: Weekly

QT: Quarterly

SA: Semiannually

BW: Biweekly

No. Pym (number of payments)

Enter the number of recurring invoices or vouchers that you want the system to process. This number includes the original transaction that you enter. For example, if you enter 12, the system processes the transaction 11 additional times, reducing the value of the number of payments by one each time it creates a new transaction. When this field contains *1,* the system does not create a new transaction; it clears the field.

Running the Recycle Recurring Vouchers Report

Select Other Voucher Entry Methods (G04111), Recycle Recurring Vouchers.

Setting Processing Options for Recycle Recurring Vouchers Report (R048101)

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

Defaults

Invoice Number   Enter *1* to leave the invoice number blank. Leave this processing option blank
                                      to enable duplicate invoice numbers.

Invoice Number Flag

Invoice Date   Enter *1* to use the current date as the invoice date. Enter *2* to duplicate the
                                      invoice date. Leave this processing option blank to increment the invoice date.

Running the Recurring Voucher Report

Select Other Voucher Entry Methods (G04111), Recurring Voucher Report.

Setting Processing Options for Recurring Voucher Report (R04305)

See Appendix C, "JD Edwards EnterpriseOne Accounts Payable Reports," Processing Options for Voucher Journal Report (R04305), page 261.

Processing Prepayments

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

• Enter prepayment vouchers.

• Close out negative prepayment items.

Understanding Prepayments

Sometimes you must pay for goods or services before you receive an invoice. For example, you might need to:

• Pay a travel advance for employee expenses.

• Pay a deposit on services to be rendered at a later time.

• Take advantage of a discount.

For situations in which you have not yet received an invoice, you can enter a prepayment voucher for an advance payment. When you enter a prepayment voucher, the system creates a negative pay item for every pay item on the voucher. You can use only the Standard Voucher Entry program (P0411) to create a prepayment voucher.

The process for entering prepayment vouchers uses AAIs to determine the GL expense distribution if no account number is entered in the G/L Distribution Account processing option. The PC*xxxx* AAI is used, where *xxxx* is the GL offset in the processing options for the Standard Voucher Entry program.

A prepayment voucher usually has pay items that net to a zero amount. If that is the case, no GL distribution form appears during prepayment voucher entry. A GL distribution form appears if an amount to distribute exists in the general ledger, which typically happens when different pay items on the voucher have different tax rates and areas.

You can pay the prepayment voucher using either automatic payments or manual payments. If you are going to create the payment in the next batch of automatic payments, you enter the prepayment voucher and then follow the regular procedures for processing automatic payments. To make the payment using manual payments, you create the prepayment voucher and then pay it using manual payments with voucher match.

Later, when you enter the voucher for actual expenses, you enter it just as you would enter a standard voucher. You can then apply the pending negative pay item to the actual voucher manually so that the amount owed to the supplier is reduced by the amount of the prepayment. Or you can change the pay status of the negative pay item to approved and let the system apply it to any open vouchers for that supplier by running the automatic payment process. The advantage of the manual method is that you can select the specific voucher that closes out a specific negative pay item. The advantage of the automatic method is that the system automatically nets any negative pay items against any vouchers for the same supplier. When you use the manual method, use the Prepayment Selection program (P0411P) to match the reversing pay item of the prepayment voucher with the voucher for actual expenses that was submitted.

Example of Entering and Paying Prepaid Vouchers

An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, you enter a prepaid voucher for 1,000, and the system creates a pending negative pay item for 1,000.

When you post the voucher, the system creates a debit of 1,000 to the prepaid expense account that you specified in the AAIs and a 1,000 credit to the AP trade account. When you post the payment, the system creates a debit to the AP trade account and a credit to the cash account.

These T-accounts illustrate the journal entries:

Enter voucher

Post prepaid vouchers

Pay prepaid voucher and post payment

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the pending negative pay item for 1,000 to reduce the net open amount to 1,200, which is the balance that you owe.

These T-accounts illustrate the journal entries:

Enter and post actual voucher:

Expense 9.8740		A/P Trade 1.4110	
2200			2200

Enter and post actual voucher

Apply negative pay item and pay balance of actual voucher; post payment:

A/P Trade 1.4110		Prepaid Expense 1.1890	
1000			1000

Apply negative pay item

A/P Trade 1.4110		Cash 1.1110.BEAR	
1200 (2200 −1000)			1200 (2200 −1000)

Post payment

See Also

Chapter 13, "Processing Manual Payments," Entering Manual Payments with Voucher Match, page 199

Chapter 2, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable, page 17

Prerequisites

Before you complete the tasks in this section:

• Activate prepayments processing in the processing options for the Prepayment Voucher Entry program (P0411).

  To activate prepayment processing, enter a GL offset account on the Prepayments tab. You cannot use the Payment With Voucher Match program (P0413M) to enter prepayment vouchers.

• Activate the Tax Area processing option on the Prepayments tab of the Prepayment Voucher Entry program if you want the prepayment tax form to appear when you enter a prepayment voucher.

• Set up the AAI item PC*yyyy* to assign a default prepaid expense account.

  The GL offset item that you entered on the Prepayments tab of the processing options for the Standard Voucher Entry program is the AAI item PC*yyyy* that is used to create prepayment entries.
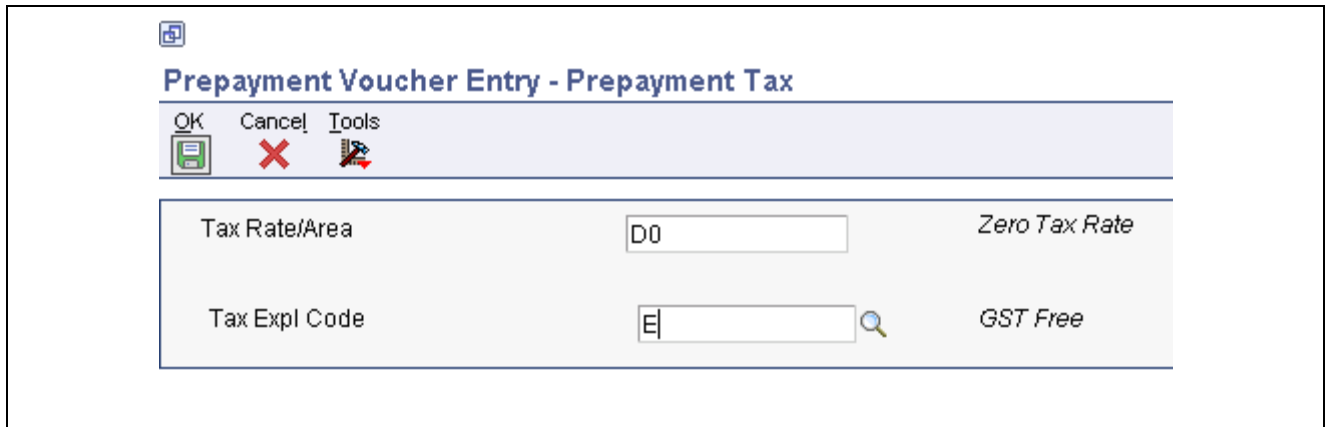
Forms Used to Process Prepayments

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Other Voucher Entry Methods (G04111), Prepayment Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter prepayment voucher information.
Prepayment Tax	W0411X	Other Voucher Entry Methods (G04111), Prepayment Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter the tax rate area and tax explanation code for a prepayment voucher. This form appears only if you enter *1* in the Tax Area processing option.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.	Enter GL distribution information for a voucher.
Work With Prepayment Selection	W0411PA	Other Voucher Entry Methods (G04111), Prepayment Selection	Select a negative pay item to close out. Only negative pay items that have not yet been matched appear on this form. To view negative prepayment items, you must approve the negative prepayment item and you must pay the prepayment voucher.
Manual Payment Entry	W0413MA	On the Work With Prepayment Selection form, select Manual Payments from the Row menu.	Net the negative prepayment item and the actual voucher.
Select Open Pay Items	W0413ME	On the Manual Payment Entry from, select Pay Items from the Form menu.	Select the actual voucher to net to the negative prepayment item.
Split Payments	W0411SC	On the Work With Prepayment Selection form, select Split Prepayment from the Row menu.	Enter a split prepayment.

Entering Prepayment Vouchers

Access the Prepayment Tax form.

This form appears only if you enter *1* in the Tax Area processing option for the Prepayment Voucher Entry program (P0411).

Prepayment Tax form

Closing Out Negative Pay Items for Prepaid Vouchers

Access the Work With Prepayment Selection form.

CHAPTER 7

Processing Batch Vouchers

This chapter provides an overview of processing batch vouchers and discusses how to:

- Process batch vouchers.
- Work with batch vouchers.
- Purge processed batch vouchers.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Working with Other Accounts Payable Functionality for Argentina," Mapping Fields in the F0411Z1 Tag Table - ARG - 04 Table (F76A30) for Argentina

Understanding Batch Voucher Processing

Voucher batch processing is a method of converting batch voucher entries from a system external to JD Edwards EnterpriseOne software so that the vouchers can be processed as JD Edwards EnterpriseOne transactions. You can upload batch vouchers from outside sources such as PC data entry, third-party or customer systems, or electronic data interchanges (EDI).

To upload batch vouchers, you must first create a custom program that maps proper data to specific fields in the Voucher Transactions - Batch Upload table (F0411Z1) and in the Journal Entry Transactions - Batch File table (F0911Z1). Certain fields are required for the basic voucher upload process. Additional fields for discount, tax, and payment information are available to include more voucher detail in the upload. Other fields are ignored or reserved for users. If you are using the JD Edwards EnterpriseOne Advanced Cost Accounting system, you must complete additional fields in the F0911Z1 table.

After you have converted your voucher information from your external system to the proper format in the F0411Z1 and F0911Z1 tables, you run the Batch Voucher Processor Report program (R04110ZA). This program:

- Applies validation rules to existing data.
- Provides default data where necessary.
- Creates voucher information in the Accounts Payable Ledger table (F0411).
- Creates associated GL distribution information in the Account Ledger table (F0911).
- Creates associated payment records in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you specified payment information for your batch voucher records.

After your external vouchers have been uploaded to the F0411 and the F0911 tables, you can process them as JD Edwards EnterpriseOne transactions.

If you attempt to update either the Accounts Payable Ledger table (F0411) or the Account Ledger table (F0911) without using the batch process and the Z files, you might compromise your JD Edwards EnterpriseOne voucher information.

Integration with Oracle Demantra Predictive Trade Planning

The JD Edwards EnterpriseOne Accounts Payable integration with Oracle Demantra Predictive Trade Planning supports the process of receiving claims into the Oracle Demantra system and creating a payment request within the JD Edwards EnterpriseOne Accounts Payable system. After you run the Inbound AP Claim program (R04110ZB) records in the Oracle Demantra system, you run the Batch Voucher Processor Report program.

See *JD Edwards EnterpriseOne Applications Integration with Oracle Demantra*

Prerequisite

Map your voucher transactions to batch input tables.

See <u>Appendix A, "Mapping Voucher Transactions to Batch Input Tables," page 237</u>.

Processing Batch Vouchers

This section provides an overview of processing batch vouchers and discusses how to:

• Run the Batch Voucher Processor Report.

• Set processing options for the Batch Voucher Processor Report.

Understanding the Batch Voucher Process

After your custom program loads the transaction information into the Voucher Transaction - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables, run the Batch Voucher Processor Report program (R04110ZA). Running this program processes the information in the F0411Z1 and F0911Z1 tables and loads it into the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

The Inbound AP Claim program (R04110ZB) also creates records in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entries Transactions - Batch table (F0911Z1). You run the Inbound AP Claim program if your JD Edwards EnterpriseOne system is integrated with the Oracle Demantra Predictive Trade Planning software.

See *JD Edwards EnterpriseOne Applications Integration with Oracle Demantra*

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system:

• Verifies the data, produces a report that shows the number of incorrect transactions, and creates workflow messages.

    Processing in proof mode does not affect your ledgers.

• Enables you to correct errors from the workflow message before you process the batch vouchers in final mode.

In final mode, the system:

• Creates vouchers in the Accounts Payable Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).

• Creates payments in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.

• Creates Advanced Cost Accounting information in the Account Ledger table (F0911).

   The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is turned on and if a voucher contains cost management information.

• Assigns document and batch numbers if you don't enter them in the Voucher Transactions - Batch Upload table (F0411Z1).

   The system uses next numbers to automatically assign document and batch numbers during final processing. It is recommended that you use next numbers.

• Supplies information for the fields that you leave blank.

• Produces a report that shows the number of correct and incorrect transactions.

• Creates workflow messages.

• Purges vouchers that have been processed (if you set this processing option appropriately).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

• The document number originates from the Next Number Revisions program (P0002).

• The fiscal year and period are calculated from the GL date and Companies program (P0010).

• The F0911 table explanation comes from the supplier's alpha name from the supplier number.

• The F0911 table company number is assigned based on the business unit from the first line of distribution.

Use the processing options to determine data selection. You cannot use any other data selection.

Two program versions in the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. An error on one transaction does not stop the batch from processing. If a transaction in the batch is in error, that transaction is not processed with the rest of the batch.

After the batch has been successfully processed, the field VLEDSP is updated from a value of 0 to 1. Successfully processed records remain in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

The following tips should help you reduce the number of errors or help you identify and resolve them when they occur:

• Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.

- Only errors prevent a batch from processing. Warning messages alert you to nonstandard events, but do not prevent processing. You can disable warning messages by means of a processing option.

- You can run the batch in proof mode. However, proof mode is not necessary because you can review the transactions before posting (during which time they could be deleted). Also, any error prevents the batch from being processed anyway.

- Reading error messages in the Work Center helps identify the cause and the resolution of errors. All error messages are also located in the data dictionary, where you can locate the error number and review the glossary.

- If errors occur that you cannot resolve, enter a transaction manually using the Batch Supplier Master Revision program (P0401Z1), and process it successfully. Then compare the table entries of the F0411Z1 transaction that you entered manually with the entries from an F0411Z1 transaction entered using the Batch Voucher Processor Report program (R04110ZA). Comparing the differences helps you locate discrepancies and resolve the errors.

Improving Processing Time

After you resolve initial conversion errors, use these guidelines to improve processing time for batch voucher processing:

- Organize the data into larger batches.

  Processing time can be improved if the program is not required to open and close batches.

  Important! Gains in performance as a result of creating larger batches might be offset by an increase in the amount of time required to post the batch. Also, although an error on one record might not prevent the batch processor from successfully processing the rest of the batch, an error while posting the batch will prevent all records in the batch from posting.

- Create multiple versions of the Batch Voucher Processor report and run them simultaneously.

  To do this, modify the data in the batch transaction tables so that you have several large batches. Then create additional versions of the program and modify the processing options to process one batch. Finally, run all versions of the program simultaneously.

  Note. Gains in performance by creating multiple versions of the batch processor program are extremely dependent on the type of data that you process. In some instances, due to technical issues such as record locks, running multiple versions simultaneously could actually increase processing time. To definitively know which solution is best for your data, you should perform tests.

- Enter as much information as available to reduce the amount of time that the system requires to retrieve default information.

  For example, enter the customer's alpha name into the Explanation field (VNEXA) in the F0911Z1 table. Examples of other information that the system retrieves for processing are payment terms, exchange rates, company numbers, and so on. Then, when the batch processor program runs, the system validates only the information that is provided, rather than having to retrieve and validate the information.

- If you are not using the JD Edwards EnterpriseOne Advanced Cost Accounting system (system 16), verify that the Activate Cost Objects (CO01) and Activate Activity Based Costing (CO03) fields are not selected in the Cost Management Constants program (P1609).

  You access the Cost Management Constants program from menu G1641.

- Run the Batch Voucher Processor report on the server where the batch tables (F0411Z1, and F0911Z1) and other related tables, such as the Supplier Master (F0401), Currency Exchange Rates (F0015), Tax Areas (F4008), and so forth, reside.

  Also, ensure that the applicable master business functions (P0400047 and P0900049), as well as any other related programs, are located on the same server.

Posting Processed Batch Vouchers

After you process your batch vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options for the Batch Voucher Process or Report program (R04110ZA) to post processed batch vouchers automatically at the time of processing:

- Enter *1* in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved.

- Enter a version of the General Ledger Post Report program (R09801) in the Version field on the Auto Post tab.

Prerequisite

Before you complete the tasks in this section, verify that the Supplier Master table (F0401) contains the most current information, including tax information.

Running the Batch Voucher Processor Report

Select Batch Voucher Processing (G04311), Batch Voucher Processor Report.

Setting Processing Options for Batch Voucher Processor Report (R04110ZA)

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

Select

1. EDI - User ID	Enter a valid user ID to narrow data selection to a single EDI user. If you leave the processing blank, the system selects all user IDs.
2. EDI - Batch Number	Enter a batch number to set data selection for the EDI - Batch Number. Use only existing batch numbers for this data selection.
3. EDI - Transaction Number	Enter a transaction number to select data by EDI transaction number. If you leave this processing option blank, the system selects all EDI transaction numbers.
4. EDI - Transmission Date	Enter a transmission date to select records by EDI transmission date. If you leave this processing option blank, the system selects records for all EDI transmission dates.

Process

Mode   Enter *1* to run the program in final mode. In final mode, the system generates a
                                report and updates the F0411and F0911 tables based on the information that
                                you provide.

                                Leave this processing option blank to run the program in proof mode. In proof
                                mode, the system generates a report, but does not update any tables.

Allow out of Balance   Specify whether the system updates the F0411 and F0911 tables when the sum
                                of the amounts to be distributed for the voucher does not equal the sum of the
                                amounts to be distributed for the corresponding journal entry. The system
                                considers tax amounts when determining the amounts to distribute for both the
                                voucher and journal entry. Values are:

                                Blank: Do not process vouchers that are out of balance.

                                1: Process vouchers that are out of balance. You should select this option only
                                when you convert voucher records separately from their corresponding journal
                                entries, such as when you upload legacy information from another system.

                                Note. When you process vouchers that are out-of-balance, you might cause
                                unpredictable results in other applications.

Purge   Specify whether the system automatically purges successfully processed
                                voucher records from the Vouchers Transactions-Batch Upload table
                                (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
                                Values are:

                                Blank: Do not purge voucher records.

                                1: Purge voucher records.

Messages

Suppress Warning   Specify whether the system sends warning messages that occur during
                                processing to the employee work center. The system sends all error messages
                                to the employee work center, regardless of how you set this processing option.
                                Warning messages do not prohibit vouchers from processing successfully.
                                Values are:

                                Blank: Send warning messages to the employee work center.

                                1: Do not send warning messages to the employee work center.

**User ID for Workflow   Specify which user receives workflow warning messages. If you leave this
messages**   processing option blank, the system sends warning messages to the user
                                who entered the transaction.

Defaults

Bypass Tax Default   Specify whether the system updates the tax explanation code and tax rate/area
                                information on successfully processed supplier ledger records with the values
                                specified in the Address Book Master table (F0101) and the Business Unit
                                Master table (F0006). If the Tax Rate/Area field is completed in both tables,
                                the system uses the value from the Supplier Master table (F0401). Values are:

                                Blank: Update the tax values.

1: Do not update the tax values.

Versions

Version   Specify the version of the Voucher Entry MBF Processing Options program (P0400047) that you want the system to use to process the voucher transaction to the F0411 table. If you leave this processing option blank, the system uses version ZJDE0001.

Version   Specify the version of the Journal Entry MBF Processing Options program (P0900049) that the system uses to process the voucher transaction to the F0911 table. If you leave this processing option blank, the system uses version ZJDE0001.

Batch Approval

Batch Approval   Specify the status that the system assigns to successfully processed voucher batches. Values are:

                               Blank: Assign the value according to the Manager Approval of Input option specified on the Accounts Payable Constants form.

                               1: Assign a status of approved (A) to successfully processed voucher batches.

Auto Post

Version   Specify whether the system automatically posts successfully processed voucher transactions to the Account Balances table (F0902). You must specify the version of the post program that you want the system to use. If you leave this processing option blank, the system does not post transactions.

Working with Batch Vouchers

This section provides an overview of working with batch vouchers and discusses how to set processing options for Batch Voucher Revisions.

Understanding the Batch Voucher Revisions Program

After running the Batch Voucher Processor Report program (R04110ZA), you might find that some records ended in error. You must review the error messages in the work center, revise the records, and then run the Batch Voucher Processor Report program again.

Use the Batch Voucher Revisions program (P0411Z1) to review your records. You can use the Batch Voucher Revisions program to make revisions to your unprocessed records, but you should make the revisions in your spreadsheet instead, because this program does not perform all of the same edits as the Standard Voucher Entry program (P0411).

Note. You cannot use the Batch Voucher Revisions program to revise successfully processed records. You must use the Standard Voucher Entry program to revise them because the system wrote data to the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables when the records processed successfully.

You can also use the Batch Voucher Revisions program to add records to the Voucher Transactions - Batch Upload table (F0411Z1). You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it. Typically, you should not need to add batch vouchers. An exception is when you experience difficulties processing transactions. To detect and correct any discrepancies, you can add a batch voucher manually using the Batch Voucher Revisions program, process the transaction, and then if it processes successfully, compare it with the other records that you are trying to process.

You can delete only unprocessed vouchers from the Work With Store & Forward Vouchers form. If the batch voucher has been successfully processed, you must purge it using the Purge Batch Voucher Entries program (R0411Z1P).

Batch voucher information is stored in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

Forms Used to Work with Batch Vouchers

Form Name	FormID	Navigation	Usage
Work With Store & Forward Vouchers	W0411Z1A	Batch Voucher Processing (G04311), Batch Voucher Revisions.	Locate, select, and delete batch vouchers.
Enter Voucher - Payment Information	W0411Z1D	On the Work With Store & Forward Vouchers form, select a voucher and click Select.	Review, revise, or add a batch voucher.
Enter Voucher - G/L Distribution	W0411Z1C	On the Enter Voucher - Payment Information form, select G/L Distribution from the Form menu.	Review GL distribution for a batch voucher. You can also use this form to add GL distribution to a batch voucher.
Voucher G/L Distribution - Detail	W0411Z1G	On the Enter Voucher - G/L Distribution form, select a record and select Detail from the Row menu.	Review detail about the voucher's GL distribution, such as tax and subledger information.
Tax Amounts to Distribute	W0000209A	On the Voucher G/L Distribution - Detail form, select Amt to Dist from the Form menu.	Review tax amounts to be distributed.

Setting Processing Options for Batch Voucher Revisions (P0411Z1)

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

Defaults

Service/Tax Date: Leave this processing option blank to use the GL date as the service or tax date. Enter *1* to use the invoice date as the service or tax date.

Default Pay Status Enter a value that exists in the (00/PS) UDC table to specify the default pay status for a voucher or invoice.

Default Factor/Special Payee Address	Leave this processing option blank to load the supplier's address number from the Supplier Master table (F0401) into the Alternate/Payee field for payments. Enter *1* to load the factor/special payee number into the Alternate/Payee field.
	Note. Payments are made to the address book number that is in the Alternate/Payee field.

Dates

Invoice Date > Todays Date	Specify the type of message that the system sends when the invoice date is greater than the current date. Values are:
	Blank: No message. No edit is performed. Processing can continue.
	1: Warning message. Processing can continue.
	2: Error message. Processing cannot continue until the error is corrected.
Invoice Date > G/L Date	Specify the type of message that the system sends when the invoice date is greater than the GL date. Values are:
	Blank: No message. No edit is performed. Processing can continue.
	1: Warning message. Processing can continue.
	2: Error message. Processing cannot continue until the error has been corrected.
Due Date for Debit/Credit Memos	Leave this processing option blank to use the GL date as the due date for debit memos. Enter *1* to use the payment terms code to determine the due date.

Currency

Allow Value Added Tax	Enter *1* to enable value-added tax (VAT) on currency entries.

Manual Cks

Manual Check Creation	Enter *1* to write manual checks.

Journal Entry

Bypass Out-of-Balance Edit	Leave this processing option blank to specify that transaction entries must balance. Enter *1* to specify that transactions do not need to be in balance.

Display

Summarized	Enter *1* to display summarized vouchers on the Work With Store & Forward Vouchers form. Leave this processing option blank to suppress the display of summarized vouchers.

Entry Type

Transaction NOT Store and Forward Entry	Leave this processing option blank to indicate that transactions were entered using the Store & Forward Voucher Entry program. Enter *1* if transactions were not entered using the Store & Forward Voucher Entry program.

Purging Processed Batch Vouchers

This section provides an overview of purging processed batch vouchers and discusses how to run the Purge Batch Voucher Entries report (R0411Z1P).

Understanding Purging Processed Batch Vouchers

After you review, process, and post your batch vouchers, you must purge them. The system stores processed vouchers in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables until you do so. You can purge batch vouchers in either of these ways:

• Set a processing option for the Batch Voucher Processor Report program (R04110ZA) to automatically purge them when you process your batch vouchers in final mode.

• Purge them as a separate task.

When you purge batch vouchers, the system removes all successfully processed vouchers from specific tables. (If a processed voucher has been successfully processed, the EDSP field equals *1*.) Regardless of the batch they are in, successfully processed vouchers are purged from these tables:

• Voucher Transactions - Batch Upload table (F0411Z1)

• Journal Entry Transactions - Batch File table (F0911Z1)

Purging removes only batch vouchers and does not affect vouchers in the Accounts Payable Ledger table (F0411).

Running the Purge Batch Voucher Entries Report

Select Batch Voucher Processing (G04311), Purge Batch Voucher Entries.

Processing Inbound EDI Vouchers

This section provides an overview of inbound electronic data interchange (EDI) vouchers and discusses how to:

- Transfer inbound EDI voucher transactions.
- Purge processed inbound EDI vouchers.

Understanding EDI Voucher Processing

The JD Edwards EnterpriseOne Accounts Payable system can process inbound vouchers. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810).

To receive inbound vouchers, you run a program that converts and transfers the EDI information from the format that was sent from your trading partner in the inbound EDI tables to the format used by the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. After you successfully process inbound EDI vouchers, the transactions are ready for batch voucher processing.

Understanding the Mapping Requirements for Processing Inbound EDI Vouchers

To process vouchers received through EDI, you must understand the mapping requirements of the voucher at the time the transactions are received.

These EDI tables are used to receive EDI voucher transmissions:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

You can receive multiple vouchers in a single EDI transmission, and each voucher can have multiple pay items. The system differentiates vouchers and their related pay items by using these key fields:

- EDI Document Key Company (EDKCO)
- EDI Document Number (EDOC)
- EDI Document Type (EDCT)

To successfully process EDI vouchers, complete these fields in these tables:

- EDI Invoice Header - Inbound (F47041)
  - EDI Document Key Company (SYEDKCO)
  - EDI Document Number (SYEDOC)
  - EDI Document Type (SYEDCT)

- EDI Line Number (SYEDLN)
- EDI Transaction Set Number (SYEDIST)

  Enter *810* for inbound voucher transactions.

- EDI Send/Receive Indicator (SYEDER)

  Enter *R* for inbound EDI voucher transactions.

- Company (SYCO)
- Address Number (SYAN8)
- G/L Date (SYDGJ)

• EDI Invoice Detail - Inbound (F47042)

- EDI Document Key Company (SZEDKCO)
- EDI Document Number (SZEDOC)
- EDI Document Type (SZEDCT)
- EDI Line Number (SZEDLN)
- EDI Transaction Set Number (SZEDIST)

  Enter *810* for inbound voucher transactions.

- EDI Send/Receive Indicator (SZEDER)

  Enter *R* for inbound EDI voucher transactions.

- Company (SZCO)
- Account Number (SZANI)

  Enter the GL distribution account number, or leave this field blank for the system to assign the account
  number. You cannot enter more than one GL distribution account number for a voucher pay item.

- Gross Amount (SZAG)
- Enter the amount of the voucher pay item.
- Open Amount (SZAAP)

  Enter the amount of the voucher pay item. The value of the open amount must equal the value of the gross
  amount. You cannot process partially paid vouchers.

• EDI Invoice Summary - Inbound (F47044)

- EDI Document Key Company (SWEDKCO)
- EDI Document Number (SWEDOC)
- EDI Document Type (SWEDCT)
- EDI Line Number (SWEDLN)
- EDI Transaction Set Number (SWEDIST)

  Enter *810* for inbound voucher transactions.

- EDI Send/Receive Indicator (SWEDER)

  Enter *R* for inbound EDI voucher transactions.

- Company (SWCO)
- Address Number (SWAN8)

- Gross Amount (SWAG)

  Enter the total amount of the voucher.

- Open Amount (SWAAP

  Enter the total amount of the voucher. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.

See Also

JD Edwards EnterpriseOne Data Interface for Electronic Data Interchange 9.0 Implementation Guide, "Understanding Data Interface for the Electronic Data Interchange System"

Transferring Inbound EDI Voucher Transactions

This section provides an overview of the Edit/Create Voucher program and discusses how to:

• Run the Edit/Create Voucher program.

• Set processing options for Edit/Create Voucher (R47041).

Understanding the Edit/Create Voucher Program

Run the Edit/Create Voucher program to transfer inbound EDI vouchers to the Voucher Transactions - Batch Upload and the Journal Entry Transactions - Batch File tables (F0411Z1 and F0911Z1) without matching the voucher to a purchase order.

You can run this program in proof or final mode.

In proof mode, the system produces the Inbound EDI Voucher Edit/Create report that you use to review transactions and correct errors prior to running the program in final mode.

In final mode, the system:

• Copies the voucher information from the EDI interface tables into the F0411Z1 table.

• Creates corresponding transactions in the F0911Z1 table.

• Determines the GL distribution account number using a specific hierarchy.

• Prints the Inbound EDI Voucher Edit/Create report. This report prints the gross and open amounts of each voucher. The system prints any errors that it detects on the report.

• Updates the Processed (Y/N) field (EDSP) on the transactions in the inbound EDI interface tables.

When the system determines the GL distribution account number when you run the program in final mode, the system uses this hierarchy:

1. If the EDI transmission provides an account number, the system uses this account number.

   If the EDI transmission does not provide an account number, the system searches for the supplier's default account number in the F0401 table and uses it.

2. If you activate voucher logging in the processing options, the system searches the automatic accounting instructions (AAIs) for the item PP.

The account number that is set up in this AAI item overrides the account number that is entered in the EDI transmission. If the AAI item PP is not set up, the system prints an error on the report.

3. If you do not activate voucher logging, and the EDI transmission does not provide the account number, and a default expense account does not exist in the F0401 table, the system searches for the AAI item PP and uses the account number that is set up for this item.

If the AAI item PP is not set up, the system prints an error on the report.

Running the Processing Options for Edit/Create Voucher Program

Select Invoice - Summary (G47261), Edit/Create Voucher.

Setting Processing Options for Edit/Create Voucher (R47041)

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

Processing

1. Processing Mode   Enter *1* to process in final mode. Leave this processing option blank to process in proof mode.

Default Option

1. Voucher G/L Date   Enter *1* to use the invoice date of the EDI transaction as the voucher date. Leave this processing option blank to use the system date.

2. Override Voucher G/L Date Specify a GL date for the system to use for the voucher. If you enter a value in this processing option, the value entered overrides the Voucher G/L Date processing option.

3. Supplier Number   Enter *1* to use the tax ID from the EDI transmission as the identifying number for the supplier. Leave this processing option blank to use the value in the Reference field of the flat file as the identifying number.

Default Values

1. Payment Instrument Code   Enter a value from the Payment Instrument (00/PY) UDC table to specify the payment instrument code. If you leave this processing option blank, the system uses the default value *Z*.

2. G/L Bank Account Number   Specify the default value for the system to use when assigning the bank account number for disbursements or receipts. The system assigns this bank account number to every document in a batch. Enter the short account ID of the bank account number. If you leave this processing option blank, the system uses the PB or RB Automatic Accounting Instruction (AAI) for company 00000.

3. G/L Date   Specify the date that the system uses to assign the GL date for transactions.

4. Company Code   Enter the code that identifies a specific organization, fund, or other reporting entity.

Logging

1. Logging   Enter *1* to specify that the system performs logging as it processes invoices.

Auto Process

1. Automatically Run   Specify the version of the Batch Voucher Processor Report (R04110ZA) to run
Batch Voucher Processor   automatically. If you leave this processing option blank, the Batch Voucher
Version   Processor Report does not run.

Purging Processed Inbound EDI Vouchers

This section provides an overview of the Purge Inbound Vouchers program (R47041P) and discusses how to run the Purge Inbound Vouchers program.

Understanding the Purge Inbound Vouchers Report.

After you successfully process inbound EDI voucher transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI voucher transactions in the system 47 tables until you purge them.

When you purge inbound EDI voucher transactions, the system removes all processed records — that is, records that have a *Y* in the Processed (Y/N) field (EDSP) from these inbound EDI tables:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

Important! When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Running the Purge Inbound Vouchers Report

Select Invoice - Summary (G47261), Purge Inbound Vouchers.

Preparing Vouchers for Payment

This chapter provides an overview of the netting process for vouchers and invoices and discusses how to:

• Review and approve changes to controlled data.

• Calculate withholding.

• Determine cash requirements.

• Use the Speed Status Change program (P0411S) to review and revise vouchers.

Note. Country-specific functionality for vouchers exists for Japan, Brazil, Denmark, Finland, Norway, and Sweden.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Working with Vouchers and Payments for Brazil," Adding Bar Code Information to Vouchers for Brazil

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Working with Japan-Specific Functionality," Calculating Withholding for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR and SWE) Working With Country-Specific Functionality for Denmark, Finland, Norway, and Sweden," (DNK, FIN, NOR, and SWE) Preparing Vouchers and Credit Notes for Payment Processing

Understanding AR/AP Netting

When you do a large volume of business with an organization as both a customer and a supplier, you can perform accounts receivable netting and accounts payable netting (AR/AP netting) to increase efficiency and reduce operational costs by consolidating transactions in the JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable systems.

When you perform AR/AP netting in JD Edwards EnterpriseOne software, you reclassify transactions in the JD Edwards Accounts Payable system to the JD Edwards EnterpriseOne Accounts Receivable and vice versa. For example, you can reclassify debit memos in the JD Edwards EnterpriseOne Accounts Payable system to invoices in the JD Edwards EnterpriseOne Accounts Receivable system , and reclassify credit memos in the JD Edwards EnterpriseOne Accounts Receivable system to vouchers in the JD Edwards EnterpriseOne Accounts Payable system.

Depending on to which system you reclassify transactions, you either perform AR netting or AP netting:

• When you perform AR netting, you reclassify transactions in the JD Edwards EnterpriseOne Accounts Payable system to the JD Edwards EnterpriseOne Accounts Receivable system.

• When you perform AP netting, you reclassify transactions in the JD Edwards EnterpriseOne Accounts Receivable system to the JD Edwards EnterpriseOne Accounts Payable system.

AR/AP netting is similar to the credit reimbursement process in JD Edwards EnterpriseOne software; however, AR/AP netting is a manual process and includes these additional features:

• Enables you to net unapplied cash *(RU)*.

• Enables a bilateral reclassification of transactions in the JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable systems.

• Provides an audit trail of netting transactions.

See *JD Edwards EnterpriseOne Accounts Receivable 9.0 Implementation Guide*, "Netting Accounts Receivable and Accounts Payable".

Reviewing and Approving Changes to Controlled Data

This section provides an overview of reviewing and approving changes to controlled data and discusses how to:

• Review and approve changes to controlled data.

• Print changes to controlled data.

• Purge approved payee controlled records.

Understanding the Process for Reviewing and Approving Changes to Controlled Data

To remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including:

• Data that existed before the change.

• Data that existed after the change.

• User ID of the person who made the change.

• Date and time of the change.

If you select a record and select Transaction from the Row menu on the Payee Control Approval form, the system displays the form applicable to the change.

When you approve a change, the system records this information:

• User ID of the person who approved the change.

• Date and time that the change was approved.

This program reads information in the Payee Control (F0450) table.

Printing Changes to Controlled Data

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval Report (R04505) includes:

• Data that existed before the change.

- Data that existed after the change.
- User ID of the person who made the change.
- User ID of the person who approved the change.
- Date and time of the change.
- Date and time that the change was approved.

The Payee Control Approval Report retrieves information from the F0450 table.

Purging Approved Payee Control Records

After you approve changes to controlled data, purge the control records. The A/P Payee Control File Purge program (R0450P) selects and purges records in the F0450 table. Purging control records removes the audit trail for payee control.

Forms Used to Review and Approve Changes to Controlled Data

Form Name	FormID	Navigation	Usage
Payee Control Approval	W0450A	A/P Advanced & Technical Operations (G0431), Payee Control Review and Appro.	Review all payee control records. Approve payee control records.
Payee Control Details	W0450B	On the Payee Control Approval form, select Details from the Row menu.	To approve, select Approve from the Form menu and click OK to confirm the approval. To cancel approval after selecting Approve from the Form menu, but prior to clicking OK, select Reset from the Form menu. To indicate non-approval, click Cancel to exit the Payee Control Details form. This action takes you back to the Payee Control Approval form.

Reviewing and Approving Changes to Controlled Data

Access the Payee Control Details form.

Payee Control Details form

Changed Data Item   Displays a code that identifies the alias of the field in the controlled table that has been changed.

Data Before Change   Displays the data that existed prior to changing database details.

Data After Change   Displays the value of the revised data after changes have been made to database details.

Printing Changes to Controlled Data

Select A/P Advanced & Technical Operations (G0431), Payee Control Approval Report.

Purging Approved Payee Control Records

Select A/P Advanced & Technical Operations (G0431), A/P Payee Control File Purge.

Calculating Withholding

This section provides an overview of calculating withholding and discusses how to:

• Run the Calculate Withholding report.

• Set processing options for Calculate Withholding (R04580).

Understanding Calculating Withholding

When you run the Calculate Withholding program (R04580), the system:

- Selects voucher pay items with a pay status of % (percentage) (withholding applies).
- Calculates withholding amounts using the withholding percentage in the supplier master record.
- Updates the pay status on the original voucher pay item from % (percentage) to the value that is designated in the processing options.

  If you leave the Pay Status processing option blank, the system assigns the data dictionary value. If that value is blank, the system assigns an *A* (approved).
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.
  - If you change the default value of the pay status of the original pay item, the system changes the default value of the pay status for the negative pay item.
  - The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.
- Creates a pay item for the withholding amount using the tax authority in the supplier master record.

  You can override this value with a processing option. When the system creates the new pay item, it does not change the supplier number to the number of the tax authority. Rather, it updates the Payee Number field (data item PYE). The pay item remains associated with the original supplier and the payment is made to the tax authority. The new pay item has the same due date and GL bank account as the original pay item.
- If you leave the Withholding Pay Status processing option blank, assigns a pay status of *H* (hold) to the withholding pay item, which enables you to accumulate withholdings and pay them on a periodic basis.
- Produces a report that either:
  - Lists the new pay items and the pay status of each item.

    PS represents Pay Status on the report.
  - Lists the vouchers that were not released for payment and the error that is associated with each voucher or pay item.

Note. As an alternative to running this batch process, you can automatically calculate withholding when you create payment groups by changing a processing option for the Create Payment Control Groups program. If you do this, verify that the data selection for Create Payment Control Groups does not *exclude* unposted pay items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted.

See .

Reporting Withheld Amounts

To report the amount that you are withholding for a tax authority, print the A/P Detail with Remarks report (R04423A). Set up the data selection for the AP Detail with Remarks report to include the payee address number, and then enter the address number of the tax authority as the value. This report shows only withheld amounts, not the amounts of the original voucher pay items.

See .

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Processing Withholding"

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Processing Supplier Withholding"

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(PER) Working with Accounts Payable Functionality for Peru," Understanding IGV Withholding Calculations for Peru

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(VEN) Working With Country-Specific Functionality for Venezuela," Processing Withholding for VAT for Venezuela

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Working with Japan-Specific Functionality," Calculating Withholding for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(ITA) Working With Functionality for Italy," Revising Withholding Taxes in Italy

Understanding the Process to Pay Withheld Amounts

Depending on whether you have tax information for a supplier when you calculate withholding, you either pay withheld amounts to a tax authority or pay the withheld amounts to the supplier.

When you pay withheld amounts, your vouchers can be either posted or unposted.

Type of Voucher	Instructions
Posted vouchers	If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups. When you calculate withholding for posted vouchers, the system: • Creates pay items in the F0411 table with a posted code of blank. • Creates zero amount (blank) records in the F0911 table so that the new pay items in the Accounts Payable Ledger table can be posted. These blank records use the GL account that you specify in a processing option.
Unposted vouchers	When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the F0911 table.

When you calculate withholding, the system creates a pay item for the tax authority. You can place the pay item on hold by setting a processing option. If you do not place the pay item on hold, and instead approve it at the time you calculate withholding, it will exist in the next automatic payment cycle instead of being accumulated and paid on a periodic basis.

Prerequisites

Before you complete the tasks in this section:

• Set up a non-blank GL offset code in AAI item PC*yyyy* for withheld amounts.

  See Chapter 2, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable, page 17.

• Verify that all vouchers for which withholding should be calculated have a pay status of *%.*

  See Chapter 9, "Preparing Vouchers for Payment," Using Speed Status Change to Review and Revise Vouchers, page 143.

Running the Calculate Withholding Report

Select Automatic Payment Processing (G0413), Calculate Withholding.

Setting Processing Options for Calculate Withholding (R04580)

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

Pay Status

1. Pay Status	Enter a value that exists in the Payment Status Codes (00/PS) UDC table to specify the pay status that the system assigns to the voucher. If you leave this processing option blank, the system assigns the default value in the data dictionary. If that value is blank, the system assigns pay status *A,* indicating that the voucher is approved for payment.
2. Withholding Pay Status	Enter a value that exists in the Payment Status Codes (00/PS) UDC table to specify the pay status that the system assigns to the withholding pay item. If you leave this processing option blank, the system assigns pay status *H.*

G/L Offset

1. G/L Offset	Specify the GL offset for the withholding pay item. The PC AAI for the GL offset that you specify identifies the withholding account.
	You must enter a value for this processing option.
2. G/L Account ID	Specify the account ID of the GL account number that the system uses for zero balance records.
	Note. You must enter a value in this processing option.

Tax Authority

1. Override Tax Authority	Specify an override tax authority to assign to the payee address number of the withholding pay item. If you leave this processing option blank, the system assigns the tax authority of the supplier, as specified in the F0401 table.

Determining Cash Requirements

This section provides an overview of the cash requirements report and discusses how to:

- Run the Cash Requirements Report program.
- Set data selection for the Cash Requirements Report program.
- Set processing options for Cash Requirements Report (R04431).

Understanding the Cash Requirements Report

You can use the Cash Requirements report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in three aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

This batch report shows transactions from the F0411 table.

On the Cash Requirements Report, PS represents pay status and PI represents payment instrument.

Running the Cash Requirements Report

Select Automatic Payment Processing (G0413), Cash Requirements Report, Cash Requirements Report.

Setting Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To exclude paid items, change Open Amount to not equal (NE) zero.

Setting Processing Options for Cash Requirements Report (R04431)

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

Print

Print Payee Number	Enter *1* to print the payee number.
Account Format	Enter *1* or leave this processing option blank to print the Short Account ID. Enter *2* to print the account number. Enter *3* to print the unstructured account number.
Print Invoice Number	Enter *1* to print the supplier invoice number.

Aging

As Of Date	Enter the as-of date for processing or leave blank to use the current date.
Aging Days	Enter the aging days or leave blank to base the aging on seven days.

Process

Discount Cutoff Date	Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date do not take a discount. If you leave this processing option blank, all discounts are taken regardless of the due date.
Bypass Suppliers on Hold	Enter *1* to bypass suppliers whose payments are on hold.
	Note. The Hold Payment Code in the Supplier Master table is set to *Y, 1,* or *2.*

Using Speed Status Change to Review and Revise Vouchers

This section provides overviews of the Speed Status Change program (P0411S) and revising vouchers for Argentina, and discusses how to:

• Set processing options for Speed Status Change.

• Revise an individual pay item.

• Revise multiple vouchers.

• Split vouchers for payment.

Understanding the Speed Status Change Program

Before creating payment groups, you can review vouchers and change or release them for payment.

Reviewing Vouchers

You typically group your searches according to supplier, job or business unit, or GL bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

• Supplier

• GL bank account

• Pay status

When you review vouchers, the system displays open pay items with a pay status of approved or hold in ascending order by net due date. It does not display vouchers with a pay status of paid, draft accepted, or payment-in-process.

You can review vouchers that equal a specific amount. The system searches for all vouchers that, when added together, equal the amount that you specified. If, however, the vouchers do not equal the exact amount, the system includes one more voucher so that the total inquiry amount is greater than the amount specified.

For example, suppose you want to review vouchers that equal 55,000. Based on your search criteria, the system finds three vouchers that total 54,000, but because that does not equal the amount that you specified, it includes a fourth voucher for 5,000. In this example, the total inquiry amount that the system displays is 59,000, which is greater than the amount specified.

The system displays information from the F0411 table.

You can specify default values in the processing options for Speed Status Change (P0411S) for some of the search fields that appear in the Query By Example (QBE) row of the Work with Speed Status Change form. If you do this, values that you enter in the QBE row might conflict with the default values in the processing options. As a result, the information that the system displays might not seem to meet your search criteria when, indeed, it does.

If you set the value for the Payment Instrument processing option to blank, the system displays vouchers for all payment instruments on Work with Speed Status Change. To view only those vouchers with no payment instrument, you must enter *<0* in the Payment Instrument field in the QBE row. Then, to view vouchers for all payment instruments again, you must delete the *<0* value.

Revising Vouchers

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might decide to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you now pay.

If you entered the voucher using either the Standard Voucher Entry program (P0411) or the Speed Voucher Entry program (P0411SV), you can use the Speed Status Change program (P0411S) to make changes that do not affect the voucher posting. Making changes using the Speed Status Change program can be more efficient than using the Standard Voucher Entry because:

• You can locate and change more than one voucher at a time.

• The system does not reopen the batch, so you do not need to post it again.

Revising vouchers consists of one of these tasks:

• Revising an individual voucher.

• Revising multiple vouchers.

The system updates information in the F0411 table. The system does not update the F0911 table.

If you use any voucher entry program other than Standard Voucher Entry or Speed Voucher Entry, you must use the Standard Voucher Entry program to revise vouchers. You cannot use the Speed Status Change program.

You cannot split a voucher by changing the payment terms using Speed Status Change. You must use the Split feature.

Splitting Vouchers

If you enter a voucher with one pay item, and then decide to make partial payments, you can use the Speed Status Change program (P0411S) to split the voucher and assign the appropriate due dates rather than changing the voucher to accommodate multiple pay items with different due dates. If the voucher has discounts or taxes, these guidelines apply:

• If the voucher has a discount, the system automatically prorates the discount amount based on the amount of each pay item. You can override the discount amount as needed.

• If the voucher has taxes, the taxes are split proportionately based on the amount of each pay item.

• If the voucher has Vertex taxes, all taxes are applied to the first pay item.

You can also use this method of splitting vouchers to assign a different payee to a pay item if the payment should be made to multiple parties.

You can split posted and unposted vouchers. The system assigns the same posted code to each voucher pay item that you create when you split the voucher.

Note. You cannot split a voucher that has recurring information (recurring frequency and number of payments).

(ITA) Splitting Vouchers

You cannot split vouchers for suppliers who are subject to withholding tax.

Setting Up Existing Vouchers for Withholding

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to calculate withholding when you pay them. Use Speed Status Change to change the pay status of these vouchers to % (percentage) so that the system can calculate withholding for them.

Forms Used to Review and Revise Vouchers Using Speed Status Change

Form Name	FormID	Navigation	Usage
Work With Speed Status Change	W0411SA	Automatic Payment Processing (G0413), Speed Status Change.	Review vouchers. Select vouchers to revise. To clear a field in the QBE row, you must use the Delete or Backspace keys. If you use the spacebar, the field is not cleared. Instead, the system searches for a blank value, which might produce incorrect results.
Update Single Pay Item	W0411SD	On the Work With Speed Status Change form, select a record and then select Single Pay Item from the Row menu.	Revise an individual pay item.
Global Updates	W0411SE	On the Work With Speed Status Change form, select Global Update from the Row menu.	Revise multiple pay items. Select the Update option next to each field that you change.
Split Payments	W0411SC	On the Work With Speed Status Change form, select Split from the Row menu.	Split vouchers for payment.

Setting Processing Options for Speed Status Change (P0411S)

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

Pre-Load Data

Pay Status Code   Enter a value that exists in the Payment Status Codes (00/PS) UDC table to specify the default pay status code that the system uses when you create a voucher.

Document Type   Enter a value that exists in the Document Type - All Documents (00/DT) UDC table to specify the default document type that appears in the QBE line when the user selects vouchers for change.

G/L Offset   Specify the default value that appears in the G/L Offset field in the QBE line when the user select vouchers for change.

Payment Instrument   Enter a value that exists in the Payment Instrument (00/PY) UDC table to specify the default payment instrument that appears in the QBE row when the user selects vouchers for change.

Blank is a valid payment instrument value. If you set the default value in the processing options to blank (using the spacebar), you must also enter a blank in the Payment Instrument field in the QBE row of the Work with Speed Status Change form. Otherwise, the system displays all payment instruments, instead of those with a blank value.

Address Number -
Approver   Specify the default value for the Address Number - Approver field. When you specify a default value for the Address Number - Approver field, this value appears in the QBE line of the application and is used to select vouchers to be processed with the Speed Status Change program.

Currency Code - From   Specify the default value that appears in the Currency Code From field.

Supplier Invoice Number   Specify the supplier invoice number that appears in the QBE line when the user selects vouchers for change.

Total Inquiry Amount   Specify the default amount for theTotal Inquiry Amount field. The system displays only open voucher pay items that total to the amount in the Total Inquiry Amount field or for which the last pay item that exceeds the total value in the field.

G/L Bank Account
Currency Edit   Specify whether the system validates the GL bank account currency against the voucher currency.

Bank accounts can be either monetary (with a currency code) or non-monetary (without a currency code). If the bank account is monetary, the system validates the voucher transaction currency against the bank account currency. If the bank account is not monetary, the system validates the currency code of the voucher's company against the currency code of the bank account's company. Values are:

Blank: Validate.

1: Do not validate.

Payment Terms

1. Payment Terms Code   Enter *1* to enable changes to the payment terms code. Leave this processing option blank to disable changes to the payment terms code.

Revising an Individual Pay Item

Access the Update Single Pay Item form.

Due Date   Enter the date the discount is due. If there is no discount, the system displays the net due date in this field.

If you leave this field blank during voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates the discount due date and

net due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.

The net due date does not appear on the voucher entry forms. It is calculated or assigned by the system based on the value that you entered in the Discount Due Date field. If the Discount Due Date field is blank, the system calculates it and the net discount date. If you enter a discount due date manually, the net discount date is assigned the same date. If you change the discount due date to a value other than blank after the net due date is calculated or assigned, the net discount date that was previously calculated does not change.

Discount Taken   Enter the amount by which an invoice or voucher is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

You cannot increase the amount of a discount using this process. Use the Standard Voucher Entry program to change the amount of a discount.

Payee Number   Enter the address book number of the recipient of the payment.

Changing the payee for an individual voucher does not change the supplier with which the voucher is associated, even if the payee is a third-party.

Approver Number   Enter the address number of the individual who is authorized to approve voucher logging transactions. This address number must exist in the F0101 table for validation purposes.

G/L Bank Account   Enter the value that identifies an account in the general ledger. Use one of these formats to enter account numbers:

Standard account number (business unit.object.subsidiary or flex format).

Third GL number (maximum of 25 digits).

Account ID number.

The number is eight digits long.

Speed code, which is a two-character code that you concatenate to the AAI item SP.

The first character of the account number indicates its format. You define the account format in the JD Edwards EnterpriseOne General Accounting constants.

Payment Instrument   Enter a value that exists in the Payment Instrument (00/PY) UDC that determines the means by which a payment is issued to a supplier or received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

Payment Handling Code Enter the value that exists in the Special Handling Code-A/P Pymt (00/HC) UDC that the system uses to sequence the printing of payments.

Category Code - 07   Enter a value from UDC 01/07. Category Code 07 is used in the 1099 process to identify the box on the 1099 form in which a voucher or pay item should be reported. Examples include:

01: Rents

13: Nontaxable distributions

61: Interest income

*A7:*Non-employee compensation

Revising Multiple Vouchers

Access the Global Updates form.

Global Updates form

Splitting Vouchers for Payment

Access the Split Payments form.

Split Payments form

Open Amount   Enter the amount to pay. The total of the open amounts that you enter in the
                              detail area must be equal to the open amount that is shown in the header.

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

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

                              If the voucher has taxes and the processing option is set to split the tax
                              amounts, the system also recalculates the discount available based on the open
                              amount that you enter. You can override this amount as necessary. If the
                              voucher does not have taxes, the system does not recalculate the discount.

CHAPTER 10

Processing Automatic Payments

This chapter provides an overview of processing automatic payments and discusses how to:

- Create payment groups.
- Work with payment groups.
- Void automatic payments and vouchers.
- Copy payments to a diskette.

Note. Country-specific information for automatic payments exists for Brazil, Denmark, Ecuador, Finland, Germany, Japan, Norway, Peru, Russia, and Sweden.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Working with Vouchers and Payments for Brazil," Understanding Automatic Payment Processing for Brazil

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Working with Vouchers and Payments for Brazil," Processing Inbound and Outbound Payments for Brazil

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR and SWE) Working With Country-Specific Functionality for Denmark, Finland, Norway, and Sweden," Understanding the Payment Processing for Denmark, Finland, Norway, and Sweden

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR and SWE) Working With Country-Specific Functionality for Denmark, Finland, Norway, and Sweden," (DNK, FIN, NOR, and SWE) Receiving Debit Advice Notices

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DEU) Working With Other German Functionality," Processing Z1 Payments for Germany

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ECU) Setting Up Country-Specific Functionality for Ecuador," Understanding Tax Withholding Certificates for Ecuador

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Working with Japan-Specific Functionality," Processing Hankin Hante Payments for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(PER) Working with Accounts Payable Functionality for Peru," Understanding IGV Withholding Calculations for Peru

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(RUS) Working with Vouchers and Payment Processing"

Understanding the Automatic Payment Process

You use automatic payments to group vouchers and produce multiple payments in a single payment run.

Automatic payment processing enables you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle.

This graphic shows the process for automatic payment processing:
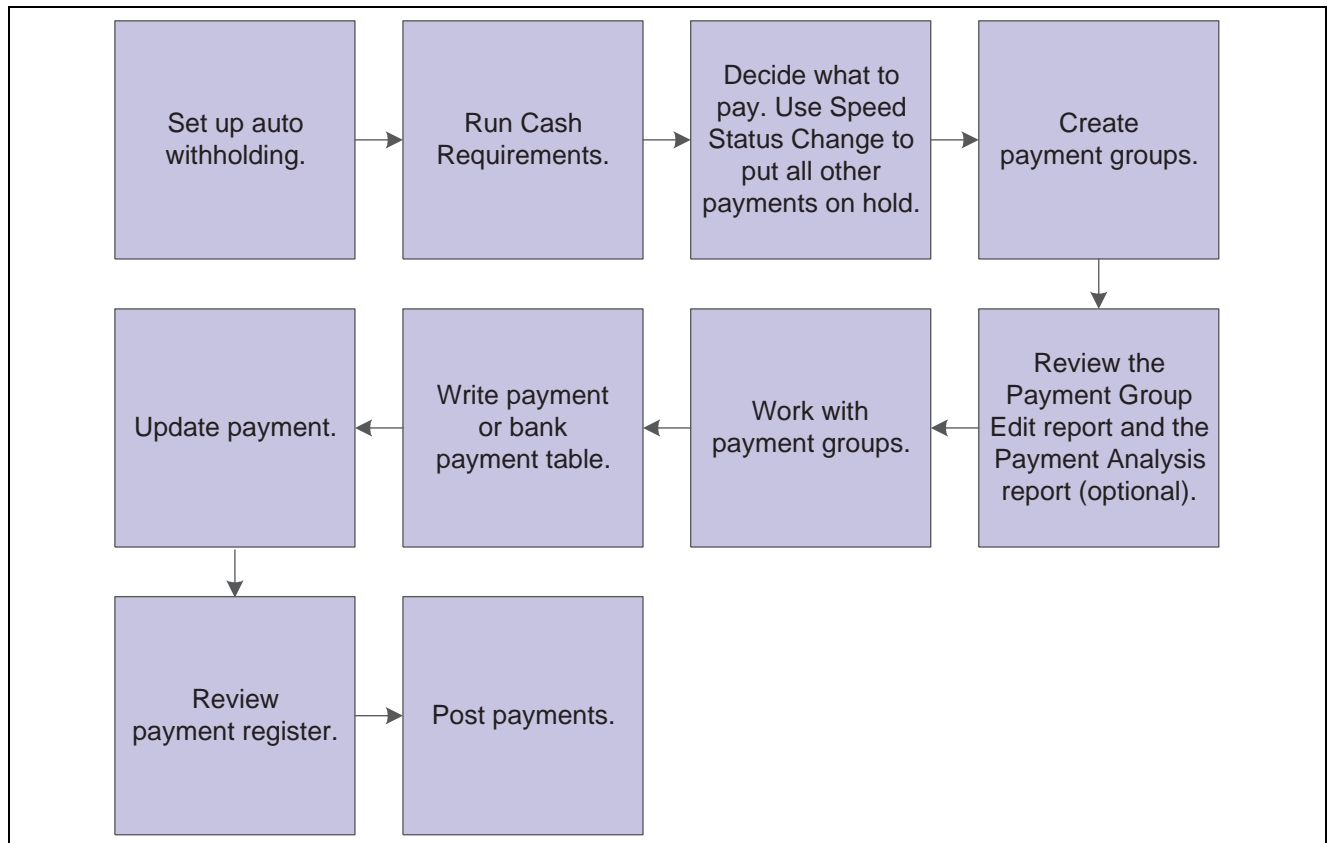
Automatic payment process

During automatic payment processing, the system works with these document and batch types:

Voucher document type	• PV (voucher)
	• PR (recurring voucher)
	• PL (voucher logging)
	• PD (debit memo)
	• PM (voucher without match)
	• *xx* (user-defined voucher type)
Payment document type	PK (automatic payment)
Batch type	K (automatic payment)

This graphic shows the programs you use to process payments:
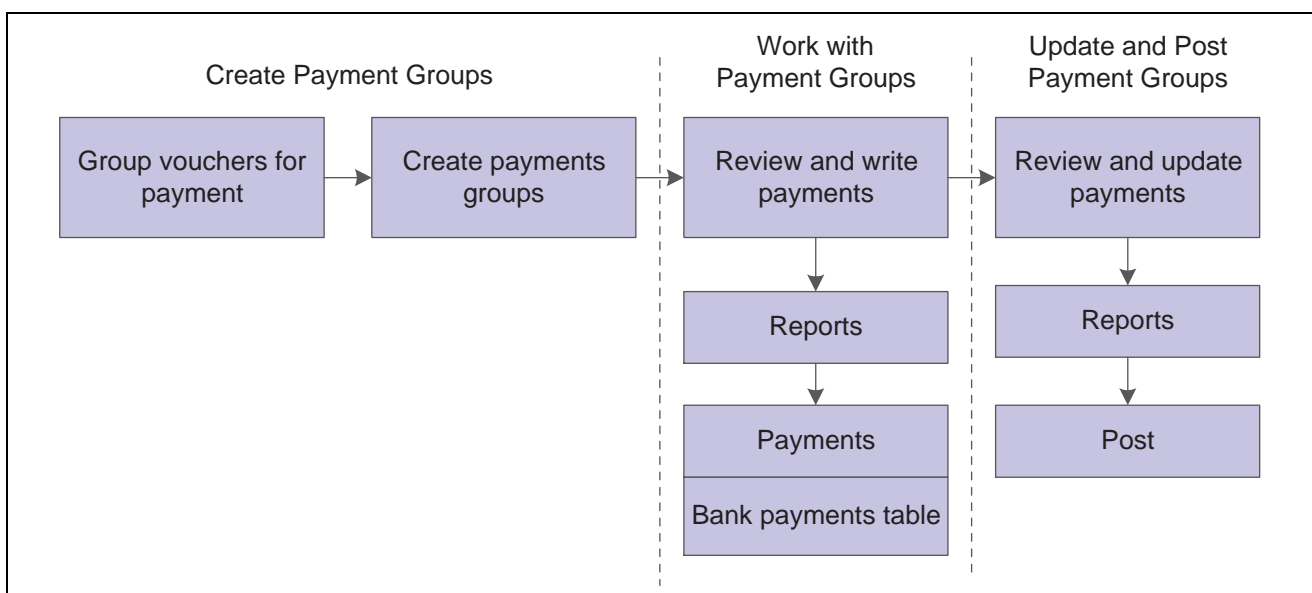
Programs used to process payments

Creating Payment Groups

This section provides overviews of the Create Payment Control Groups program (R04570), processing vouchers with discounts, using next numbers for payment groups; and discusses how to:

• Run the Create Payment Control Groups report.

• Set data sequence for the Create Payment Control Groups report.

• Set processing options for Create Payment Control Groups (R04570).

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Working with Japan-Specific Functionality," Understanding the Create Payment Control Groups Process for Japan

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Working with Other Accounts Payable Functionality for Argentina," Understanding the Create Payment Control Groups Process for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(PER) Working with Accounts Payable Functionality for Peru," Understanding Payment Groups for Peru

Understanding the Create Payment Control Groups Program

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

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

• Bank account

• Payment instrument

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

• Payments

• Registers

• Attachments

• Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the F0411 table.

When you create payment groups, the system:

1. Selects vouchers with a pay status of *A* (approved) and a due date that is prior to or the same as the specified pay-through date.

2. Creates payment groups for all selected vouchers by grouping vouchers with this common information:

   • GL bank account (optional)

   • Payment instrument

   • Business unit (optional)

• Currency code

Note. To group vouchers for a supplier for which the vouchers have different GL bank accounts, complete the G/L Bank Account processing option on the Printing tab of the processing options.

To group vouchers by business unit, complete the Business Unit processing option on the Process By tab of the processing options.

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

• Version ID

• User

• Creation date

• Output queue

3. Assigns each payment group a next status of *WRT* (write).

4. Changes the pay status of selected vouchers from *A* to *#* (payment in-process).

5. Creates these worktables to use in writing payments.

   • The A/P Payment Processing - Header (F04571) table, which contains a single header record for each payment group with information about that group of payments.

   • The A/P Payment Processing - Summary (F04572) table, which contains a record for each payment within a group.

     These records are the actual payments that will be written and updated through the Work with Payment Groups program (P04571). This information is the basis for the Accounts Payable Matching Document (F0413) table.

   • The A/P Payment Processing - Detail (F04573) table, which contains a record for each voucher pay item within a payment.

     This is the information that will be printed on the payment stub and used to update the F0411 table. This information is the basis for the Matching Document Detail (F0414) table.

6. Prints a report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:

   • Hold payment code active

   • Supplier master information missing

   • Amount under payment limit

This graphic illustrates the process for creating payment groups:
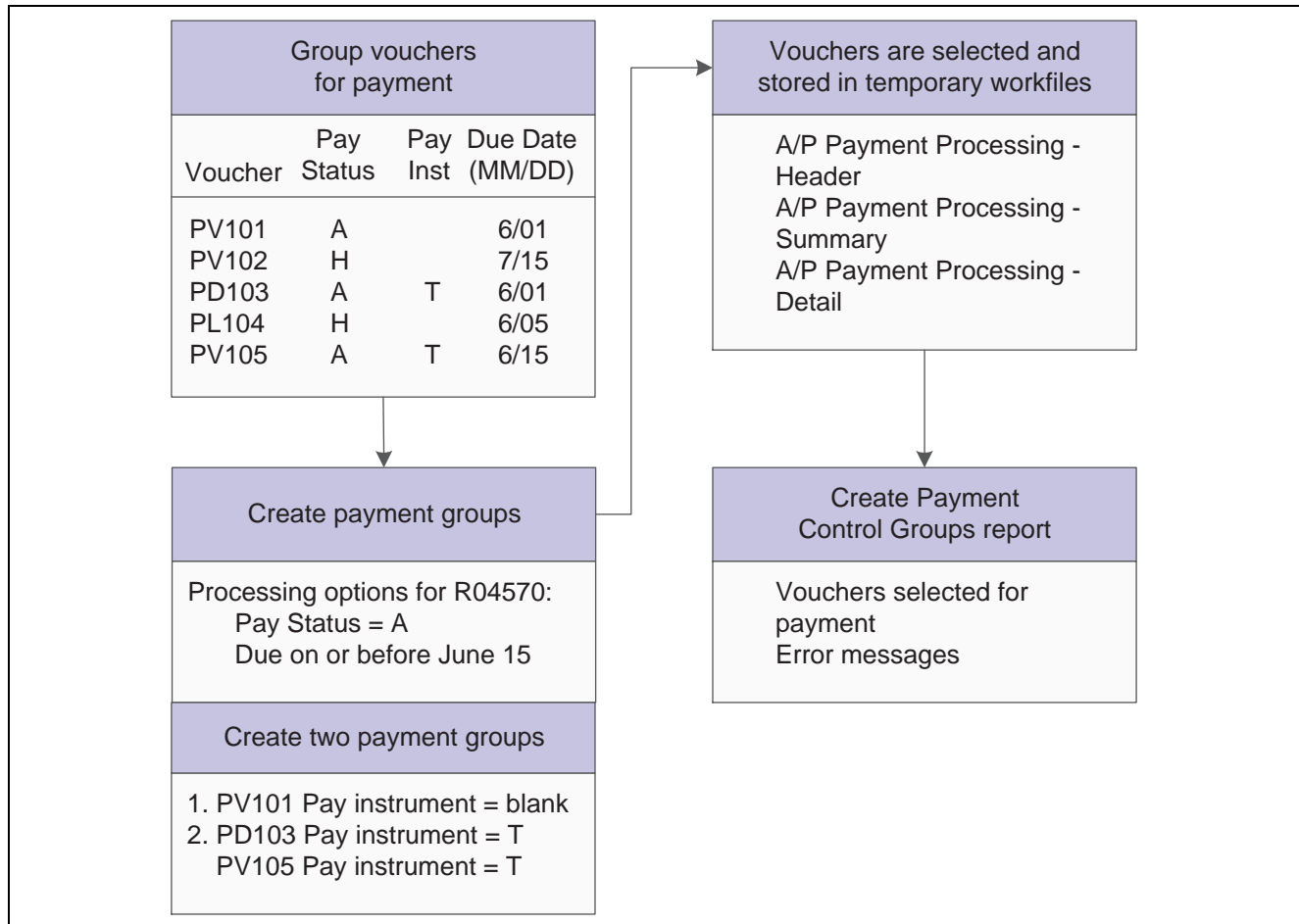
Create payment groups

If you create payment groups that use the Bank Automated Clearing System (BACS) format, set the Print Bank Tape Information processing option to *1* and set the Payee Bank Account Error processing option to *1*.

If you create payment groups that use the EFT (electronic funds transfer) payment format, use these guidelines when setting processing options for the Create Payment Control Groups program:

• If you enter *1* for the Print Bank Tape Information processing option, the system prints bank tape information on the Create Payment Control Groups report.

• If you enter *1* for the Payee Bank Account Error processing option, the system prints an error on the Create Payment Control Groups report and does not include the supplier in a payment group if it does not find bank account information for a supplier

• If you enter *1* for the Bank Account X12 Information Error processing option, the system prints an error on the Create Payment Control Groups report and does not create the payment group if it does not find X12 information for the bank account for which you are creating the payment group.

Important! You must complete the automatic payment processing (records must written and updated) or you must reset records before you upgrade your system from one release to another.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(CHE) Working With Country-Specific Functionality for Switzerland," Understanding Automatic Payments for Switzerland

Understanding Vouchers with Discounts

The Create Payment Control Groups program (R04570) provides four processing options that enable you to control how the system manages vouchers with discounts.

To process vouchers only on their discount due date, or on or after their net due date, set these processing options as indicated:

• Enter *1* for the Prohibit Payment Before Due Date processing option.

• Enter the date through which to process vouchers in the Pay Through Date processing option.

  If you leave this processing option blank, the system uses the system date. If you leave this processing option blank and enter a value for the Displacement Days processing option, the date that the system uses is the system date plus the number of days specified in the Displacement Days processing option. All vouchers with discounts due on the date specified for the Pay Through Date processing option are selected for a payment group and discounts are applied. All vouchers that have missed their discount due date but have a net due date on or before the date specified for the Pay Through Date processing option are selected for a payment group and discounts are not applied.

To process vouchers over a range of dates, take discounts that are available, but not pay vouchers earlier than their net due date, set these processing options as indicated:

• Enter a date in the Pay Through Date processing option *or* enter a value in the Displacement Days processing option.

• Enter *1* in the Prohibit Payment Before Due Date processing option.

• Enter a date in the Discount Cutoff Date processing option.

  The range for which the system takes discounts is from the date specified for the Discount Cutoff Date processing option to either the date specified in the Pay Through Date processing option (or the system date if you leave the Pay Through Date processing option blank) or the system date plus the number of displacement days, depending on which of the first two processing options you use.

Understanding Next Numbers for Create Payment Control Groups

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

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

The F0002 table increments until it reaches its maximum (a number greater than 99 million) and resets the next number for payment control groups to *1*.

Note. The next number for the Create Payment Control Groups table is the number assigned to a payment control group, not to the payments within a group. There can be many payments in a single payment control group. Only one number from the F0002 table is assigned to each payment control group.

Prerequisites

Before you create payment groups for Argentina or Peru:

- (ARG) Set processing options for PO - PCG process - ARG (P76A570).

  See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*, "(ARG) Working with Other Accounts Payable Functionality for Argentina," (ARG) Setting Processing Options for PO - PCG process - ARG (P76A570).

- (PER) Set processing options for PO - PCG Process - PER (P76P470).

  See *JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide*, "(PER) Working with Accounts Payable Functionality for Peru," Processing Options for PO - PCG process - PER (P76P470).

Running the Create Payment Control Groups Program

Select Automatic Payment Processing (G0413), Create Payment Control Groups.

Setting Data Sequence for Create Payment Control Groups

The Create Payment Control Groups program sequences payments within payment groups using the default template sequence and the processing option settings. You do not need to change the data sequence to sequence payments properly. It is recommended that you not change the data sequence.

When you run the Create Payment Control Groups program, the system reads records from the F0411 table in an order that is determined by the template sequence and the processing option settings. The system creates a new payment group when it encounters a change in any of the following values as it reads the records:

- Payment Instrument (PYIN)
- G/L Bank Account (GLBA) (optional)

  The system uses the G/L Bank Account field unless you have entered a G/L Bank Account override on the Printing tab of the processing options.

- Business Unit (MCU) (optional)

  The system uses the Business Unit field only if you have completed the Business Unit processing option on the Process By tab of the processing options.

- Currency Code (CRCD)

Within the payment groups, the system creates a new payment when it encounters a change in any of these values as it reads the records:

- Payment Handling Code (CRC)
- Payee Number (PYE)
- Company (CO) (optional)

The system uses the Company field only if you have completed the By Company processing option on the Process By tab of the processing options.

• Statement/Control Number (CTL) (optional)

The system uses the Statement/Control Number field only if either or both of the following situations is met:

The Print Contract Number option on the Report tab of the processing options is completed and the Payment Creation option on the payee's Supplier Master (F0401) record is set to By Contract (C).

The Print Job Number processing option on the Report tab of the processing options is completed, the Payment Creation Option on the payee's Suppler Master (F0401) record is set to By Contract (C), and the Business Unit Type (STYL) of the business unit on the voucher is Job Cost (JB).

• Purchase Order Number (PKCO) (optional)

The system uses the Purchase Order Number field only if the Print Contract Number option on the Report tab of the processing options is completed and the Payment Creation option on the payee's Supplier Master (F0401) record is set to By Contract (C).

• Address Number (AN8)

• Due Date (DDJ) (optional)

The system uses the Due Date field only if you have completed the Due Date processing option on the Process By tab of the processing options.

The system also creates payments within payment groups based on the Payment Creation option on the payee's Supplier Master (F0401) record. For example, if you have specified By Supplier as the Payment Creation option for a payee and that payee is listed on vouchers for three different suppliers in the payment group, the system generates three payments for that payee.

Also, the system can print no more than 99 check stubs per payment. The number of detail lines that you print on each check stub is set up on the Set Up G/L Bank Account form. For example, if you specify 10 detail lines per check stub on the Set Up G/L Bank Account form, the system can print 990 detail lines per payment.

If a payment requires more than 99 check stubs, the system prints the additional detail lines on an attachment if you have completed the Print Attachments processing option. Otherwise, the system creates a new payment for the additional detail lines.

Important! The sequence for creating payment groups and payments is separate from the sequence for printing payments using the Write process. The sequence for printing payments using the Write process is determined by the Sequence ID processing option on the Create Payment Control Groups program. The Sequence ID processing option does not affect the sequence of payments when payment groups are created. You can print payments using the Write process in a different sequence from the sequence that is used to create payment groups.

Example of Data Sequenced by Business Unit

In the following example, the F0411 table contains these records:

Address	Document	Due Date	Amount	Business Unit
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11003 001	07/01/05	1,500.00	1
1001	PV 11005 001	07/01/05	2,500.00	9

Address	Document	Due Date	Amount	Business Unit
1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11004 001	07/01/05	1,000.00	1
1002	PV 11006 001	07/01/05	3,500.00	9

If the Payment Control Groups by Business Unit processing option is set to create separate payment control groups by business unit, the system creates one payment group for the records with business unit 1 and another payment group for the records with business unit 9. In the payment group for business unit 1, the system creates two separate payments because each of the records has a different payee. In the payment group for business unit 9, the system creates two payments, each with two records, because two records exist for each payee.

If you process the same vouchers with the processing option *not* set to create separate payment control groups by business unit, the system creates one payment group and creates two payments within the payment group, one payment for each payee.

Example of Data Sequence by Due Date and Payment Creation by Voucher

In this example, the F0411 table includes the following records:

Document	Due Date	Amount
PV 12345 001	07/15/05	2,000.00
PV 12345 002	07/01/05	1,500.00
PV 23456 001	07/15/05	3,000.00
PV 23456 002	07/01/05	1,000.00

If the payee is set up in the F0401 table to create payments by voucher, and the processing option is set to create separate payments by due date, the system creates four payments, even though only two vouchers exist because the pay items on the vouchers have different due dates.

If the payee is set up in the F0401 table to create payments by voucher, and the processing option is *not* set to create separate payment by due date, the system creates one payment for each voucher, even though the due dates for the pay items are different.

If the payee is *not* set up in the F0401 table to create payments by voucher, and the processing option is set to create separate payments by due date, the system creates two payments, one for each due date, even though the pay items within the payments are from different vouchers.

Setting Processing Options for Create Payment Control Groups (R04570)

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

Dates

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

1. Pay Through Date	Specify a due date through which you want to create a group of vouchers for payment. For example, to create a payment group consisting of vouchers with due dates through March 15, 2009, enter 03/15/09. The system creates a payment group consisting of vouchers with due dates on or before March 15, 2009. Enter the date in this processing option, or leave the processing option blank to select vouchers by displacement days.
	Note. If you leave the Pay Through Date processing option blank and the Displacement Days processing option as zero, the system date is used for the pay through date.
2. Displacement Days	Specify the number of days from the current date through which you want to create a group of vouchers for payment. For example, if the current date is March 10, and you specify three displacement days, the system includes vouchers with due dates through March 13 in the payment group.
	Enter the number of days in this processing option, or leave as zero to use the system date as the pay through date.
3. Discount Cutoff Date	Enter the final date on which you are allowed to take a discount. Pay items with a due date prior to the date that you enter are not eligible for discounts, so the system sets the discount amounts of these pay items to zero. If this processing option is blank, the program takes all discounts that are currently available for the selected pay items.
4. Prohibit Payment Before Due Date	Specify whether the system should include vouchers for payment if the discount due date of the voucher has passed but the net due date has not yet occurred. Values are:
	Blank: Include vouchers for processing even if the value specified in the Pay Through Date processing option is not on or after the voucher's net due date.
	1: Do not include vouchers for processing if the value specified in the Pay Through Date processing option is not on or after the voucher's net due date.

Amounts

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

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

1. Payment Amount Range Minimum	Enter the beginning of the amount range.
Payment Amount Range Maximum	Enter the end of the amount range.
2. Currency Code for Range Amounts	Enter a code that specifies the currency for the values that you entered in the Payment Amount Range processing option fields. If necessary, the system converts these amounts to the payment currency of each payment control

group. For example, if you enter ranges of 100 to 5,000 in USD, the system converts those USD amounts to EUR for an EUR payment group, to GBP for a GBP payment group, and so on. The conversion allows for the correct minimum and maximum comparisons for all payment groups that are created each time you run this program.

Minimum Payment Instrument   Assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option. Enter the payment instrument to assign to vouchers that have an amount less than the minimum amount range you specify in the Payment Amount Range processing option.

Maximum Payment Instrument   Assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option. Enter the payment instrument that you want to assign to vouchers that have an amount more than the maximum amount range you specify in the Payment Amount Range processing option.

Printing

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

1. Sequence ID   Specify the order that the program processes and prints the AP payments by entering a sequence ID.

To set up and define sequence IDs, select Payment Sequence from the Automatic Payment Setup menu (G04411).

Note. You must complete this processing option.

2. Print Attachments   Specify whether to print attachments with the payment. For example, you might print an attachment when the payment detail information does not fit on the payment stub. The system can print only 99 payment stubs per payment. The number of detail lines on each payment stub is set up on the Set Up G/L Bank Account form. The standard number of detail lines per payment stub is 10. Values are:

Blank: Do not print attachments.

1: Print attachments.

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

Before using this processing option, you must assign an attachments program to your payment instrument in the Payment Instrument Defaults program. On the Work With Payment Instrument Defaults form, select the payment instrument and click Select. On the Set Up Payment Instrument Defaults form, you can enter a program number in the Attachments field to specify the attachment program you want the payment instrument to use. The default attachment program is R04573.

3. G/L Bank Account   Specify a bank account to use instead of the bank account that is assigned to the voucher pay item when the voucher is entered.

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

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

If the Intercompany Settlements constant in the General Accounting constants is set to *N,* and you specify a GL override bank account in this field, the system compares each voucher's company to the company of the override GL bank account. If the voucher company is not the same as the company of the override GL bank account, the system does not include that voucher in the payment group.

Before you can enter a GL bank account in this processing option, you must set up the account on your system.

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

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

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

4. Payment Currency   Specify the currency method that the program uses for payment. Values are:

Blank: Pay in the currency of the general ledger bank account. For monetary accounts, this is the currency assigned to the general ledger bank account in the F0901 table. For non-monetary accounts, this is the currency that is assigned to the company in which the business unit of the general ledger bank account resides. For example, the currency that is associated with the general ledger bank account 1.1110.BEAR is USD because business unit 1 belongs to company 00001, for which the currency is USD. If you enter vouchers in the euro (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company for which the base currency is USD.

1: Pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, for which the base currency is USD, the voucher is paid in USD.

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

3: Pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, for which the base currency is USD, the foreign amount is converted to the current domestic amount based on the current date's effective exchange rate, and the voucher is paid in USD.

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

Note. When you make payments in the current domestic currency, the Create Payment Control Groups program calculates the domestic amounts that are paid using the exchange rate that is effective on that day. This rate might be different from the exchange rate that is effective when you actually make the payment.

Note. When you specify *2, 3,* or *4* in this processing option, the program calculates a gain or loss if the exchange rate of the voucher is different from the exchange rate of the payment.

5. Alternate Currency Code

Enter the code for the alternative currency amount. You enter a value in this processing option only if you specified *4* in the Payment Currency processing option.

6. Prepayment Selection

Enter *1* to include negative prepayment items in the payment group.

Process By

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

1. Company

Enter *1* to create separate payments based on company.

2. Due Date

Enter *1* to create separate payments based on due date.

If you set the Summarized Pay Item processing option on the Summarize tab to *1* to summarize payments, you set this processing option to *1* also because you might have different due dates for the lines on a voucher.

3. Payee

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

Blank: No

1: Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

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

Payee 1001: Supplier 1001, Voucher 1

Payee 1001: Supplier 1003, Voucher 5

Payee 1002: Supplier 1001, Vouchers 2 and 3

Payee 1002: Supplier 1002, Voucher 4

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

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

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

4. Business Unit   Enter *1* to create separate payment control groups by business unit.

Summarize

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

1. Summarized Pay Item   Enter *1* to summarize pay items within a document on the pay stub or attachment. When you set the processing option to summarize pay items, the Due Date processing option on the Process By tab must have a value of *1*.

2. Summary Description   Enter *1* to print the remark from the first pay item on the pay stub. Leave this processing option blank to print the generic description Invoice Summary on the pay stub.

Report

These processing options specify the information that appear on the report.

1. Print Mailing Address   Enter *1* to print the mailing address for each payee on the report.

2. Print Contract Number   Enter *1* to print the contract number on the report.

3. Print Job Number   Enter *1* to print the job number on the report.

Bank Tape

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

1. Print Bank Tape Information Enter *1* to print bank tape information on the edit report.

2. Payee Bank Account Error   Enter *1* to specify that the system issues an error message when bank account information does not exist for the payee.

                                    If you complete this processing option, the system generates a message whenever a payee does not have bank account information stored in the Bank Transit Master (F0030) table, regardless of whether a bank tape is being processed. The system cannot distinguish between pay instruments when using this processing option.

3. Bank Account X12 Information Error Enter *1* to specify that the program issues an error when X12 information does not exist for the GL bank account.

Withholding

These processing options specify whether to submit the Calculate Withholding program (R04580) before you create payment control groups.

1. Calculate Withholding   Enter *1* to submit the Calculate Withholding program prior to creating payment control groups.

2. Program Version   Specify the version number of the Calculate Withholding program. You must specify a version number if you enter *1* in the Calculate Withholding processing option. If you leave this processing option blank, the system uses version ZJDE0001.

Working With Payment Groups

This section provides overviews of working with payment groups, reviewing payments, revising unprocessed payments, writing payments, resetting payments, removing processed payments, and updating payments; and discusses how to:

• Set processing options for the Work With Payment Groups program (P04571).

• Split a payment.

• Revise the value date of a payment.

• Revise control information for a payment group.

• Write payments.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "(DNK, FIN, NOR and SWE) Working With Country-Specific Functionality for Denmark, Finland, Norway, and Sweden," (DNK, FIN, NOR and SWE) Working with Payment Groups

Understanding the Process to Work with Payments

When you create payment groups, the system populates these temporary tables:

• A/P Payment Control Group (F04571).

• A/P Payment Header (F04572).

• A/P Payment Detail (F04573).

Because the system stores the payment group information in temporary work tables, you can revise payment groups, split payments, revise value dates, and undo payment groups without affecting the Accounts Payable Matching Document (F0413) table and the Accounts Payable Matching Document Detail (F0414) table.

When you update a payment group, the system removes the payment group information from the temporary worktables and creates records in the F0413 table and the F0414 table. Therefore, you should verify that you do not need to make any further changes to the payment group before you update the group.

Understanding the Review Process for Payment Groups

You generally review payments twice:

• After you create payment groups but before you write payments.

This enables you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:

- Change information at the payment and voucher levels.

- Remove payment groups, payments, and vouchers from the payment cycle.

- Change control information for payment groups.

• After you write payments but before you update the AP ledger.

This enables you to identify payments that you want to void or remove from the payment cycle. You can:

- Void the payments that were written and rewrite them.

- Remove payment groups, payments, and vouchers from the payment cycle.

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

Status	Description
Write	The pay item is ready to be written.
Update	The payment has been written and is ready to be updated in the F0411 table.

Understanding the Process to Revise Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, such as:

• Excluding debit memos (credit vouchers).

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing. You can exclude an individual debit memo; alternatively, you can exclude all debit memos from the payment group by setting the Minimum Amount processing option for Create Payment Control Groups to the smallest currency unit (for example, .01).

• Splitting payments.

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

• Revising the value date of payments.

Typically, the payment value dates apply to draft processing and indicate the date that a payment reaches a bank. You can revise the value date for one or all payments in a payment group.

• Removing voucher pay items.

When you do not want to pay a voucher, use the Undo feature to remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

• Removing unprocessed payments.

If you do not want to make a payment, use the Undo feature to remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

- Removing an entire payment group.

  Use the Undo feature to remove an entire payment group. The system removes the payment group from the work tables and resets the pay status of the vouchers to be approved.

- Revising control information for a payment group.

  You can change the programs for printing payments, payment register, attachments, and debit statements by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the group's payments print.

  The system uses payment instrument default values to create the control information when you create payment groups. You can change this information before you write payments. Any change that you make affects the entire payment group.

Understanding the Write Process

When you write payments, you can print the payments or copy them to a bank tape. You either:

- Write all payments in a payment group.

- Write selected payments in a payment group.

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment).

  This payment closes the voucher.

- Creates a matching document with a document type of PT (electronic funds transfer).

- Assigns payment numbers.

- Changes the next status of the payment group from WRT (write) to UPD (update).

- Prints payments using control information for payment groups.

- Prints attachments, if needed.

Note. The Create Payment Control Groups program (R04570) controls the printing of attachments. The P04572 payment format is designed to print ten detail lines on a payment stub. However, you can specify a different number of detail lines per payment stub on the Set Up G/L Bank Account form. If you specify more than ten detail lines per payment stub, you must use a print payment program that can accommodate the number of lines that you specify.

If a payment has more detail lines than are specified on the Set Up G/L Bank Account form, and the R04570 processing option to print attachments is set, the payment stub prints *See Attachment* and all detail prints on the attachment.

If the R04570 processing option for attachments is *not* set to print attachments, and more than the specified number of detail lines exist for a single payment, the Auto Payments Write/Reset program (P04572) prints the specified number of detail lines on a stub, voids the payment, prints the specified number of detail lines on the next stub, voids the payment, and so on until all detail lines have been printed. The payment form following the last detail line prints with the full payment amount.

The system can print as many as 99 payment stubs for a single payment. The number of detail lines that the system prints for a single payment depends on the number of detail lines on each payment stub. For example, if you print 10 detail lines on each payment stub, the system can print 990 (10 detail lines times 99 payment stubs) for the payment. In this example, if more than 990 lines of detail exist, the system prints multiple payments.

When you issue a payment, you issue it to the alternate payee. You select whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options by specifying a version of the Voucher Entry Master Business Function (P0400047). On the Defaults tab for the Voucher Entry Master Business Function program, enter *1* in the Alternate Payee processing option to complete the alternate payee with the factor/special payee. Leave this processing option blank to complete the alternate payee with the supplier number. You can override the alternate payee default value when you enter the voucher.

The system does not update the F0411, F0413, or F0414 tables until the update process. The payments remain in the temporary work tables, including the F04571, F04572, and F04573 tables.

Note. When you write a payment whose amount, in words, exceeds the number of characters provided in the print program, the system prints checks with digits for the payment amount instead of words.

Writing Payments for EFT Payment Groups

When you write payment groups with payment instrument T, the system creates records in the A/P Payment Tape (F04572OW) table, in addition to the F04571, F04572, and F04573 tables. The system creates a new record in the F04572OW table for each payment group that you write. Each payment group is uniquely identified in the F04572OW table by the value that is specified in the Member ID field (KNMID).

Record Reservation for Payments

Record reservation for payments is a process in which the system determines, prior to writing payments, how many payment numbers to reserve for a payment cycle. The system adds that number to the next payment number in the Bank Transit Master (F0030) table. The F0030 table has a record for each bank account in the system. Payment numbers are reserved by bank account.

The purpose of using the record reservation process is to prevent more than one payment from having the same payment number. This is especially useful when more than one user is making payments from one bank account at the same time.

To use record reservation, you must add the F0030 table to UDC 00/RR with the Special Handling Code field set to *1*.

After the user defined code is set up, the system determines the number of payments to use when you write payments, and increases the value in the Next Check Number field in the F0030 table by that number. In the payment cycle, if the next payment number in the F0030 table is 258, and the record reservation process determines that you use 30 payment numbers, the system updates the next payment number to 288. When another person writes payments from the same bank account, the next payment number will begin at 288. The system uses payment numbers between 258 and 287 only for the payment cycle that reserved those numbers.

If two users access the write payments process at the same time, the system activates the record reservation process for the first user and sends an error message to the second user. When the first user completes the record reservation process, the second user can access a payment number record and reserve the number of payments that are needed for that payment cycle.

Payment ID Using Next Numbers

When you run a write payment program (such as R04572, R04572A, R04572C, and so on), the system assigns each payment a number that identifies it throughout the payment process and after the process finishes. This number is the payment ID (PKID), which is a key to both the F0413 and the F0414 tables. The payment ID prevents pay items in one payment from being mixed with pay items that are paid on a different payment.

The JD Edwards EnterpriseOne Accounts Payable system uses the F0002 or the F00021 tables to assign payment ID numbers. The table is locked while a number is being assigned to the pay items that are associated with one payment, and is unlocked immediately after the pay items have been assigned their identifying numbers.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(AUS) Setting Up Country-Specific Functionality for Australia," Setting Up Payment Formats for Australia

Understanding the Reset Process

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset them. Written payments have a next status of UPD (update).

When you reset payments, you return them to a next status of WRT (write), so you can correct the problem and rewrite them:

• If you need to undo or reset a payment, you can identify the tape that was affected on the Copy Bank Tape File program (P0457), which you access from the Automatic Payment Processing menu (G0413). This program shows information such as the file ID and the member ID.

• If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, you can either void payments or rewrite them with the same payment number:

• If you enter a new beginning payment number, the system voids any payments that were selected for reset and that have a payment number that is less than the new beginning number, if that number was previously assigned.

• If you accept the default value of the next payment number, the system voids payments by writing zero records.

The system processes voided payments when you update the F0411 table. You see these records when you post payments to the general ledger.

You can set a processing option for Work with Payment Groups to process voided payments that are stored in the F0911 table.

Understanding the Process to Remove Processed Payments

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system:

• Voids the payment.

• Removes the voucher pay items from the payment group.

• Resets the pay status of the voucher from payment in-process (#) to approved (A).

You can then change vouchers and process them for payment at another time.

If you need to undo a payment, you can identify the tape that was affected on the Work With Bank Tape form in the Copy Bank Tape File program. This form displays the file ID and the member ID so that you can select the payment to undo.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process the payments again.

Understanding the Update Process

After you write payments, you must update the F0411 table to create transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the F0411 table, the system:

• Processes void payments.

• Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.

• Prints a payment register.

• Copies payment information to the F0413 table and the F0414 table from the following work tables:

• F04571

• F04572

• F04573

• Removes the records in the work tables that were created when you grouped vouchers for payment.

  Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the F0411 table:

```
                        ┌─────────────────────┐
                        │  Process payments   │
                        └─────────────────────┘
                               │
                        Run the update process
                               │
        ┌──────────────────────┼──────────────────────┐
        ▼                      ▼                      ▼
┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│ A/P Ledger      │  │ A/P - Matching  │  │ A/P Matching    │
│ (F0411)         │  │ Document (F0413)│  │ Document Detail │
│                 │  │                 │  │ (F0414)         │
├─────────────────┤  ├─────────────────┤  ├─────────────────┤
│ Updates the pay │  │ Creates payment │  │ Creates payment │
│ status to P     │  │ summary         │  │ detail          │
│                 │  │ information for │  │ information     │
│                 │  │ the payment     │  │ associated with │
│                 │  │ group           │  │ each payment    │
└─────────────────┘  └─────────────────┘  └─────────────────┘
        │                     │                     │
        └─────────────────────┼─────────────────────┘
                              ▼
                    ┌───────────────────┐
                    │ Prints            │
                    │ payment register  │
                    └───────────────────┘
                              │
                              ▼
                    ┌───────────────────┐
                    │ Deletes work      │
                    │ tables created    │
                    │ when voucher      │
                    │ was grouped       │
                    └───────────────────┘
```
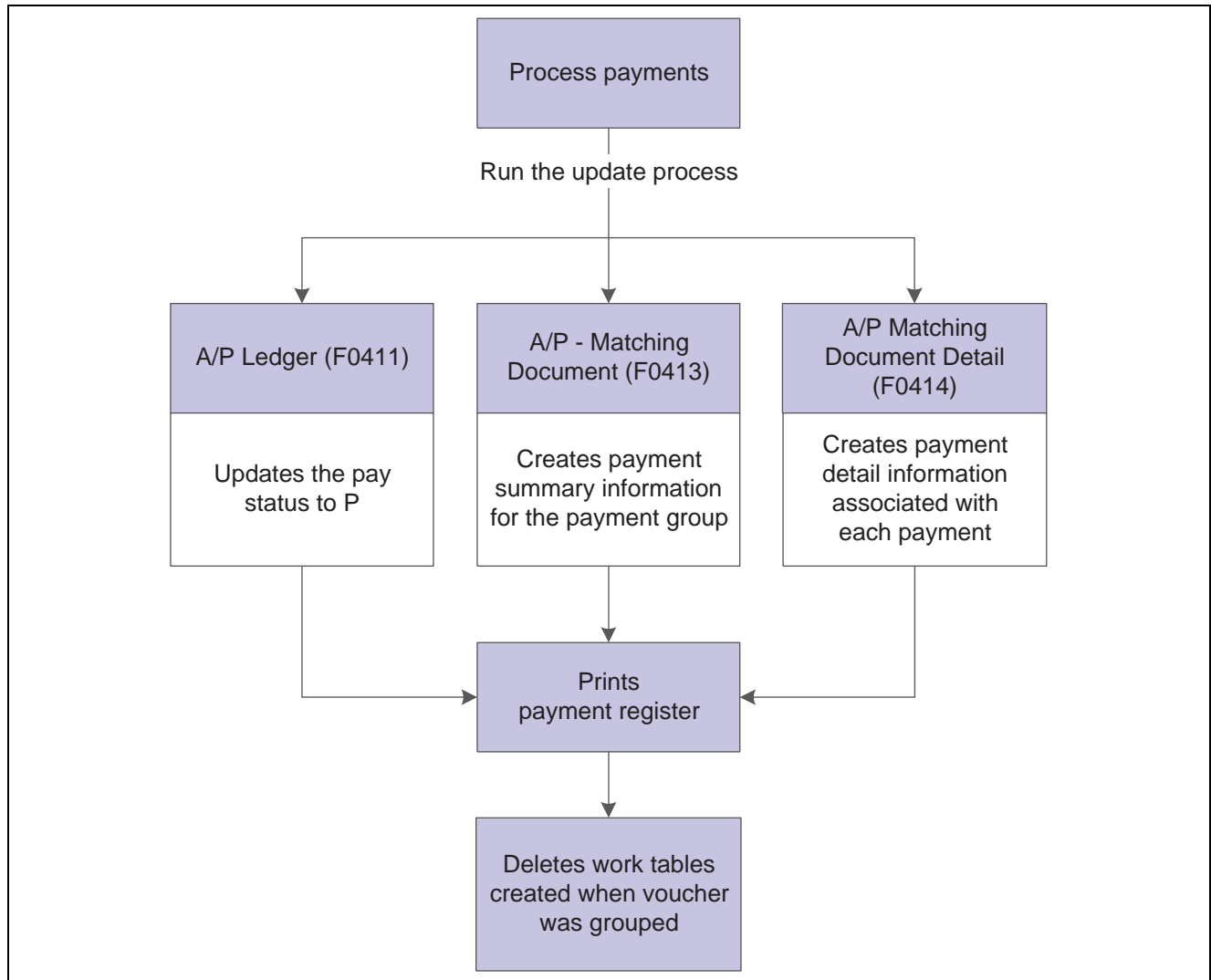
Updating the AP Ledger table

After you update the accounts payable ledger tables, you can post payments to the general ledger. Alternatively, a processing option for the Work With Payment Groups program enables you to automatically submit payments for posting to the general ledger after you update the accounts payable ledger. During the posting process, the system creates the journal entries that debit the AP trade account and credit the payables bank account.

Reviewing, Approving, and Posting Payments

After updating automatic payments to the AP ledger, you can verify their accuracy. If you use management approval, you can approve the payment batches before posting them to the general ledger.

When you post automatic payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. The system creates journal entries (document types PK and PT) that debit the AP trade account that was originally credited when the voucher was posted. This keeps the AP trade accounts in balance. Posting automatic payments creates records in the F0911 table.

You can set a processing option in Work With Payment Groups program to automatically submit payments for posting to the general ledger after you update the F0411 table.

The following graphic illustrates the process when the system posts payments to the F0911 table:
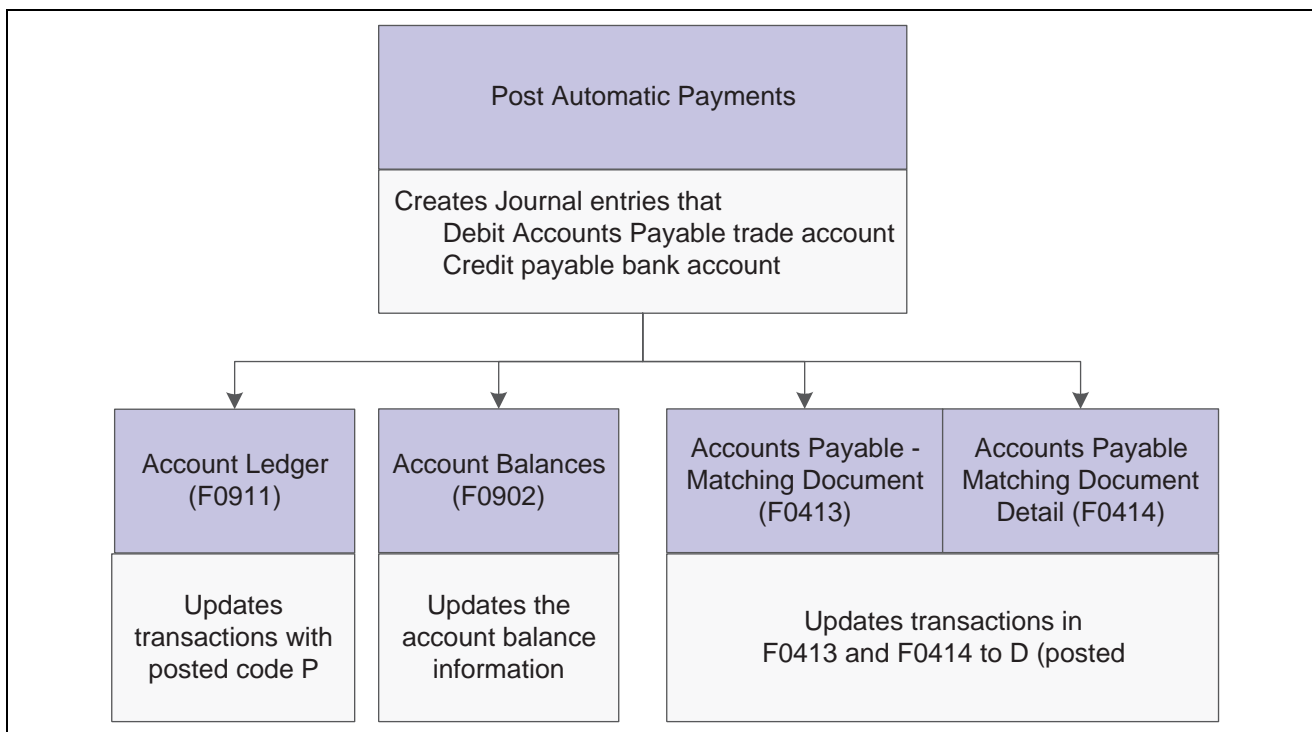
Automatic payment posting process

Forms Used to Work With Payment Groups

Form Name	FormID	Navigation	Usage
Work With Payment Groups	W04571A	Automatic Payment Processing (G0413), Work with Payment Groups Select a record and from the Row menu, do one of the following: Select Undo to remove an entire payment group. Select Write to write a payment group. Select Update to update a payment group. Select Reset to reset a payment group that has already been written.	Select payment groups to review, Undo, Write, Update, or Reset.
Work with Payment Groups - Write Status	W04572WA	Click Select on the Work with Payment Groups form.	To write selected payments from a payment group, select Write from the Row menu. Select a payee for which you want to review payments (Write Status). Write selected payments from a payment group.

Page Name	Definition Name	Navigation	Usage
Work With Payment Detail	W04573A	Click Select on the Work with Payment Groups - Write Status form.	Select a voucher to review (Write status).
Payment Detail	W04573	Click Select on the Work With Payment Detail form.	Review voucher information associated with a payment at Write status.
Payment Header Detail - Write Status	W04572WC	On the Work With Payment Group - Write Status form, select Detail from the Row menu. To remove a payment from the payment groups, select Undo from the Row menu.	Review summary information for each payment at Write status. Select a payment to remove from the payment group.
Work With Payment Group - Update Status	W04572UB	Click Select on the Work With Payment Groups form.	Review payment information at Update status.
Payment Header Detail - Update Status	W04572UA	On the Work With Payment Group - Update Status form, select Detail from the Row menu.	Review summary information for each payment at Update status.
Split Payment	W04573B	On the Work With Payment Detail form, select Split from the Row menu.	Split a payment (Write or Update status). See Chapter 10, "Processing Automatic Payments," Splitting a Payment, page 178.
Revise Payment Value Date	W04572WB	On the Work With Payment Group - Write Status form, select Value Date from the Form menu.	Revise the value date for a payment (Write status). Use the Global Value Date field to review the value date for all payments in the group. Click Load Date to update the value date. See Chapter 10, "Processing Automatic Payments," Revising the Value Date of a Payment, page 178.
Write Payments	W04572A	On the Work With Payment Groups form, select Write from the Row menu.	Write a payment group. See Chapter 10, "Processing Automatic Payments," Writing Payments, page 180.
Reset Payments	W04572B	On the Work With Payment Groups form, select Reset from the Row menu.	Reset payments. If you do not reset the next payment number, the system creates void payments.

Page Name	Definition Name	Navigation	Usage
Revise Payment Group Controls	W04571C	On the Work With Payment Groups form, select Controls from the Row menu.	Revise control information for a payment group. See Chapter 10, "Processing Automatic Payments," Revising Control Information for a Payment Group, page 179.
Copy Bank Tape to Tape	W0457A	Automatic Payment Processing (G0413), select Copy Bank Tape File to Tape Select Delete on the Copy Bank Tape to Tape form.	Reset payment processing for a bank tape.

Setting Processing Options for Work With Payment Groups (P04571)

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

Print

1. Default Print Program Version

Specify the version that the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG or by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file. Values are:

Blank: Separate files by PCG.

1: Separate files by bank account.

2: Send multiple PCGs in one spool file.

Save Spool File (FUTURE)

Specify whether to save a copy of a spool file after it has printed. This option is not yet functional in JD Edwards EnterpriseOne software. Values are:

Blank: Do not save spool file.

1: Save spool file.

Hold Spool File (FUTURE)

Specify whether to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in JD Edwards EnterpriseOne software. Values are:

Blank: Do not hold spool file.

1: Hold spool file.

Update

1. Default Register Program Version

Specify the version number of the register program. Enter a specific version number or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments   Specify whether to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub. Values are:

Blank: Do not post void payments to the general ledger.

1: Post void payments to the general ledger.

3. Submit Post Program   Enter *1* to automatically submit the AP payment post after the payments are updated.

Display

1. Display Business Units   Specify whether to display the business unit that is assigned to the payment control groups. If you enter *1,* the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

Note. This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Values are:

Blank: Do not display the Business Units field.

1: Display the Business Units field.

Write Status   Enter *1* to display the payment control group's next status. You can change the selection criteria on the Work With Payment Groups form.

Update Status   Enter *1* to display the payment control group's next status. You can change the selection criteria on the Work With Payment Groups form.

3. G/L Bank Account   Enter a value for the GL bank account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific GL bank account number or leave this processing option blank to display all GL bank accounts.

Originator   Enter the user ID of the person who ran the for the Create Payment Control Groups program to display only the payment control groups of this originator. The value that you enter should be the same as in the Transaction Originator field (data item TORG) in the Create Payment Control Groups program. If you complete this processing option, you can change the selection criteria on the Additional Selection Criteria form.

Leave this processing option blank to search on all transaction originators.

Payment Control Group Version   Enter the number of the version used to create the Payment Control Groups to display only the payment control groups created with this version number. You can change the selection criteria on the Additional Selection Criteria form.

Leave this processing option blank to search on all versions.

Business Unit   Enter the business unit that was originally assigned to the PCG by the Create Payment Control Groups program to display only the payment control groups

created for the business unit. You can change the selection criteria on the Additional Selection Criteria form.

Leave this processing option blank to search on all business units.

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

Payment Instrument	Enter the payment instrument that was originally assigned to the PCG by the Create Payment Control Groups program to display only the payment control groups created with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or l
	Leave this processing option blank to search on all payment instruments.
Currency Code	Enter the payment currency that was originally assigned to the PCG by the Create Payment Control Groups program to display only the payment control groups created with this currency code. You can change the selection criteria on the Additional Selection Criteria form.
	Leave this processing option blank to search on all payment currencies.
Display Alternate Currency Amounts	Enter *1* to display the payment control group amounts in the alternate currency.

Note. This conversion is for display purposes only and affects the amounts on the Work With Payment Groups form. To write foreign payments, complete the processing options on the Currency tab.

Alternate Currency Effective Dates	Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date.

Currency

Effective Date	Specify the date to retrieve the exchange rate when you write foreign or alternate currency payments. If you leave this processing option blank, the system uses the payment GL date.
	If you create a payment group using the domestic amount of a voucher instead of the foreign amount, the system calculates a currency gain or loss based on the pay date exchange rate. The payment is not a foreign currency payment because it is made in the domestic currency.

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

Use Voucher's Rate	Enter *1* to use the voucher's exchange rate when write foreign payments. Leave this processing option blank to use the exchange rate for the specified effective date.

Process

1. Interactive Process   Enter *1* to process payments interactively. Leave this processing option blank
                                  to print and update jobs for batch processing.

> **Note.** This processing option does not override the Object Configuration
> Manager (OCM) mapping for server batch jobs; it affects only batch jobs
> that are run locally.

BACS

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

1. BACS Processing   Enter *1* to enable the entry of BACS processing date.

Splitting a Payment

Access the Split Payment form.

Split Payment form

Revising the Value Date of a Payment

Access the Revise Payment Value Date form.

Revise Payment Value Date form

| Value Date | Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. If you make manual payments and have set a processing option to display the Value Date field, you can manually enter the value date here. |

Revising Control Information for a Payment Group

Access the Revise Payment Group Controls form.

Payment	Enter a value that exists in the Produce Bank File (04/PP) UDC table to specify the program used to print accounts payable payments.
Register	Enter a value that exists in the Register Program - Payments (04/PR) UDC table to specify the program used to print the account payable payment register.
Attachment	Enter a value that exists in the Attachment Program - Payments (04/PA) UDC table to specify the program used to print attachments when processing accounts payable payments.
Debit Statement	Enter a value that exists in the Debit Statement Pgm - Payments (04/PD) UDC table to specify the program used to print debit statements when processing accounts payable payments.
Payment G/L Date	Enter the date that identifies the financial period in which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. If you leave this processing option blank, the system uses the current date.
Next Payment	Enter the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.

The default value is from the Bank Transit Master (F0030) table record for the bank account.

Writing Payments

Access the Write Payments form.

Work with Payment Groups - Write Payments

	Bank Account	Payment G/L Date	Next Payment
⊙	1.1110.BEAR	04/11/04	5080

Write Payments form

Next Payment   Enter the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.

The default value is from the F0030 table record for the bank account.

Voiding Automatic Payments and Vouchers

This section provides an overview of voiding automatic payments and vouchers and discusses how to void automatic payments and vouchers.

Understanding the Process to Void Automatic Payments and Vouchers

You can determine whether a payment was posted by viewing its posted status. The statuses are:

• Blank: The payment was not posted or voided.

• D: The payment was posted.

• P: The payment post ended in an error; the system wrote GL entries to the bank account.

You can tell that a payment was voided if no payment amount exists.

When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

• Debit the cash account and credit the AP trade account for voided payments.

• Debit the AP trade account and credit the GL distribution account for voided vouchers.

An unposted payment can be either voided or deleted, depending on how you set a processing option.

You void payments after you update them. You can void both posted and unposted payments. When you void payments, the system:

• Creates a matching document with a document type of PO (voided payment) in the Accounts Payable Matching Document Detail table (F0414).

  This matching document has a gross amount that is equal to the void amount and a pay status of P (paid).

• Reopens the original vouchers with an open amount and a pay status of A (approved).

• Voids payments with multiple currencies by voiding both the domestic and foreign sides of the payment.

Note. You cannot void payments that were reconciled with the Manual Reconciliation program (P09131) or Match Tape File to Recon File program (R09510). Reconciled payments must be unreconciled using the P09131 program and then voided.

Voiding an Automatic Payment and Its Vouchers

To void a payment and not repay the vouchers in another payment cycle, you must void both the payment and its associated vouchers. When you void both the payment and the associated vouchers, the system:

• Removes the payment amount from the record in the F0413 table.

• Creates a PO record for the voided payment in the F0414 table.

• Creates an adjustment document with a document type of PE (change to voucher amount) in the F0411 table.

  This adjustment document has a gross amount that is equal to the void amount and a pay status of P (paid).

  You cannot void vouchers that have not been posted using the following process. If the vouchers are selected, but have not been posted, the system returns an error message and only the payment is voided. You must post this voucher to void it. Then, void it using the A/P Standard Voucher Entry program. You cannot delete an unposted voucher that has been paid.

Important! Do not use the JD Edwards EnterpriseOne Accounts Payable system to void vouchers that were created in the JD Edwards EnterpriseOne Procurement system. If you created a voucher in the JD Edwards EnterpriseOne Procurement system, you must reverse it in the JD Edwards EnterpriseOne Procurement system. If you void the voucher in the JD Edwards EnterpriseOne Accounts Payable system, you might compromise the integrity of your purchasing data. You can set the Voucher Delete processing option on the Purchasing tab of the A/P Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher that was created in the JD Edwards EnterpriseOne Procurement system.

If the voucher that was created in the JD Edwards EnterpriseOne Procurement system has not been paid, you can reverse the voucher. If the voucher has been paid, you must void the payment in the JD Edwards EnterpriseOne Accounts Payable system prior to reversing the voucher in the JD Edwards EnterpriseOne Procurement system.

See Also

JD Edwards EnterpriseOne Procurement Management 9.0 Implementation Guide, "Creating Vouchers," Creating Vouchers

JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide, "Reconciling Bank Account Transactions," Changing a Reconciled Transaction to Unreconciled

Forms Used to Void Automatic Payments and Vouchers

Form Name	FormID	Navigation	Usage
Work with Payments	W0413MB	Automatic Payment Processing (G0413), Void Payment Entry	Locate payments to void.
Void Payment	W0413VA	On the Work With Payments form, select Void Pymt from the Row menu.	Void payments and, if necessary, vouchers. If you select one of several vouchers and click Void Voucher(s), the system voids only that voucher. If you do not select any vouchers and then click Void Voucher(s), the system voids the first voucher in the grid.

Voiding Automatic Payments and Vouchers

Access the Void Payment form.

Void Payment form

Copying Payments to a Diskette

This section provides an overview of copying payments to a diskette and discusses how to:

- Set processing options for Copy Bank Tape File to Tape (P0457).

- Review and change the status and detail for a tape table.

- Set processing options for Copy Bank File to Diskette (P0457D).

- Copy a tape table to diskette.

Understanding the Process to Copy Payments to a Diskette

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printed payments. You must copy these tables to a diskette to send the information to a financial institution.

Copying payments to a diskette consists of:

- Reviewing and changing the status and detail for a tape table.

- Copying a tape table to a diskette.

Typically, your MIS department presets the detail for a tape table. You should not change this information unless you are instructed to do so. You can, however, change many format specifications prior to copying the table to a diskette.

You can recopy a bank table to a diskette as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original diskette.

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape (F04572OW) table is a multimember table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record using the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank diskette.

Additional Tape Copy Options

Additional options for copying a tape table are available, which might be relevant for specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.

- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.

- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. On the Copy Bank Tape to Tape form, select Approve from the Row menu. This Row menu selection is enabled only if the processing option for the Copy Bank Tape File to Tape program (P0457) specifies to display the BACS format.

Forms Used to Copy Payments to a Diskette

Form Name	FormID	Navigation	Usage
Work With Bank Tape	W0457A	Automatic Payment Processing (G0413), Copy Bank Tape File	Select existing records.
Update Tape Information	W0457C	On the Work with Bank Tape form, select a record and click Select.	Revise tape information.
Write Bank Diskette	W0457DA	On the Work With Bank Tape form, select Diskette from the Row menu.	Copy the bank tape file to diskette.

Setting Processing Options for Copy Bank Tape File to Tape (P0457)

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

BACS

Display BACS Format   Enter *1* to display the BACS format

Program

Alternate Processing Program (FUTURE)   Enter the name of an alternate program to use. If you leave this processing option blank, the system uses program J0457T

> **Note.** The system ignores this processing option if BACS processing is turned on.

Version

Version   Enter the version to use for the Copy Bank File to Diskette (P0457D) program. If you leave this processing option blank, the system uses version ZJDE0001.

Setting Processing Options for Copy Bank File to Diskette (P0457D)

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

Defaults

1. Record Length   Specify the record length of the output file. The maximum length is 1,500 characters. If you leave this processing option blank, the system creates the output table with the original record length.

2. Insert Carriage Return	Specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

3. Default File Path/Name Specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

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

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

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

Data

1. Replace Pre-defined Characters Specify whether the system replaces special characters. If you replace special characters, the system reads the Replaced Character UDC (04/RC) and replaces single characters according to the values in the UDC. The system then reads the Special Characters UDC (04/SC) and replaces special characters according to the values in that UDC. Values are:

Blank: Do not replace

1: Replace

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

---

2. Capitalize all alpha characters Specify whether the system capitalizes all alphabetic characters in the record. If you leave this processing option blank, the system does not capitalize characters.

3. Replacement Character (UDC 04/SC) Specify whether the system replaces characters in fields and tables that match characters that are defined in UDC 04/SC with a specified character or with a blank. To replace the characters with a specified character, enter the character in the processing option. To replace the special characters with a blank, leave the processing option blank.

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

Reviewing and Changing the Status and Detail for a Tape Table

Access the Update Tape Information form.

Update Tape Information form

Copying a Tape Table to Diskette

Access the Write Bank Diskette form.

Path/Filename	Specify the location to which the system writes the file.
Generate New File	Select to delete the existing records in the table and replace them with new records.
Append Records	Select to add new records to the existing records in the table.

CHAPTER 11

Processing Outbound EDI Payments

This chapter provides an overview of the outbound electronic data interchange (EDI) payments process and discusses how to:

- Transfer outbound payment transactions.
- Update processed transactions.
- Purge processed outbound EDI payments.

Understanding the Outbound EDI Payments Process

You process Accounts Payable payment transactions and store them in the EDI interface tables to send outbound EDI 820 transmissions directly to your trading partner (bank). You create EDI payments by completing the same process that you use when you create automatic payments. Instead of printing physical checks that you mail to your supplier, you send payments electronically to your supplier's bank.

When you create EDI payments, you update the following accounts payable and EDI payment worktables:

- F04571 - A/P Payment Processing - Header.
- F04572 - A/P Payment Processing - Summary.
- F04573 - A/P Payment Processing - Detail.
- F47056W - EDI Payment Order Header - Work.
- F470561W - EDI Payment Order Bank N & A - Work.
- F470562W - EDI Payment Order Vendor N & A - Work.
- F470563W - EDI Payment Order Payee N & A - Work.
- F47057W - EDI Payment Order Remittance Advice - Work.

After you create EDI payments, you must also:

- Transfer outbound payment transactions.
- Run the Update as Sent program (R47058).
- Purge processed outbound EDI payments.

See Also

JD Edwards EnterpriseOne Data Interface for Electronic Data Interchange 9.0 Implementation Guide, "Understanding Data Interface for the Electronic Data Interchange System"

JD Edwards EnterpriseOne Data Interface for Electronic Data Interchange 9.0 Implementation Guide, "Processing EDI Documents," Receiving EDI Standard Business Documents

Transferring Outbound Payment Transactions

This section provides an overview of the Copy to Outbound EDI Files program (R47057) and discusses how to:

• Run the report.

• Set data selection.

Understanding the Copy to Outbound EDI Files Program

After you run the automatic payment process, you must copy the payment transactions from the EDI worktables to the EDI interface tables to make them available to the translator software.

The Copy to Outbound EDI Files program copies payment transactions to the following EDI payment interface tables:

• F47056 - EDI Payment Order Header - Outbound.

• F470561 - EDI Payment Order Bank N & A - Outbound.

• F470562 - EDI Payment Order Vendor N & A - Outbound.

• F470563 - EDI Payment Order Payee N & A - Outbound.

• F47057 - EDI Payment Order Remittance Advice - Outbound.

> **Important!** The sections of the report use data from various files. When you run the Copy to Outbound EDI Files program, the data selection should include only those fields that are common to all of the tables listed specified. Otherwise, your report might print results that do not include all of the data that you selected.

As the system copies the payment transactions to the EDI payment interface tables, it marks the corresponding transaction in the EDI worktables as processed by updating the Processed (Y/N) field (EDSP) to *Y*. This prevents the system from copying previously processed records.

Running the Copy to Outbound EDI Files Report

Select Payment Order with Remittance (G47266), Copy to Outbound EDI Files.

Setting Data Selection for the Copy to Outbound EDI Files Report

Five worktables are used in the processing of Outbound EDI transactions:

• F47056W - EDI Payment Order Header - Work.

• F470561W - EDI Payment Order Bank N & A - Work.

- F470562W - EDI Payment Order Vendor N & A - Work.

- F470563W - EDI Payment Order Payee N & A - Work.

- F47057W - EDI Payment Order Remittance Advice - Work.

The following fields are common to the five tables used by the Copy to Outbound EDI Files program (R47057) and are the only fields you should use for data selection or data sequencing. If you use any other fields for data selection or data sequencing, the report will stop and you will receive an error message.

- EDI Document Company

- EDI Document Number

- EDI Doc Ty

- EDI Line Number

- EDI Successfully Processed

- EDI Batch Number

- Batch Number

- Batch Type

- Document Company

- Company

- Business Unit

- Payment/Item Number

- Match Doc Type

- Pmt/Itm Pay Itm

- Address Number

- Transaction Originator

- User ID

- Program ID

- Work Stn ID

- Date Updated

- Time of Day

Other fields exist that are common to all five worktables, but contain different values depending on whether they are contained in a header worktable or a detail worktable. Those fields should not be used for data selection. Use only the common fields.

Updating Processed Transactions

This section provides an overview of the Update as Sent program (R47058) and discusses how to run the program.

Understanding the Update as Sent Program

You run the Update as Sent program when your trading partner notifies you that they received your EDI payment transmission.

When you run the Update as Sent program, the system updates the Processed (Y/N) field (EDPSP) to *Y* on the payment transactions in your EDI payment interface tables (F47056, F470561, F470562, F470563, and F47057). This prevents the translator software from reprocessing the same transactions.

Running the Update as Sent Program

Select Payment Order with Remittance (G47266), Update as Sent.

Purging Processed Outbound EDI Payments

This section provides an overview of the Purge EDI Files report (R47059) and discusses how to run the report.

Understanding the Purge EDI Files Report

After you successfully process EDI payment transactions, you can remove them from the outbound EDI tables by running the Purge EDI Files report (R47059). The system retains processed EDI payment transactions in the system 47 tables until you purge them.

When you purge outbound EDI payments, the system removes all processed records; records that have a *Y* in the Processed (Y/N) field (EDSP) from the following EDI payment interface tables:

• EDI Payment Order Header - Outbound (F47056).

• EDI Payment Order Bank N & A - Outbound (F470561).

• EDI Payment Order Vendor N & A - Outbound (F470562).

• EDI Payment Order Payee N & A - Outbound (F470563).

• EDI Payment Order Remittance Advice - Outbound (F47057).

> **Important!** When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Running the Purge EDI Files Report

Select Payment Order with Remittance (G47266), Purge EDI Files.

CHAPTER 12

Processing Accounts Payable Drafts

This chapter provides an overview of draft processing, lists prerequisites, and discusses how to:

• Close paid drafts

• Post closed drafts

Note. Functionality for accounts payable drafts and deferred payments exists for Argentina and Japan.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Working with Other Accounts Payable Functionality for Argentina," Understanding Deferred Check Payments for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "(JPN) Working with Japan-Specific Functionality," Processing Accounts Payable Drafts in Japan

Understanding Draft Processing

A draft is a promise to pay a debt. When a voucher is processed for draft payment, the draft document received by payees notifies them that the payor's bank will process the draft and transfer the funds on a specified date.

Creating a draft involves changing your original voucher to an original draft document and assigning a pay status of D (draft accepted). The system incorporates certain features of the write payments and update AP ledger steps from the automated payment process to create a draft.

The system uses the write payments step to:

• Change the next status of the payment group from WRT (write) to UPD (update).

• Print drafts using control information for payment groups.

The system uses the update payments to the AP ledger step to:

• Create a matching document with a document type of P1, which closes the voucher.

• Create an original document with a document type of P1 and a pay status of D (draft accepted).

  This document is the draft, which replaces the original voucher.

After the bank processes the draft and the debt is paid, the company that generated the draft uses the A/P Drafts - Inquiry/Selection program (P04260) to close the paid draft, and the Post Drafts Payable program (R04803) to post the closed draft.

This graphic shows the process for working with drafts:
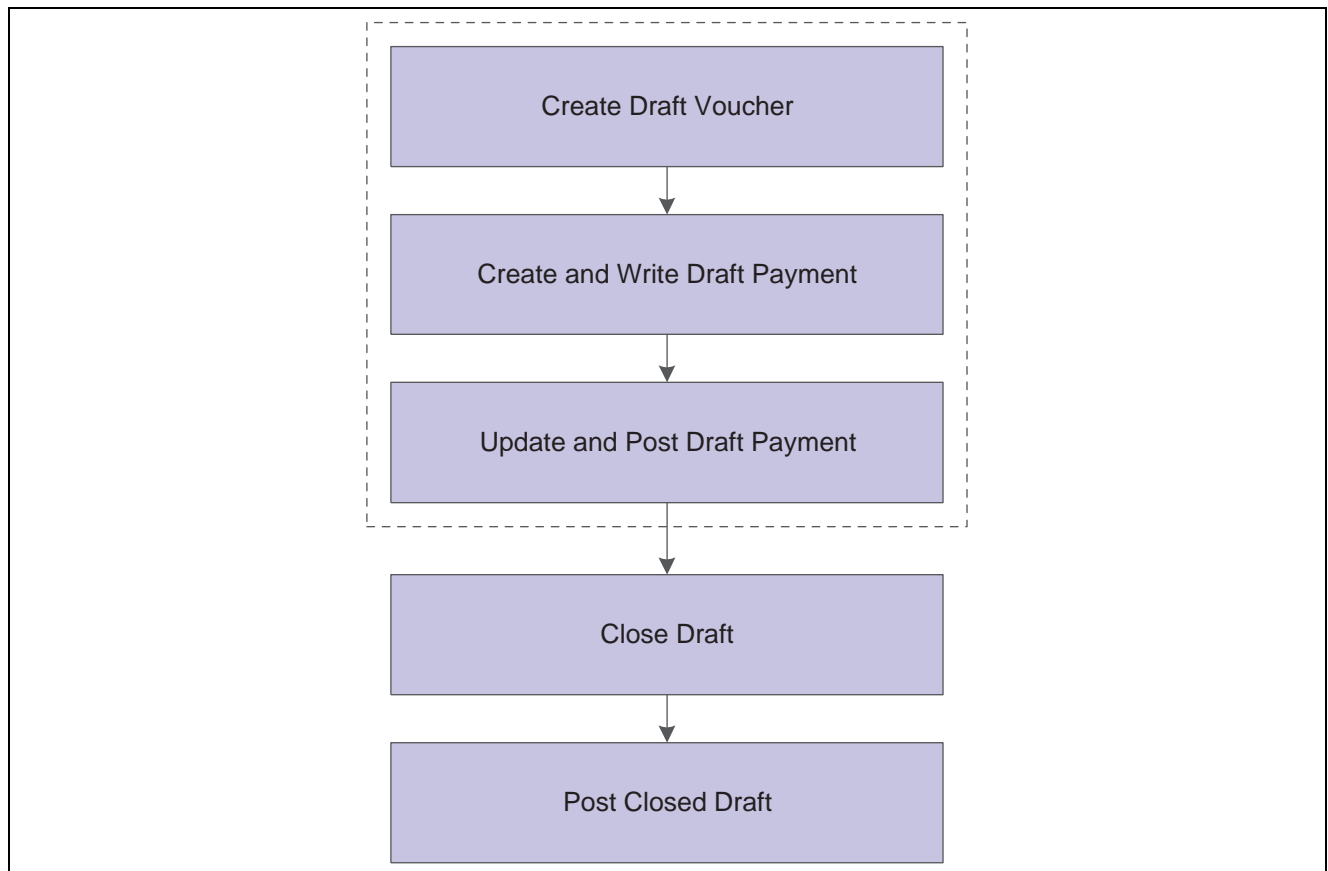
Process to work with drafts

Example of Paying Drafts

This table illustrates how the system uses the document type and document number information to group the entries related to the original voucher. The table shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV PV	456 457	50,000 50,000	NA	NA
Close vouchers	PV PV	456 457	50,000 50,000	P1 P1	155 155
Create draft	P1	155	100,000	NA	NA

Voiding Paid Drafts

In certain situations, you might need to void a draft that has been paid. For example, you might have run the Post Outstanding Drafts program (R04803) for a particular draft in error.

If you need to void a paid draft, you must:

1. Void the draft using the Void Payment Entry program (P0413M).

2. Enter a journal entry to debit the bank account and credit the drafts payable account.

   You must create this entry because the system does not create this reversing entry for you when you void the payment.

Reviewing Paid Drafts

You can use either the Supplier Ledger Inquiry program (P0411) or the Supplier Payment Inquiry program (P0413M) to review drafts after they have been paid.

Because the bank determines the payment number of the draft, the possibility exists that you might have paid drafts from different suppliers with the same payment number. In this situation, if you use the Supplier Ledger Inquiry program and search by supplier number to inquire on one of the drafts, the system displays all transactions that have the same payment number, despite the fact that only one belongs to the supplier that you entered in the header. You should not select this transaction on the Supplier Ledger Inquiry form to review further detail, because the system will display all paid drafts with the same payment number. To review further detail for one of the paid drafts, use the Supplier Payment Inquiry program.

See Also

Prerequisites

Before you complete the tasks in this section:

• Set up the required AAIs for Accounts Payable draft processing.

• Set up the required UDCs for Accounts Payable draft processing.

Closing Paid Drafts

This section provides an overview of closing paid drafts and discusses how to close paid drafts.

Understanding How to Close Paid Drafts

After you create a draft, the draft document is sent to the bank. When you know a draft is paid, you close the draft so that you can post it to the general ledger. To close a draft, you select it using the A/P Drafts - Inquiry/Selection program (P04260). The A/P Drafts - Inquiry/Selection program displays a list of drafts by bank account. When you select a draft, you change the pay status of the draft from D (draft accepted) to # (draft selected).

Forms Used to Close Paid Drafts

Form Name	FormID	Navigation	Usage
Work With A/P Drafts-Inquiry Selection	W04260A	Automatic Payment Processing (G0413), Draft Inquiry/Selection	Review, select, and deselect paid drafts.

Closing Paid Drafts

Access the Work With A/P Drafts - Inquiry/Selection form.

Posting Closed Drafts

This section provides an overview of posting closed drafts and discusses how to:

• Run the Post Outstanding Drafts program.

• Set processing options for Post Outstanding Drafts (R04803).

Understanding the Process to Post Closed Drafts

After a draft is paid and closed, you post it to the general ledger, using the Post Outstanding Drafts program. The system changes drafts with a pay status of # (draft selected) to P (draft paid). The system then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

Running the Post Outstanding Drafts Program

Select Automatic Payment Processing (G0413), Post Outstanding Drafts.

Setting Processing Options for Post Outstanding Drafts (R04803)

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

Process

1. Pay Through Date   Specify the pay through date. The system processes all drafts dated through this date that have not been previously posted. If you leave this processing option blank, the system uses the current date.

2. Proof or Final Mode   Enter *1* to run this process in final mode, generate a report, and create journal entries. Leave this processing option blank to run the process in proof mode and generate a report without creating journal entries.

3. Summary Journal Entries   Enter *1* to create summary journal entries. Leave this processing option blank to create detail journal entries.

4. G/L Date   Specify the GL date for the drafts payable journal entries. If you leave this processing option blank, the system uses the current date.

5. Batch Status   Assign the batch status based on the Manager Approval of Input option on the Accounts Payable Constants form. Values are:

Blank: Assign an Approved status to the batch.

1: Assign the batch status based on the Manager Approval of Input option on the Accounts Payable Constants form.

Currency

1. Override Exchange Rate   Specify an override exchange rate for the drafts payable journal entries. If you leave this processing option blank, the system uses the default exchange rate.

CHAPTER 13

Processing Manual Payments

This chapter provides an overview of the manual payment process an discusses how to:

- Enter manual payments with voucher match.
- Enter manual payments without voucher match.
- Print manual payments.
- Delete and void manual payments.

Note. Country-specific functionality for manual payments exists for Argentina and Brazil.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(ARG) Working with Other Accounts Payable Functionality for Argentina," Understanding the Process for Entering Manual Payments with Voucher Match for Argentina

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "(BRA) Working with Vouchers and Payments for Brazil," Entering Manual Payments for Brazil

Understanding the Manual Payments Process

If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment regardless of whether you have received the voucher. Manual payments can include payments:

- With an existing voucher.
- Without an existing voucher.

Depending on whether the payment is made for an existing voucher or the voucher is created at the time the payment is made, the system assigns the following document and batch types:

Payment With Existing Voucher

This table shows payment with existing voucher types:

Voucher Document Type	PV
Table Row Heading	PR (recurring voucher)

Payment Document Type	PN
Batch Type	M

Payment Without Existing Voucher

This table shows payment without existing voucher types:

Voucher Document Type	PM
Payment Document Type	PN
Batch Type	W

The entry programs for manual payments store voucher and payment information in the following ledger tables:

• Accounts Payable Ledger (F0411).

• Accounts Payable - Matching Document (F0413).

• Accounts Payable Matching Document Detail (F0414).

• Account Ledger (F0911).

Revising Unposted Manual Payments

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot then change the voucher the payment was applied to so that it pays 1002 PV. You can, however, delete the payment and then apply the payment to a different voucher.

Important! If you change any information in the detail area other than the payment amount, you are changing the voucher, not the payment. You run the risk of the payment not posting. If you must change any information on a manual payment, you should delete the payment and start over.

Reviewing Manual Payments

Use the Review Payments program (P0011) to review manual payments online. To review payments using a report format, print the Manual Payment Journal report (R04311). Use this report for proofing and balancing purposes. If you have a problem balancing the general ledger, the report can be a more workable format for detailed review.

Approving and Posting Manual Payments

If your business requires management approval before posting, after you enter manual payments, you review and approve them. After approving the payments, post them to the general ledger using the General Ledger Post program (R09801).

When you post manual payments, the system creates payment disbursement entries and offset entries in the F0911 table for the payable account. The system creates payment records with a document type of PN. The system typically creates journal entries that debit the AP trade account that was originally credited when the voucher was entered.

Note. When manual payments without a voucher match are posted, the system does not generate a gain-loss record. The system interprets this type of transaction as a voucher and check combination.

See Also

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Posting Financial Transactions"

JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide, "Setting Up Batch Approval and Post Security"

Appendix C, "JD Edwards EnterpriseOne Accounts Payable Reports," R04311 - Manual Payment Journal Report, page 261

Entering Manual Payments with Voucher Match

This section provides an overview of entering manual payments with voucher match and discusses how to:

• Set processing options for Payment With Voucher Match (P0413M).

• Enter a manual payment with voucher match.

• Select pay items for a manual payment.

Understanding Manual Payments with Voucher Match

To create a manual payment for one or more vouchers that you have already entered, you enter a manual payment with voucher match. You specify whether to print the payment. If you do not print it, you must prepare the payment manually.

The system reserves the records (payment numbers) needed for the manual payments, creates a payment record, updates the pay status of the voucher, and reduces the open amount of the voucher. The Print Payment check box on the Manual Payment Entry form determines if the payment is printed. The processing options on the Print tab enable you to specify certain print characteristics such as payment instrument and print program version number.

For greater efficiency when you enter a manual payment, you can set a processing option so that the system calculates the total amount of the pay items that you select for payment. After you select the pay items, the system deducts the full discount, if applicable, and enters the full payment amount.

Note. If the processing option is set for the system to automatically calculate the payment amount *and* you want to select an additional pay item after initially selecting a pay items, do *not* clear the Payment Amount field. Instead, select Pay Items from the Form menu. On the Select Open Pay Items form, select the pay item and click Select. On the Manual Payment Entry form, the system recalculates the payment amount to include the pay item that you just added.

If the processing option is set for you to enter the payment amount manually and you want to select an additional pay item, clear the Payment Amount field. Select Pay Items from the Form menu. On the Select Open Pay Items form, select the pay item and click Select. On the Manual Payment Entry form, enter the new payment amount.

Important! If you override the payment amount, the processing option is overridden. The payment amount is not recalculated again. You must enter any further changes manually.

Alternatively, you can manually enter the payment amount. You can pay the whole amount of a voucher or pay a partial amount. To enter the payment amount manually, be sure to enter the amount in the header area before moving your cursor to the detail area. The system will calculate the amount to pay on each voucher that you select.

Using the Select Open Pay Items Form

Use the Select Open Pay Items form to select the vouchers to pay with a manual payment. The following guidelines apply when using the form:

- When you select voucher pay items to be paid by the manual payment, press and hold the Control key while selecting each one individually to select pay items that do not appear in succession on this form.

- The Select Open Pay Items form provides a Summarized option. If you select this option, the system displays payments by document number. You cannot combine summarized and unsummarized pay items on a single manual payment. They must be on separate payments.

- Once you select pay items and click Select, the system changes the voucher pay status to *Z*. This prevents it from being selected for payment again.

Forms Used to Enter Manual Payments With Voucher Match

Form Name	FormID	Navigation	Usage
Work With Payments	W0413MB	Manual Payment Processing (G0412), Payment With Voucher Match.	Enter the default value for the supplier number for manual payment, and locate existing manual payments to review or delete.
Manual Payment Entry	W0413MA	Click Add on the Work With Payments form.	Enter payment information. The system populates the fields for grower management when you select a voucher for which grower management information exists.
Select Open Pay Items	W0413ME	On the Manual Payment Entry form, select Pay Items from the Form menu.	Select voucher pay items to be paid by the manual payment.

Setting Processing Options for Payment With Voucher Match (P0413M)

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

Defaults

1. Mode to View Open Pay Items   Specify the mode in which to view open pay items on the Select Open Pay Items form. Values are:

Blank: View open pay items in detail mode. The system displays each pay item.

1: View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters * in each field in the Pay Item column that contains more than one pay item for a voucher. Clear the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

Note. This option also exists on the Supplier Ledger Inquiry form. However, if you select summary mode on this form, the Pay Item column does not appear on the detail area of the form.

2. Assign Payment Numbers

Enter *1* to enable the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

Leave this processing option blank to enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

3. Enter Payment Amount

Enter *1* to enable the system to calculate the payment amount from the pay items you select. Leave this processing option blank to enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

Note. If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items to pay.

Display

1. Display Value Date Field

Enter *1* to display the Value Date field on the Manual Payment Entry form. If you select to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date that they expect the bank to process a payment.

Processing

1. Display Draft Entry Option

Enter *1* to display the Draft Entry option on the Manual Payment Entry form. Drafts, like vouchers, can be processed to be paid in various currencies.

Note. If you select the Draft Entry option, the payment type changes from PN to P1.

2. Duplicate Number Error Message

Enter 1 to have the system issue a warning message when someone enters a duplicate payment number using the same bank account. Leave this processing option blank to have the system issue an error message.

3. Allow Negative Payments

Specify whether the system enables the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's

check as a negative payment, the system updates the proper accounts with the correct amounts. Values are:

Blank: Do not enable negative payments.

1: Enable negative payments.

4. Delete Unposted Automatic Payments	Enter *1* to enable the deletion of unposted automatic payments. Leave this processing option blank to prevent the deletion of unposted automatic payments. These payments can be voided.
	Note. If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.
5. Delete Unposted Manual Payments	Enter *1* to enable the deletion of unposted manual payments. Leave this processing option blank to prevent the deletion of unposted manual payments. These payments can be voided.
	Note. If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

Currency

1. Activate Alternate Payment	Enter *1* to activate the Alternate Payment option on the Form menu. The Alternate Currency form enables you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.
2. Exchange Rate Date Edit	Specify whether the system validates that the effective date of the exchange rate is within the same GL reporting period in the Company Constants. Values are:
	Blank: The system does not perform the validation; it accepts any date.
	1: The system performs the validation and issues a warning message if the effective date is not within the same GL reporting period.
3. Exchange Rate Tolerance Limit	Specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.
	Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter *5*, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

Print

These processing options specify variables that are related to printing manual payments.

1. Payment Instrument   Specify the payment instrument for the payment. The system uses the value that you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, select Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this processing option blank, the system uses the print program assigned to a blank value in the F0417 table.

2. Print Program Version Number   Specify the version number of the print program.

To view valid version numbers, select batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If you leave this processing option blank, the system uses version ZJDE0001.

3. Retain Print Field Value   Specify whether the status of the Print Payment option on the Manual Payment Entry form remains the same until you change it. Values are:

Blank: Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option cleared regardless of how you left it the last time you worked on the form while in the same batch.

1: Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

Voids

1. Vouchers with Purchase Orders   Specify how the system responds to the removal of vouchers that contain a purchase order when you use the Void Payment Entry program. Values are:

Blank: Enable the voiding of vouchers with purchase orders, and issue no message.

1: Issue a warning message.

2: Issue an error message.

Note. If you use the JD Edwards EnterpriseOne Accounts Payable system to revise or void a voucher that was originally entered from the JD Edwards EnterpriseOne Procurement system, you compromise the integrity of the Purchase Order Detail File table (F4311).

Inquiry

1. Deactivate OK and Delete   Use this processing option to deactivate the OK and Delete buttons on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412). Values are:

Blank: Do not deactivate the OK and Delete buttons during review.

1: Deactivate the OK and Delete buttons during review.

Note. Entering *1* in this processing option does not deactivate the OK and Delete buttons during initial payment entry.

Netting

1. Netting Program Version Number

Specify the version number of the netting program to use. If this you leave this processing option blank, the system uses version ZJDE0001.

Entering Manual Payments With Voucher Match

Access the Manual Payment Entry form.

Manual Payment Entry form

Payment Number

Enter the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (data item DOCM) against an original document (data item DOC), such as an invoice or voucher.

It is possible to have duplicate payment numbers for different suppliers. The combination of the following must be unique:

Payment number

Supplier number

Bank account number

You can set a processing option to let the system automatically assign a number to manual checks or drafts. This lets you use a consecutive numbering scheme which will apply to all checks and drafts, whether manual or automated.

Payee Number

Enter the address book number of either a supplier or a payee. If you are using alternate payee numbers to process payments, you must enter the address book number of the payee instead of the supplier.

When you access the Select Open Pay Items form, the system considers the number that you entered to be the payee number and populates the Payee Address Number field with this number. To determine which pay items to display, the system searches the Accounts Payable Ledger table (F0411)

for all pay items where the value in the Payee Number field matches the number that you entered.

Value Date	Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. Automatic payments populate this field automatically. If you are making manual payments and have set a processing option to display the Value Date field, you can manually enter the value date here.
Payment Amount	Enter the amount of the payment.
	If you leave this field blank and set the appropriate processing option, the system adds the pay items you select on the Select Open Pay Items form and enters the full payment amount (deducting any full discount) for you.
Contract Code	If you selected a voucher for which grower information exists, the system displays the contract code.
Block Code	If you selected a voucher for which grower information exists, the system displays the value that exists in the Grower Block (F40G02) table that identifies the block.
Harvest Period	If you selected a voucher for which grower information exists, the system displays the value that exists in the Harvest/Grower Harvest (F40G03) table to identify the harvest period.
Harvest Suffix	If you selected a voucher for which grower information exists, the system displays the additional information about the harvest.
Contract ID	If you selected a voucher for which grower information exists, the system displays the contract number.
Harvest ID	If you selected a voucher for which grower information exists, the system displays the container number for the harvest storage.

Selecting Pay Items for a Manual Payment

Access the Select Open Pay Items form.

Select Open Pay Items form

Select the voucher pay items to be paid by the manual payment and click Select.

This form displays all voucher pay items for which the address book number in the Payee Number field (PYE) matches the number that you entered on the Manual Payment Entry form.

For example, assume that you set up an address book record for supplier number 4343, and you enter 4242 in the Factor/Special Payee field. You also set up supplier number 4141, and you enter 4242 in the Factor/Special Payee field for this supplier.

If you enter a manual payment using address book number 4242, then the system displays all open pay items that contain the value of 4242 in the Payee Number field in the F0411 table. The system includes all open pay items for suppliers 4343, 4141, and 4242.

If you enter a manual payment using address book number 4343 or 4141, then the system does not display any open pay items because pay items for supplier 4343 and 4141 contain the value of 4242 in the Payee Number field in the Accounts Payable Ledger table (F0411).

Note. Depending on how you set the Alternate/Payee processing option for the Voucher Entry MBF program (P0400047), the address book number in the Payee Number field on the pay items is either the supplier number or the alternate payee number.

See Chapter 6, "Processing Accounts Payable Vouchers," Setting Processing Options for Voucher Entry MBF (P0400047), page 92.

Entering Manual Payments Without Existing Vouchers

This section provides an overview of entering manual payments without existing vouchers, lists a prerequisite, and discusses how to enter manual payments without existing vouchers.

Understanding Manual Payments Without Existing Vouchers

To create a manual payment without an existing voucher, enter a manual payment without voucher match. You might do this at the time you place an order or take delivery on product. You can enter multiple pay items for several supplier invoices; however, you must use the same invoice number for all pay items.

The system creates a voucher and a payment, both in a W type batch. It assigns the document company to match that of the voucher, and either:

• You manually assign the payment document number.

• The system assigns the payment document number from the Next Numbers table.

You can manually produce the payment or have the system print the payment for you. If you have the system print the payment for you, you must do so prior to posting.

If you choose to cancel the payment record before the voucher GL distribution form has appeared, you receive a warning on the Enter Voucher - Payment Information form that a W type batch must have both a voucher and a payment record that pays that voucher. If you click cancel again after receiving the warning, the system displays the Supplier Ledger Inquiry form. Neither a voucher record nor a payment record are created.

You can enter a manual payment without voucher match using the Standard Voucher Entry program (P0411) or the Speed Voucher Entry (P0411SV) program.

Several restrictions apply to entering manual payments using the Speed Voucher Entry program. You cannot:

• Change, delete, or void manual payments.

• Enter multiple pay items or multiple supplier invoices.

• Create or use model journal entries.

• Override the GL bank account.

The processing options for the Payment Without Voucher Match program and the Speed Payment Entry program are the same as the Standard Voucher Entry and Speed Voucher Entry programs, respectively.

Prerequisite

Set the appropriate processing option on the Manual Payments tab for Payment Without Voucher Match and the Payments tab for Speed Payment Entry to create manual payments. Otherwise, the system will create only a voucher record. No payment record will be created.

See Chapter 6, "Processing Accounts Payable Vouchers," Setting Processing Options for Standard Voucher Entry (P0411), page 86.

See Chapter 6, "Processing Accounts Payable Vouchers," Setting Processing Options for Speed Voucher Entry (P0411SV), page 100.

Forms Used to Enter Manual Payments Without Voucher Match

Form Name	FormID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Manual Payment Processing (G0412), Payment Without Voucher Match.	Review existing vouchers to verify that a voucher has not yet been created.
Enter Voucher - Payment Information	W0411A	Click Add on the Supplier Ledger Inquiry form.	Enter voucher information. See Chapter 6, "Processing Accounts Payable Vouchers," Entering Standard Vouchers, page 95.
Payment Information	W0411D	Click OK on the Enter Voucher - Payment Information form.	Enter payment number and date.
G/L Distribution	W0411K	Click OK on the Payment Information form.	Enter GL distribution information for voucher.
Speed Voucher Entry	W0411SVA	Manual Payment Processing (G0412), Speed Payment Entry.	Enter a manual payment without voucher match using the speed method.

Entering Manual Payments Without Voucher Match

Access the Enter Voucher - Payment Information form.

The following form appears after you enter voucher information and click OK.

Payment Information form

Invoice Date   Enter the date of the supplier's invoice to you.

The default date for a voucher is the GL date.

Remark   Enter a remark that the system prints this information on the check stub.

Payee Number   Enter the address book number of the recipient of the payment.

Payment Date   Enter the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Payment Number	Enter the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

It is possible to have duplicate payment numbers for different suppliers. The combination of the following much be unique:

Payment number

Supplier number

Bank account number

If you set a processing option to do so, the system displays the bank account's next payment number from the Bank Transit Master table (F0030).

Printing Manual Payments

This section provides an overview of printing manual payments and discusses how to print a manual payment.

Understanding How to Print Manual Payments

You typically print manual payments at the time you enter them. However, you can print them at any time, provided that you have not yet posted the payments. You can print manual payments either from these programs:

• Payment Without Voucher Match (P0411)

• Payment With Voucher Match (P0413M)

From the Manual Payment Entry form, you can use the Print option on the Form menu to print payments even when the OK button is disabled in UPDATE mode. For example, you can use this option when inquiring on a manual payment without voucher match (W-type batch). Since the OK button is disabled for these types of batches, you cannot use the Print checkbox to print that payment. Instead, use the Print option to print these payments.

Note. The Print option is disabled in Add mode.

When you click the option to print a manual payment, the system runs the following reports, in sequential order:

1. Create Manual Payment Control Group (R04570M).

2. A/P Auto Payments - Print Driver (R04571).

3. Print Automatic Payments - Standard Format (R04572).

If the bank account associated with the manual payments is set to print attachments, the system also runs the A/P Check Processing - Special Check Attachment report (R04573).

If any payments result in debit memos, the system also runs the Print A/P Payments Debit Statements report (R04574).

You can determine which version of the print program the system runs by using the Print Program Version Number processing option for the Payment With Voucher Match program. The print program version is determined in this manner regardless of whether you are printing payments from the Payments With Voucher Match program or the Payments Without Voucher Match program.

Forms Used to Print Manual Payments

Form Name	FormID	Navigation	Usage
Work With Payments	W0413MB	Manual Payment Processing (G0412), Payment With Voucher Match.	Locate and select a payment to print.
Manual Payment Entry	W0413MA	Click Select on the Work With Payments form.	Click the option to print the payment.
Supplier Ledger Inquiry	W0411	Manual Payment Processing (G0412), Payment Without Voucher Match.	Locate and select a payment to print.
Work With Pay Item History	W0414A	On the Supplier Ledger Inquiry form, select Payment History.	Select the payment to print.
Manual Payment Entry	W0413MA	On the Work With Pay Item History form, select Payments from the Row menu.	Click the option to print the payment.

Printing a Manual Payment

Access the Work With Payments or the Supplier Ledger Inquiry form.

Deleting and Voiding Manual Payments

This section provides an overview of deleting and voiding manual payments and discusses how to delete and void manual payments.

Understanding How to Delete and Void Manual Payments

Use the Void Payment Entry program to remove a manual payment with voucher match or a manual payment without voucher match from the system. To remove a payment from the system, you can either void or delete the payment. Voiding a payment provides an audit trail for you, while deleting a payment does not.

If the manual payment is posted, you can only void the payment. When you void the posted manual payment, the system:

- Reopens the payment batch by changing the batch status back to approved so that you can post the reversing entries.
- Reopens the vouchers associated with the payment by changing the pay status back to A and populating the open amount field with the original open amount.

If the manual payment is unposted, you can either void or delete the payment. However, if you prefer to have an audit trail of all manual payments, you can prohibit the deletion of unposted payments by using the Delete Unposted Manual Payments processing option for the Payment With Voucher Match program. If you enter *1* for this processing option, the system enables you to delete unposted payments. If you leave this processing option blank, the system generates an error if you attempt to delete an unposted manual payment.

If you void an unposted manual payment, the system:

- Creates both the entries for the payment and the reversing entries for the void when you post the payment.
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount.

If you delete an unposted manual payment, the system:

- Deletes the payment records from the system completely.
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount.

Voiding the Vouchers Associated with the Payment

If you choose to void a manual payment, you can void the associated vouchers at the same time. When you choose to void the associated vouchers, these guidelines apply:

- If both the payment and the vouchers are unposted, the system voids the payment and *deletes* the voucher.
- If the payment is posted and the vouchers are unposted, the system voids the payment and generates the following error: *At least one voucher could not be voided when you attempt to void the voucher.* This error prevents you from deleting the vouchers that were associated with the voided payment and from having an audit trail for a payment but no associated vouchers.
- If the payment is unposted and the voucher is posted, the system voids the payment and voids the voucher.

Note. You cannot void associated vouchers when you delete unposted payments. You must go back and void the vouchers at another time.

Using the Payment Without Match Program to Void Manual Payments

In addition to using the Void Payment Entry program, you can use the Payment Without Voucher Match program to void a manual payment without voucher match.

When you void a payment using the Payment Without Voucher Match program, the option to void the vouchers at the same time is always selected.

The posted status of the payment and vouchers is always the same for a payment without voucher match because the vouchers belong to the same batch.

If the payment and vouchers are unposted, the system:

- Voids the payment and creates reversing entries for the void when you post.
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the Open Amount field with the original open amount.

Note. If the Delete Unposted Manual Payments processing option for the Payment With Voucher Match program is set to blank, the system deletes both the voucher and the payment.

If the payment and vouchers are posted, the system:

- Voids the payment and creates reversing entries for the void when you post.
- Voids the vouchers and creates the reversing entries for the void when you post.

Prerequisite

To delete unposted manual payments using either the Payment With Voucher Match or Payment Without Voucher Match program, verify that the Delete Unposted Manual Payments processing option on the Processing tab of the Payment With Voucher Match program is set to enable payments to be deleted.

Forms Used to Delete and Void Manual Payments With or Without Voucher Match

Form Name	FormID	Navigation	Usage
Work With Payments	W0413MB	• Manual Payment Processing (G0412), Void Payment Entry. • Manual Payment Processing (G0412), Payment Without Voucher Match	Locate and select the payment to void. You can also delete a payment from this form.
Void Payment	W0413VA	On the Work With Payments form, select Void Pymt (void payment) from the Row menu.	Void a payment and, if necessary, void vouchers associated with the payment. You can also change the Void G/L Date field, as the system uses the GL date of the payment as the default date.
Payment Void Confirmation	W0413VB	Click OK on the Void Payment form.	Confirm that you want to void the payment.

Voiding Manual Payments

Access the Work With Payments form.

Void G/L Date   Enter the date that identifies the financial period to which to post the voided transaction. Financial periods are set up in the Company Constants table (F0010).

The system uses the GL date for the payment as the default value for the Void G/L date. If the payment was issued in a prior period, you might need to change the Void G/L date to avoid having to reopen a prior period.

Void Voucher(s)   Select to void associated vouchers.

CHAPTER 14

Using Positive Pay

This chapter provides an overview of the positive pay process, lists prerequisites, and discusses how to:

• Generate the positive pay text file.

• Copy positive pay text files.

Understanding Positive Pay

Technology has increasingly facilitated the ability of criminals to create counterfeit checks and false identification that can be used to engage in fraudulent check activities. As a result, companies must adopt practices to protect against check fraud. Positive pay can provide this protection for companies by enabling them to create a file of check information that their banking institutions can use when determining whether to issue payment for checks.

When you use positive pay, you create a file for your bank that includes information for each check that you printed during the day, such as check number, date, amount, and account number. The bank compares the information on the checks that they receive with the information in this file, and if the information for any of the checks does not match the file, the system does not pay the checks.

You run the Generate Positive Pay Text File program (R04586) to create the text file that you send to the bank. After you run this program, you use the Text File Processor program (P007101) to copy the text file to a specified location on your PC. After the text file has been copied to your PC, you can save it in the format required by the bank.

Prerequisites

Before you complete the tasks in this section:

• Verify that you have updated all payment groups.

• Verify that you have entered all manual payments.

• Verify that you have voided all necessary payments.

• Verify that you have entered a bank account number and a transit number for each bank account for which to use positive pay.

Generating the Positive Pay Text File

This section provides an overview of generating the positive pay text file and discusses how to:

• Run the Generate Positive Pay Text File program.

• Set processing options for Generate Positive Pay Text File (R04586).

Understanding the Generate Positive Pay Text File Program

At the end of each day, run the Generate Positive Pay Text File program to create the positive pay text file to submit to your bank. When you run this program, the system selects payment records from the Accounts Payable - Matching Document table (F0413) and populates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) with information from these payment records.

When selecting records from the F0413 table, the system selects only records that meet the following criteria:

• The payment date is prior to or equal to the date specified for the Through Date processing option for the Generate Positive Pay Text File program.

• The value in the Positive Pay Flag field (GFL7) is blank (for payments that have not been voided).

  The system includes the payment in the text file and updates the Positive Pay Flag field to a value of *1*. The payment is not included the next time you run the program.

• The value in the Positive Pay Flag field is either *1* or blank (for payments that have been voided).

• A value of *1* in the Positive Pay Flag field of a voided payment indicates that the payment was voided after being included in a positive pay text file.

• A blank value in the Positive Pay Flag field of a voided payment indicates that the payment was voided before ever being included in a positive pay text file.

  The system includes the payment in the text file as a void and updates the Positive Pay Flag field to a value of *2*. The payment is not included the next time you run the program.

The system creates one header record in the F007101 table for each bank's positive-pay text file and includes the following information:

• Record type code

  This code indicates whether the record is a header, detail, or trailer record. A value of *1* indicates that the record is a header record, a value of *2* indicates that it is a detail record, and a value of *3* indicates that it is a trailer record.

• Bank transit/routing number

• Company name

  The system uses the value specified in the Company Name processing option for the Generate Positive Pay Text File program.

• Creation date

• Creation time

The system creates one detail record in the F007111 table for each payment in a positive pay text file and includes the following information for each payment:

• Record type code

• Bank account number

- Check number
- Payee name

  The system uses the value specified for the Payee Name processing option for the Generate Positive Pay Text File program.

- Check amount
- Currency code
- Check date
- Void date
- Status

The system also prints a report listing the information that was created in the F007101 and F007111 tables. Because this report contains headings for each column on the report, you can use it as a key when reviewing the data in the positive pay text file.

After running the Generate Positive Pay Text File program, use the Text File Processor program to copy your text file to a specified location on your PC so that you can save the text file in the format required by the bank and then submit the file to the bank.

Running the Generate Positive Pay Text File

Select Automatic Payment Processing (G0413), Generate Positive Pay Text File.

Select Manual Payment Processing (G0412), Generate Positive Pay Text File.

Setting Processing Options for Generate Positive Pay Text File (R04586)

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

Process

1. Through Date

Specify the through date for positive pay processing. The system processes all payments dated through this date that have not been previously included in a positive pay file. If you leave this processing option blank, the system uses the current date.

2. Company Name

Specify the name that is used as the company name in the positive pay text file. Values are:

Blank: Use the name for the company specified in the Company Constants table (F0010).

1: Use the value specified in the Alpha Name field in the address book record for the company.

2: Use the value specified in the Mailing Name field in the address book record for the company.

3. Payee Name

Specify the name that is used as the payee name in the positive pay text file. Values are:

Blank: Use the value specified in the Alpha Name field in the address book record for the payee.

1: Use the value specified in the Mailing Name field in the address book record for the payee.

Copying Positive Pay Text Files

This section provides an overview of copying positive pay text files.

Understanding the Text File Processor Program

After you run the Generate Positive Pay Text File program (R04586) to create your text file, you copy the text file to a specified location on your PC. When copying the text file, you must specify a file name and path and whether you want the system to append the text file to an existing one or to replace it.

After the text file has been copied to your PC, you can save it in the format that the bank requires and then transmit the text file to the bank.

Access the Text File Processor program from the Automatic Payments Processing (G0413) menu or the Manual Payments Processing (G0412) menu.

See *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Working with the Text File Processor".

CHAPTER 15

Creating As Of Reports

This chapter provides an overview of as of processing and discusses how to:

• Generate the date file.

• Run the "As-Of" Open A/P Summary report.

• Run the "As-Of" A/P Detail with Remarks report.

• Run the "As-Of" Open A/P Details with Aging report.

Understanding As Of Processing

As of processing enables you to run summary and detail reports for the JD Edwards EnterpriseOne Accounts Payable system as of a certain date rather than at runtime, supporting the GL account balances that are reported at period end. Because period-end data entry typically occurs for several days into the next period, and next-period data entry can begin before period-end, a significant difference exists between as of data and real-time data.

Prior to printing and reviewing these reports, you must run the Date File Generation report (R04901A) to generate a complete picture of the F0411 table as of a specific date. After you generate the file as of a specific period of time, you can compare the Accounts Payable transaction open balance with the balance of the AP Trade Account for the same period of time. These two balances should match if all of the transactions are posted to the general ledger and the trade account has been updated properly.

Auditors find these reports especially useful because they can run them for any period of time, as long as the date file has been generated.

You can also use as of reports to help resolve problems that you might encounter with your data.

Generating the Date File

This section provides an overview of the Date File Generation report and discusses how to:

• Run the Date File Generation report.

• Set processing options for Date File Generation (R04901A).

Understanding the Date File Generation Report

To run as of reports, you must first generate a date table. The system uses the date that you specify in the first processing option and compares it with the GL date of all the AP transactions. The open amount of the voucher is calculated based on the voucher's gross amount, adjustments, and payment transactions within the GL date time frame.

The Date File Generation report updates three worktables if you set up your processing options appropriately:

• F0411A table, based on the F0411 table.

• F0413A table, based on the F0413 table.

• F0414A table, based on the F0414 table.

To produce custom reports that include payment information as of a specific date, you can use the F0413A and F0414 tables.

If you are updating only open items, the system uses the date that you enter in the Date processing option and compares it with the GL date of the records like this:

• If the GL date of the voucher is after the date that is entered, the F0411A table is not updated.

• If the GL date of the voucher is equal to or prior to the date that is entered, the voucher is included in the table, but adjustment (including voiding vouchers) and payment records must be considered to determine the open amount of the voucher.

• If the GL date of the adjustment or payment record is after the date that is entered, the records are not considered in the calculation of the open amount.

  The open amount of the voucher is equal to the gross amount.

• If the GL date of the adjustment or payment record is equal or prior to the date that is entered, the amount of the payment or adjustment is subtracted from the gross amount of the voucher and updated so that it becomes the open amount.

When you update only open items, records are written to the F0411A table alone. The system automatically sets the pay status to A (approved) if an open amount exists in the F0411 table.

If you are including both open and paid items in the worktables, the date comparison indicated previously continues, but payment records with a GL date equal or prior to the date that is entered are also updated to the F0413A and F0414A tables. If no open amounts exist in the F0411 table, the system automatically sets the pay status to P (paid).

You need to include paid items in the worktables only when:

• You want to include paid information on the report that you are running.

• You want to include vouchers that have been prepaid on the report.

Vouchers are considered prepaid any time the GL date of the payment precedes the GL date of the voucher. The processing time for generating the worktables for both open and paid items can take significantly longer than the time that it takes to generate a table for just open items.

Note. To ensure adequate processing time, run the Date File Generation report after business hours.

Running the Date File Generation Report

Select Period End Processing (G0421), Date File Generation.

Setting Processing Options for Date File Generation (R04901A)

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

Process

1. 'As Of' Date	Specify the as of date. If you leave this processing option blank, the system uses the current date.
2. Update Option	Specify which records the system includes in these tables:

- F0411A

- F0413A

- F0414A

Values are:

Blank: Include only open items in the F0411A table.

1: Include both open and paid items in the F0411A table and also include the associated payment records of the paid items in the F0413A table and the F0414A table.

Note. If you include paid items, processing time increases.

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3. Prepayment Remark	Specify how the system completes the remark field for prepayments when you include prepayments in the F0411A table. Prepayments are vouchers that have a GL date that is after the as of date, but that were paid by the as of date. Values are:

Blank: Write prepayments with the original remark of the item.

1: Override the remark of the prepayment with the payment type and payment number.

Running the As-Of Open A/P Summary Report

This report provides summary information for each supplier and aging information as of a specific date.

This section lists a prerequisite and discusses how to:

- Generate the "As-Of" Open A/P Summary report.

- Set processing options for "As-Of" Open A/P Summary Report (R04413C).

Prerequisite

Ensure that you have generated a date table with the correct as of date, using the Date File Generation report.

Generating the As-Of Open A/P Summary Report

Select Period End Processing (G0421), Open A/P Summary Report, "As-Of"- Open A/P Summary Report.

Setting Processing Options for As-Of Open A/P Summary Report (R04413C)

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

Aging

1. Aging Specifications	Specify the method that the system uses to retrieve aging specifications from the F0009 table instead of the aging processing options. Values are:
	Blank: Ages transactions based on the information that is set up in the processing options.
	1: Ages transactions based on the due date using the aging days in the constants.
2. Date Type	Specify which voucher date the system uses to age open balances if the Aging Specifications processing option is set to use the aging processing options. The system compares the date specified with the aging date to determine the aging period in which to place each transaction.
	If the Aging Specifications processing option is set to retrieve aging specifications from the accounts payable constants, this processing option is ignored and the system uses the due date on the voucher. Values are:
	Blank or *D:* Due date
	G: GL date
	I: Invoice date
3. Aging Method	Specify which aging periods the system uses if the Aging Specifications processing option is set to use the aging processing options.
	If the Aging Specifications processing option is set to retrieve aging specifications from the Accounts Payable constants, the system ignores values in this processing option. Values are:
	Blank or *1:* Aging days
	2: Fiscal periods
	3: Calendar months
4. Aging Days	Aging Category 1, Aging Category 2, Aging Category 3, Aging Category 4, and Aging Category 5
	Specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30−, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1–30, 31–60, 61–90, and Over 90.
	These processing options apply only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.
5. Age Credits	Enter *1* to apply credits to the appropriate aging column. Leave this processing option blank to apply credits to the Current aging column

Print

1. Hold Payment	Enter *1* to exclude suppliers for which a payment hold is in effect. Leave this processing option blank to run the report for all suppliers.

Running the As-Of A/P Detail with Remarks Report

This section provides an overview of the "As-Of" A/P Detail with Remarks Report, lists a prerequisite, and discusses how to:

• Generate the "As-Of" A/P Detail with Remarks report.

• Set processing options for the "As-Of" A/P Detail with Remarks report (R04423C).

Understanding the As-Of A/P Detail with Remarks Report

To review information in your AP ledger as of a specific date, run the "As-Of" A/P Detail with Remarks report.

Use this report as a problem-solving tool. For example, you can use this report to compare the AP period end balance with the AP trade account balance in the general ledger.

This report includes information as of the date that you specify in the report processing options and the date that you specify when you generate your date table.

Prerequisite

Ensure that you have generated a date table with the correct as of date, using the Date File Generation report.

Generating the As-Of A/P Detail with Remarks Report

Select Period End Processing (G0421), Open A/P Detail Report, "As-Of" A/P Detail with Remarks.

Setting Processing Options for As-Of A/P Detail with Remarks (R04423C)

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

Print

1. Hold Payment	Enter *1* to exclude suppliers for which payments are on hold.
2. Recurring Voucher Information	Enter *1* to print recurring voucher information.
3. Remaining Payments	Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks (***) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

4. Payment Information	Enter *1* to print payment information on the report.
5. Include Payment Amounts	Specify whether payment amounts are included in the column totals for the original amount if the payment information processing option is set to print payment information. Values are:
	Blank: Do not include payments.
	1: Include payments.

Running the As-Of Open A/P Details with Aging Report

This section provides an overview of the "As-Of" Open A/P Details with Aging Report, lists a prerequisite, and discusses how to:

• Generate the "As-Of" Open A/P Details with Aging report.

• Set processing options for the "As-Of" Open A/P Details with Aging report (R04423D).

Understanding the As-Of Open A/P Details with Aging Report

To review information in your AP ledger as of a specific date, run the "As-Of" A /P Detail with Aging report.

Use this report as a problem-solving tool. For example, you can use this report to compare the AP period end balance with the AP trade account balance in the general ledger.

This report includes information as of the date you specify in the report processing options and the date you specify when you generate your date table.

Prerequisite

Ensure that you have generated a date table with the correct as of date, using the Date File Generation report.

Generating the As-Of Open A/P Details with Aging Report

Select Period End Processing (G0421), Open A/P Detail Report, "As-Of" Open A/P Details with Aging.

Setting Processing Options for As-Of Open A/P Details with Aging (R04423D)

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

Aging

| **1. Aging Specifications** | Specify the method by which the system retrieves aging specifications from the F0009 table instead of the aging processing options. Values are: |
| | Blank: Ages transactions based on the information that is set up in the processing options. |

	1: Ages transactions based on the due date using the aging days in the Accounts Payable constants.
2. Date Type	Specify which date on the voucher the system uses to age open balances if the aging specifications processing option is set to use the aging processing options. The system compares this date with the aging date to determine the aging period in which to place each transaction. Values are:
	Blank or *D:* Use the due date to age vouchers.
	G: Use the GL date to age vouchers.
	I: Use the invoice date to age vouchers.
3. Aging Method	Specify which aging periods the system uses if the Aging Specifications processing option is set to use the aging processing options.
	If the aging specifications processing option is set to retrieve aging specifications from the Accounts Payable constants, the system ignores the values in this processing option. Values are:
	Blank or *1:* Aging days
	2: Fiscal periods
	3: Calendar months
4. Aging Days	Aging Category 1, Aging Category 2, Aging Category 3, and Aging Category 4
	Use these processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30−, 0, 30, and 60, then the four aging columns of the report will be Current, 1–30, 31–60, and Over 60.
	These processing options apply only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.
5. Age Credits	Specify how the system ages credits. Values are:
	Blank: Apply credits to the Current aging column.
	1: Age credits.

Print Options

1. Hold Payment	Specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field of the F0401 table. Values are:
	Blank: Print all suppliers.
	1: Exclude suppliers that are on payment hold.
2. Recurring Voucher Information	Enter *1* to print recurring voucher information.
3. Remaining Payments	Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks (***) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

4. Payment Information   Enter *1* to print payment information on the report.

**5. Include Payment
Amounts**   Specify whether payment amounts are included in the column totals for the
original amount if the payment information processing option is set to print
payment information. Values are:

Blank: Do not include payments.

1: Include payments.

CHAPTER 16

Verifying Data Integrity for Accounts Payable

This chapter provides an overview of accounts payable integrity reports and discusses how to:

- Run the A/P Orig Doc to G/L by Batch report.
- Run the A/P Payments to G/L by Batch report.
- Run the A/P to G/L by Offset Account report.
- Run the A/P Payments to A/P w/Update report.
- Correct out-of-balance conditions.

Understanding Accounts Payable Integrity Reports

Integrity reports identify problems and inconsistencies with your data so that you can resolve them and ensure that your JD Edwards EnterpriseOne systems remain in balance. Use these reports to verify that your accounts payable data match your GL data and that your accounts payable transactions have the correct pay status.

You can run integrity reports only as of the current day. Integrity reports do not have as of capabilities. That is, you cannot run them as of a certain date, such as the last day of the month, to ensure that your data were in balance at that time.

Follow these guidelines when running integrity reports:

- Submit one integrity report at a time.
- Run integrity reports when other users are not accessing the system to ensure accuracy.
- Run integrity reports weekly so that you do not risk compromising your accounting data.
- Run integrity reports as needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly.

The accounts payable integrity reports include posted transactions only.

Running the A/P to G/L by Batch Report

This section provides an overview of the A/P to G/L by Batch report and discusses how to print the report.

Understanding the A/P Orig Doc to G/L by Batch Report

The A/P Orig Doc to G/L by Batch Integrity report (R04701) verifies that the gross amount of each batch in the F0411 table is in balance with the amounts in the corresponding batch in the F0911 table and prints any discrepancies. If the F0411 and F0911 tables are out of balance, use the Supplier/Customer Totals by Account report (R09450) as an additional verification tool.

Note. (ITA) If the *bolle doganali* are entered as prepaid documents, the ledger and the customs debit account might be out of balance.

The A/P Orig Doc to G/L by Batch Integrity report also checks for an invalid pay status on every pay item and verifies that the correct pay status has been applied to transactions that are open and paid.

The report does not include batches of payments that are entered without voucher match (batch type W). To test the integrity of batches of batch type W, run the A/P Payments to G/L by Batch (R04702A) report.

The A/P Orig Doc to G/L by Batch Integrity report performs two types of integrity tests:

• Balance test

• Pay status test

Balance Test

The balance test performs the following comparisons for each batch:

• Compares the gross amount in the F0411 table with the gross amount in the F0911 table.

• Compares the automatic offset amount with the AP control amount.

• Compares both of the preceding AP and GL amounts.

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain or loss transactions to the gross voucher amounts. It also does not add the discount that is taken or subtract the discount that is lost from the gross amount for the associated payment transaction.

The system adds the value-added tax (VAT) to the voucher taxable amount and subtracts the amount of use tax on transactions. It also adds the VAT from unposted PE (matching document type) transactions for any change to the gross amount.

Pay Status Test

The pay status test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status should be paid. If a voucher has an open amount, the pay status should be held or approved. If any discrepancies exist, the voucher transactions print on the integrity report.

Printing the A/P Orig Doc to G/L by Batch Report

Select Period End Processing (G0421), A/P Orig Doc to G/L by Batch.

Running the A/P Payments to G/L by Batch Report

This section provides an overview of the A/P Payments to G/L by Batch report and discusses how to print the report.

Understanding the A/P Payments to G/L by Batch Report

The A/P Payments to G/L by Batch (R04702A) report verifies that each batch of F0414 payments is in balance with the corresponding batch of F0911 amounts and prints any discrepancies.

This test performs the following comparisons for each batch:

• Compares the gross amount in the F0414 table with the gross amount in the F0911 table.

• Compares the automatic offset amount with the AP control amount.

• Compares both of the preceding AP and GL amounts.

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain and loss transactions because no offset accounts exist in the general ledger.

Because manual payments that are made without a matching voucher (type W) contain both voucher and payment information, the system identifies integrity problems for this batch type differently than for other batch types. The report columns include:

• Gross Amount column.

 When a difference exists between the payment and voucher amounts, the program prints the difference in this column, with an error message that specifies which amount is greater.

• Distribution Amount column.

 When a difference exists between the distribution amounts, the program prints the difference in this column, with an error message stating that the amounts in the F0911 table do not net to 0.

• Automatic Offsets column.

 When a difference exists between the automatic offset amounts, the program prints the difference in this column, with an error message stating that the amounts in the F0911 table do not net to 0.

Printing the A/P Payments to G/L by Batch Report

Select Period End Processing (G0421), A/P Payments to G/L by Batch.

Running the A/P to G/L by Offset Account Report

This section provides an overview of the A/P to G/L by Offset Account (R047001A) report and discusses how to print the report.

Understanding the A/P to G/L by Offset Account Report

The A/P to G/L by Offset Account integrity report compares the posted open amounts from the F0411 table with the balance in the offsetting AP trade accounts in the F0902 table. The open amounts in the F0411 table do not include taxes or discounts.

This comparison:

- Summarizes the open amounts in the F0411 table for each GL account. (The GL offset code in the voucher points to the AP control offset account, which is item PC in AAIs.)

- Compares the GL account amount with the corresponding AP control account.

  The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the GL offset account number appear on the integrity report. AAIs control which accounts appear on the report.

- Prints the sum of any GL offset code that cannot be associated with an account in the F0902 table.

  This usually occurs if an AAI is missing, if it has been changed, or if it points to an invalid account.

The A/P to G/L by Offset Account integrity report adds the balance forward from the prior year to any activity for the current year. Because the GL annual close provides the prior year balance forward amount, you must run the GL annual close process for the prior year before you run the A/P to G/L Integrity by Offset Account report.

Printing the A/P to G/L by Offset Account Report

Select Period End Processing (G0421), A/P to G/L by Offset Account.

Running the A/P Payments to A/P w/Update Report

This section provides an overview of the A/P Payments to A/P w/Update report and discusses how to:

- Print the A/P Payments to A/P w/Update report.
- Set processing options for A/P Payments to A/P w/Update (R04713).

Understanding the A/P Payments to A/P w/Update Report

Run the A/P Payments to A/P w/Update report to compare the payment amounts in the F0414 table to the posted or unposted payment amounts for the batch that exist in the F0411 table. When you run the report, the system:

- Compares the gross amount of each voucher batch in the F0411 table to the paid amount for the batch in the F0414 table.

  If the amounts do not net to zero, the system prints the difference between the amounts in the F0411 Open Amounts and the Adjusted Difference columns.

- Compares the gross amount of each voucher batch in the F0411 table to the gross payment amount for the batch in the F0414 table.

  If the amounts do not net to zero, the system prints the difference between the amounts in the Adjusted Difference column.

Run the report in proof mode to determine if errors exist. If discrepancies exist, verify that the amounts in the F0411 table are correct and that the amounts in the F0414 table are incorrect. Then, run the report in final mode to create the adjusting entries to correct the amounts in the F0414 table.

Printing the A/P Payments to A/P w/Update Report

Select Period End Processing (G0421), A/P Payments to A/P w/Update.

Setting Processing Options for A/P Payments to A/P w/Update (R04713)

Although processing options are set at implementation, you can change the values before running the report.

Process

Process   Enter *1* to run the report in final mode and create adjusting entries in the F0414 table.

Correcting Out-Of-Balance Conditions

After running an integrity report, you must correct any errors that the system detects.

Report Amounts Do Not Net to Zero

You might receive an error message stating that amounts do not net to zero when you run the A/P Orig Doc to G/L by Batch or A/P To G/L Integrity By Offset Account report. These reports compare the data in the F0411 table to the F0911 table (A/P Orig Doc to G/L by Batch), or to the F0902 table (A/P To G/L Integrity By Offset Account). The error is usually caused by unposted AP batches.

To correct amounts that do not net to zero, post all AP batches.

The following example illustrates why the integrity report shows amounts that are out of balance unless the transactions are posted.

Suppose you enter and post voucher #1234 for 1000. The system data would include:

* Document Type = PV (voucher).
* Gross Amount = 1,000 (F0411).
* Open Amount = 1,000 (F0411).
* Posted Code = D (F0411).
* Amount = 1,000 (F0902).

The open amount in the F0411 table and the amount in the F0902 table are in balance.

If you void voucher #1234, the system data would include:

* Document Type = PV (voucher).
* Gross Amount = Blank (zero) (F0411).
* Open Amount = Blank (zero) (F0411).

- Posted Code = D (F0411).

- Amount = 1,000 (F0902).

Because the open amount is now zero, and the F0902 amount is 1,000, the integrity report shows the amounts as out of balance.

To correct the imbalance, post the voided transaction. The system data would include:

- Matching Document Type = PE (change the voucher amount).

- Gross Amount = -1,000 (F0411).

- Open Amount = Blank (zero) (F0411).

- Posted Code = D (F0411).

- Amount = Blank (zero) (F0902).

The −1,000 in the F0411 table is applied to the amount in the F0902 table. The open amount in the F0411 table and the amount in the F0902 table are now in balance (both are at zero).

Batch Was Posted Out of Balance Without Automatic Offset Entries

You might receive an error message stating that the batch was posted out of balance. This error occurs only with the A/P To G/L Integrity By Offset Account report. You might receive this error when a power failure occurs during posting or when more than one post program is active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.

Invalid Journal Entry Was Posted to an AP Account

You might receive an error message stating that an invalid journal entry was posted. This error might occur when you run the A/P Orig Doc to G/L by Batch or the A/P To G/L Integrity By Offset Account report. Typically, the AP control offset account (posting edit code = M) includes only machine-generated entries with a document type of AE (automatic entry). The presence of a manually entered document in this account, such as a journal entry, can cause a balancing problem.

To correct this error:

- Locate and then correct or void the journal entry.

- Post the corrected or voided journal entry.

Data Records Are Damaged

You might receive an error stating that data records are damaged. This error can occur with any AP integrity report for a variety of reasons, including hardware failure.

If the damaged records are in the F0411 table, you might need to use a utility program to remove them from the table. Contact your system administrator for information about using utility programs. If the damaged records are in the F0902 table, you might need to repost the Account Ledger.

G/L Offset Code Was Changed

You might receive an error stating that the GL offset code was changed. This error occurs only when you run the A/P To G/L Integrity By Offset Account report. The error occurs if you change the GL offset code to which your vouchers are assigned and the system cannot find a match for the Accounts Payable Ledger records that contain the previous offset code.

When this error occurs, the system prints the old PC*yyyy* (where *yyyy* equals the GL offset code) item that is missing from AAIs in the Account column of the report, along with the total of the vouchers that include the old code.

The report does not show the GL account balance, because the system cannot find a match.

To correct this error, either:

• Change the AP amounts with the old offset codes to include the new offset code.

• Set up the old offset code and retain it until pay all open vouchers that have the old code.

AP Control Account Was Changed

You might receive an error message stating that the AP control account was changed. This error occurs only when you run the A/P To G/L Integrity By Offset Account report. It occurs if you change the AAIs for the AP control account to which the voucher GL offset code is attached. The system cannot find a match in the F0902 table because the association between the GL offset code and the old account number is lost.

The report includes an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the previous AP control account balance amount.

To correct this problem, locate the old AP control offset account total and manually add it to balance this account.

The F0411 Table and F0414 Table are Out of Balance

You might receive an error message stating that the F0411 and F04141 tables are out of balance. This error occurs only for batches with a batch type of W (without match) on the A/P Payments To G/L By Batch report. This error might occur when:

• A void to a transaction did not void related transactions.

• A power failure or other problem occurred during the post process.

• Data records are damaged.

To correct the imbalance, determine which amount is incorrect by printing the Manual Payment Journal report and general journal reports.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your system administrator.

General Ledger Transactions Are Out of Balance

You might receive an error message stating that general ledger transactions are our of balance. This error can occur on the A/P Orig Doc to G/L by Batch report and A/P Payments to G/L by Batch report (batch type W only). The error can be related to either distribution amounts or automatic offset amounts, and can be caused by:

• Unposted AP batches.

  Post all AP batches to balance the transaction.

• Incorrectly voided journal entries.

  Incorrectly voided journal entries might exist if you use the wrong program to void entries. For example, you compromise data integrity when you use the Journal Entry (P0911) program to void entries rather than the Void Payment Entry (P0413M) program. You might need to use a data file utility to reset the records to their original state. Then, use the correct program to void the transaction. For more information about using a data file utility, contact your system administrator.

- A power failure or other problem during the post process (distribution amounts only).

  To correct this problem, repost the batch.

- A batch posted out of balance without automatic offset entries.

- An invalid journal entry posted to an AP account.

- Damaged data records.

- A changed AP control account.

- An exit out-of-balance when you enter the voucher expense distribution.

CHAPTER 17

Purging Accounts Payable Records

This chapter provides an overview of how to purge closed records from your JD Edwards EnterpriseOne Accounts Payable system, lists prerequisites, and discusses how to run the Purge Closed A/P Records program.

Understanding How to Purge Records from Your Accounts Payable System

To conserve system disk space, purge your paid Accounts Payable records periodically. When you purge Accounts Payable records, you run a batch program that:

• Removes paid transactions from the Accounts Payable Ledger (F0411), Accounts Payable - Matching Document (F0413), and the Accounts Payable Matching Document Detail (F0414) tables. when the following conditions exist:

  - The GL date of the transaction is on or before the as of date that is set in the G/L Purge Date processing option.

  - The open amount is zero.

• Removes Accounts Payable payment summary information from the Accounts Payable Matching Document table if the payment date of a record is on or before the payment date that is set in a processing option.

• Removes all drafts that have not yet been paid.

  The system removes all drafts because the draft document type P1 does not have a GL date or an open amount. To prevent this from happening, use the data selection to exclude documents with document type P1 and pay status D.

• Copies purged records to the following tables:

  - F0411P (Purge - A/P Ledger)

  - F0413P (Purge - A/P Matching Document)

  - F0414P (Purge - A/P Matching Document Detail)

  For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

  Important! Do not purge Accounts Payable ledger information that might be needed by other systems, such as the JD Edwards EnterpriseOne Procurement system.

System Administrator Responsibilities

The system administrator is responsible for several tasks that are related to purging Accounts Payable records:

- After you purge Accounts Payable records, contact your system administrator to reorganize the files.

  This records the remaining records, maximizes system disk space, speeds system processing, and rebuilds the table indices.

- When you purge Accounts Payable records, the system does not purge the associated journal entries.

  Contact your system administrator to develop a plan to purge the F0911 table.

- To remove the tables of purged records from your system, contact your database administrator.

Prerequisites

Before you complete the tasks in this section:

- Back up the F0411, F0413, and F0414 tables.

- Update YTD voucher amounts.

  See Chapter 5, "Entering Supplier Information," Verifying YTD Voucher Amounts, page 70.

Purging Closed AP Records

This section discusses how to:

- Run the Purge Closed A/P Records program.

- Set Data Selection and Sequence for Purge Closed A/P Records.

- Setting processing options for Purge Closed A/P Records (R04800).

Running the Purge Closed A/P Records Program

Select A/P Advanced & Technical Operations (G0431), Purge Closed A/P Records.

Setting Data Selection and Sequence for Purge Closed A/P Records

You should follow specific guidelines for data selection and data sequence for the Purge Closed A/P Records program.

Data Selection

To prevent the system from purging recurring vouchers, set the Number of Payments equal to *ZERO*.

To prevent the system from purging drafts that have not yet been paid, exclude documents with document type P1 and pay status D.

Data Sequencing

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document company

2. Document number

3. Document type

Setting Processing Options for Purge Closed A/P Records (R04800)

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

Select

1. G/L Purge Date   Specify a GL date for the system to use when determining which records to purge from the F0411, F0413, and F0414 tables.

APPENDIX A

Mapping Voucher Transactions to Batch Input Tables

This appendix discusses mapping fields in the following batch processing tables:

• Voucher Transactions - Batch Upload (F0411Z1)

• Journal Entry Transactions - Batch File (F0911Z1).

Mapping Fields in the Voucher Transactions - Batch Upload Table (F0411Z1)

This section contains lists of fields in the F0411Z1 table that are either required, optional, or ignored. This section also contains lists of additional required fields for processing discounts and payments.

Required Fields

The following fields in the F0411Z1 table are required:

Field Name	Alias	Type	Length	Definition
EDI - User ID	VLEDUS	Alpha	10	Enter the user ID of the person who runs the voucher batch process or the person who receives the messages in the work center. This field, in conjunction with the transaction number (VLEDTN), the batch number (VLEDBT), and the line number (VLEDLN), uniquely identifies a specific voucher.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Number	VLEDTN	Alpha	22	Enter the document number of the source system so that the transaction can be cross-referenced. This field, in conjunction with the line number (VLEDLN), identifies each transaction. Each new transaction number indicates a new voucher. You cannot have more than one transaction with the same number in a batch unless the line number is different. If the number assigned already exists in the F0411 table, the system returns an error message.
EDI - Line Number	VLEDLN	Number	7	Enter the pay item number only if a transaction has multiple pay items. If a transaction has only one pay item, you can leave this field blank. This field is used in conjunction with the transaction number (VLEDTN) to identify each pay item of the voucher.
EDI - Successfully Processed	VLEDSP	Alpha	1	Leave this field blank. The system completes this field to indicate whether the transaction was successfully processed using the batch processor. Blank or 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to *1*.
EDI - Transaction Action	VLEDTC	Alpha	1	Enter *A* in this field. No other values are valid.
EDI - Transaction Type	VLEDTR	Alpha	1	Enter *V* (for vouchers) in this field. This field is a code that identifies a particular kind of transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	VLEDBT	Alpha	15	Enter a number to group transactions for processing. This value, in conjunction with the transaction number (VLEDTN), the user ID (VLEDUS), and the line number (VLEDLN), uniquely identifies a transaction within a specific batch. This field also serves as a level break and causes the assignment of a new JD Edwards EnterpriseOne batch number each time that the value changes. To increase performance, assign one batch number for each group of transactions that are processed at one time.
Address Number	VLAN8	Number	8	Enter the address book number of the supplier that is associated with the voucher transaction. The number that you enter must exist in the F0101 table.
G/L Date	VLDGJ	Date	6	Enter the GL date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (*mmddyy*), while others might require a Julian date format. The Julian date format is *cyyddd* (where *c* = century). Enter *0* (zero) for transactions in the 20th century and enter *1* for transactions in the 21st century. For example, the date June 1, 1999 corresponds to the Julian date 099152, and the date June 1, 2000 corresponds to the Julian date 100153 (because the year 2000 has a leap day, February, 29, 2000). Alternatively, you can leave this field blank and complete the fields VLDGM (mm), VLDGD (dd), VLDGY (yy), and VLDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDG#). For example, enter 19 for 1999, or enter 20 for 2005.
Company	VLCO	Alpha	5	Enter the number of the company to which the voucher belongs. This number must exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Field Name	Alias	Type	Length	Definition
G/L Offset	VLGLC	Alpha	4	The value of this field, in conjunction with the company number (VLCO), determines the AP trade (offset) account to which the transaction is posted. The account established in the AAI item PC*yyyy* (where *yyyy* is the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default G/L Offset). You complete this field only to direct different transactions to different offset accounts.
Gross Amount	VLAG	Number	15	Enter the transaction amount in the format that your database accepts. Some databases accept a decimal identifier while others do not. If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VLACR) instead. If you process transactions using Currency Mode 3, you must complete both the Gross Amount and Currency Amount fields.
G/L Bank Account	VLGLBA	Number	8	Enter the bank account from which the voucher should be paid. Enter the account number in BU/Obj/Sub format. If you leave this field blank, the system uses the account that is set up in the AAI item PB for the company that is specified. If the AAI item for the company is not found, the system uses the AAI for company 00000. Alternatively, enter the account ID (GMAID) of the bank account from which the voucher should be paid. The account ID is located in the F0901 table.
Business Unit	VLMCU	Alpha	12	Enter the business unit to which the voucher belongs. The value that you enter in this field must exist in the F0006 table. If you leave this field blank, the system uses the value in the Security Business Unit field (MCU) in the supplier's address book record.

Additional Required Fields for Processing Discounts

The following fields in the F0411Z1 table are required for processing voucher discounts:

Field Name	Alias	Type	Length	Definition
Payment Terms Code	VLPTC	Alpha	3	Enter a payment terms code or leave this field blank. The value that you enter in this field is validated against an entry in the Payment Terms (F0014) table. If the payment term is defined to calculate a discount, the system updates the Discount Available (VLADSC), Discount Due Date (VLDDNJ), and Net Due Date (VLDDJ) fields in the F0401 table accordingly. If you leave this field blank and the supplier has a payment term in the F0401 table, the system uses the payment term from the Supplier Master table to determine the discount and the discount due date.
Discount Available	VLADSC	Number	15	Leave this field blank if you completed the Payment Terms Code field (VLPTC). The system calculates the discount amount and discount due date based on the value of the Payment Terms Code field (VLPTC). If the Payment Terms Code field is blank and the supplier has a payment term in the F0401 table, the system uses the payment term from the F0401 table to calculate the discount amount and the discount due date. If you did not enter a payment term code, enter the amount of the discount in a format that your database accepts. Some databases accept a decimal identifier while others do not. If you enter a discount amount, you must also enter a discount due date (VLDDNJ). You cannot enter the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system reads this as a five-cent discount.

Field Name	Alias	Type	Length	Definition
Net Due Date	VLDDJ	Date	6	Leave this field blank if you completed the Payment Terms Code field (VLPTC). This field identifies the due date of the voucher regardless of whether a discount is available. The system automatically calculates the net due date when the voucher is processed. If you leave the Payment Terms Code field blank, and the supplier has a payment term in the F0401 table, the system uses the payment term from the F0401 table to determine the net due date (VLDDJ).
				If you do not use a payment term, enter the net due date in a format that your database accepts. Refer to the data item for G/L Date (VLDGJ) for more information.
				Alternatively, leave this field blank and complete the VLDDM (mm), VLDDD (dd), VLDDY (yy), and VLDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDD#). For example, enter 19 for 1999 and 20 or 2005.
Discount Due Date	VLDDNJ	Date	6	Leave this field blank if you completed the Payment Terms Code field (VLPTC). This field identifies the date through which a discount can be taken when the payment is issued. When vouchers are processed, this field is automatically populated based on the definition of the payment term. If you leave the Payment Terms Code field (VLPTC) blank, and the supplier has a payment term in the F0401 table, the system uses the payment term from the F0401 table to determine the Discount Available (VLADSC), Discount Due Date (VLDDNJ) and Net Due Date (VLDDJ) fields.
				If you do not use a payment term, but you use the discount available, enter a date in the format that your database accepts. Refer to the data item for G/L Date (VLDGJ) for more information.
				Alternatively, leave this field blank and complete the VLDDNM (mm), VLDDND (dd), VLDDNY (yy), and VLDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDDN#). For example, enter 19 for 1999 and 20 for 2005.

Field Name	Alias	Type	Length	Definition
Batch File Discount Handling Flag	VLEDDH	Alpha	1	Enter *I* in this field to process vouchers with discounts.
Discount Taken	VLADSA	Number	15	Leave this field blank. The system updates this field in the F0401 table when the payment is issued and the discount is taken.

Additional Required Fields for Processing Payments

The following field is required for processing payments in the Voucher Transactions - Batch Upload table (F0411Z1).

You can process paid vouchers for the upload process if these vouchers meet two payment conditions:

• Only one payment is allowed per voucher.

• The payment amount must be for the total voucher amount.

Payment information is updated to the F0413 and F0414 tables.

Field Name	Alias	Type	Length	Definition
Matching Document Number	VLDOCM	Number	8	To process a paid voucher, enter the number of the payment that paid the voucher in full.

Optional Fields for Processing Batch Vouchers

Some fields in the F0411Z1 table are optional for batch voucher processing and are used with the first two tables. You can use the fields to provide additional information about vouchers.

Leave these fields blank to have the system populate them:

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VLEDDL	Number	5	Specify the number of detail lines that are included in a specific transaction. This field is for user verification only.
Document Number	VLODOC	Number	8	Leave this field blank. If you leave this field blank, the system uses next numbers for system 04 to generate a document number that identifies the transaction in the F0411 table. If you enter a value in this field, the value cannot exist in the F0411 table, or the transaction is considered a duplicate and is not processed. If you enter a value in this field, you must enter the same value in the corresponding field in the F0911Z1 table.

Field Name	Alias	Type	Length	Definition
Document Type	VLDCT	Alpha	2	Leave this field blank. If you leave this field blank, the value is determined by the processing options of the Voucher Entry MBF Processing Options program (P0400047), which specifies the type of transaction. If you enter a value in this field, the value must exist in both UDC 00/DT (Document Type - All Documents) and UDC 00/DV (Document Type - Vouchers Only) . If you enter a value in this field, you must enter the same value in the corresponding field in the F0911Z1 table.
Document Company	VLKCO	Alpha	5	Enter a code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value that you entered in the Company field (VLCO). If you enter a value in this field, the value must exist in the F0010 table. Any value that you enter in this field must also be entered into the corresponding field in the F0911Z1 table.
Document Pay Item	VLSFX	Alpha	3	Leave this field blank. If you leave this field blank, the system assigns the pay item beginning with 001 to indicate the pay item number of the voucher. Use the Line Number field (VLEDLN) to designate transactions that have multiple pay items. If the transaction number) and the line number combination are duplicated, the system ignores the next and all subsequent transactions regardless of whether the Pay Item field is used.
Pay Item Extension Number	VLSFXE	Number	2	Leave this field blank. This field is updated by other systems that process records and store them in the F0411 table.
Adjusting Document Type	VLDCTA	Alpha	2	Leave this field blank. The system provides a code that is updated when processed vouchers are either changed or voided.
Payee Address Number	VLPYE	Number	8	Enter the address number that is used when a payee other than the supplier is paid. The value that you enter into this field must exist in the F0101 table.

Field Name	Alias	Type	Length	Definition
Approver Address Number	VLSNTO	Number	8	Enter the address number that identifies the person who is authorized to approve a voucher for payment. The system uses this number in conjunction with payee approval; the Payee Approval field must contain a valid value.
Invoice Date	VLDIVJ	Date	6	Enter the invoice date in the format that your database accepts. If you leave this field blank, the system uses the GL date. Refer to the data item for G/L Date (VLDGJ) for examples. You can also leave this field blank and complete fields VLDIVM (mm), VLDIVD (dd), VLDIVY (yy), and VLDIV# (cc) in the month/date/year/century format. Enter the prefix of the year in the Century field (VLDIV#). For example, enter 19 for 1999 and 20 for 2005.
Fiscal Year	VLFY	Number	2	Leave this field blank. The system populates this field based on the GL date and the company to identify the fiscal year of the voucher.
Century	VLCTRY	Number	2	Leave this field blank. The system populates this field based on the GL date and the company to identify the century of the voucher.
Period Number	VLPN	Number	2	Leave this field blank. The system populates this field based on the GL date and the company to identify the fiscal period of the voucher.
Batch Number	VLICU	Number	8	Leave this field blank. If you leave this field blank, the system uses next numbers for system 00 to generate a batch number that it uses to group vouchers that are processed simultaneously.
Batch Type	VLICUT	Alpha	2	If you complete this field, you must enter *V* (voucher) to designate that the transaction is for a voucher. If you leave this field blank, the system populates the field with V when processing the vouchers.

Field Name	Alias	Type	Length	Definition
Batch Date	VLDICJ	Date	6	If you leave this field blank, the system uses the date that the batch process program is run to identify the date that the batch was processed. If you complete this field, enter the date in a format that your database accepts. Refer to the field definition for G/L Date (VLDGJ) for more information about formats. Alternatively, you can leave this field blank and complete the fields VLDICM (mm), VLDICD (dd), VLDICY (yy), and VLDIC# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VLDIC#). For example, enter 19 for 1999, or enter 20 for 2005.
Balanced - Journal Entries	VLBALJ	Alpha	1	Leave this field blank. The system completes this field with a code that indicates whether the amounts of the journal entries that are associated with the transaction are in balance with the gross amount of the voucher.
Pay Status Code	VLPST	Alpha	1	If you leave this field blank, the system populates the field according to the value for the processing option for the Voucher Entry MBF Processing Options program (P0400047) to indicate whether the voucher is open, paid, or on hold. If you did not assign a value for the processing option, the system uses the default value of the data dictionary item PST. The value of this field must exist in UDC 00/PS (Pay Status).
Amount Open	VLAAP	Number	15	Leave this field blank. The system automatically updates the Amount Open field (VLAAP) with the value in the Gross Amount field (VLAG) to identify the open amount of the voucher. Processing partially paid vouchers is not supported by this application. If you enter a value in this field, you receive an error message, and the transaction is not processed.

Field Name	Alias	Type	Length	Definition
G/L Posted Code	VLPOST	Alpha	1	Leave this field blank. The General Ledger Post program (R09801) updates this field with a code that identifies the posted status of the voucher. If you previously processed historical data as a journal entry, you should create an associated F0911Z1 table transaction and use the AP trade account as the GL distribution account. Then, when the system posts the transaction, accounting will not be affected. If you process posted voucher transactions out of balance (that is, without corresponding F0911Z1 table information), enter *D* in this field. However, by doing this, you compromise your ability to void these transactions in the future, and will create discrepancies on the AP batch integrity reports.
Object Account	VLOBJ	Alpha	6	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Subsidiary	VLSUB	Alpha	8	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Subledger Type	VLSBLT	Alpha	1	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Subledger	VLSBL	Alpha	8	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Void Flag	VLVOD	Alpha	1	Leave this field blank. The system populates this field with a code that identifies whether a voucher was voided when you void a voucher.
Document Company (Original Order)	VLOKCO	Alpha	8	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table. If you leave this field blank, the system updates it with the value that is assigned to the Document Company field in the F0411 table.

Field Name	Alias	Type	Length	Definition
Document Type - Original	VLODOC	Alpha	2	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table. If you leave this field blank, the system updates it with the value that is assigned to the Document Type field in the F0411 table.
Document - Original	VLOKCO	Alpha	5	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table. If you leave this field blank, the system updates it with the values that is assigned to the Document Type field from the F0411.
Document Pay Item - Original	VLOSFX	Alpha	3	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Payment Handling Code	VLCRC	Alpha	3	Enter a value that exists in UDC 00/HC (Special Handling Code) to identify vouchers to segregate for payment processing or to provide additional information.
Supplier Invoice Number	VLVINV	Alpha	25	Enter a number to identify a supplier's invoice. Any value that you enter in this field passes to the corresponding F0411 table record. This field is not validated.
Document Company (Purchase Order)	VLPKCO	Alpha	5	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Purchase Order	VLPO	Alpha	8	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Document Type - Purchase Order	VLPDCT	Alpha	2	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Line Number	VLLNID	Number	6	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Order Suffix	VLSFXO	Alpha	3	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Reference	VLVR01	Alpha	25	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.

Field Name	Alias	Type	Length	Definition
Unit	VLUNIT	Alpha	8	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Business Unit 2	VLMCU2	Alpha	12	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Name - Remark	VLRMK	Alpha	30	A code that provides an explanation for a voucher. Depending on how your processing options are set, this field might be printed on the payment.
Frequency - Recurring	VLRF	Alpha	2	Complete this field with a code to indicate the frequency of a recurring voucher only if the voucher is a recurring voucher that will be recycled. Documents that are generated with recurring information have the Document Type RR. The value that you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency).
Recurring Frequency # of Payments	VLDRF	Number	3	Complete this field with a number that indicates how many times a recurring voucher will be recycled only if the voucher is a recurring voucher that will be recycled. Documents that are generated with recurring information have the document type RR. The value that you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency). If you enter *1,* the system does not generate a new voucher.
Units	VLU	Number	15	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table.
Unit of Measure	VLUM	Alpha	2	Enter a code to describe the type of units. The value that you enter must exist in UDC 00/UM (Unit of Measure).
Payment Instrument	VLRYIN	Alpha	1	Enter a code that indicates the type of payment with which to pay the voucher. The value that you enter in this field must exist in UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the F0401 table when the voucher is processed.

Field Name	Alias	Type	Length	Definition
Category Code - Address Book 7	VLAC07	Alpha	3	Enter a code to indicate the type of 1099 for which the voucher is eligible. The system uses this field to process 1099s. Any values that you enter should match the corresponding values on the 1099 form and exist in UDC 01/07.
Flag for 1099	VLTNN	Alpha	1	Enter a code to indicate that the voucher is eligible for 1099 processing. This code is not used in JD Edwards EnterpriseOne software.
Item Number - Short	VLITM	Number	8	Enter a number to identify the inventory item. The system ignores any value that you enter in this field. The system does not validate values in this field.
Transaction Originator	VLTORG	Alpha	10	The system updates this field when the transaction is processed. Leave this field blank.
User ID	VLUSER	Alpha	10	The system updates this field when the transaction is processed. Leave this field blank.
Program ID	VLPID	Alpha	10	The system updates this field when the transaction is processed. Leave this field blank.
Date Updated	VLUPMJ	Date	6	The system updates this field when the transaction is processed. Leave this field blank.
Time Last Updated	VLUPMT	Number	6	The system updates this field when the transaction is processed. Leave this field blank.
Work Station ID	VLJOBN	Alpha	10	The system updates this field when the transaction is processed. Leave this field blank.

Ignored Fields

These fields in the F0411Z1 table are ignored by the system:

Field Name	Alias	Type	Length
Type Record	VLEDTY	Alpha	1
Record Sequence	VLEDSQ	Number	2
EDI - Document Type	VLEDCT	Alpha	2

Field Name	Alias	Type	Length
EDI - Transaction Set Number	VLEDTS	Alpha	6
EDI - Translation Format	VLEDFT	Alpha	10
EDI - Transmission Date	VLEDDT	Date	6
EDI - Send/Receive Indicator	VLEDER	Alpha	1
Batch File Create G/L Record	VLEDGL	Alpha	1
User Address Number	VLEDAN	Number	8
Account ID	VLAID2	Alpha	8
Bank Transit Short ID	VLBAID	Number	8
Sequence Number - Operations	VLOPSQ	Number	5
Control/Statement Field	VLCTL	Alpha	13
Closed Item - As Of Processing	VLFNLP	Alpha	1
Tax Rate/ Area 3 - Withholding	VLTXA3	Alpha	10
Tax Expl Code 3 - Withholding	VLEXR3	Alpha	2
A/R - A/P Miscellaneous Code 1	VLRP1	Alpha	1
A/R - A/P Miscellaneous Code 2	VLRP2	Alpha	1
A/R - A/P Cash Rcpts/Inv Reg Code	VLRP3	Alpha	1
Historical Currency Conversion Rate	VLHCRR	Number	15
Historical Date - Julian	VLHDGJ	Date	6
Historical Date - MO	VLHDGM	Number	2
Historical Date - DA	VLHDGD	Number	2
Historical Date - YR	VLHDGY	Number	2
Historical Date - CTRY	VLHDG#	Number	2

251

Fields Reserved for Users

The following fields in the F0411Z1 table are reserved for users. These fields are not updated by any JD Edwards EnterpriseOne program, nor are they displayed on any form in the JD Edwards EnterpriseOne Accounts Payable system:

Field Name	Alias	Type	Length	Definition
User Reserved Code	VLURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VLURDT	Date	6	Enter any date in this field. Use a format that your database accepts. See the data item for G/L Date (VLDGJ) for more information about date formats.
User Reserved Amount	VLURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VLURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VLURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

Mapping Fields in the Journal Entry Transactions - Batch File Table (F0911Z1)

This section contains a list of the required fields in the F0911Z1 table that are required for processing batch vouchers, and a list of the required fields for using the JD Edwards EnterpriseOne Advanced Cost Accounting system.

Required Fields

This table identifies only the required fields that you must complete. The system populates the remaining required fields based on information in the F0411Z1 table for the transaction.

The values that you enter in these fields must exactly match the values that you entered in the corresponding fields in the F0411Z1 table:

Field Name	Alias	Type	Length
EDI - User ID	VNEDUS	Alpha	10
EDI - Transaction Number	VNEDTN	Alpha	22
EDI - Successfully Processed	VNEDSP	Alpha	1
EDI - Transaction Action	VNEDTC	Alpha	1

Field Name	Alias	Type	Length
EDI - Transaction Type	VNEDTR	Alpha	1
EDI - Batch Number	VNEDBT	Alpha	15
EDI - Line Number	VNEDLN	Number	7
Document Company	VNKCO	Alpha	5
Document Type	VNDCT	Alpha	2
Document Number	VNDOC	Number	8
Batch Number	VNICU	Number	8
Batch Type	VNICUT	Alpha	1
G/L Date	VNDGJ	Date	6
Account Number	VNANI	Number	29
Account Mode	VNAM	Number	1
Ledger Type	VNLT	Alpha	2
Amount	VNAA	Number	15

Required Fields for the Advanced Cost Accounting System

If you use the JD Edwards EnterpriseOne Advanced Cost Accounting system (system 16), you must complete these additional fields in the F0911Z1 table:

Field Name	Alias	Type	Length	Definition
Cost Object Type 1-4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values that you enter in the corresponding cost object fields (VNABR1 - VNABR4). If you enter a value in one of the cost object type fields, you must enter a value in the corresponding cost object field. The values in the cost object type fields must exist in the F1620 table.
Cost Object 1-4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each cost object field must adhere to the edit rules for the corresponding cost object type (VNABT1 - VNABT4).

Field Name	Alias	Type	Length	Definition
Posting Code 1-10	VNPM01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the F4101 table.

See Also

JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide, "Mapping Fields for Journal Entry Batch Processing"

APPENDIX B

Delivered Workflow for JD Edwards EnterpriseOne Accounts Payable

This appendix discusses the delivered workflow for the JD Edwards EnterpriseOne Accounts Payable system.

See Also

JD Edwards EnterpriseOne Tools 8.98 Workflow Tools Guide

Delivered Workflow for JD Edwards EnterpriseOne Accounts Payable

This section discusses the JD Edwards EnterpriseOne Accounts Payable workflow.

Voucher Batch Approval

This section discusses the Voucher Batch Approval workflow.

Description

Workflow Description	The system sends a workflow message to a specified batch approver when a secured user creates a voucher batch. The batch remains at a status of P (pending) and the user cannot post the batch until the approver changes the batch status to A (approved).
Workflow Trigger	A secured user creates a voucher batch.
Workflow Action	The approver for the secured user receives a message in the Work Center to approve the batch. When the approver selects the message in the Work Center, the system displays the Work With Batches form. The approver reviews the batch and then selects Batch Approval from the Row menu to approve the batch.

Workflow Objects

System	04
Workflow Object Name	JDEVBCHAPR
Object ID	W041016A, W041016A, W041017A, W0411A, W0411K, W0411SVA
Event Description / Function Name	Post Button Clicked
Sequence / Line Numbers	49, 28, 31, 26, 85, 31

APPENDIX C

JD Edwards EnterpriseOne Accounts Payable Reports

This appendix provides an overview of accounts payable reports and enables you to:

• View summary tables of all reports.

• View details for selected reports.

Note. Country-specific reports for accounts payables exist for many countries.

See Also

JD Edwards EnterpriseOne Country-Specific Setup and Processes for the Americas 9.0 Implementation Guide, "JD Edwards EnterpriseOne Country-Specific Reports for the Americas"

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Asia and Australia 9.0 Implementation Guide, "JD Edwards EnterpriseOne Country-Specific Reports for Asia and Australia"

JD Edwards EnterpriseOne Country-Specific Setup and Processes for Europe Localization 9.0 Implementation Guide, "JD Edwards EnterpriseOne Country-Specific Reports for Europe"

JD Edwards EnterpriseOne Accounts Payable Reports: A to Z

The following table lists the accounts payable reports, sorted alphanumerically by report ID.

You can also generate a report for supplier balances.

See *JD Edwards EnterpriseOne Accounts Receivable 9.0 Implementation Guide*, "Printing Selected Accounts Receivable Reports," Printing Customer/Supplier Balance Reports.

Report ID and Report Name	Description	Navigation
R00311A Address Book Exception Report	Use this report to view any suppliers in the JD Edwards EnterpriseOne Address Book system that do not have corresponding bank account information (such as bank transit and account numbers) in the Bank Transit Master table (F0030). The system reviews suppliers only if their payment instrument is T or B. This program does not update any information. If any records appear on the exception report, you must perform one of these actions: • Enter the missing bank account information using the Bank Account Cross-Reference program (P0030A). • Change the payment instrument for the supplier to one that does not require bank account information.	Automatic Payment Setup (G04411), Address Book Exception Report
R04305 Voucher Journal Report	Use this report to review voucher journal information in a printed format, instead of viewing the information online.	Supplier and Voucher Entry (G0411), Voucher Journal Report
R04311 Manual Payment Journal Report	Use this report to review manual payment journal information in a printed format, instead of viewing the information online.	Manual Payment Processing (G0412), Manual Payment Journal Report
R04413 A/P Summary Report	Use this report to review summary information about open voucher balances and aging.	Accounts Payable Reports (G0414), Open A/P Summary Report, A/P Summary Report Period End Processing (G0421), Open A/P Summary Report, A/P Summary Report
R04413C As-Of Open A/P Summary Report	Use this report to review summary information about open voucher balances as of a specific date.	Period End Processing (G0421), Open A/P Summary Report, "As-Of"-Open A/P Summary Report Accounts Payable Reports (G0414), Open A/P Summary Report, "As-Of"-Open A/P Summary Report
R04423A A/P Detail by Supplier with Remarks and Net Amounts	Use this report to review detailed voucher information. This report lists each voucher for a supplier, and includes net amounts, due dates, and remarks.	Accounts Payable Reports (G0414), Open A/P Detail Report, A/P Detail with Remarks Period End Processing (G0421), Open A/P Detail Report, A/P Detail with Remarks

Report ID and Report Name	Description	Navigation
R04423B A/P Details w/Aging	Use this report to review detailed voucher information, along with aging information.	Accounts Payable Reports (G0414), Open A/P Detail Report, A/P Detail with Aging
R04423C "As-Of" A/P Detail by Supplier	Use this report to review detailed AP ledger information as of a specific date.	Period End Processing (G0421), Open A/P Detail Report, "As-Of" A/P Detail with Remarks Accounts Payable Reports (G0414), Open A/P Detail Report, "As-Of" A/P Detail with Remarks
R04423D "As-Of" Open A/P Details with Aging	Use this report to review detailed AP ledger information as of a specific date, with aging.	Period End Processing (G0421), Open A/P Detail Report, "As-Of" Open A/P Details with Aging Accounts Payable Reports (G0414), Open A/P Detail Report, "As-Of" Open A/P Details with Aging
R04424 Payment Details	Use this report to determine which vouchers have been paid.	Accounts Payable Reports (G0414), Payment Details
R04428A A/P Detail by Approver with Remarks	Use this report to view due dates, expense suspense accounts, and open amounts for suppliers. This report lists suppliers by approver number.	Other Voucher Entry Methods (G04111), Voucher Detail Report, A/P Detail by Approver with Remarks
R04428B A/P Detail by Approver with Aging	Use this report to view due dates, expense suspense accounts, open amounts, and aging information for suppliers. This report lists suppliers by approver number.	Other Voucher Entry Methods (G04111), Voucher Detail Report, A/P Detail by Approver with Aging
R04431 Cash Requirements Report	Use this report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use this report to review upcoming cash requirements.	Automatic Payment Processing (G0413), Cash Requirements Report, Cash Requirements Report
R04578 Payment Analysis Report	Use this report to review all payments currently in a payment group. Using the processing options for this report, you can also view the pay items for each payment.	Automatic Payment Processing (G0413), Payment Analysis Report
R04601 Suspected Duplicate Payments	Use this report to identify duplicate payments.	Accounts Payable Reports (G0414), Suspected Duplicate Payments
R04602 Supplier Analysis	Use this report to review a supplier's transaction history.	Accounts Payable Reports (G0414), Supplier Analysis

Report ID and Report Name	Description	Navigation
R09313 Payment Register	Use this report to print an additional copy of a payment register.	Accounts Payable Reports (G0414), Payment Register
R09450 Supplier/Customer Totals by G/L Account	Use this report to review GL account detail information and totals by supplier from the F0911 table.	Accounts Payable Reports (G0414), Supplier/Customer Totals by G/L Acct

Integrity Reports

The following table lists the integrity reports, sorted alphanumerically by report ID.

R047001A A/P to G/L by Offset Account	Use this report to compare posted, open amounts in the F0411 table to the balance in the offsetting AP trade accounts in the F0902 table	Period End Processing (G0421), A/P to G/L by Offset Account
R04701 A/P Orig Doc to G/L by Batch	Use this report to verify that the gross amount of each batch in the F0411 table balance with the amounts in the corresponding batch in the F0911 table. This report also checks each pay item for an invalid pay status.	Period End Processing (G0421), A/P Orig Doc to G/L by Batch
R04702A A/P Payments to G/L by Batch	Use this report to verify that each batch of payment amounts in the F0414 table is in balance with the corresponding batch of amounts in the F0911 table.	Period End Processing (G0421), A/P Payments to G/L by Batch

JD Edwards EnterpriseOne Accounts Payable Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R04305 - Voucher Journal Report

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

The system calculates the tax amounts that appear on the Voucher Journal Report based on the tax explanation code and tax rate and area for a pay item.

This report lists transactions from the F0411 and F0911 tables. To see value-added tax (VAT) amounts from the F0018 table, set the VAT Receivable Amounts processing option to *1*. VAT amounts appear on the report only if the voucher has been posted.

The processing time for this batch process is related to the number of records in your system.

The following table describes the abbreviated columns headings used in this report.

Abbreviated Column Heading	Description
Ty	Document Type
PC	Posted Code
LT	Ledger Type
PS	Payment Status
PI	Payment Instrument

Processing Options for Voucher Journal Report (R04305)

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

Print Options

Account Number Format   Specify the account number to print. Value are:

                                                    Blank: Number entered during input

                                                    1: Account Number

                                                    2: Short Account ID

                                                    3: Unstructured Account

VAT Receivable Amounts   Enter *1* to print posted VAT receivable amounts from the F0018 table. If you leave this processing option blank, the system prints tax amounts from only the F0411 table.

R04311 - Manual Payment Journal Report

Print the Manual Payment Journal Report to review payments in print instead of reviewing them online. .

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

The processing time for this batch report is related to the amount of history retained in the F0411 table, the Accounts Payable - Matching Document (F0413) table, and the Accounts Payable Matching Document Detail (F0414) table.

Data Selection for Manual Payment Journal Report

The DEMO versions of this program print the entire F0413 and F0414 tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

Processing Options for Manual Payment Journal (R04311)

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

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

Print

1. Account Number Format   Specify which account number to print on the Manual Payment Journal report.

Blank: Print the number entered during input.

1: Print the account number.

2: Print the short account ID.

3: Print the free form number.

R04413 - A/P Summary Report

Use the A/P Summary Report to review summary information about open balances and aging information. This report prints total open amounts for each supplier.

Using the Aging Specifications processing option for this program, you can control the type of date from which to age your vouchers and the aging categories that appear on the report.

If you leave the Aging Specifications processing option blank, the system uses the information that you specify in the remaining Aging processing options, and overrides the aging information in the Accounts Payable constants. You can designate aging by due date, invoice date, or GL date, and by one of these aging methods:

• Aging days

• Fiscal periods

• Calendar

If you enter *1* in the Aging Specifications processing option, the system uses the aging information specified in the Accounts Payable Constants, where you designate the number of days in each time interval for the columns on your aging reports. For example, you can designate 30, 60, 90, and 120 days and more.

This report uses information from the F0101 and F0411 tables.

Processing time for this report depends on the number of transactions retained in the F0101 and F0411 tables. It is recommended that you run this report during off-peak hours.

Data Sequence for A/P Summary Report (R04413)

The report totals are dependent on this sequence:

1. Company

2. Address Number

Do not change the data sequence for this report.

Processing Options for A/P Summary Report (R04413)

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

Aging

If you do not change any of the default settings on this tab, the system retrieves aging specifications from AP constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this tab.

1. Aging Specifications
Enter *1* to retrieve aging specifications from the General Constants table (F0009). Leave this processing option blank to retrieve aging information from the processing options for this program.

2. Aging Date
Specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If you leave this processing option blank, the system compares the current date to the date on the voucher to determine the aging category.

3. Date Type
Specify which date on the voucher that the system uses to age open balances if the Aging Specifications processing option is set to use the aging processing options. The system compares this date to the aging date to determine the aging period in which to place each transaction. Values are:

Blank or *D:* Use the due date to age vouchers.

G: Use the GL date to age vouchers.

I: Use the invoice date to age vouchers.

4. Aging Method
Specify which aging periods the system uses if the Aging Specifications processing option is set to use the aging processing options.

The system ignores these values if the Aging Specifications processing option is set to retrieve aging specifications from the Accounts Payable Constants. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

5. Aging Days (Aging Categories 1–5)
Specify the aging intervals in each of the five aging category processing options. The system uses these five processing options to determine the five aging columns on the report. For example, if the aging days specified in these five processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

These processing options apply only if the Aging Specifications and Aging Method processing option are blank.

6. Age Credits
Enter *1* to apply credits to the appropriate aging column. Leave this processing option blank to apply credits to the Current aging column.

Print

1. Hold Payment
Enter *1* to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the F0401 table.

R04423A - A/P Detail by Supplier with Remarks and Net Amounts

Use this report to view detailed voucher information for one or more suppliers. This report shows each voucher pay item, net amounts, due dates, and remarks with the open amount information and aging. Print any of these versions:

• Open A/P Detail with Net Amounts & Remarks.

• Open A/P Detail with Remarks.

• Open A/P Detail with Recurring Frequency.

• Supplier Payment Information.

This report uses information from the F0101 and F0411 tables.

Processing time for this report depends on the number of transactions retained in the F0101 and F0411 tables. It is recommended that you run this report during off-peak hours.

Data Selection for A/P Detail by Supplier with Remarks and Net Amounts

The Open A/P Detail by Supplier with Remarks and Net Amounts report requires the following data selection:

• Open amount not equal to zero.

• Pay item extension number equal to zero.

Do not remove either of the required data selection for this report. Doing so could cause unpredictable results.

Data Sequence for A/P Detail by Supplier with Remarks and Net Amounts

The report totals for the A/P Detail by Supplier with Remarks and Net Amounts are dependent on the following data sequence:

1. Company

2. Address Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for A/P Detail by Supplier with Remarks and Net Amounts (R04423A)

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

Print Options

These processing options specify print options on reports.

1. Hold Payment	Enter *1* to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field (HDPY) of the F0401 table.
2. Recurring Voucher Information	Enter *1* to print recurring voucher information.

3. Remaining Payments   Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks ( ) beside the number of remaining payments for the voucher if the number is less than or equal to the number specified.

4. Payment Information   Enter *1* to print payment information on the report.

5. Include Payment Amounts   Enter *1* to include payment amounts in the column totals for the original amount if the Payment Information processing option is set to print payment information.

R04423B - A/P Detail with Aging

To view voucher information for one or more suppliers, print the Open A/P Detail with Aging report. This report shows aging information and due dates with the open amount information. Print one of these versions:

• Open A/P Details with Aging.

• Retainages Payable with Aging.

• Open A/P Details Recurring Frequency with Aging.

This report uses information from the F0101 and F0411 tables. Processing time for this report depends on the number of transactions retained in the F0101 and F0411 tables. It is recommended that you run this report during off-peak hours.

Data Selection for A/P Detail with Aging

The Open A/P Detail with Aging report requires the following data selection:

• Open amount not equal to zero.

• Pay item extension number equal to zero.

Data Sequence for A/P Detail with Aging

The report totals for the A/P Detail with Aging report are dependent on the following data sequence:

1. Company
2. Address Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for A/P Detail with Aging (R04423B)

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

Aging

These processing options specify aging criteria that will be used for this report. If you do not change any of the default settings on this tab, the system retrieves aging specifications from AP constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this tab.

1. Aging Specifications	Enter *1* to retrieve aging specifications from the General Constants table (F0009). Leave this processing option blank to age transactions based on the information set up in the processing options.
2. Aging Date	Specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If you leave this processing option blank, the system compares the current date to the date on the voucher to determine the aging category.
3. Date Type	Specify which date on the voucher the system uses to age open balances if the Aging Specifications processing option is set to use the aging processing options. The system compares this date to the aging date to determine the aging period in which to place each transaction. Values are:
	Blank or *D:* Use the due date to age vouchers.
	G: Use the GL date to age vouchers.
	I: Use the invoice date to age vouchers.
4. Aging Method	Specify which aging periods the system uses if the Aging Specifications processing option is set to use the aging processing options.
	If the Aging Specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores the values in this processing option. Values are:
	Blank or *1:* Aging days
	2: Fiscal periods
	3: Calendar months
5. Aging Days (Aging Categories 1–5)	Specify the aging intervals in each of the five aging category processing options. The system uses these five processing options to determine the five aging columns on the report. For example, if the aging days specified in these five processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.
	These processing options apply only if the Aging Specifications and Aging Method processing option are blank.
6. Age Credits	Enter *1* to apply credits to the appropriate aging column. Leave this processing option blank to apply credits to the Current aging column.

Print Options

These processing options specify print options for this report.

1. Hold Payment	Enter *1* to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the F0401 table.
2. Recurring Voucher Information	Enter *1* to print recurring voucher information.
3. Remaining Payments	Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks (***) beside the number of

remaining payments for the voucher if it is less than or equal to the number specified.

4. Payment Information	Enter *1* to print payment information on the report.
5. Include Payment Amounts	Enter *1* to include payment amounts in the column totals for the original amount if the Payment Information processing option is set to print payment information.

R04424 - Payment Details

The Payment Details report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

When you print the Payment Details report, the system uses payment header and voucher detail information from the following tables:

• Address Book Master (F0101).

• Accounts Payable - Matching Document (F0413).

• Accounts Payable Matching Document Detail (F0414).

Data Sequence for Payment Details

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

Do not change the data sequence for this report. Doing so could cause unpredictable results

Processing Options for Payment Details (R04424)

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

Print Formats

Print Amount Information	Enter *1* to print the report with foreign and domestic amounts of the payment. If you leave this processing option blank, only the payment amount will display.
Print Page Information	Enter *1* to begin a new page with each payment number. If you leave this processing option blank, a new page will begin with each payee.

R04428A - A/P Detail by Approver with Remarks

Use this report to view voucher detail information by approver number. This report shows due dates and expense suspense accounts along with the open amount.

This report is similar to the Open A/P Details with Aging Report.

Processing Options for A/P Detail by Approver with Remarks (R04428A)

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

Print

1. Hold Payment Enter *1* to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the F0401 table.

R04428B - A/P Detail by Approver with Aging

This report prints by approver number and shows due dates and expense suspense accounts along with the open amount. This report is similar to the A/P Detail by Approver with Remarks, but enables you to view aging information.

Processing Options for A/P Detail by Approver with Aging (R04428B)

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

Aging

1. Aging Specifications Enter *1* to retrieve aging specifications from the General Constants table (F0009). Leave this processing option blank to age transactions based on the information set up in the processing options.

2. Aging Date Specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If you leave this processing option blank, the system compares the current date to the date on the voucher to determine the aging category.

3. Date Type Specify which date on the voucher the system uses to age open balances if the Aging Specifications processing option is set to use the aging processing options. The system compares this date to the aging date to determine the aging period in which to place each transaction. Values are:

Blank or *D:* Use the due date to age vouchers.

G: Use the GL date to age vouchers.

I: Use the invoice date to age vouchers.

4. Aging Method Specify which aging periods the system uses if the Aging Specifications processing option is set to use the aging processing options.

If the Aging Specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores the values in this processing option. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

5. Aging Days (Aging Categories 1–5) Specify the aging intervals in each of the five aging category processing options. The system uses these five processing options to determine the five aging columns on the report. For example, if the aging days specified in these

five processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

These processing options apply only if the Aging Specifications and Aging Method processing option are blank.

6. Age Credits   Enter *1* to apply credits to the appropriate aging column. Leave this processing option blank to apply credits to the Current aging column.

Print

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

1. Hold Payment   Enter *1* to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the F0401 table.

R04578 - Payment Analysis Report

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

Processing Options for Payment Analysis Report (R04578)

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

Print

1. Detail Voucher Information   Enter *1* to print voucher detail information on the report.

2. Business Unit   Enter *1* to print the business unit on the report. This processing option applies only when you process payment groups by business unit.

R04601 - Suspected Duplicate Payments

Prior to payment processing, you might want to identify any duplicate vouchers. To avoid duplicate vouchers, set the AP constants to display either an error message or a warning of a possible duplicate when you enter a voucher.

If the AP constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the F0411 table. Vouchers appear on this report based on one of the following criteria:

• Duplicate invoice number.

• Duplicate amount within an invoice.

This report does not adjust the status of any vouchers listed.

Data Sequence for Suspected Duplicate Payments

The report totals are dependent on the following sequence:

1. Address Number
2. Invoice Number
3. Document Number
4. Document Type
5. Document Company
6. Pay Item
7. Pay Item Extension Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for Suspected Duplicate Payments (R04601)

This report does not have processing options.

R04602 - Supplier Analysis

Use this report to review a supplier's transaction activity. This report lists suppliers according to their year-to-date vouchered amount (gross amount less taxes), with the supplier with the highest amount vouchered appearing first. It also shows the amount vouchered the previous year and the value in the Hold Payment field of the Supplier Master record.

To have the Vouchered Year to Date column to list only the current year's activity, you must run the Update YTD Voucher Amounts program (R04820A) as part of your annual close procedures. Suppliers with a year-to-date balance of zero do not appear on this report. Information on this report is from the F0401 table.

See Chapter 5, "Entering Supplier Information," Verifying YTD Voucher Amounts, page 70.

Data Sequence for Supplier Analysis

The report totals are dependent on the following sequence:

1. Amount Vouchered Year-to-Date.
2. Address Number.

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for Supplier Analysis (R04602)

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

Currency

Currency   Enter the currency in which the system prints the report. If you leave this processing option blank, the system prints the report in U.S. dollars (USD). The system uses this option only when multicurrency is on.

R09313 - Payment Register

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized instead of detailed. This register also lists multi-stub payments and payments that were voided due to a reset.

Data Sequence for Payment Register

The report totals are dependent on the following sequence:

1. Batch Number
2. Check Date
3. Document Type
4. Document Number
5. Document Company
6. Address Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for Payment Register (R09313)

This report does not have processing options.

R09450 - Supplier/Customer Totals by G/L Account

To analyze which suppliers provide specific types of services and products based on GL distributions, print the Supplier/Customer Totals by Account report. This shows GL account detail information and totals by supplier from the F0911 table.

Processing Options for Supplier/Customer Totals by G/L Account (R09450)

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

Display

1. Type Of Account Number To Print	Enter the type of Account Number to print on the report. Values are:
	Blank: Number entered during input.
	1: Structured Account.
	2: Short Account ID.
	3: Third Account Number.
2. Print Supplier/Customer Address	Enter *1* to print the address of the supplier or customer. If you leave this processing option blank, the system does not print the supplier or customer address.

Glossary of JD Edwards EnterpriseOne Terms

Accessor Methods/Assessors	Java methods to "get" and "set" the elements of a value object or other source file.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A JD Edwards EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.
alternate currency	A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.
	In JD Edwards 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.
Application Server	Software that provides the business logic for an application program in a distributed environment. The servers can be Oracle Application Server (OAS) or WebSphere Application Server (WAS).
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various JD Edwards EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
Auto Commit Transaction	A database connection through which all database operations are immediately written to the database.
back-to-back process	A process in JD Edwards EnterpriseOne Supply Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to JD Edwards EnterpriseOne.
	In JD Edwards EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than JD Edwards EnterpriseOne to JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to JD Edwards EnterpriseOne.
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.
	See also direct connect and store-and-forward.
best practices	Non-mandatory guidelines that help the developer make better design decisions.

BPEL	Abbreviation for *Business Process Execution Language*, a standard web services orchestration language, which enables you to assemble discrete services into an end-to-end process flow.
BPEL PM	Abbreviation for *Business Process Execution Language Process Manager*, a comprehensive infrastructure for creating, deploying, and managing BPEL business processes.
Build Configuration File	Configurable settings in a text file that are used by a build program to generate ANT scripts. ANT is a software tool used for automating build processes. These scripts build published business services.
build engineer	An actor that is responsible for building, mastering, and packaging artifacts. Some build engineers are responsible for building application artifacts, and some are responsible for building foundation artifacts.
Build Program	A WIN32 executable that reads build configuration files and generates an ANT script for building published business services.
business analyst	An actor that determines if and why an EnterpriseOne business service needs to be developed.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-JD Edwards EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	See named event rule (NER).
business service	EnterpriseOne business logic written in Java. A business service is a collection of one or more artifacts. Unless specified otherwise, a business service implies both a published business service and business service.
business service artifacts	Source files, descriptors, and so on that are managed for business service development and are needed for the business service build process.
business service class method	A method that accesses resources provided by the business service framework.
business service configuration files	Configuration files include, but are not limited to, interop.ini, JDBj.ini, and jdelog.properties.
business service cross reference	A key and value data pair used during orchestration. Collectively refers to both the code and the key cross reference in the WSG/XPI based system.
business service cross-reference utilities	Utility services installed in a BPEL/ESB environment that are used to access JD Edwards EnterpriseOne orchestration cross-reference data.
business service development environment	A framework needed by an integration developer to develop and manage business services.
business services development tool	Otherwise known as JDeveloper.
business service EnterpriseOne object	A collection of artifacts managed by EnterpriseOne LCM tools. Named and represented within EnterpriseOne LCM similarly to other EnterpriseOne objects like tables, views, forms, and so on.

business service framework	Parts of the business service foundation that are specifically for supporting business service development.
business service payload	An object that is passed between an enterprise server and a business services server. The business service payload contains the input to the business service when passed to the business services server. The business service payload contains the results from the business service when passed to the Enterprise Server. In the case of notifications, the return business service payload contains the acknowledgement.
business service property	Key value data pairs used to control the behavior or functionality of business services.
Business Service Property Admin Tool	An EnterpriseOne application for developers and administrators to manage business service property records.
business service property business service group	A classification for business service property at the business service level. This is generally a business service name. A business service level contains one or more business service property groups. Each business service property group may contain zero or more business service property records.
business service property categorization	A way to categorize business service properties. These properties are categorized by business service.
business service property key	A unique name that identifies the business service property globally in the system.
business service property utilities	A utility API used in business service development to access EnterpriseOne business service property data.
business service property value	A value for a business service property.
business service repository	A source management system, for example ClearCase, where business service artifacts and build files are stored. Or, a physical directory in network.
business services server	The physical machine where the business services are located. Business services are run on an application server instance.
business services source file or business service class	One type of business service artifact. A text file with the .java file type written to be compiled by a Java compiler.
business service value object template	The structural representation of a business service value object used in a C-business function.
Business Service Value Object Template Utility	A utility used to create a business service value object template from a business service value object.
business services server artifact	The object to be deployed to the business services server.
business view	A means for selecting specific columns from one or more JD Edwards EnterpriseOne application tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical JD Edwards EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.

charts	Tables of information in JD Edwards EnterpriseOne that appear on forms in the software.
check-in repository	A repository for developers to check in and check out business service artifacts. There are multiple check-in repositories. Each can be used for a different purpose (for example, development, production, testing, and so on).
connector	Component-based interoperability model that enables third-party applications and JD Edwards EnterpriseOne to share logic and data. The JD Edwards EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in JD Edwards 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 JD Edwards EnterpriseOne Financial Management.
Control Table Workbench	An application that, during the Installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
correlation data	The data used to tie HTTP responses with requests that consist of business service name and method.
cost assignment	The process in JD Edwards EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In JD Edwards EnterpriseOne Manufacturing, an element of an item's cost (for example, material, labor, or overhead).
credentials	A valid set of JD Edwards EnterpriseOne username/password/environment/role, EnterpriseOne session, or EnterpriseOne token.
cross-reference utility services	Utility services installed in a BPEL/ESB environment that access EnterpriseOne cross-reference data.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
cXML	A protocol used to facilitate communication between business documents and procurement applications, and between e-commerce hubs and suppliers.
database credentials	A valid database username/password.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the system-release number data source. It also updates the Data Source Plan detail record to reflect completion.
date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

denominated-in currency	The company currency in which financial reports are based.
deployment artifacts	Artifacts that are needed for the deployment process, such as servers, ports, and such.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail information	Information that relates to individual lines in JD Edwards EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application.
	See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
duplicate published business services authorization records	Two published business services authorization records with the same user identification information and published business services identification information.
embedded application server instance	An OC4J instance started by and running wholly within JDeveloper.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between JD Edwards EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all JD Edwards EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.
enterprise server	A server that contains the database and the logic for JD Edwards EnterpriseOne.
Enterprise Service Bus (ESB)	Middleware infrastructure products or technologies based on web services standards that enable a service-oriented architecture using an event-driven and XML-based messaging framework (the bus).
EnterpriseOne administrator	An actor responsible for the EnterpriseOne administration system.
EnterpriseOne credentials	A user ID, password, environment, and role used to validate a user of EnterpriseOne.
EnterpriseOne object	A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.

EnterpriseOne development client	Historically called "fat client," a collection of installed EnterpriseOne components required to develop EnterpriseOne artifacts, including the Microsoft Windows client and design tools.
EnterpriseOne extension	A JDeveloper component (plug-in) specific to EnterpriseOne. A JDeveloper wizard is a specific example of an extension.
EnterpriseOne process	A software process that enables JD Edwards 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. JD Edwards 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.
EnterpriseOne resource	Any EnterpriseOne table, metadata, business function, dictionary information, or other information restricted to authorized users.
Environment Workbench	An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the system-release number data source. It also updates the Environment Plan detail record to reflect completion.
escalation monitor	A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
explicit transaction	Transaction used by a business service developer to explicitly control the type (auto or manual) and the scope of transaction boundaries within a business service.
exposed method or value object	Published business service source files or parts of published business service source files that are part of the published interface. These are part of the contract with the customer.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a "business unit."
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network users request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
foundation	A framework that must be accessible for execution of business services at runtime. This includes, but is not limited to, the Java Connector and JDBj.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
HTTP Adapter	A generic set of services that are used to do the basic HTTP operations, such as GET, POST, PUT, DELETE, TRACE, HEAD, and OPTIONS with the provided URL.

instantiate	A Java term meaning "to create." When a class is instantiated, a new instance is created.
integration developer	The user of the system who develops, runs, and debugs the EnterpriseOne business services. The integration developer uses the EnterpriseOne business services to develop these components.
integration point (IP)	The business logic in previous implementations of EnterpriseOne that exposes a document level interface. This type of logic used to be called XBPs. In EnterpriseOne 8.11, IPs are implemented in Web Services Gateway powered by webMethods.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interface table	See Z table.
internal method or value object	Business service source files or parts of business service source files that are not part of the published interface. These could be private or protected methods. These could be value objects not used in published methods.
interoperability model	A method for third-party systems to connect to or access JD Edwards EnterpriseOne.
in-your-face-error	In JD Edwards EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
IServer service	This internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.
jargon	An alternative data dictionary item description that JD Edwards EnterpriseOne appears based on the product code of the current object.
Java application server	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A JD Edwards EnterpriseOne proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A JD Edwards EnterpriseOne file (or member for iSeries) that provides the runtime settings required for JD Edwards EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running JD Edwards EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
jde.log	The main diagnostic log file of JD Edwards 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 JD Edwards EnterpriseOne.
JDENET	A JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne supported platforms.
JDeveloper Project	An artifact that JDeveloper uses to categorize and compile source files.

JDeveloper Workspace	An artifact that JDeveloper uses to organize project files. It contains one or more project files.
JMS Queue	A Java Messaging service queue used for point-to-point messaging.
listener service	A listener that listens for XML messages over HTTP.
local repository	A developer's local development environment that is used to store business service artifacts.
local standalone BPEL/ESB server	A standalone BPEL/ESB server that is not installed within an application server.
Location Workbench	An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the system data source.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when JD Edwards EnterpriseOne software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with JD Edwards EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
Manual Commit transaction	A database connection where all database operations delay writing to the database until a call to commit is made.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in JD Edwards EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all JD Edwards EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to JD Edwards EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
Middle-Tier BPEL/ESB Server	A BPEL/ESB server that is installed within an application server.
Monitoring Application	An EnterpriseOne tool provided for an administrator to get statistical information for various EntepriseOne servers, reset statistics, and set notifications.

named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather that 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.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
nota fiscal factura	In Brazil, a nota fiscal with invoice information. See also *nota fiscal*.
Object Configuration Manager (OCM)	In JD Edwards EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of JD Edwards EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract JD Edwards EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for JD Edwards EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	JD Edwards 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 snapshot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in JD Edwards EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: "Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions." The process of creating a package build is often referred to, as it is in this example, simply as "a package build."
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the system-release number data source. It also updates the Package Plan detail record to reflect completion.
Pathcode Directory	The specific portion of the file system on the EnterpriseOne development client where EnterpriseOne development artifacts are stored.

patterns	General repeatable solutions to a commonly occurring problem in software design. For business service development, the focus is on the object relationships and interactions. For orchestrations, the focus is on the integration patterns (for example, synchronous and asynchronous request/response, publish, notify, and receive/reply).
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A JD Edwards EnterpriseOne environment used to test unaltered objects with JD Edwards EnterpriseOne demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.
processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A JD Edwards EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
Production Published Business Services Web Service	Published business services web service deployed to a production application server.
program temporary fix (PTF)	A representation of changes to JD Edwards EnterpriseOne software that your organization receives on magnetic tapes or disks.
project	In JD Edwards EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):
	11>21>26>28>38>01
	In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published business service	EnterpriseOne service level logic and interface. A classification of a published business service indicating the intention to be exposed to external (non-EnterpriseOne) systems.
published business service identification information	Information about a published business service used to determine relevant authorization records. Published business services + method name, published business services, or *ALL.

published business service web service	Published business services components packaged as J2EE Web Service (namely, a J2EE EAR file that contains business service classes, business service foundation, configuration files, and web service artifacts).
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the JD Edwards EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers using JD Edwards EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.
QBE	An abbreviation for *query by example*. In JD Edwards EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A message triggered from EnterpriseOne application logic that is intended for external systems to consume.
refresh	A function used to modify JD Edwards EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
Rt-Addressing	Unique data identifying a browser session that initiates the business services call request host/port user session.
rules	Mandatory guidelines that are not enforced by tooling, but must be followed in order to accomplish the desired results and to meet specified standards.
quote order	In JD Edwards Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order. In JD Edwards Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
secure by default	A security model that assumes that a user does not have permission to execute an object unless there is a specific record indicating such permissions.
Secure Socket Layer (SSL)	A security protocol that provides communication privacy. SSL enables client and server applications to communicate in a way that is designed to prevent eavesdropping, tampering, and message forgery.
SEI implementation	A Java class that implements the methods that declare in a Service Endpoint Interface (SEI).
selection	Found on JD Edwards EnterpriseOne 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.
serialize	The process of converting an object or data into a format for storage or transmission across a network connection link with the ability to reconstruct the original data or objects when needed.
Server Workbench	An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the system-release number

data source. The application also updates the Server Plan detail record to reflect completion.

Service Endpoint Interface (SEI)	A Java interface that declares the methods that a client can invoke on the service.
SOA	Abbreviation for *Service Oriented Architecture*.
softcoding	A coding technique that enables an administrator to manipulate site-specific variables that affect the execution of a given process.
source repository	A repository for HTTP adapter and listener service development environment artifacts.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a JD Edwards EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
SSL Certificate	A special message signed by a certificate authority that contains the name of a user and that user's public key in such a way that anyone can "verify" that the message was signed by no one other than the certification authority and thereby develop trust in the user's public key.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
superclass	An inheritance concept of the Java language where a class is an instance of something, but is also more specific. "Tree" might be the superclass of "Oak" and "Elm," for example.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.
	For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across JD Edwards EnterpriseOne systems.
table access management (TAM)	The JD Edwards EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
Table Conversion Workbench	An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.

table conversion	An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although JD Edwards EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.
three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in JD Edwards EnterpriseOne.
three-way voucher match	In JD Edwards Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) monitor	A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.
transaction processing method	A method related to the management of a manual commit transaction boundary (for example, start, commit, rollback, and cancel).
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way authentication	An authentication mechanism in which both client and server authenticate themselves by providing the SSL certificates to each other.
two-way voucher match	In JD Edwards Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
user identification information	User ID, role, or *public.
User Overrides merge	Adds new user override records into a customer's user override table.
value object	A specific type of source file that holds input or output data, much like a data structure passes data. Value objects can be exposed (used in a published business service) or internal, and input or output. They are comprised of simple and complex elements and accessories to those elements.
variance	In JD Edwards Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In JD Edwards EnterpriseOne Project Costing and JD Edwards EnterpriseOne Manufacturing, 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.

versioning a published business service	Adding additional functionality/interfaces to the published business services without modifying the existing functionality/interfaces.
Version List merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific JD Edwards EnterpriseOne form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Web Service Description Language (WSDL)	An XML format for describing network services.
Web Service Inspection Language (WSIL)	An XML format for assisting in the inspection of a site for available services and a set of rules for how inspection-related information should be made.
web service proxy foundation	Foundation classes for web service proxy that must be included in a business service server artifact for web service consumption on WAS.
web service softcoding record	An XML document that contains values that are used to configure a web service proxy. This document identifies the endpoint and conditionally includes security information.
web service softcoding template	An XML document that provides the structure for a soft coded record.
Where clause	The portion of a database operation that specifies which records the database operation will affect.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.
wizard	A type of JDeveloper extension used to walk the user through a series of steps.
workbench	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 JD Edwards 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 JD Edwards EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
work day calendar	In JD Edwards EnterpriseOne Manufacturing, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work

day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

workflow	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
workgroup server	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture JD Edwards EnterpriseOne transactions as they occur and then calls third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into JD Edwards EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive JD Edwards EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one JD Edwards EnterpriseOne system and receive a response from another JD Edwards EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from JD Edwards EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the JD Edwards EnterpriseOne format into an XML document that can be processed by JD Edwards EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture JD Edwards EnterpriseOne transactions and provide notification to third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-JD Edwards EnterpriseOne information can be stored and then processed into JD Edwards EnterpriseOne. Z tables also can be used to retrieve JD Edwards EnterpriseOne data. Z tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the JD Edwards EnterpriseOne database.

Index