JD Edwards EnterpriseOne Applications

Financial Management Fundamentals Implementation Guide

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Preface

Welcome to the JD Edwards EnterpriseOne Applications Financial Management Solutions Fundamentals Implementation Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards EnterpriseOne Financial Management Solutions Fundamentals system.

JD Edwards EnterpriseOne Products

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

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

Documentation Accessibility

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Related Documents

You can access related documents from the JD Edwards EnterpriseOne Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1308615.1, or by using this link:

`https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1308615.1`

To navigate to this page from the My Oracle Support home page, click the Knowledge tab, and then click the Tools and Training menu, JD Edwards EnterpriseOne, Welcome Center, Release Information Overview.

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Indicates field values.
Italics	Indicates emphasis and JD Edwards EnterpriseOne or other book-length publication titles.
`Monospace`	Indicates a JD Edwards EnterpriseOne program, other code example, or URL.

1

Introduction to JD Edwards EnterpriseOne Financial Management Fundamentals

This chapter contains the following topics:

- Section 1.1, "JD Edwards EnterpriseOne Financial Management Fundamentals Overview"
- Section 1.2, "JD Edwards EnterpriseOne Financial Management Fundamentals Implementation"

1.1 JD Edwards EnterpriseOne Financial Management Fundamentals Overview

Typically, a company uses some type of financial application to successfully manage its financial activities. The financial activities might include allocating revenue and expenses among various departments within the company, eliminating intercompany transactions, reconciling account balances, and projecting budgets for future periods and reviewing them against the actual activity.

The JD Edwards EnterpriseOne Financial Management system from Oracle provides a versatile, cost-effective, and timesaving solution for managing your financial information. You use the systems that make up the JD Edwards EnterpriseOne Financial Management system to track information that financial users typically share.

JD Edwards EnterpriseOne Financial Management Fundamentals application provides setup and usage information that is shared among the JD Edwards EnterpriseOne financial applications.

1.2 JD Edwards EnterpriseOne Financial Management Fundamentals Implementation

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne Financial Management 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.

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

`http://docs.oracle.com/cd/E24705_01/index.htm`

1.2.1 Global Implementation Steps

The suggested global implementation steps for the JD Edwards EnterpriseOne Financial Management Solutions system are:

- Set up companies, fiscal date patterns, and business units.

  See Setting Up Organizations.

- Set up the chart of accounts. Set up accounts, subledgers, a model chart of accounts, and an alternate chart of accounts. Also assign third GL account numbers, copy accounts to business units, create accounts dynamically, translate accounts, and revise the structure of your organization.

  See Creating the Chart of Accounts.

- Set up the General Accounting constants.

  See "Setting Up the General Accounting System" in th*JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

- Set up multicurrency processing, including currency codes and exchange rates.

  See "Setting Up General Accounting for Multicurrency Processing" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.

  See "Setting Up Exchange Rates" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.

- Set up ledger type rules.

  See "Setting Up Ledger Type Rules for General Accounting" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

- Set up data relationships.

  See Setting Up Data Relationships.

- Enter address book records.

  See "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

1.2.2 Implementation Steps

The implementation steps for the JD Edwards EnterpriseOne Financial Management Solutions system are:

- Set up batch approval and post security.

  See Setting Up Batch Approval and Post Security.

- Set up system next numbers.

  See Setting Up Next Numbers.

- Set up automatic accounting instructions (AAIs).

  See Setting Up Automatic Accounting Instructions.

- Set up intercompany settlements.

  See Setting Up Intercompany Settlements.

- Set up standard and advanced payment terms.

  See Setting Up Payment Terms.

- Set up pay when paid processing options for the Voucher Entry MBF (P0400047), Standard Voucher Entry (P0411), and Voucher Match (P4314) programs.

  See Setting Up Pay When Paid Processing.

- Set up supplemental data types.

  See Setting Up Supplemental Data.

2

Setting Up Batch Approval and Post Security

This chapter contains the following topics:

- Section 2.1, "Setting Up Management Approval by System"
- Section 2.2, "Setting Up Batch Security by System"
- Section 2.3, "Setting Up Approved and Secured Users"
- Section 2.4, "Setting Up Workflow for Batch Approval and Post"

2.1 Setting Up Management Approval by System

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

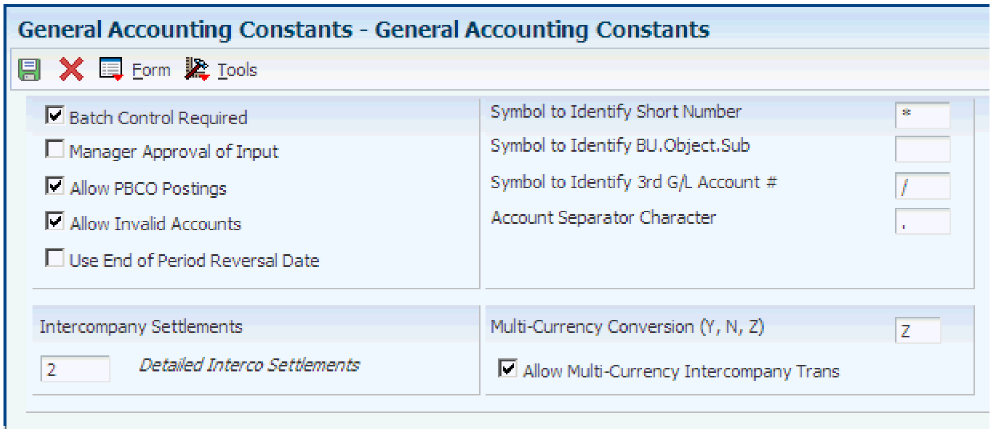
2.1.1 Forms Used to Set Up Management Approval by System

Form Name	FormID	Navigation	Usage
System Setup	W0000A	Accounts Receivable Setup (G03B41), Accounts Receivable Constants Accounts Payable Setup (G0441), Accounts Payable Constants General Accounting Setup (G0941), General Accounting Constants	Select the system in which to set up management approval for batches.
Accounts Receivable Constants	W0000D	On the System Setup form, click Accounts Receivable Constants. On the Work with A/R Constants form, enter **00000** in the Company field. Click Find, and then click Select.	Set up management approval of batches for the Accounts Receivable system.
Accounts Payable Constants	W0000E	On the System Setup form, click Accounts Payable Constants.	Set up management approval of batches for the Accounts Payable system.
General Accounting Constants	W0000B	On the System Setup form, click General Accounting Constants.	Set up management approval of batches for the General Accounting system.

2.1.2 Setting Up Manager Approval of Batches

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

Figure 2–1 General Accounting Constants form



General Accounting Constants - General Accounting Constants

☑ Batch Control Required
☐ Manager Approval of Input
☑ Allow PBCO Postings
☑ Allow Invalid Accounts
☐ Use End of Period Reversal Date

Symbol to Identify Short Number	*
Symbol to Identify BU.Object.Sub	
Symbol to Identify 3rd G/L Account #	/
Account Separator Character	.

Intercompany Settlements: 2 *Detailed Interco Settlements*

Multi-Currency Conversion (Y, N, Z): Z

☑ Allow Multi-Currency Intercompany Trans

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

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

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

2.2 Setting Up Batch Security by System

This section discusses how to set up batch security.

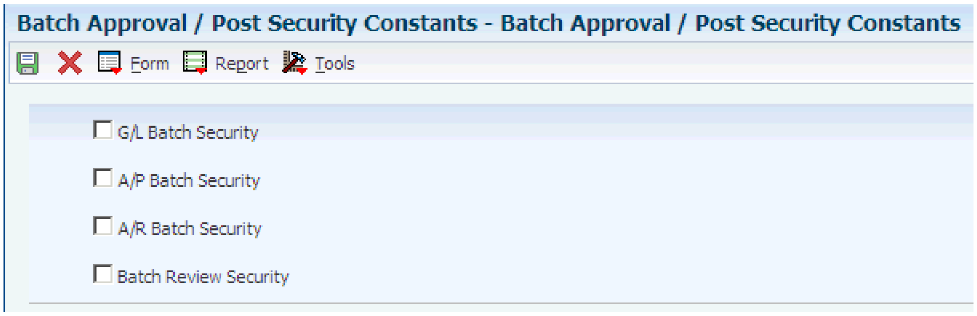
2.2.1 Form Used to Set Up Batch Security by System

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

2.2.2 Setting Up Batch Security

Access the Batch Approval / Post Security Constants form.

Figure 2–2 Batch Approval / Post Security Constants form



Batch Approval / Post Security Constants - Batch Approval / Post Security Constants

☐ G/L Batch Security

☐ A/P Batch Security

☐ A/R Batch Security

☐ Batch Review Security

G/L Batch Security, A/P Batch Security, and A/R Batch Security
Select the corresponding check box to activate batch security editing in the JD Edwards EnterpriseOne General Accounting, JD Edwards EnterpriseOne Accounts Payable, or JD Edwards EnterpriseOne Accounts Receivable system. The system performs this editing when you approve and post batches for a particular system.

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

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

2.3 Setting Up Approved and Secured Users

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

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

2.3.1 Understanding Approved and Secured Users

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

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

2.3.2 Forms Used to Set Up Approved and Secured Users

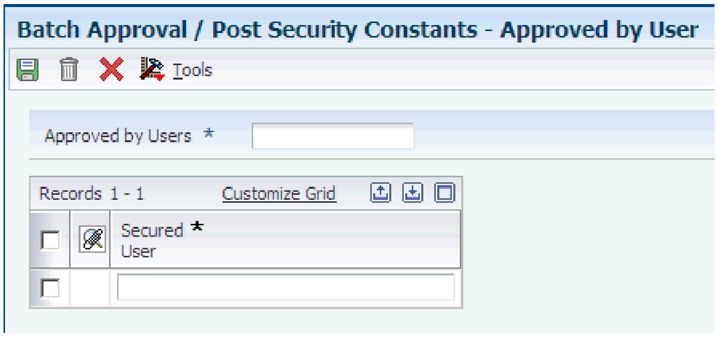
Form Name	FormID	Navigation	Usage
Batch Approval / Post Security Constants	W00241A	G/L Advanced & Technical Operations (G0931), Batch Approval / Post Security Constants	Set up batch security by system and batch review security.
Approved by User	W00241F	On the Batch Approval / Post Security Constants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

Form Name	FormID	Navigation	Usage
Secured User	W00241J	On the Batch Approval / Post Security Constants form, select Secured Users from the Form menu. On the Work With Secured Users form, click Add.	Set up restricted users.

2.3.3 Setting Up Approved Users

Access the Approved by User form.

Figure 2–3 Approved by User form


Batch Approval / Post Security Constants - Approved by User

Approved By Users and Secured User

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

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

2.3.4 Setting Up Secured Users

Access the Secured User form.

Secured User and Approved by User

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

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

2.4 Setting Up Workflow for Batch Approval and Post

This section provides an overview of workflow setup.

2.4.1 Understanding Workflow Setup

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

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

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

These workflow processes are available for approving batches:

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

Each workflow process has two versions:

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

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

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

3

Setting Up Organizations

This chapter contains the following topics:

- Section 3.1, "Understanding Organization Setup"
- Section 3.2, "Setting Up Fiscal Date Patterns"
- Section 3.3, "Setting Up Companies"
- Section 3.4, "Setting Up Business Units"
- Section 3.5, "Setting Up Organizational Structures"
- Section 3.5.2, "Prerequisites"

Note: Country-specific setup for organizations exists for Brazil, Chile, Peru, Poland, and Russia.

See Also:

- "Setting Up Localizations for Brazil" in the *JD Edwards EnterpriseOne Applications Localizations for Brazil Implementation Guide*.
- "(CHL and PER) Setting Up Legal Companies for Chile" in the *JD Edwards EnterpriseOne Applications Localizations for Chile Implementation Guide*.
- "(CHL and PER) Setting Up Legal Companies for Chile and Peru" in the *JD Edwards EnterpriseOne Applications Localizations for Peru Implementation Guide*.
- "Setting Up Legal Companies for Russia" in the *JD Edwards EnterpriseOne Applications Localizations for Russia Implementation Guide*.

3.1 Understanding Organization Setup

Before you use the JD Edwards EnterpriseOne General Accounting system, you must set up the basic structure of your organization, which includes:

- Fiscal date patterns

  Fiscal date patterns represent the beginning date for your company's fiscal year and the ending date for each period in that year. You can set up a different fiscal date pattern for each company in your organization. You must set up fiscal date patterns before setting up your companies.

- Companies

  Companies are organizational entities that require a balance sheet. Setting up companies involves entering information such as a company name, a fiscal date pattern for the company, and a beginning date for the fiscal year.

- Business units

  Business units are part of the basic account structure in the JD Edwards EnterpriseOne General Accounting system. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, and expenses.

3.2 Setting Up Fiscal Date Patterns

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

3.2.1 Understanding Fiscal Date Pattern Setup

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The general ledger must have a calendar, or fiscal pattern, associated with each company in your organization. You can have several fiscal patterns if your companies have different year-end dates.

When you enter transactions, the system uses the general ledger date of each transaction to establish which period in the company's fiscal pattern to post. For example, if the fiscal year 2008 is July to June, then the ending date for period 01 would be July 31, 2008. Transactions are posted to periods in the Account Balances table (F0902).

he system uses the last day of the first period (period 1) to determine the fiscal year for all processing, including financial reports and all reports with processing options that enable you to specify the fiscal year. For example, if the fiscal year is July 2008 to June 2009 and the ending date for period 1 is July 31, 2008, the fiscal year is 2008.

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

- 12-period accounting

  This type of accounting contains one period per month.

- 13-period accounting

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

- 14-period accounting

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

- 4-4-5-period accounting

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

To ensure that transactions post to the correct fiscal period, observe these guidelines:

- Set up fiscal periods for each fiscal year, including future years to which budget entries can be posted and prior years to which balances can be loaded.

  The system does not create fiscal date patterns automatically.
- Ensure that no gaps exist in the period ending dates within a specific pattern.

  For example, you should not set up June 1 through June 30, and July 15 through July 31.
- When you first set up fiscal patterns, define the prior year, the current year, and the following year for each pattern code.
- Ensure that each period, even the extra audit adjustment periods, contains at least one day that is not included in any other period.

  These period numbers and period end dates illustrate how you might set up periods 13 and 14 as special audit adjustment periods:
  - 11 (November 30, 2008)
  - 12 (December 29, 2008)
  - 13 (December 30, 2008)
  - 14 (December 31, 2008)

If you do not use periods 13 and 14 as audit adjustment periods, you can assign the same period end dates to periods 12, 13, and 14.

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

You cannot set up more than one fiscal date pattern for the same fiscal year, which could happen with short years. For example, if you set up period 1 of 2008 to end on January 7, 2008, and period 1 of 2009 to end on December 31, 2008, the system considers both of these to be fiscal year 2008.

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

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

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

3.2.2 Forms Used to Set Up Fiscal Date Patterns

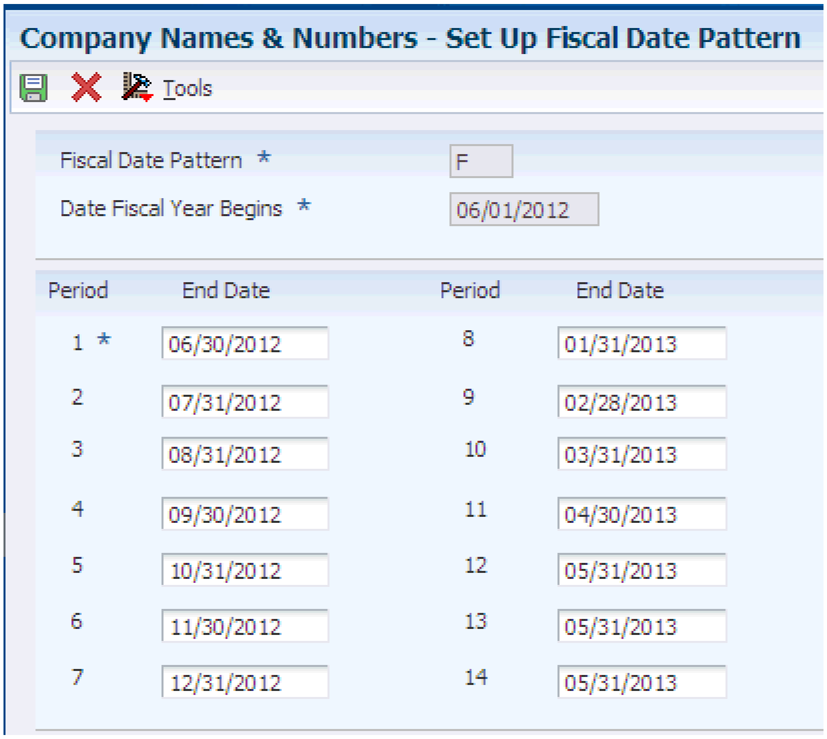
Form Name	FormID	Navigation	Usage
Work With Fiscal Date Patterns	W0008B	Organization & Account Setup (G09411), Company Names & Numbers On the Work With Companies form, select Date Pattern from the Form menu.	Review a list of date patterns.

Form Name	FormID	Navigation	Usage
Set Up Fiscal Date Pattern	W0008A	On the Work With Fiscal Date Patterns form, click Add.	Set up a fiscal date pattern.

3.2.3 Setting Up a Fiscal Date Pattern

Access the Set Up Fiscal Date Pattern form.

Figure 3–1 Set Up Fiscal Date Pattern form



Fiscal Date Pattern * F

Date Fiscal Year Begins * 06/01/2012

Period	End Date	Period	End Date
1 *	06/30/2012	8	01/31/2013
2	07/31/2012	9	02/28/2013
3	08/31/2012	10	03/31/2013
4	09/30/2012	11	04/30/2013
5	10/31/2012	12	05/31/2013
6	11/30/2012	13	05/31/2013
7	12/31/2012	14	05/31/2013

Fiscal Date Pattern
Enter a code that identifies a date pattern. You can use one of 15 codes. You must set up special codes (letters A–N) for 4-4-5, 13-period accounting, or any other date pattern that is unique to your environment. R, the default pattern, identifies a regular calendar pattern.

Date Fiscal Year Begins
Enter the first day of the fiscal year.

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

For 13-period accounting, enter the end date for each of the 13 periods in the pattern. If your fiscal year ends on December 31, 2008, enter December 30, 2008 as the end date for period 12, and then enter December 31, 2008 as the end date for period 13. Period 13 is the period that you can use to enter any adjustments.

For 14-period accounting, enter the end date for each of the 14 periods in the pattern. If your fiscal period ends on December 31, 2008, enter December 29, 2008 as the end date for period 12, December 30, 2008 as the end date for period 13, and then December 31, 2008 as the end date for period 14. You can use periods 13 and 14 to enter any adjustments.

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

3.3 Setting Up Companies

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

3.3.1 Understanding Company Setup

Companies are organizational entities that require a balance sheet and include:

- Company name.
- Date pattern.
- Beginning date for the fiscal year.
- Number of accounting periods.
- Current period for General Accounting, Accounts Payable, and Accounts Receivable.

You must set up each company in your organization, as well as the default company 00000, using the Company Names & Numbers program (P0010). In addition to setting up companies using this program, you must set up all companies in the JD Edwards EnterpriseOne Address Book system, except company 00000. When you assign the address book number for the company, you can use either of these methods:

- Use the same number for both the company and its address book number. (This is the recommended method.)
- Cross-reference the company number to a different address book number using the Company Address Number field on the Company Setup form.

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

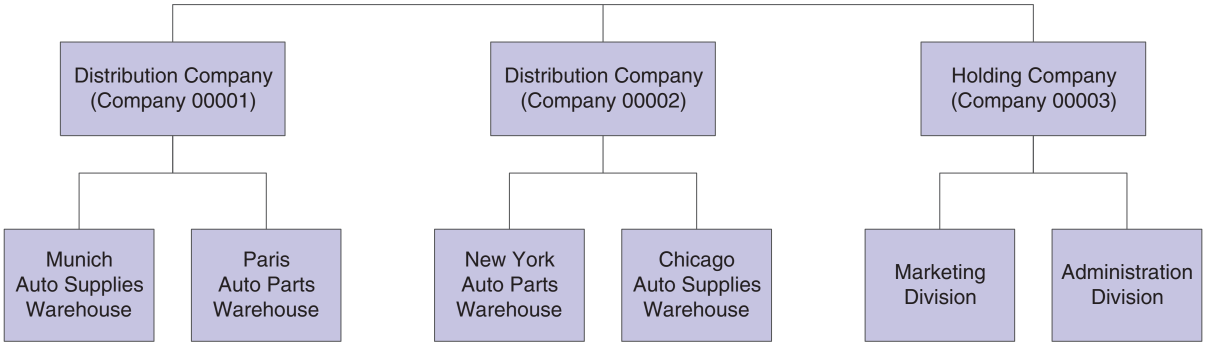
The system does not use company 00000 for transaction entries. Instead, company 00000 controls:

- The company name that appears at the top of all reports.
- Default values in the automatic accounting instructions (AAIs).
- Default reporting periods for online inquiry programs.

After you set up companies, you create business units and assign them to companies.

This diagram shows the relationship between companies and business units:

Figure 3–2 Three companies and business units


Distribution Company
(Company 00001)
Distribution Company
(Company 00002)
Holding Company
(Company 00003)
Munich Auto Supplies Warehouse
Paris Auto Parts Warehouse
New York Auto Parts Warehouse
Chicago Auto Supplies Warehouse
Marketing Division
Administration Division

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

Nonlegal entities can be companies. For example, if you require a balance sheet at the division, district, or store level, you can set up each of these entities as a company. This setup provides for reporting and accounting at a lower level. You can consolidate these "non-companies" for true entity reporting through business unit category codes and data selection on reports.

3.3.2 Form Used to Set Up Companies

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

3.3.3 Setting Up a Company

Access the Company Setup form.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

You can use company 00000 for default values such as dates and AAIs. You cannot use company 00000 for transaction entries.

Fiscal Date Pattern

Enter a value that specifies a fiscal date pattern. If you leave this field blank, the system uses the default value **R.**

(JPN) Companies in Japan must enter **J** in this field.

Number of Periods

Enter a number that determines the normal number of accounting periods for annual budgeting and fixed asset depreciation. If you leave this field blank, the system uses the default value of **12.**

In budgeting, this is used to spread the annual budget to equal amounts for each accounting period when a budget pattern code has not been defined.

The system calculates depreciation for each accounting period as the annual amount divided by the normal number of periods if the Depreciation Information code is not **C**. (The system uses the depreciation code **C** when depreciation amounts are calculated based on monthly tables, which the Internal Revenue Service (IRS) provides for 12 accounting periods only.)

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

Current Period

Enter a number from 1 to 14 that identifies the current accounting period. If you leave this field blank, the system uses the default value **1.** The system uses the number in this field to generate error messages, such as PBCO (posted before cut off) and PACO (posted after cut off), when necessary.

You can set the current period for General Accounting before the current periods for Accounts Payable and Accounts Receivable, but not after.

(JPN) In Japan, the fiscal year begins in April.

Beginning of Fiscal Year

Enter the first day of the fiscal year.

Company Address Number

Enter a value in this field if the address book number of the company is different from the company number. This field contains the company number from the JD Edwards EnterpriseOne Address Book system.

Current Period

Enter a value for the current period. If you leave this field blank, the system uses the default value **1.**

Beginning of Fiscal Year

Enter a value for the beginning of the fiscal year. If you leave this field blank, the system uses the year that is entered in the Beginning of Fiscal Year field under the General Accounting heading.

Reporting Period

Enter a value that specifies the reporting period. Use this field to specify a default financial reporting date that is different from the actual accounting period. Because financial report preparation often lags behind the actual closing of books, you can close a month without having to finish all financial statements.

By changing the value in this field, you can generate any prior-period financial statements.

Reporting Year

Enter a value that specifies the reporting year. Values are:

00– 99: A specific fiscal year.

Blank: The current fiscal year (financial reporting date).

***:** All fiscal years.

–9 through **–1:** A previous fiscal year (relative to the financial reporting date).

+1 through **+9:** A future fiscal year (relative to the financial reporting date)

If you leave this field blank, the system uses the year that is entered in the Beginning of Fiscal Year field under the General Accounting heading.

3.4 Setting Up Business Units

This section provides overviews of business unit setup and business units and data relationships and discusses how to:

- Set processing options for Business Unit Master (P0006).
- Set up business units.
- Revise business units.
- Translate business units.

3.4.1 Understanding Business Unit Setup

After you set up the companies for your organization, you must set up business units for each company. Business units are part of the basic account structure in the JD Edwards EnterpriseOne General Accounting system and denote where transactions affect the organization, such as a warehouse or store. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, and expenses.

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

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

See "Understanding Retained Earnings Accounts" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

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

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

If you use a business unit only for adjustment entries, such as journal allocations or reburdening transactions, you can set a flag on the business unit to allow only adjustment entries to be posted. All of the accounts associated with the business unit automatically allow only adjustment entries to be posted. You do not have to set a flag on the individual accounts. To identify the document types that are acceptable for adjusting entries, you set up codes in UDC table 09/AA. Only transactions with those document types can be posted to the business unit and its accounts. This enables you to close a business unit (or job) to all transactions except adjusting entries.

Assume that you set up business unit 5 to allow only adjustment entries and you set up codes for XX (reburdening entry) and JA (journal allocations) in UDC table 09/AA.

You create a reburdening entry (document type XX) for account 5.8720. The system posts the entry because business unit 5 and all associated accounts allow only adjustment entries. If you had created a journal entry (document type JE) for account 5.8720 instead, the system would not post the entry because JE is not set up in UDC table 09/AA and is, therefore, not an allowable document type for adjustment entries.

To review a list of business units, print the Business Unit Report (R0006P) by company. This report shows the 50 category codes that can be assigned to a business unit, as well as other business unit setup information.

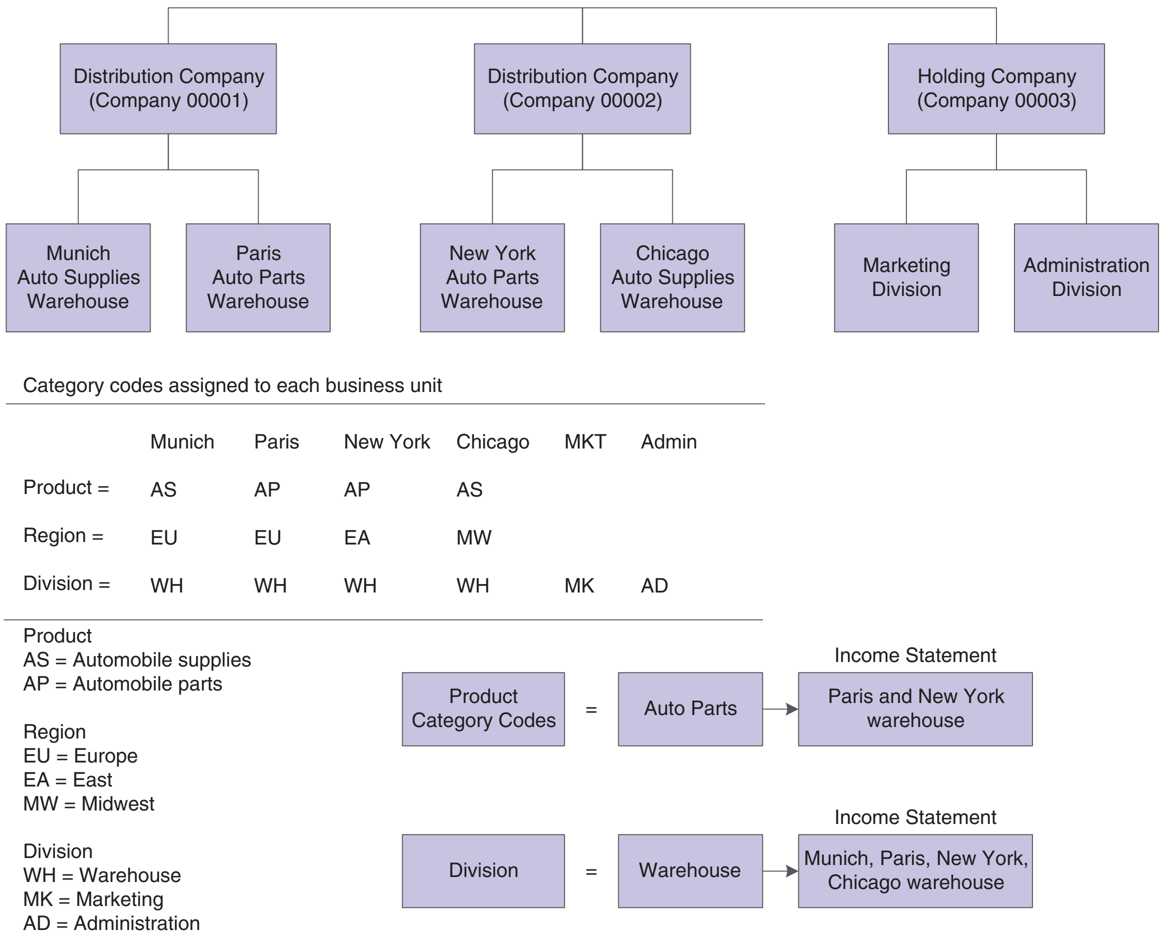
The system maintains business unit information in the Business Unit Master table (F0006).

3.4.1.1 Business Unit Category Codes

Use category codes to describe your organizational structure and to group your business units in as many as 50 different ways. Category codes for business units provide for higher level (rollup) or selective reporting.

In this example, business units are grouped by product, region, and division:

Figure 3–3 Business unit category codes


Distribution Company (Company 00001)
Distribution Company (Company 00002)
Holding Company (Company 00003)
Munich Auto Supplies Warehouse
Paris Auto Parts Warehouse
New York Auto Parts Warehouse
Chicago Auto Supplies Warehouse
Marketing Division
Administration Division

Category codes assigned to each business unit

	Munich	Paris	New York	Chicago	MKT	Admin
Product =	AS	AP	AP	AS		
Region =	EU	EU	EA	MW		
Division =	WH	WH	WH	WH	MK	AD

Product
AS = Automobile supplies
AP = Automobile parts

Region
EU = Europe
EA = East
MW = Midwest

Division
WH = Warehouse
MK = Marketing
AD = Administration

Income Statement
Product Category Codes
=
Auto Parts
Paris and New York warehouse
Income Statement
Division
=
Warehouse
Munich, Paris, New York, Chicago warehouse

Category codes are position sensitive. The following example shows three unique category codes:

- M_ _

- _M_
- _ _M

For this example, you must enter the characters with blanks in the correct positions to access the correct category code.

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

3.4.1.2 Business Unit Translation

If you work in a multiple language environment, you can translate the descriptions of your business units. The system uses the description that corresponds to the language that is specified for each person who uses JD Edwards EnterpriseOne software. For example, when a French-speaking user accesses a business unit that has a French translation, the description appears in French rather than in the base language.

The system stores business unit translation information in the Business Unit Alternate Description Master table (F0006D). You can view the translated business units only from the programs and reports that access text from the F0006D table. You cannot view the translated business units directly from the Revise Single Business Unit program (P0006) or the Accounts by Business Unit program (P0901).

Instead of translating each business unit manually, you can use a model business unit to enter the account description in an alternate language. You can also translate the descriptions of AAIs and user-defined codes (UDCs).

To review the business units that you translate and verify the translations, print the Business Unit Translation Report (R00067). This report shows the base language, and one or all of the alternate languages, depending on how you set the Language Preference processing option for the report.

3.4.2 Understanding Business Units and Data Relationships

The Data Relationships tool is a collection of programs that you can use to manage the consistency and quality of data that is entered in the Business Unit Master table (F0006). You use the tool to define relationships between columns (data items) in the F0006 table.

After you define data relationships for the columns, you define the default destination values that you want to appear for a single basis value when you enter a new business unit. The system automatically applies the data relationships rules during data entry.

If you define data relationships for business units that already exist in the F0006 table, you can manually or automatically update the table with the data relationships rules.

The Data Relationships functionality supports multiple columns in the F0006 table.

See Understanding Data Relationships.

3.4.3 Forms Used to Set Up Business Units

Form Name	FormID	Navigation	Usage
Work With Business Units	W0006B	Organization & Account Setup (G09411), Review and Revise Business Units	Review a list of business units. To print the Business Unit Report (R0006P) by company, select BU Print from the Report menu.

Form Name	FormID	Navigation	Usage
Revise Business Unit	W0006A	On the Work With Business Units form, click Add. To review or revise the address book record for the business unit, select Address Book from the Form menu.	Set up and revise business units. Assign category codes to business units
Revise Multiple Business Units	W0006F	On the Work With Business Units form, select Rev Mult BU from the Row menu.	Change multiple business units.
Translate Business Unit Descriptions	W00065A	Organization & Account Setup (G09411), Translate Business Units On the Work with Companies form, select a record.	Translate business units. The language preference must be set up in the user profile.
Review BU Expanded Descriptions	W00065C	On the Translate Business Unit Descriptions form, select Expanded Desc. from the Row menu. If you add an expanded description and click OK on Review BU Expanded Descriptions, you must also click OK on Translate Business Unit Descriptions. If you click Cancel, the system deletes your changes.	Add more translated text to a business unit description.
Business Unit Translations	W0006J	On the Work With Business Units form, select Translations and then Transl Single BU from the Row menu. If you do not want to enter an account number in the beginning range of either GLG11 or GLG13, enter the same account number as the beginning range for GLG12 (ending profit and loss accounts).	Review translated business units in multiple languages.

3.4.4 Setting Processing Options for Business Unit Master (P0006)

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

3.4.4.1 Required Fields

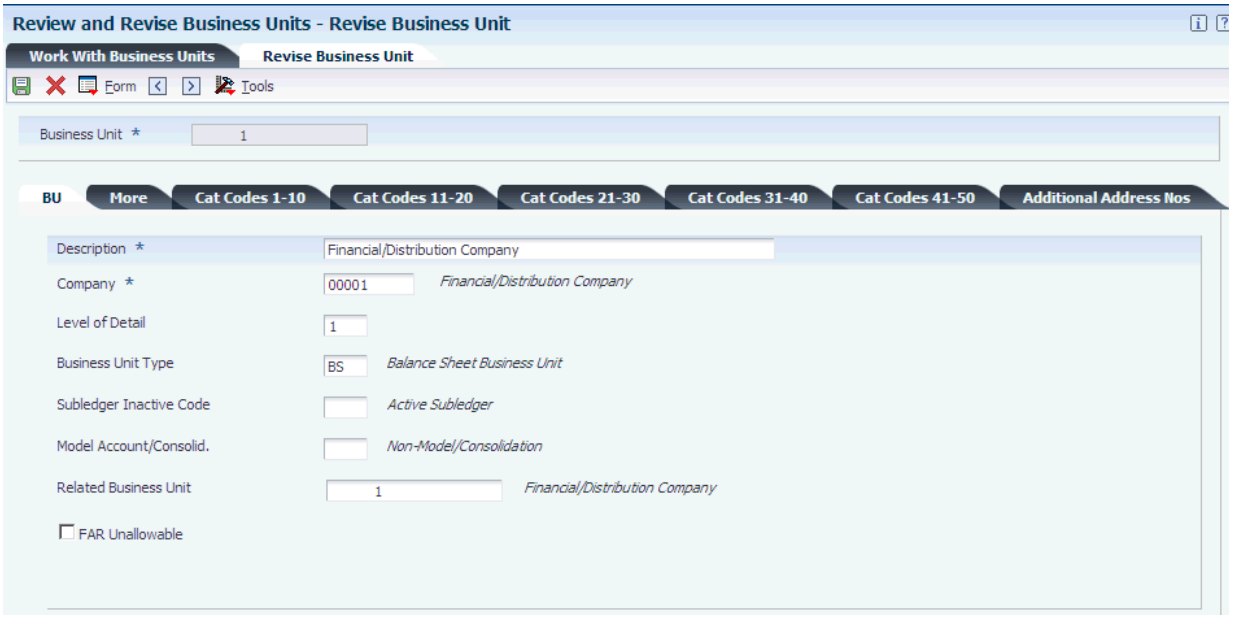
1. Address Number–7. Address Number 6

Specify whether any of the seven Address Number fields in the Business Unit Master program (P0006) are required entries. The Address Number fields are located on the More Detail tab and the Additional Address Number tab.

3.4.5 Setting Up Business Units

Access the Revise Business Unit form.

Figure 3–4 Revise Business Unit form



Business Unit *	1	
Description *	Financial/Distribution Company	
Company *	00001	Financial/Distribution Company
Level of Detail	1	
Business Unit Type	BS	Balance Sheet Business Unit
Subledger Inactive Code		Active Subledger
Model Account/Consolid.		Non-Model/Consolidation
Related Business Unit	1	Financial/Distribution Company

☐ FAR Unallowable

If you use the data relationships functionality and set up a new business unit, you might notice that the system provides default values for some fields based on certain values that you enter in other fields.

See Setting Up Data Relationships.

3.4.5.1 Revise Single BU

If you have selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the FAR Unallowable check box.

See "Preventing Expenses from Being Charged to Accounts and Business Units" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

Business Unit

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

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

With the exception of hyphens, you cannot enter any special characters for business units.

Level of Detail

Enter a code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available. Level 1 is the least detailed and level 9 is the most detailed.

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

Subledger Inactive Code
Enter a code from UDC table 00/SI that indicates whether a specific subledger is inactive. Values are:

Blank: Subledger active.

I: Subledger inactive.

Examples of inactive subledgers are jobs that are closed, employees who have been terminated, or assets that have been disposed. If an inactive subledger becomes active again, change the value in this field.

If you want to use subledger information in the tables for reports, but you want to prevent transactions from posting to the record in the Account Balances table (F0902), enter **I.**

Model Account/Consolid. (model account/consolidated)
Enter a code that indicates the type of business unit or account. Values are:

Blank: Non-model business unit or account.

M: Model business unit or account.

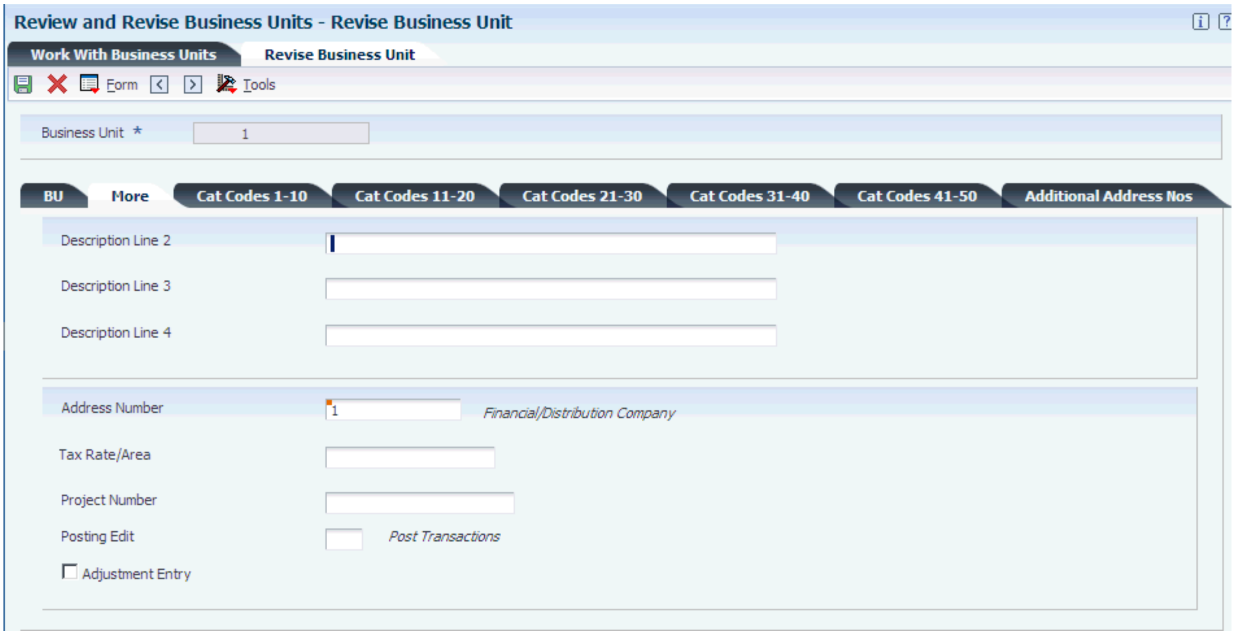
C: Consolidated business unit or account. This is a program-generated (P10862) value.

Related Business Unit
Enter an additional business unit to be used during the allocations process in the Contract Billing system. The business unit must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value in the Business Unit field as the default.

3.4.5.2 More Detail

Access the Revise Business Unit 2-More Detail tab.

Figure 3–5 Revise Business Unit 2-More Detail tab



Business Unit * 1

Description Line 2

Description Line 3

Description Line 4

Address Number 1 *Financial/Distribution Company*

Tax Rate/Area

Project Number

Posting Edit *Post Transactions*

☐ Adjustment Entry

Address Number
Enter a number in this field to associate an address number with the business unit. The number must exist in the Address Book Master table (F0101). You can set a processing option to require an entry in this field.

The Additional Address Numbers tab has six additional fields for address numbers.

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

Project Number
Enter a subsequent business unit or a project number.

A subsequent business unit specifies where to charge costs (or revenues) when the original business unit has been closed or suspended. For example, the subsequent business unit can be used in corporate reorganizations when you close a business unit and direct all costs to the subsequent business unit. In this situation, you must enter journal entries to transfer existing balances.

A project number is used to group business units within an overall business unit. For example, you can group jobs by project. In this case, the project business unit can also have accounts for tracking overhead costs that can be allocated to jobs.

Posting Edit
Enter a code that specifies whether to allow transactions to post to the general ledger for the business unit. Values are:

Blank: Allow transactions to post to this business unit.

K: Allow transactions to post to this business unit. The original budget is locked, and change orders are required for making changes to the budget.

N: Do not allow transactions to post to this business unit or job. Use this code for a job that is not started or is closed.

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

Adjustment Entry
Select this check box to restrict the business unit and all associated accounts to adjustment entries only. This check box allows you to post adjusting entries for journal allocations, reburdening, and so on to business units that might otherwise be closed for regular transactions.

You define the document types that qualify as adjustment entries in UDC table 09/AA.

If you use the data relationships functionality, be aware that data relationships destination columns that are check boxes function differently than destination columns that are fields.

See Understanding Destination Columns That Are Check Boxes.

3.4.5.3 Cat Codes

Select the appropriate tab to assign up to 50 category codes to the business unit. Each category code is associated with a UDC table (00/01–00/50).

3.4.5.4 Additional Address Numbers

Select this tab.

Address Number1–Address Number6
Enter a number in any of the Address Number1–Address Number6 fields. The number must exist in the Address Book Master table (F0101). You can set processing options to require an entry in any of these fields.

The More Detail tab has a field for an additional address number.

3.4.6 Revising Business Units

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

Task	Description
Revising business units	Typically, you revise a business unit only if one or more of these statements apply: ■ You want to change the description. ■ You want to include additional information, particularly additional lines for a business unit description. ■ Your company has been restructured.
Deleting business units	You can delete a business unit if it does not have: ■ Records in the Account Ledger table (F0911). ■ Current records in the Account Balances table (F0902). ■ Assigned accounts from the Account Master table (F0901).
Changing business units in a multicurrency environment	You cannot change a business unit from one company to another if the base currencies of the business unit and the company are different.

3.4.7 Translating Business Units

Access the Translate Business Unit Descriptions form.

From Language
Enter the code from UDC table 01/LP for the language that you want to use as a base to translate business unit descriptions. The code must exist at the system level or in the user preferences.

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

3.5 Setting Up Organizational Structures

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

- Define organizational structures.
- Set processing options for Business Unit Structure Tree View (P0006A).
- Review organizational structures.
- Rearrange organizational structure components.
- Revise business units within an organizational structure.
- Build a date-effective organizational structure.
- Set processing options for Build Date-Effective Bus. Unit Master (R0006S).
- Revise a date-effective organizational structure.

3.5.1 Understanding Organizational Structures

An organizational structure is used to group business units for reporting and analysis. With an organizational structure, you can:

- Create a hierarchy with up to 50 levels.

  Each structure can contain up to 50 levels of category codes.
- Use category codes to define the levels of the hierarchy.

  Create organizational structures by sequencing the category codes that are defined for each business unit.
- Move business units or groups of business units within the hierarchy.

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

To define an organizational structure, you assign a sequence to the category codes that you set up for your business units. This sequence determines where each business unit appears in the hierarchy. The hierarchy is *not* date effective. You can define multiple organizational structures and different hierarchies within each organizational structure.

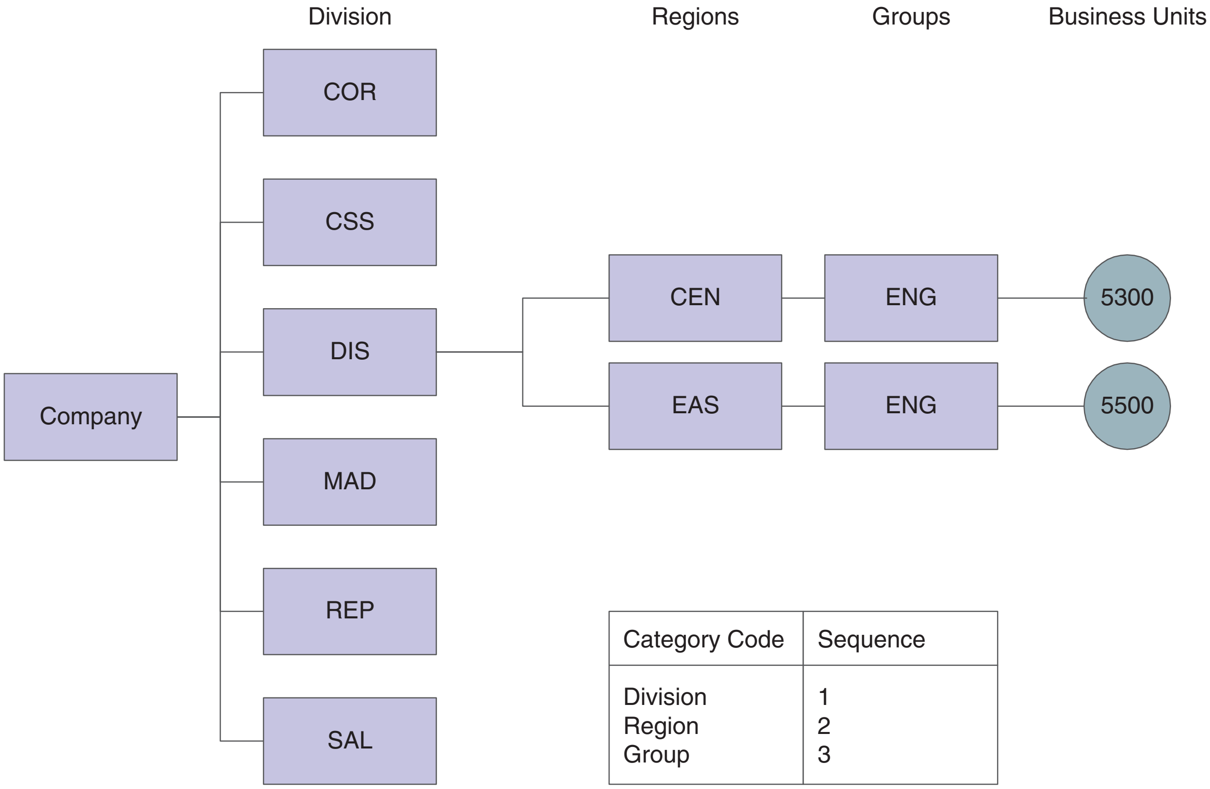
You use the Business Unit Structure Definition program (P0050A) to assign sequences to the category codes for your business units. This program updates the Structure Definition File (F0050A).

After you define an organizational structure, you can use the Business Unit Structure Tree View program (P0006A) to review or revise the current structure or, if applicable, to review or revise a "snapshot" of the structure.

3.5.1.1 Example: Organizational Structure

In this organizational structure example, divisions are the highest level of the hierarchy. Regions are the second highest level, and groups are the next highest level. Lower levels of some parts of the structure do not appear in this diagram.

Figure 3–6 Organizational structure 1



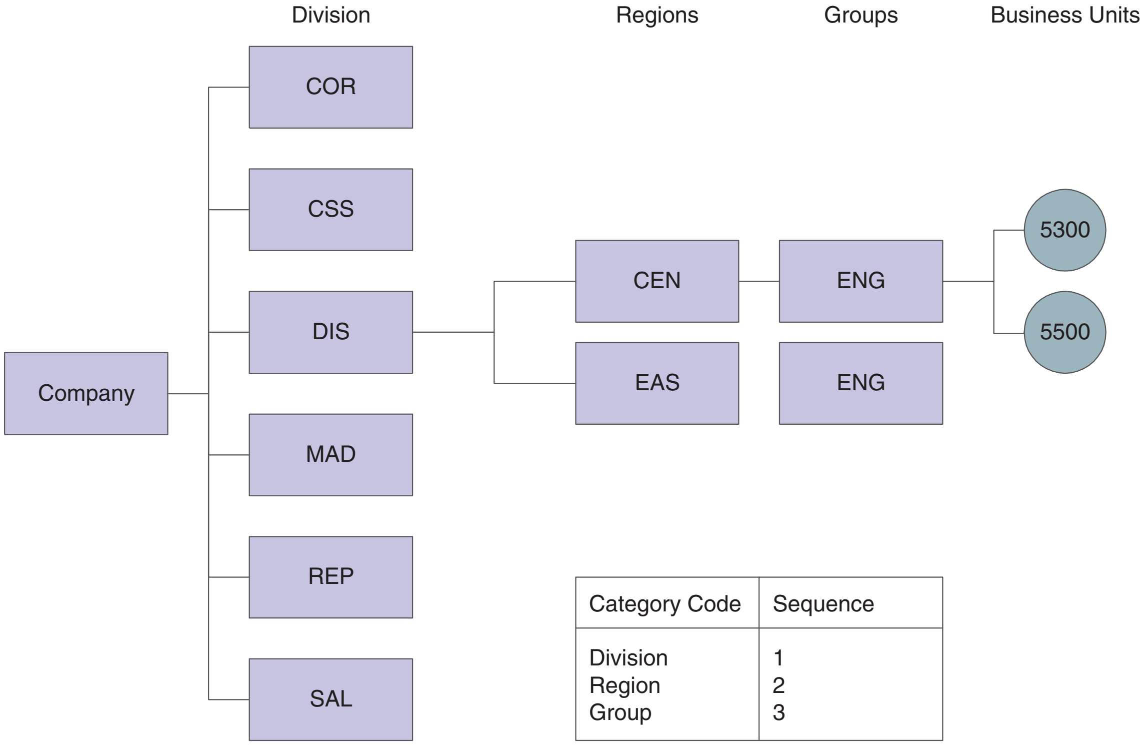
Category Code	Sequence
Division Region Group	1 2 3

To create this organizational structure, assign a sequence of 1 to the category code that represents divisions, a sequence of 2 to the category code that represents regions, and a sequence of 3 to the category code that represents groups.

You can use the tree structure format to expand or collapse levels of the structure as you review it. The Organizational Structure form shows only the top level of the structure after you collapse the lower levels. The structure has not changed. Only the way it appears on the form has changed.

You can also use the tree structure format to revise the organizational structure. The following example shows the structure after you move business unit 5500 from the Eastern region to the Central region. The system changes the value of the category code for the region from Eastern to Central for business unit 5500 and updates the Business Unit Master table (F0006).

Figure 3–7 Organizational structure 2



Category Code	Sequence
Division	1
Region	2
Group	3

3.5.1.2 Date-Effective Organizational Structures

A date-effective organizational structure is a snapshot of an organizational structure on a specific date. Date-effective organizational structures enable you to review or report on organizational structures by effective date.

You might create a date-effective organizational structure for these reasons:

- You need a snapshot of the current structure because your organizational structure will change at the end of the current fiscal year.

  After the structure has changed, you can use the snapshot to run financial reports on the previous structure.
- You want to create *what if* scenarios by rearranging components of a date-effective organizational structure.

Note: If you create a date-effective snapshot of an organizational structure, you can use the snapshot in a multisite consolidation.

You use the Business Unit Structure Tree View program (P0006A) to review or revise a date-effective organizational structure in a tree structure format. If you choose a snapshot structure, you can identify it by the effective date and version name that you assigned when you built the snapshot.

A date-effective organizational structure can be based only on a current structure. You cannot create a snapshot of a structure that no longer exists.

After you build a date-effective organizational structure (or snapshot), you can run date-effective financial reports using the Report Design Director.

3.5.2 Prerequisites

Before you complete the tasks in this section, you must:

- Verify that your chart of accounts is set up.
- Verify that you have assigned category codes to your business units.
- For each organizational structure, determine the sequence to use for the category codes.

3.5.3 Forms Used to Set Up Organizational Structures

Form Name	FormID	Navigation	Usage
Structure Setup	W0050AA	Date-Effective Organizational Structures (G09414), Business Unit Structure Definition Multi-Site Consolidation Setup (G1042), Business Unit Structure Definition Click Add on the Work With Structure form.	Define organizational structures.
Organizational Structure	W0006AC	Date-Effective Organizational Structures (G09414), Business Unit Structure Tree View Multi-Site Consolidation Setup (G1042), Business Unit Structure Tree View	Review organizational structures, rearrange organizational structure components, and revise business units within an organizational structure.
Work With Business Unit Snapshots	W0006S1B	Date-Effective Organizational Structures (G09414), Review Date-Effective Bus. Unit Master	Review a list of business unit snapshot versions.
Business Unit Snapshot Review	W0006S1C	On the Work With Business Unit Snapshots form, select a version.	Review a specific version of a snapshot as of an effective date.
Revise Business Unit Snapshots	W0006S1A	On the Business Unit Snapshot Review form, select a business unit.	Revise a date-effective organizational structure.

3.5.4 Defining Organizational Structures

Access the Structure Setup form.

Structure Name
Enter the name of the organizational structure.

Sequence
Enter a number in this field for each category code that you want to use in the hierarchy. To revise the sequencing, change a number or enter a new number in any of the Sequence fields.

To use company in the hierarchy, select the Category Codes 41–50 tab and enter a number in the Sequence field for Company.

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

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

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

3.5.5.1 Business Unit

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

3.5.5.2 BU Structure

Business Unit Structure
Specify the default business unit structure. Values are:

0: Current business units from the F0006 table.

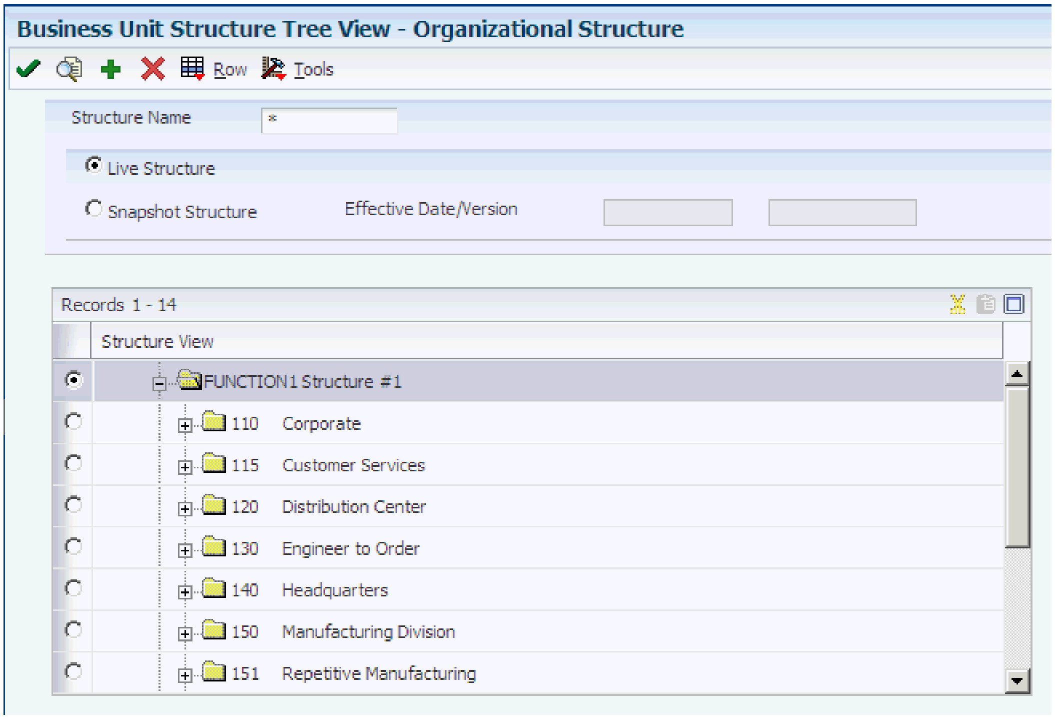
1: Business unit snapshot from the F0006S table.

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

3.5.6 Reviewing Organizational Structures

Access the Organizational Structure form.

Figure 3–8 Organizational Structure form


Business Unit Structure Tree View - Organizational Structure
Row
Tools
Structure View

Structure Name: *

● Live Structure

○ Snapshot Structure   Effective Date/Version

Records 1 - 14

	Structure View
●	FUNCTION1 Structure #1
○	110 Corporate
○	115 Customer Services
○	120 Distribution Center
○	130 Engineer to Order
○	140 Headquarters
○	150 Manufacturing Division
○	151 Repetitive Manufacturing

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

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

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

If you select the Snapshot Structure option, you must enter an effective date or version name in the Effective Date or Version field. You use the Build Date-Effective Bus. Unit Master program (R0006S) to create a snapshot structure.

3.5.7 Rearranging Organizational Structure Components

Access the Organizational Structure form.

You can revise an organizational structure by moving components within the structure to different locations within the hierarchy. You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can move higher levels of the structure, such as all business units for a given category code, by dragging the folder that corresponds to the category code.

When you move a company, the business units directly under the company move with the company.

If you assigned a sequence number to a company when you created the hierarchy, moving a business unit in the hierarchy might change the company number of the business unit. The system displays a warning message if moving a business unit would cause its company number to change.

You can also use the Business Unit Structure Definition program (P0050A) to rearrange an organizational structure by changing the sequence of one or more category codes.

Important: When you rearrange components within a structure, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you rearrange components in a date-effective snapshot of an organizational structure, the system updates the F0006S table.

3.5.8 Revising Business Units Within an Organizational Structure

Access the Organizational Structure form.

When you revise business units, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you revise business units in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S). You cannot set up additional business units in a date-effective snapshot of an organizational structure.

3.5.9 Building a Date-Effective Organizational Structure

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

You use the Build Date-Effective Bus. Unit Master program (R0006S) to create a snapshot or copy of the business unit category code structure that currently exists in the Business Unit Master table (F0006). This batch program copies the current business unit category code structure into the Date Effective Business Unit Master table (F0006S).

When you run this program to create a snapshot, you use the processing options to specify an effective date, a version name, or both to identify the snapshot. The program then adds the effective date and version name as key fields to the snapshot records in the F0006S table.

You can create multiple snapshots of the current business unit category code structure. You identify each snapshot by the effective date and version name that you specify in the processing options.

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

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

3.5.10.1 Process

Effective Date and Version Name
Specify a date and name to identify this snapshot of the business unit category code structure.

3.5.11 Revising a Date-Effective Organizational Structure

Access the Revise Business Unit Snapshots form.

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

4

Importing and Exporting Business Unit and Company Records (Release 9.1 Update)

This chapter discusses these topics:

- Section 4.1, "Business Unit and Company Import and Export Overview"
- Section 4.2, "Using the Business Unit Import and Export Interface Components"
- Section 4.3, "Using the Company Import and Export Interface Components"

4.1 Business Unit and Company Import and Export Overview

Business interfaces are programs or software components that enable you to share data between JD Edwards EnterpriseOne and other external software systems. There are several business interface components that enable you to share business unit and company data between systems.

See Also:

Introduction to Business Interfaces

4.1.1 Business Unit Import and Export Interface Components

The following business interfaces have been created to enable data sharing of business unit data between JD Edwards EnterpriseOne and external software systems:

- Business Unit Inbound Application program (P0006Z)
- Use this program to manually enter records into the Business Unit Master Z File table (F0006Z2). You can also use this program to import business unit records into this table from a spreadsheet. Once records are added, you can use this program to update the records and add translation information for each record.

  See Section 3.4.1.2, "Business Unit Translation."
- Business Unit Batch Inbound program (R0006ZI)
- Use this program to transfer records from the F0006Z2 table into the live Business Unit Master table (F0006). Once data is transferred to this table, it is available for processing in the EnterpriseOne system.
- Business Unit Inbound Purge (R0006ZP)
- Use this program to delete data out of the F0006Z2 table after it has been processed.

See Also:

For additional information about business unit setup, see Section 3.4, "Setting Up Business Units."

4.1.2 Company Import and Export Interface Components

The following business interfaces have been created to enable data sharing of company data between JD Edwards EnterpriseOne and external software systems:

- Company Inbound Application program (P0010Z)
- Use this program to manually enter records into the Company Master Z File table (F0010Z). You can also use this program to import company records into this table from a spreadsheet. Once records are added, you can use this program to update the records as needed.
- Company Batch Inbound program (R0010ZI)
- Use this program to transfer records from the F0010Z table into the live Company Master table (F0010). Once data is transferred to this table, it is available for processing in the EnterpriseOne system.
- Company Inbound Purge (R0010ZP)
- Use this program to delete data out of the F0110Z table after it has been processed.
- Company Batch Outbound Program (R0010ZO)

  This program extracts data from the Company Constants table (F0010), and writes the data into an XML file that can be consumed by an external software system.

See Also:

For additional information about setting up company information, see Section 3.3, "Setting Up Companies."

4.2 Using the Business Unit Import and Export Interface Components

This section discusses these topics:

- Section 4.2.1, "Forms Used to Access Business Unit Import and Export Interface Components"
- Section 4.2.2, "Adding Business Unit Records Using the Business Unit Interface"
- Section 4.2.3, "Entering Translation Information for Business Units Using the Business Unit Interface"
- Section 4.2.4, "Setting Processing Options for the Business Unit Batch Inbound Program (R0006ZI)"
- Section 4.2.5, "Running the Business Unit Batch Inbound Program (R0006ZI)"
- Section 4.2.6, "Running the Business Unit Inbound Purge Program (R0006ZP)"

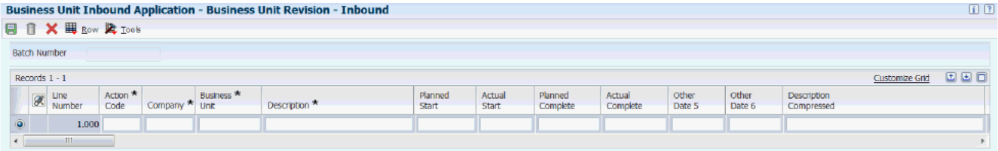
4.2.1 Forms Used to Access Business Unit Import and Export Interface Components

Form Name	FormID	Navigation	Usage
Work With Business Unit - Inbound	W0006ZA	From the Business Interface Operations menu (G094116), select Business Unit Inbound Application	Review existing records, or access forms to add new busienss unit records.
Business Unit Revisions - Inbound	W0006ZB	From the Work With Business Unit - Inbound form, click Add.	Add records to the F0006Z2 table.
Business Unit Translations - Inbound	W0006ZC	From the Work With Business Unit - Inbound form, select a record, and then select Translations from the Row menu.	Add translation records to a business unit.

4.2.2 Adding Business Unit Records Using the Business Unit Interface

Access the Work With Business Unit - Inbound form, and then click Add.

Figure 4–1 Business Unit Revision - Inbound


Business Unit Inbound Application - Business Unit Revision - Inbound
Row
Tools
Batch Number
Records 1 - 1
Customize Grid
Line Number
Action Code *
Company *
Business Unit *
Description *
Planned Start
Actual Start
Planned Complete
Actual Complete
Other Date 5
Other Date 6
Description Compressed
1.000

At a minimum, complete these required fields:

- Action Code
- Company
- Business Unit
- Description

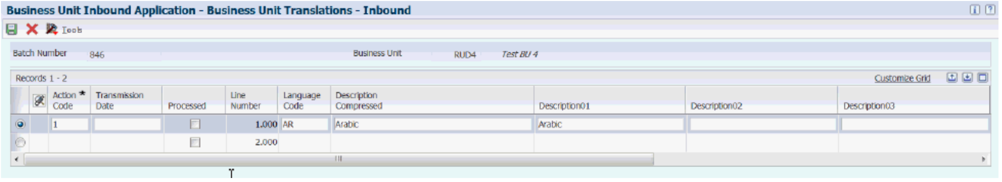
Complete any addition fields, and then click OK to save your records. The records are then available in the F0006Z2, and can be processed by the Business Unit Batch Inbound Program (R0006ZI) to transfer the records into the F0006 table.

For additional information about business unit records, see Section 3.4, "Setting Up Business Units."

4.2.3 Entering Translation Information for Business Units Using the Business Unit Interface

Access the Business Unit Translations - Inbound form.

Figure 4–2 Business Unit Translations Inbound



Business Unit Inbound Application - Business Unit Translations - Inbound

Batch Number 846

Business Unit RUD4 *Test BU 4*

Records 1 - 2

	Action * Code	Transmission Date	Processed	Line Number	Language Code	Description Compressed	Description01	Description02	Description03
●	1		☐	1.000	AR	Arabic	Arabic		
○			☐	2.000					

At a minimum, complete these required fields:

- Action Code
- Language Code
- Description Compressed

Complete any addition fields, and then click OK to save your records.

For additional information about business unit translation records, see Section 3.4.1.2, "Business Unit Translation."

4.2.4 Setting Processing Options for the Business Unit Batch Inbound Program (R0006ZI)

You use processing options to specify default processing information for a program.

4.2.4.1 Versions Tab

1. Business Unit Versions

Use this processing option to specify which version of P0006 program the system uses when processing business unit records. The default value is ZJDE0001.

4.2.5 Running the Business Unit Batch Inbound Program (R0006ZI)

From the Business Interface Operations menu (G094116), select Business Unit Batch Inbound.

4.2.6 Running the Business Unit Inbound Purge Program (R0006ZP)

From the Business Interface Operations menu (G094116), select Business Unit Inbound Purge.

4.3 Using the Company Import and Export Interface Components

This section discusses these topics:

- Section 4.3.1, "Forms Used to Access Company Import and Export Interface Components"
- Section 4.3.2, "Adding Company Records Using the Company Interface"
- Section 4.3.3, "Running the Company Batch Inbound Program (R0010ZI)"
- Section 4.3.4, "Running the Company Inbound Purge Program (R0010ZP)"
- Section 4.3.5, "Running the Company Batch Outbound Program (R0010ZO)"

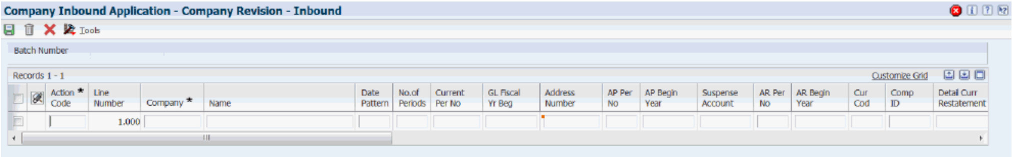
4.3.1 Forms Used to Access Company Import and Export Interface Components

Form Name	FormID	Navigation	Usage
Work With Company - Inbound	W0010ZA	From the Business Interface Operations menu (G094116), select Company Inbound Application	Review existing records, or access forms to add new company records.
Company Revisions - Inbound	W00010ZB	From the Work With Company - Inbound Form, click Add.	Add records to the F0010Z table.

4.3.2 Adding Company Records Using the Company Interface

Access the Company Revisions - Inbound form.

Figure 4–3 Company Revisions - Inbound



☐		Action Code *	Line Number	Company *	Name	Date Pattern	No.of Periods	Current Per No	GL Fiscal Yr Beg	Address Number	AP Per No	AP Begin Year	Suspense Account	AR Per No	AR Begin Year	Cur Cod	Comp ID	Detail Curr Restatement
☐			1.000															

At a minimum, complete these required fields on the :

- Action Code
- Company

Complete any addition fields, and then click OK to save your records.

For additional information about business unit records, see Section 3.3, "Setting Up Companies."

4.3.3 Running the Company Batch Inbound Program (R0010ZI)

From the Business Interface Operations menu (G094116), select Company Batch Inbound.

4.3.4 Running the Company Inbound Purge Program (R0010ZP)

From the Business Interface Operations menu (G094116), select Company Inbound Purge.

4.3.5 Running the Company Batch Outbound Program (R0010ZO)

From the Business Interface Operations menu (G094116), select Company Batch Outbound.

5

Setting Up Next Numbers

This chapter contains the following topics:

- Section 5.1, "Understanding Next Numbers"
- Section 5.2, "Setting Up Next Numbers by System"
- Section 5.3, "Setting Up Next Numbers by Company and Fiscal Year"
- Section 5.3.1, "Prerequisite"

Note: Country-specific setup for next numbers exists for many countries.

See Also:

"Setting Up the System for Cash Desk Transactions in Russia" in the *JD Edwards EnterpriseOne Applications Localizations for Russia Implementation Guide*.

5.1 Understanding Next Numbers

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

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

- Standard next numbers.

  The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.

- Next numbers by company and fiscal year.

  The system finds the next available number by company and fiscal year or by company only in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

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

Follow these rules when you work with next numbers:

- Do not use blank as a next number value.

- Do not change a next number.

  Changing the numbers can result in duplicate numbers, as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.

- Do not delete next number values.

  If you delete a next number value, you might get unexpected results.

- Do not change the sequence of the next numbers in the table.

  Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line.

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

5.2 Setting Up Next Numbers by System

This section discusses how to set up system next numbers.

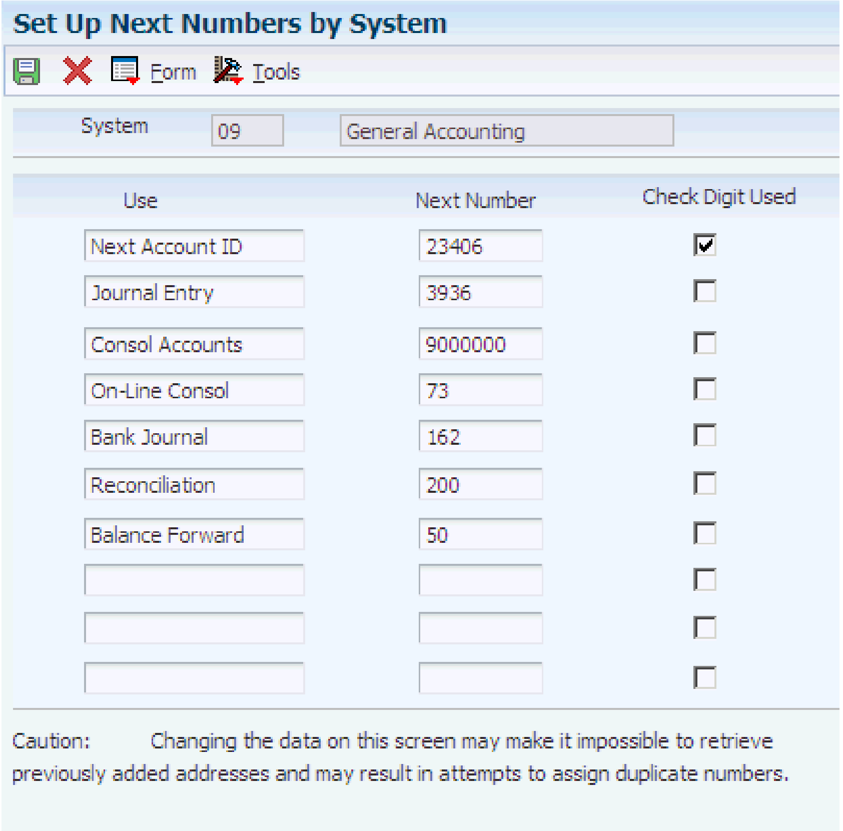
5.2.1 Forms Used to Set Up Next Numbers by System

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

5.2.2 Setting Up System Next Numbers

Access the Set Up Next Numbers by System form.

Figure 5–1 Set Up Next Numbers by System form



Set Up Next Numbers by System

System 09 General Accounting

Use	Next Number	Check Digit Used
Next Account ID	23406	☑
Journal Entry	3936	☐
Consol Accounts	9000000	☐
On-Line Consol	73	☐
Bank Journal	162	☐
Reconciliation	200	☐
Balance Forward	50	☐
		☐
		☐
		☐

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

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

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

5.3 Setting Up Next Numbers by Company and Fiscal Year

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

This section lists a prerequisite and discusses how to:

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

5.3.1 Prerequisite

Before you complete the tasks in this section, you must set up a company record and fiscal year for each document type.

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

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

5.3.3 Selecting a Method for Next Numbers by Company and Year

Access the Next Numbers Constants form.

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

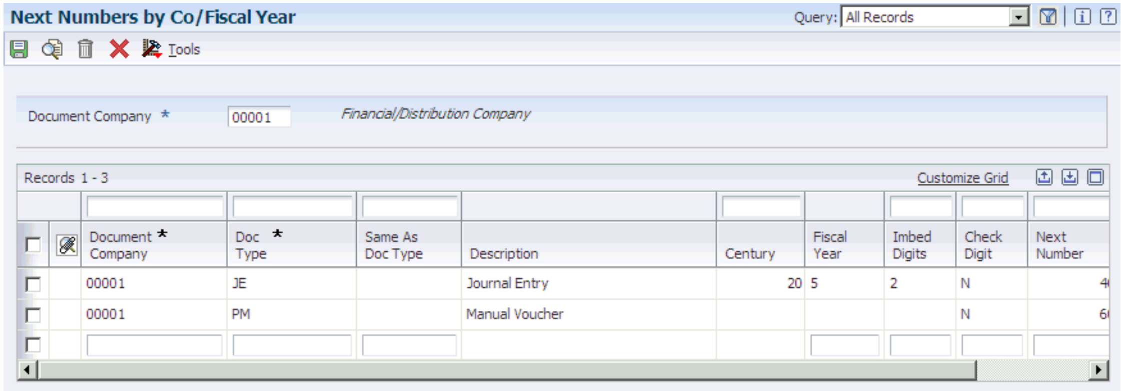
If you do not want to implement next numbers by company and fiscal year, select the option for method 0.

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

5.3.4 Setting Up Next Numbers by Company and Year

Access the Next Numbers by Co/Fiscal Year form.

Figure 5–2 Next Numbers by Co/Fiscal Year form



Query: All Records

Document Company * 00001 *Financial/Distribution Company*

Records 1 - 3

	Document Company *	Doc Type *	Same As Doc Type	Description	Century	Fiscal Year	Imbed Digits	Check Digit	Next Number
☐	00001	JE		Journal Entry	20	5	2	N	4
☐	00001	PM		Manual Voucher				N	6
☐									

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

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

Doc Type
Enter a value from user-defined code (UDC) table 00/DT that identifies the origin and purpose of the transaction. JD Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.

Same As Doc Type (same as document type)
Enter a value that identifies a document type in UDC table 00/DT. The document type controls the next number that the system uses.

If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. For example, you create a recurring invoice (document type RR). The recurring invoice that you create should use the same next number sequence as regular invoices (document type RI). In this example, you would set up the document type RR with a same as document type of RI.

Imbed Digits
Enter the number of digits that the system imbeds in a document number to represent the fiscal year. Imbed digits apply only to next numbers by fiscal year. Values are:

1: Imbed one digit.

The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, in 70012345, the first digit represents the 7 from 2007, and the remainder of the number (0012345) is the next number.

2: Imbed two digits.

The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, in 07012345, the first two digits represent the 07 from 2007, and the remainder of the number (012345) is the next number.

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

5.3.5 Adding a Fiscal Year to an Existing Record

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

5.3.6 Removing a Fiscal Year from an Existing Record

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

6

Understanding the Chart of Accounts

This chapter contains the following topics:

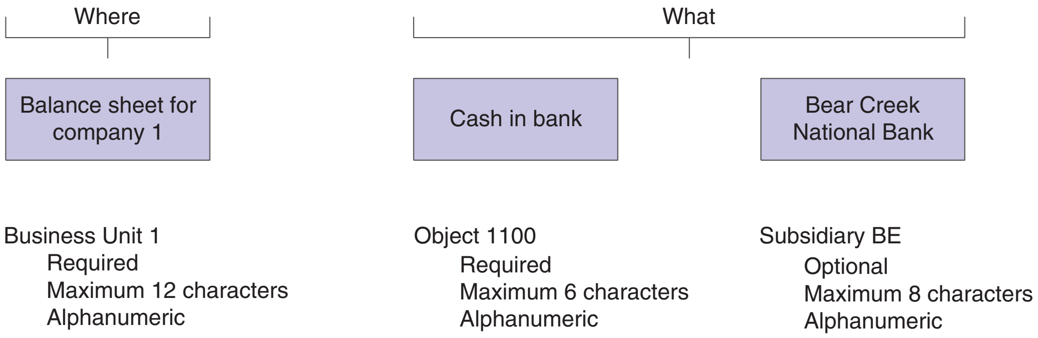
- Section 6.1, "Business Unit.Object.Subsidiary Format"
- Section 6.2, "Chart of Accounts"
- Section 6.3, "Category Codes 21–43"
- Section 6.4, "Level of Detail"
- Section 6.5, "Posting Edit Codes"
- Section 6.6, "Differences Between Subledger and Subsidiary Accounting"

6.1 Business Unit.Object.Subsidiary Format

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

This diagram shows the format requirements:

Figure 6–1 Account numbers


Where
What
Balance sheet for company 1
Cash in bank
Bear Creek National Bank
Business Unit 1
Required
Maximum 12 characters
Alphanumeric
Object 1100
Required
Maximum 6 characters
Alphanumeric
Subsidiary BE
Optional
Maximum 8 characters
Alphanumeric

6.1.1 Business Unit - The Where

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business where you record all revenues, expenses, assets, liabilities, and equities. A business unit can be a department, branch office, truck, and so on.

6.1.2 Object.Subsidiary - The What

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

These characteristics apply to the object.subsidiary:

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

The object, or major, account is required for transaction entry. All object accounts must be the same length. To make data entry easier and faster, you might want to use only numbers for the object account.

The subsidiary, or minor, account is an optional part of the account. Use the subsidiary when you need detailed accounting activity for an object account.

This example shows how you can associate the object account 1110 for Cash in Bank with several subsidiary accounts:

- 1110.BEAR (Bear Creek National Bank)
- 1110.FIB (First Interstate Bank)
- 1110.FRANCE (First Bank of France)
- 1110.LONDON (First Bank of London)

6.2 Chart of Accounts

A chart of accounts provides the structure for your general ledger accounts. It lists specific types of accounts, describes each account, and includes account numbers. A chart of accounts typically lists asset accounts first, followed by liability and capital accounts, and then by revenue and expense accounts.

To design your chart of accounts, begin your initial design with the major headings of your transactions. Then add your detailed transaction descriptions.

This example shows types of accounts and their associated headings:

Account	Headings
Balance Sheet Accounts	Types of headings for balance sheets include: ■ Assets ■ Liabilities ■ Owner's Equity
Income Statement Accounts	Types of headings for income statements include: ■ Revenues ■ Expenses

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

Define the last balance sheet account as the account for year-to-date net income or loss. Balance sheet accounts must precede income statement accounts. For example, if revenues begin at 5000, define object 4999 as the net income account. This account must be a nonposting account. The system calculates the net income amount on your balance sheet.

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

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

Format	Usage
Short account ID	This number is created by the Next Numbers program when you add accounts. It is commonly referred to as the short account number and can never be changed.
Business Unit.Object.Subsidiary	This is the standard JD Edwards EnterpriseOne account format. It can be in either of these formats: ■ Business unit.object ■ Business unit.object.subsidiary The business unit designates the accounting entity to charge. The object (or object and subsidiary) designates the type of account to receive the amount, such as asset, liability, revenue, and expense.
Third G/L account number	This number consists of a free-form code, often called the third account number. Typically, the account number from a prior system is used as the third account number. No limitations exist for the characters that you can use, for example,. and - are acceptable.

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

See Also:

"Setting Up Constants for General Accounting" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

6.3 Category Codes 21–43

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

The 10-character category codes are useful if your business requires an alternate chart of accounts for statutory reporting. You can use the category code and the description (instead of the account number and description), on trial balance, general ledger, and general journal reports. These category codes let you build summarization logic into your reports.

After you set up values for category codes 21–43, you assign the values to accounts in your chart of accounts. This creates a *link* between the accounts and the category codes and enables you to print these reports:

- Debit/Credit T/B by Cat Code (R09472).

- General Ledger by Category Code (R09470).

You can set up a version for each of the category codes that you use and specify the category code in a processing option for the program.

If you assign the same category code value to more than one of your accounts, the system adds the amounts in all of the accounts and prints the total amount on the report.

The system displays the values for category codes 09/01–09/43 in the Account Cat 1–Account Cat 43 fields on the Work With Accounts form.

6.3.1 Example: Category Code 21

Suppose you want to print a report that shows data from all of your receivable accounts. You decide to use category code 21 (UDC 09/21) for receivable accounts and set up a value REC01 for Notes Receivable, REC02 for Interest Receivable, REC03 for Accounts Receivable, and so on. You assign these values to accounts in your chart of accounts. For example, you assign the value REC01 to category code 21 for each notes receivable account. You can then print selected reports that include all of your receivable accounts.

For this example, you would complete these steps:

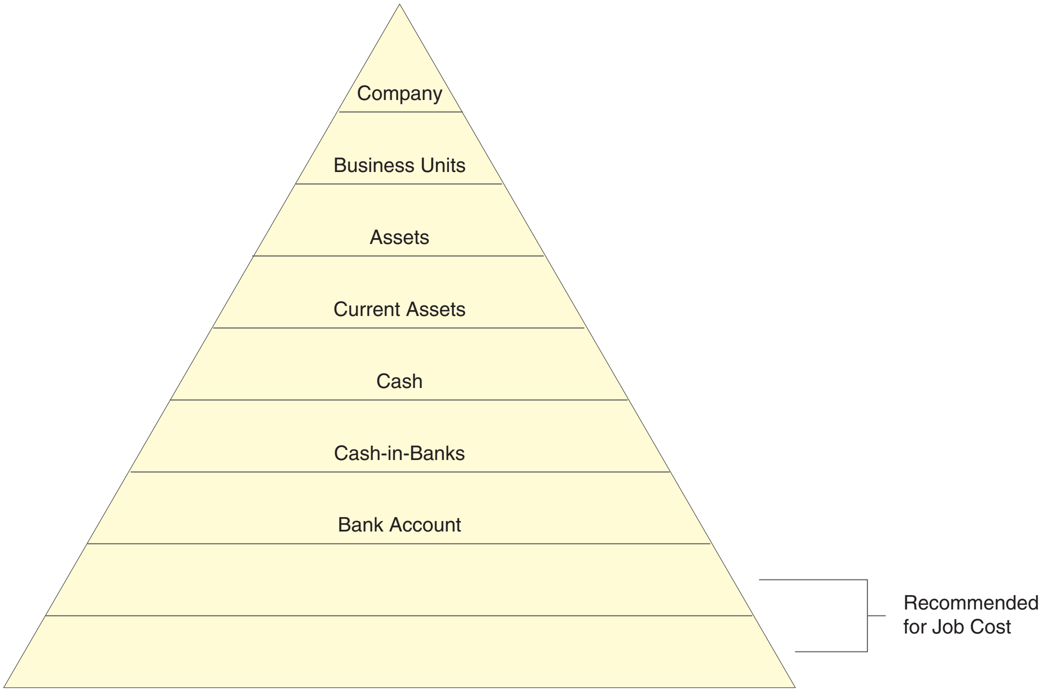
1. Set up values for REC01, REC02, and REC03 in UDC table 09/21.
2. Use the Review and Revise Accounts program (P0901) to assign the category code values to accounts in your chart of accounts.
3. For category code 21, assign the value REC01 for notes receivable accounts, REC02 for interest receivable accounts, and so on. To assign a category code, select a notes receivable account on the Work with Accounts form. On the Revise Single Account form, select the Category Codes 21–30 tab and enter **REC01** in the Cat Code 25 field.
4. Assign category code values to the remaining accounts in your chart of accounts.

6.4 Level of Detail

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

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

Figure 6–2 Levels of detail



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

- Do not skip any levels of detail.

  Nonsequential levels of detail can cause errors in financial reports.
- Assign the level of detail 3 to title accounts for the balance sheet (Assets and Liabilities and Equity).
- Depending on whether you want the next level of accounts underlined, assign level of detail 3 or 4 to title accounts for the income statement. Title accounts include:
- Revenues
- Direct costs
- General and administrative expenses
- Other income and expenses

6.5 Posting Edit Codes

Assign a posting edit code to every object or object.subsidiary account in the chart of accounts. This code determines whether the account posts to the general ledger and whether it updates the Account Balances table (F0902).

Posting edit codes exist for these types of accounts:

- Posting
- Non-posting (or title)
- Budget
- Inactive
- Machine-generated

- One that requires units, not monetary amounts.
- Subledger and type

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

6.6 Differences Between Subledger and Subsidiary Accounting

Subledgers and subsidiary accounting both provide detailed accounting activity. Subsidiary accounts are a subdivision of your object account. Subledgers are linked to your business unit.object account or business unit.object.subsidiary account.

Subledgers give accounting detail without adding accounts to your chart of accounts. For this reason, subledgers are often used for transaction classifications that are not a permanent part of your chart of accounts, such as detailed travel expenses for account representatives.

Subsidiary accounts are permanent. If you want to track revenues and expenses by account representative using subsidiary accounting, you must create a subsidiary account for each account representative and attach it to each appropriate object account for revenues and expenses. This could mean adding several hundred accounts to your chart of accounts.

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

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

- Subledger transactions post to the same major account, rather than to different accounts.
- Subledgers do not create additional records in the Account Master table (F0901).
- Subledgers can create additional records in the Account Balances table (F0902), depending on the posting edit code that you assign to the account.

6.6.1 Example: Subledger Accounting

When you use subledgers to track expenses for account representatives, the system creates a record with a unique subledger for each account in the Account Ledger table (F0911). The F0901 table contains only the account, not the subledger.

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

Object (F0901)	Description (F0901)	Object (F0911)	Subledger (F0911)	Subledger Type (F0911)
8665.HOTEL	Hotel	Blank	Blank	Blank
8665.AIR	Air Fare	8665.AIR	Blank	Blank
Blank	Blank	Blank	1. Smith	A
Blank	Blank	Blank	2. Jackson	A
8667	Car Expenses	8667	Blank	Blank
Blank	Blank	Blank	1. Smith 2. Jackson	A A

6.6.2 Example: Subsidiary Accounting

When you use subsidiaries to track expenses for account representatives, the system creates a record with a blank subledger for each account in the F0911 table. The F0901 table contains an account for each account representative.

Object (F0901)	Description (F0901)	Object (F0911)	Subledger (F0911)
8665	Travel & Entertainment	Blank	Blank
8666	Air Fare	Blank	Blank
8666.A1	Account Representative 1	8666.A1	Blank
8666.A2	Account Representative 2	8666.A2	Blank
8667	Car Expense	Blank	Blank
8667.C1	Account Representative 1	8667.C1	Blank
8667.C2	Account Representative 2	8667.C2	Blank

7

Creating the Chart of Accounts

This chapter contains the following topics:

- Section 7.1, "Setting Up Accounts"
- Section 7.2, "Revising Accounts"
- Section 7.3, "Assigning Subledger Posting Edit Codes to Accounts"
- Section 7.4, "Creating a Model Chart of Accounts"
- Section 7.4.2, "Prerequisite"
- Section 7.5, "Copying Accounts to Business Units"
- Section 7.5.2, "Prerequisite"
- Section 7.6, "Defining an Alternate Chart of Accounts for Statutory Reporting"
- Section 7.7, "Assigning Third GL Account Numbers"
- Section 7.8, "Translating Accounts"
- Section 7.8.2, "Prerequisite"
- Section 7.9, "Reviewing and Revising the Structure of Your Organization"
- Section 7.9.2, "Prerequisite"

7.1 Setting Up Accounts

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

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

7.1.1 Understanding Chart of Accounts Revisions

After you set up your chart of accounts, you might need to add, revise, or delete accounts for various reasons. You might need to add accounts to your chart of accounts as your business grows. You might need to revise accounts to make the levels of detail, posting edit codes, and descriptions consistent across all business units. Or you might want to delete accounts that were created in error.

If you use an account for adjustment entries only, such as journal allocations or reburdening transactions, you can set a flag on the account to only allow adjustment entries to be posted to the account. To identify the document types that are acceptable for adjusting entries, you set up codes in UDC table 09/AA. Only transactions with those document types can be posted to the account. This enables you to close an account to all transactions except adjusting entries.

Assume that you set up account 5.8720 to allow adjustment entries only and you set up codes for XX (reburdening entry) and JA (journal allocations) in UDC table 09/AA. You create a journal entry (document type JE) for account 5.8720 and try to post the entry. The system will issue an error message because account 5.8720 allows adjustment entries only. If you change the document type on the entry to XX or JA, the system will post the entry, assuming all other posting criteria is met.

The Adjustment Entry check box or field appears in these programs:

- Account Master (P0901)
- Account Master Search (P0901S)
- Account Master Search (Return Account ID) (P0901SA)

The Adjustment Entry check box also appears in the Business Unit Master program (P0006). You can specify that a business unit and all associated accounts within the business unit allow adjustment entries only.

See Understanding Business Unit Setup.

Important: Verify that the business unit, object, and subsidiary are accurate for each account before you enter transactions. To ensure the integrity of your chart of accounts, you can set the Security processing options for the Review and Revise Accounts program (P0901) to prevent the object and subsidiary fields from being changed if balances exist in the F0902 or F0911 table. If you use an alternate chart of accounts, you can use the Security processing options to prevent the Category Code 21–23 fields from being changed if balances exist in the F0902 or F0911 table. It is recommended that you restrict access to these processing options so that your chart of accounts is not inadvertently changed.

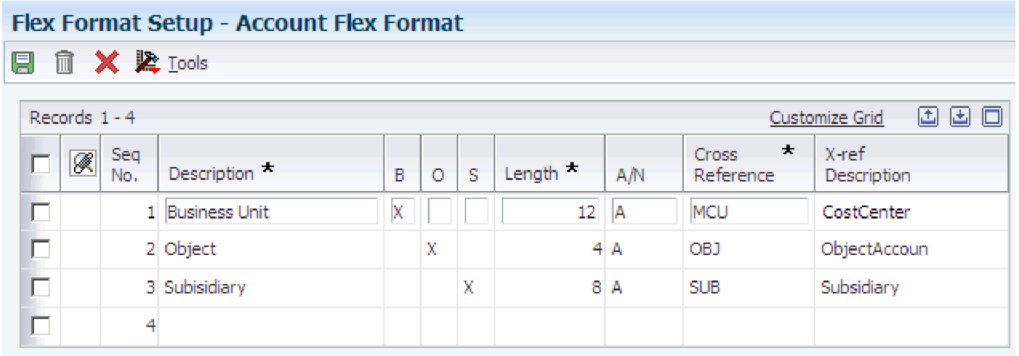
7.1.2 Forms Used to Set Up Accounts

Form Name	FormID	Navigation	Usage
Account Flex Format	W09070	Advanced Organization Setup (G094111), Flex Format Setup On the Flex Format Setup form, click Account Flex Format.	Define account segments.
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts Click Add on the Work With Accounts form.	Add accounts to your chart of accounts.

7.1.3 Defining Account Segments

Access the Account Flex Format form.

Figure 7–1 Account Flex Format form



☐		Seq No.	Description *	B	O	S	Length *	A/N	Cross Reference *	X-ref Description
☐		1	Business Unit	X			12	A	MCU	CostCenter
☐		2	Object		X		4	A	OBJ	ObjectAccoun
☐		3	Subisidiary			X	8	A	SUB	Subsidiary
☐		4								

Length
Enter the length of the specific segment or element for the flexible chart of accounts format. The individual elements must be greater than zero and must not exceed:

- 12 (with separator) characters for the business unit.
- 6 (with separator) characters for the object account.
- 8 (with separator) characters for the subsidiary account.
- 8 characters. Separator characters are not allowed.

7.1.3.1 B, O, and S Fields

If you define multiple segments for the business unit, object, and subsidiary fields, the system concatenates them from left to right in ascending order based on their assigned sequence numbers. The resulting number is left-justified in the database field.

B (business unit)
Enter **X** to indicate that this segment of the GL account number is stored as part of the Business Unit field (MCU) in the database. For flexible account numbers, you can define up to six segments and use a total of 12 characters for the business unit.

O (object)
Enter **X** to indicate that this segment of the GL account number is stored as part of the Object Account field (OBJ) in the database.

For flexible account numbers, you can define up to three segments and use a total of six digits for the object account. If the object account is six digits, you should use all six digits. For example, entering 000456 is not the same as entering 456 because if you enter 456, the system enters three blank spaces to fill a six digit object.

S (subsidiary)
Enter **X** to indicate that this segment of the GL account number is stored as part of the Subsidiary field (SUB) in the database.

For flexible account numbers, you can define up to four segments and use a total of eight characters for the subsidiary part of the account number.

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

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

7.1.4.1 Security

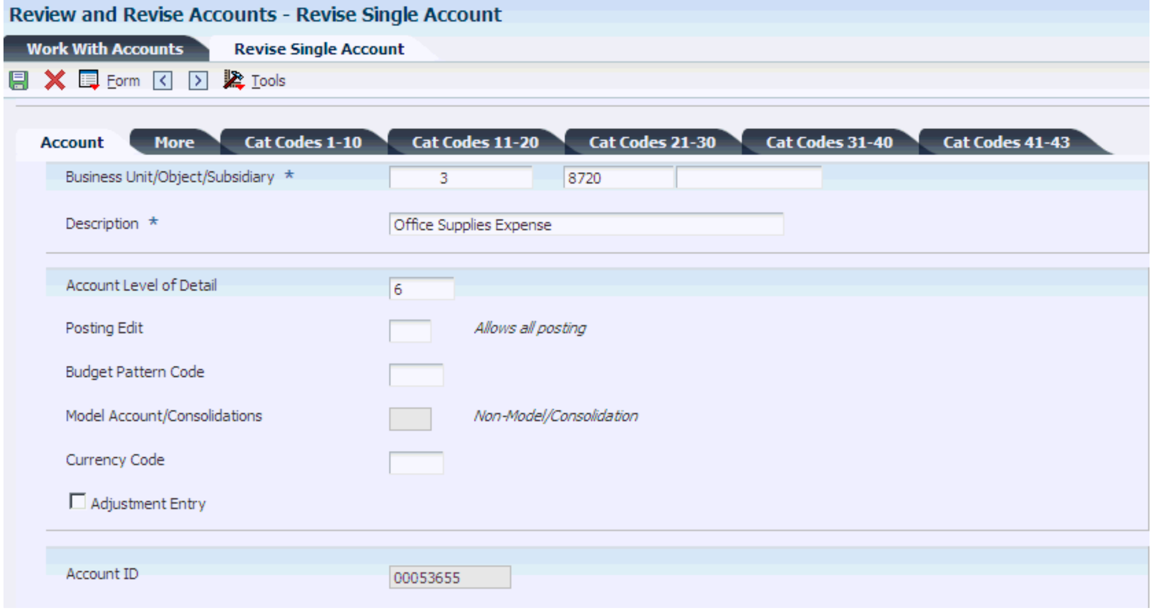
Please enter a value of '1' in the corresponding field to protect the value of field(s) which contain the Legal Account information.
Specify whether to protect the value of fields that contain legal account information. Fields that you can protect are:

- Object
- Subsidiary
- Category Code 21–23

7.1.5 Setting Up an Account

Access the Revise Single Account form.

Figure 7–2 Revise Single Account form


Review and Revise Accounts - Revise Single Account
Work With Accounts
Revise Single Account
Form
Tools
Account
More
Cat Codes 1-10
Cat Codes 11-20
Cat Codes 21-30
Cat Codes 31-40
Cat Codes 41-43

Business Unit/Object/Subsidiary * 3 8720

Description * Office Supplies Expense

Account Level of Detail 6

Posting Edit *Allows all posting*

Budget Pattern Code

Model Account/Consolidations *Non-Model/Consolidation*

Currency Code

☐ Adjustment Entry

Account ID 00053655

Account Level of Detail
Enter a number used to summarize and classify accounts in the GL. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for posting accounts in the Job Cost system. Examples of the other levels are:

3: Assets, Liabilities, Revenues, Expenses.

4: Current Assets, Fixed Assets, Current Liabilities, and so on.

5: Cash, Accounts Receivable, Inventories, Salaries, and so on.

6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on.

7: Petty Cash - Corporate, Petty Cash - Branch, and so on.

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

Budget Pattern Code

Enter a unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example:

DNS: Do not spread annual budget among the months. You cannot set up or change this code; it is defined as part of the system.

Blank: Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.)

*****:** Represents a blank value.

SUM (summer): Spread according to user-specified percentages.

WIN (winter): Spread according to user-specified percentages.

Model Account/Consolidations

Enter a code that indicates consolidated account or business unit. Values are:

Blank: Non-model business unit or account.

M: Model business unit or account.

C: Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible.

Adjustment Entry

Select this check box to restrict the business unit and all associated accounts to adjustment entries only. This check box allows you to post adjusting entries for journal allocations, reburdening, and so on, to accounts that might otherwise be closed for regular transactions.

You define the document types that qualify as adjustment entries in UDC table 09/AA.

Account ID

Enter a number that the system assigns to each GL account in the F0901 table to uniquely identify it.

7.1.5.1 2-More Detail

Select this tab.

If you have selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the FAR Unallowable check box on this tab.

See "Preventing Expenses from Being Charged to Accounts and Business Units" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

Alternate Object/Sub

Enter a value that specifies an alternate object account. This account is occasionally used to comply with a regulatory chart of accounts, parent company requirements, or third-party coding scheme.

Billable

Enter a value that specifies whether a GL account is billable. Values are:

Y: Yes, bill the account.

N: No, do not bill the account.

1: Eligible only for invoicing.

2: Eligible only for revenue recognition.

4: Eligible only for cost.

Note: Codes 1, 2, and 4 are for the Contract Billing and Service Billing systems only.

7.2 Revising Accounts

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

- Revise accounts by business unit.
- Revise accounts by object.
- Update your chart of accounts.
- Build the Account - Word Search table.
- Set processing options for Build Account Master Word Search Table (R0901WS).
- Search for accounts.
- Review your chart of accounts.

7.2.1 Understanding Account Revisions

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

7.2.1.1 Account Revision

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

- Revise multiple accounts that are assigned to one business unit.

  You might want to do this if the company has been restructured or you want to include additional information about the company.

- Revise one account that is assigned to many business units.

  You might want to change the description of the account or include additional information, particularly additional lines for a business unit description.

- Revise a single account.

  You revise a single account if you need to add or change selected information, such as alternate object and subsidiary, that is not available on other account revision forms.

- Add text to an existing account.

  You can add text to an existing account for any additional information that is related to the account.

- Change an account number.

  You can change an account number only if the new number does not already exist in the Account Master table (F0901). If you change an account number, the revision applies only to new postings. To have old balances correspond with the new account numbers, you must run the Update Business Unit.Object.Subsidiary to Account Balances program.

> You can set the Security processing options for the Review and Revise Accounts program (P0901) to prevent the object and subsidiary fields from being changed if an account has a balance in the F0911 or F0902 table. If no transactions or balances exist for the account, you can change the object and subsidiary, regardless of the setting of the Security processing options.

The system maintains account data in the F0901 table.

7.2.1.2 Account Inactivation

As a policy, you might want to make unused accounts inactive. When you make an account inactive, you can no longer enter transactions for the account. However, you can see the historical activity. To make an account inactive, change the posting edit code to **I.**

7.2.1.3 Account Deletion

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

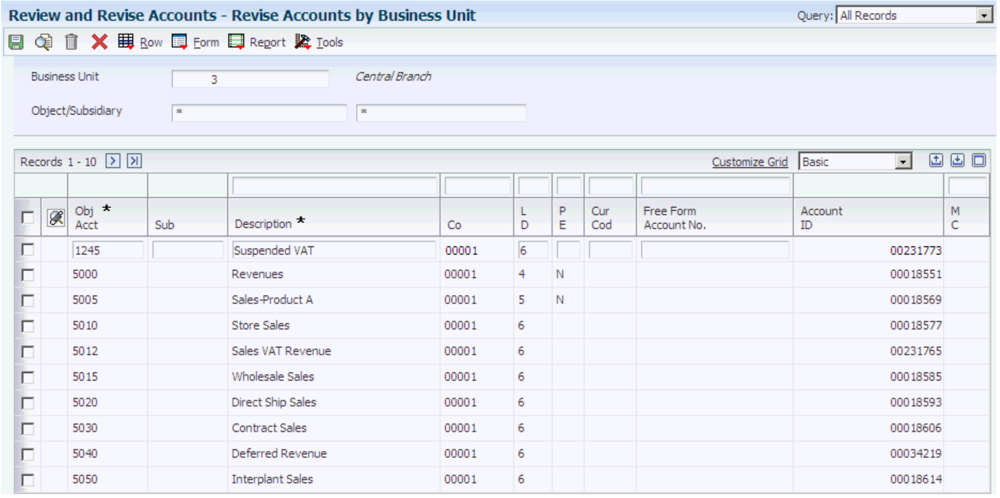
7.2.2 Forms Used to Revise Accounts

Form Name	FormID	Navigation	Usage
Work With Accounts	W0901H	Organization & Account Setup (G09411), Review and Revise Accounts To print the Chart of Accounts Report (R0909P), select Chart of Accounts from the Report menu. Do not enter any data selection for the report. To print the Account Master Report (R09205P), select Account Master from the Report menu.	Review accounts, delete accounts, and print reports.
Revise Accounts by Business Unit	W0901D	On the Work With Accounts form, select an account and from the Row menu, select Account by BU.	Revise accounts by business unit.
Revise Accounts by Object/Subsidiary	W0901C	On the Work With Accounts form, select an account and select Account by Obj/Sub from the Row menu.	Revise accounts by object.
Account Master Word Search	W0901WSA	Organization & Account Setup (G09411), Account Master Word	Enter a word or string of characters to search for an account.
Work With Chart of Accounts	W0909B	Organization & Account Setup (G09411), Online Chart of Accounts	Review your chart of accounts.

7.2.3 Revising Accounts by Business Unit

Access the Revise Accounts by Business Unit form.

Figure 7–3 Revise Accounts by Business Unit form



Business Unit 3 Central Branch

Object/Subsidiary * *

☐	Obj Acct *	Sub	Description *	Co	L D	P E	Cur Cod	Free Form Account No.	Account ID	M C
☐	1245		Suspended VAT	00001	6				00231773	
☐	5000		Revenues	00001	4	N			00018551	
☐	5005		Sales-Product A	00001	5	N			00018569	
☐	5010		Store Sales	00001	6				00018577	
☐	5012		Sales VAT Revenue	00001	6				00231765	
☐	5015		Wholesale Sales	00001	6				00018585	
☐	5020		Direct Ship Sales	00001	6				00018593	
☐	5030		Contract Sales	00001	6				00018606	
☐	5040		Deferred Revenue	00001	6				00034219	
☐	5050		Interplant Sales	00001	6				00018614	

L D (level of detail)

Enter the number to use to summarize and classify accounts in the general ledger by level of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for job cost posting accounts in the Job Cost system. Examples of the other levels are:

3: Assets, Liabilities, Revenues, Expenses

4: Current Assets, Fixed Assets, Current Liabilities, and so on

5: Cash, Accounts Receivable, Inventories, Salaries, and so on

6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on

7: Petty Cash - Corporate, Petty Cash - Branch, and so on

> **Note:** Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause summarization errors in financial reports.

P E (post edit code)

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

Blank: Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.

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

I: Inactive account. No posting allowed.

L: Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, use this code.

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

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

S: Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the F0911 table. This code is not valid for budget entry programs.

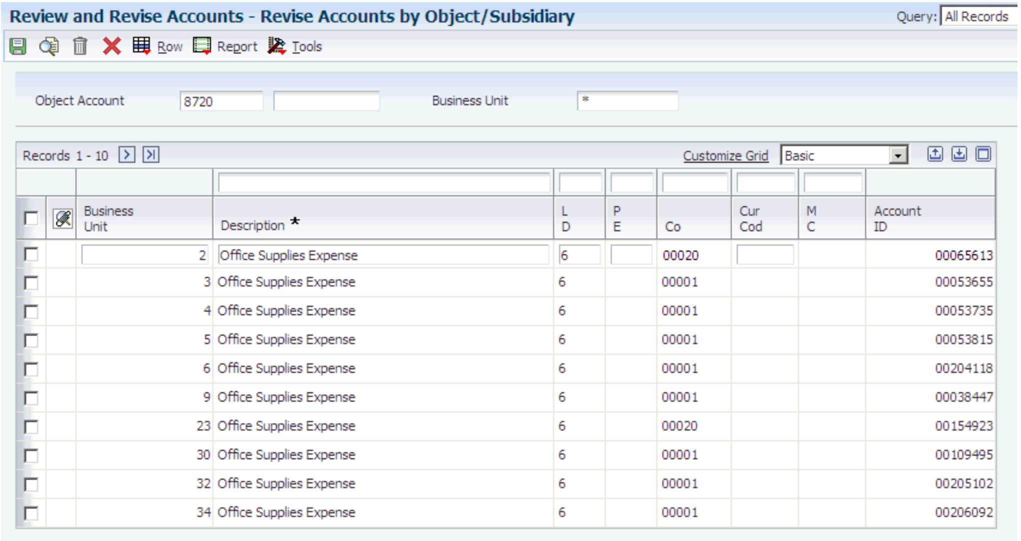
U: Unit quantities are required for all transactions.

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

7.2.4 Revising Accounts by Object

Access the Revise Accounts by Object/Subsidiary form.

Figure 7–4 Revise Accounts by Object/Subsidiary form


Review and Revise Accounts - Revise Accounts by Object/Subsidiary
Row
Report
Tools
Records 1 - 10
Customize Grid

Query: All Records

Object Account: 8720

Business Unit: *

Customize Grid: Basic

☐		Business Unit	Description *	L D	P E	Co	Cur Cod	M C	Account ID
☐		2	Office Supplies Expense	6		00020			00065613
☐		3	Office Supplies Expense	6		00001			00053655
☐		4	Office Supplies Expense	6		00001			00053735
☐		5	Office Supplies Expense	6		00001			00053815
☐		6	Office Supplies Expense	6		00001			00204118
☐		9	Office Supplies Expense	6		00001			00038447
☐		23	Office Supplies Expense	6		00020			00154923
☐		30	Office Supplies Expense	6		00001			00109495
☐		32	Office Supplies Expense	6		00001			00205102
☐		34	Office Supplies Expense	6		00001			00206092

7.2.5 Updating Your Chart of Accounts

Select Organization & Account Setup (G09411), Online Chart of Accounts.

On the Work With Chart of Accounts form, select Refresh Chart of Ac from the Report menu.

After you revise or delete an existing GL account or add a new one, you must run the Refresh Chart of Accounts program (R0909R) to update the Chart of Accounts - Reference File table (F0909).

If you add an account with the same object and subsidiary as an existing account but with a different description or level of detail, the Refresh Chart of Accounts program retains the first occurrence of the object and subsidiary only for the chart of accounts. For example, assume account 3.5005.WEST has a description of Sales - West Virginia. You add account 1.5005.WEST with a description of Sales - Western Region. When you run the Refresh Chart of Accounts program, the system updates F0902 table with object account 5005 and the description Sales - Western Region.

The Refresh Chart of Accounts program can take a long time to run, especially if you revise a substantial number of accounts or have a large chart of accounts. Consider running it during off-peak hours.

You can review the updated chart of accounts using the Online Chart of Accounts form or by printing the Chart of Accounts Report (R0909P).

7.2.6 Building the Account - Word Search Table

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

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

When you run the Build Account Master Word Search Table program (R0901WS) for the first time, it builds the Account - Word Search table (F0901WS). If you add, change, or delete account information, you should run this program in update mode to refresh the table and ensure that you are searching the most current information.

Note: This program can take considerable processing time depending on the number of accounts in your system.

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

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

7.2.7.1 Mode

Process Mode:
Specify the mode in which to run the report.

0: (or blank) Update only (default).

1: Delete table prior to updating.

7.2.8 Searching for Accounts

Access the Account Master Word Search form.

Before you use the Account Master Word Search form, you must run the Build Account Master Word Search Table program (R0901WS).

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

The Account Master Word program displays a list of all of the accounts containing the word or string of characters. For example, if you enter accounts payable, the program displays all of the accounts that contain the word accounts and all of the accounts that contain the word payable.

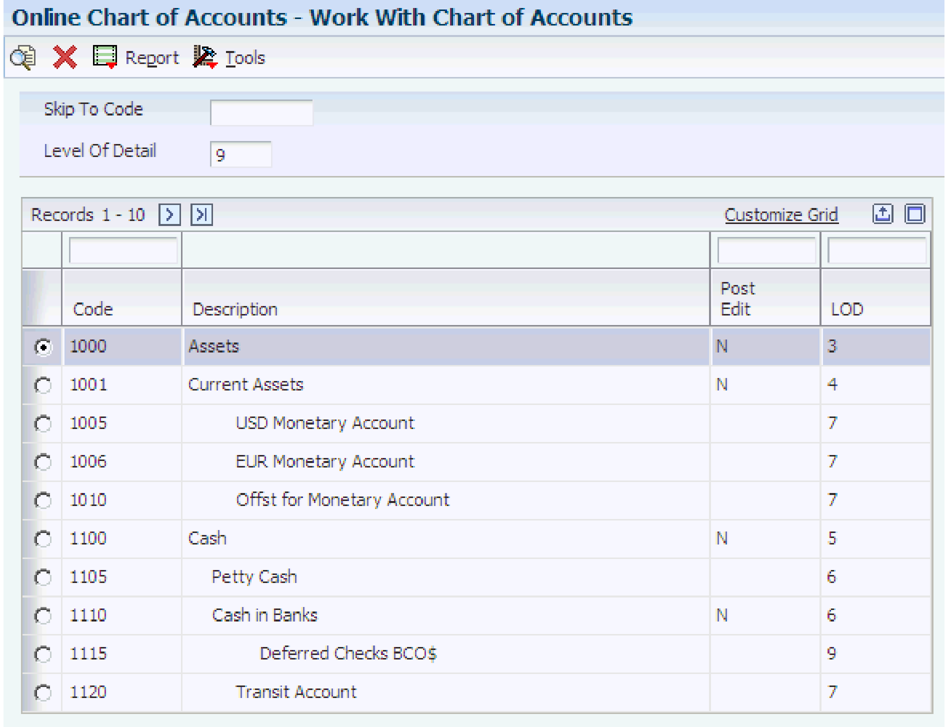
The Account Master Word program also displays accounts that contain words similar to the full name of the account. For example, if you wanted to search for an account that contains the words accounts payable, you could enter Accts Pay, Accts, A, P, or A/P. If these words are in the Word Search Equivalence table (F91011), the program recognizes them as words equivalent to accounts payable and displays the accounts for which you are searching. The JD Edwards EnterpriseOne system provides a list of equivalent words, and you can add your own words to this list.

You can also add, change, or delete from the list of words that you want the program to ignore. For example, the Account Master Word program is already set to ignore A, About, and After. If you enter one of these words by itself into the Search Word field, the program ignores it. The program also ignores symbols such as / and %.

7.2.9 Reviewing Your Chart of Accounts

Access the Work With Chart of Accounts form.

Figure 7–5 Work With Chart of Accounts form



Online Chart of Accounts - Work With Chart of Accounts

Skip To Code

Level Of Detail 9

	Code	Description	Post Edit	LOD
●	1000	Assets	N	3
○	1001	Current Assets	N	4
○	1005	USD Monetary Account		7
○	1006	EUR Monetary Account		7
○	1010	Offst for Monetary Account		7
○	1100	Cash	N	5
○	1105	Petty Cash		6
○	1110	Cash in Banks	N	6
○	1115	Deferred Checks BCO$		9
○	1120	Transit Account		7

After you create your chart of accounts or make revisions to it, you should review your object accounts across all companies and business units. By reviewing your accounts, you can:

- Locate any inconsistencies in the levels of detail.
- Verify that similar types of accounts are set up for financial consolidations to function properly.
- Determine which object account numbers are available if you need to add new accounts.

The system displays object accounts in ascending order, regardless of business unit or company. To print a report, select Chart of Accounts from the Report menu. Do not enter any data selection for the report.

7.3 Assigning Subledger Posting Edit Codes to Accounts

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

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

7.3.1 Understanding Subledgers

In addition to the business unit.object.subsidiary method of account coding, you can use subledgers to code accounts. Subledgers provide the most detailed record of accounting activity for a business unit. You might use subledger accounting to track:

- Revenues and expenses by account representative.
- Receivables and payables by employee.
- Intercompany settlements by detail entry.

With subledger accounting, you can:

- Review detailed account totals for specific subledgers by grouping posted transactions with the same subledger and subledger type.
- Review similar types of subledgers across accounts.

  For example, you can review all accounting activity by an asset ID or work order number.

You use the Trial Balance by Subledger program (P09215) to review subledger information.

Both the subledger number and subledger type for a GL account provide detailed accounting activity. The subledger number becomes the audit trail for the posted subledger transactions.

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

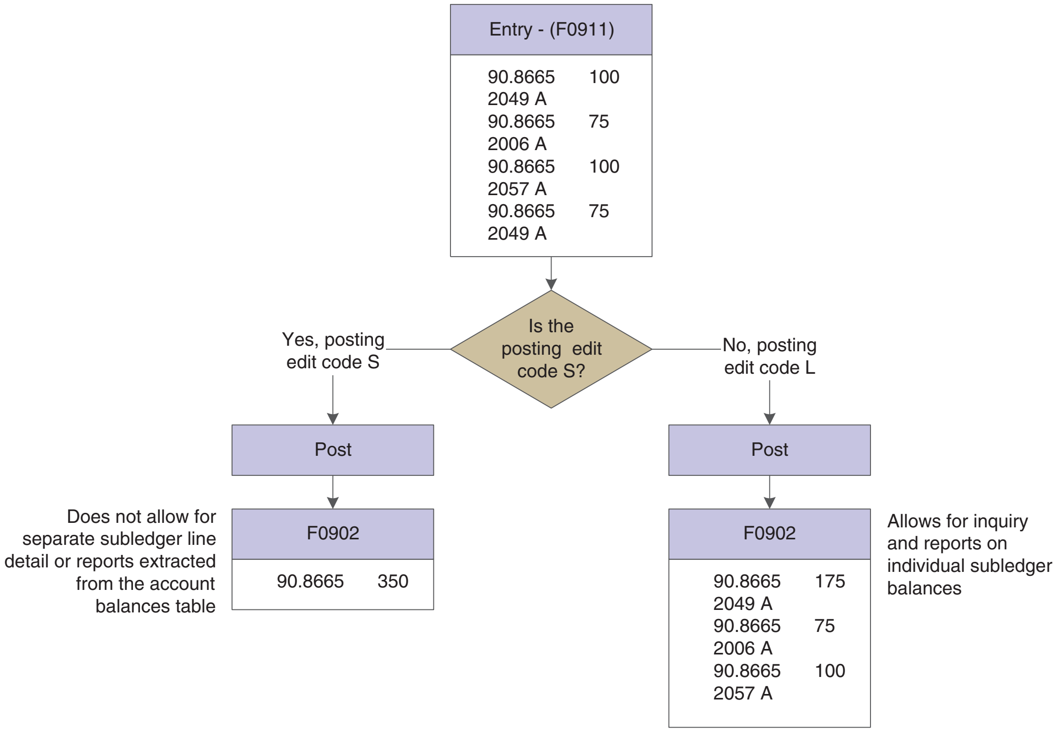
Subledger Type	Master Table
A	Validates against the Address Book Master table (F0101). This type is the most commonly used subledger type. Use this type to track expenses that are associated with salespeople, employees, and so on. You also use it for the detail method of intercompany settlements.
C	Validates against the Business Unit Master table (F0006).
E	Validates against the Asset Master File table (F1201).
I	Validates against the Item Master table (F4101).
J	Validates against the Change Request Master Table (F5301).
L	Validates against the Tenant/Lease Master table (F1501).
O	Validates against the Sales Order Header File table (F4201).
S	Validates against the Chart of Accounts Format table (F0907). This is the structured subledger type.
W	Validates against the Work Order Master File table (F4801).

7.3.1.1 Posting Edit Codes

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

This diagram shows how information stored in the Account Balances table (F0902) is affected by the posting edit code:

Figure 7–6 Example of posting edit codes


Entry - (F0911)
90.8665 100
2049 A
90.8665 75
2006 A
90.8665 100
2057 A
90.8665 75
2049 A
Is the posting edit code S?
Yes, posting edit code S
No, posting edit code L
Post
Post
F0902
90.8665 350
Does not allow for separate subledger line detail or reports extracted from the account balances table
F0902
90.8665 175
2049 A
90.8665 75
2006 A
90.8665 100
2057 A
Allows for inquiry and reports on individual subledger balances

7.3.1.2 Additional Subledger Types

In addition to the predefined subledger types, you can define three subledger types (X, Y, and Z) in UDC table 00/ST. Because these subledger types are not validated against any JD Edwards EnterpriseOne tables, you should define them only if you want the system to validate values against a format requirement rather than a specific value. The first character of the Description 02 field controls the format that the system validates against the subledger type. Values are:

A: Alphanumeric, left justify, blank fill.

N: Numeric, right justify, zero fill.

C: Alphanumeric, right justify, blank fill.

7.3.1.3 Inactivating Subledgers

You might need to make a subledger inactive. For example, if an employee takes a leave of absence, you can inactivate the employee's address book number to use as a subledger so that travel and entertainment expenses cannot be entered during the leave of absence. Or, when a project or job is on hold or is complete, you can inactivate a business unit from use as a subledger.

7.3.2 Forms Used to Assign Posting Edit Codes to Subledgers

Form Name	FormID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts On the Work With Accounts form, select an account.	Assign a subledger posting edit code to accounts that require subledgers. Use this form to disable subledger entry for an account.

Form Name	FormID	Navigation	Usage
Address Book Revision	W01012A	Daily Processing (G0110), Address Book Revisions On the Work With Addresses form, select an address book record. Select the 3-Additional 1 tab.	Inactivate an address book record from use as a subledger.

7.3.3 Assigning a Subledger Posting Edit Code to an Account

Access the Revise Single Account form.

Posting Edit

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

I: Inactive account. No posting allowed.

L: Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the F0911 and F0902 tables. If you want to report on subledgers, use this code.

S: Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the F0911 table. This code is not valid for budget entry programs.

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

7.3.3.1 Multiple Accounts

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

7.3.4 Inactivating an Address Book Record from Use as a Subledger

Access the Address Book Revision form.

Subledger Inactive Code

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

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

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

7.4 Creating a Model Chart of Accounts

This section provides an overview of a model chart of accounts, lists a prerequisite, and discusses how to create a chart of accounts based on a model.

7.4.1 Understanding a Model Chart of Accounts

To create a model chart of accounts, create one master model business unit that includes the complete chart of accounts or create a model business unit for every business unit type and assign object accounts to it. You can then use these models as a basis for your actual chart of accounts.

By creating a model chart of accounts, you ensure that when you copy the accounts from the model business units into your actual (or production) business units, the accounts are standardized across business units and companies.

Depending on your organizational structure, you can create more than one model chart of accounts. For example, you can create one model for balance sheet accounts and another model for income statement (profit and loss) accounts.

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

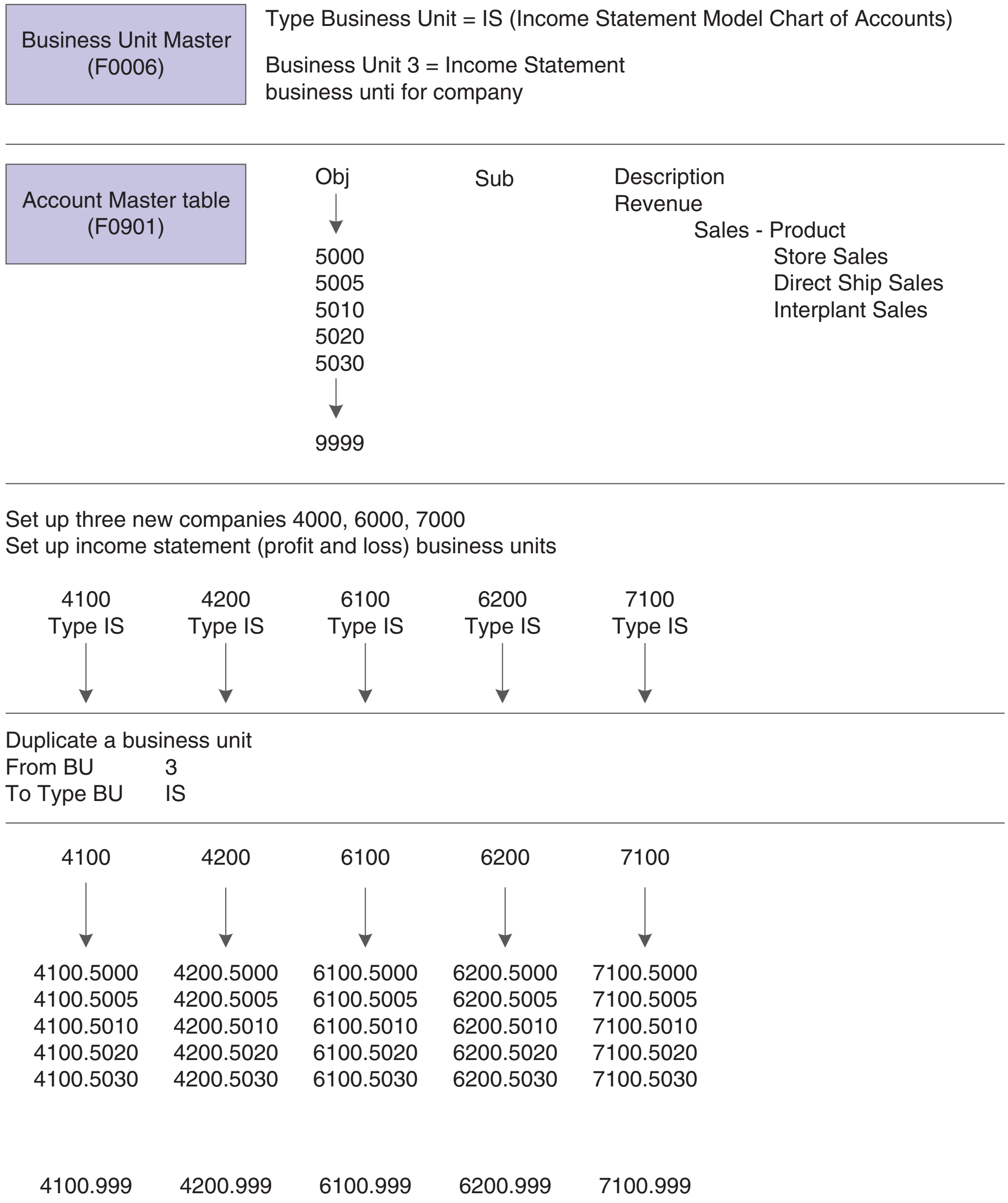
After you enter the business unit, object account, and subsidiary information for a new account, you can add a comment, memo, or other text.

Carefully proofread your model chart of accounts to ensure that the descriptions, spelling, level of detail assignments, and posting edit codes are accurate. The model chart of accounts provides the basis for your entire chart of accounts. Revise accounts as needed to correct errors before you copy the model accounts to business units. Copying the model reproduces any errors in multiple business units.

7.4.1.1 Example: Model Business Unit

This graphic illustrates the structure of a business unit type for profit and loss accounts:

Figure 7–7 Model business unit structure for profit and loss accounts


Business Unit Master (F0006)
Type Business Unit = IS (Income Statement Model Chart of Accounts)
Business Unit 3 = Income Statement business unti for company
Account Master table (F0901)
Obj
Sub
Description
Revenue
Sales - Product
Store Sales
Direct Ship Sales
Interplant Sales
5000
5005
5010
5020
5030
9999
Set up three new companies 4000, 6000, 7000
Set up income statement (profit and loss) business units
4100 Type IS
4200 Type IS
6100 Type IS
6200 Type IS
7100 Type IS
Duplicate a business unit
From BU 3
To Type BU IS
4100
4200
6100
6200
7100
4100.5000
4100.5005
4100.5010
4100.5020
4100.5030
4200.5000
4200.5005
4200.5010
4200.5020
4200.5030
6100.5000
6100.5005
6100.5010
6100.5020
6100.5030
6200.5000
6200.5005
6200.5010
6200.5020
6200.5030
7100.5000
7100.5005
7100.5010
7100.5020
7100.5030
4100.999
4200.999
6100.999
6200.999
7100.999

7.4.2 Prerequisite

Before you complete the tasks in this section, you must verify that you have set up a business unit that is designated as a model in the Model Account/Consolid. field on the Revise Business Unit form.

7.4.3 Form Used to Create a Model Chart of Accounts

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

7.4.4 Creating a Chart of Accounts Based on a Model

Access the Revise Single Account form.

Business Unit
Enter a model business unit.

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

7.5 Copying Accounts to Business Units

This section provides an overview of copying accounts to business units, lists a prerequisite, and discusses how to copy accounts to business units.

7.5.1 Understanding Copying Accounts to Business Units

After you create your model chart of accounts, you must review and revise it as necessary. Then you can create your actual chart of accounts by copying the object and subsidiary accounts that are assigned to a model business unit to your actual business units. This process saves time and ensures consistency throughout your account structure. You can copy:

- All or a range of object accounts from one business unit to another.
- Object accounts at a given level of detail.
- All or a range of object accounts from one business unit to multiple business units of the same business unit type.
- All or a range of object accounts to a specific company or across all companies.

7.5.2 Prerequisite

Before you complete the tasks in this section, you must verify that the model business unit from which you want to copy is accurate.

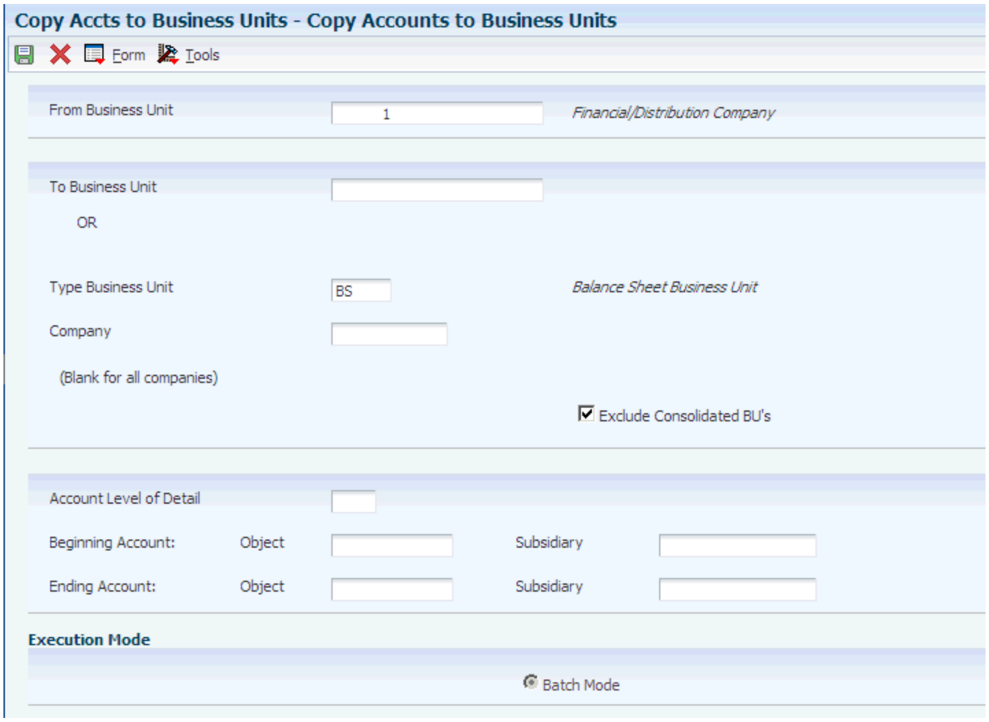
7.5.3 Form Used to Copy Accounts to Business Units

Form Name	FormID	Navigation	Usage
Copy Accounts to Business Units	W09804E	Organization & Account Setup (G09411), Copy Accts to Business Units	Copy object and subsidiary accounts to business units.

7.5.4 Copying Accounts to Business Units

Access the Copy Accounts to Business Units form.

Figure 7–8 Copy Accounts to Business Units form



Copy Accts to Business Units - Copy Accounts to Business Units

From Business Unit: 1 *Financial/Distribution Company*

To Business Unit:

OR

Type Business Unit: BS *Balance Sheet Business Unit*

Company:

(Blank for all companies)

☑ Exclude Consolidated BU's

Account Level of Detail:

Beginning Account: Object: Subsidiary:

Ending Account: Object: Subsidiary:

Execution Mode

● Batch Mode

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

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

7.6 Defining an Alternate Chart of Accounts for Statutory Reporting

This section provides an overview of alternate charts of accounts and discusses how to:

- Define alternate accounts.
- Review alternate account information.

7.6.1 Understanding Alternate Charts of Accounts

Some businesses need an alternate way to set up a chart of accounts. For example, some countries require businesses to submit reports using a government-defined (statutory) chart of accounts. You can use account category codes to set up an alternate chart of accounts that accommodates government requirements.

Using an alternate chart of accounts, you can:

- Roll up (summarize) accounts.
- Display subtotals.

- View several companies at one time.
- View accounts that make up an alternate account.
- View different levels of detail in other JD Edwards EnterpriseOne inquiry programs.

You can display account balances by alternate or statutory accounts from the F0902 table. To do this, use one of the category codes that are set up for a statutory chart of accounts.

An account category code indicates your statutory account number and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23 (UDC 09/21–09/23). These category codes allow up to 10 characters.

The system rolls up accounts that are based on the digit that you specify. All accounts in which the digit matches are rolled together. For example, if you specify the third digit, then accounts from 1040000 through 1049999 are rolled together.

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that comprise one legal entity.

See Also:

- "Understanding the Alternate Chart of Accounts for France" in the *JD Edwards EnterpriseOne Applications Localizations for France Implementation Guide*.
- "Understanding the Alternate Chart of Accounts for Spain" in the *JD Edwards EnterpriseOne Applications Localizations for Spain Implementation Guide*.

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

Form Name	FormID	Navigation	Usage
Revise Single Account	W0901A	Organization & Account Setup (G09411), Review and Revise Accounts On the Work With Accounts form, select an account.	Define alternate accounts by assigning a category code to the account.
Statutory Account Inquiry	W09218AC	Accounting Inquiries (G0914), Statutory Account Inquiry	Review statutory account information.
Work With Account Ledger By Category Code	W09202A	On the Statutory Account Inquiry form, select an account and then select Ledger Inquiry from the Row menu.	Review account ledger information for the category code that you specified in the processing options.

Form Name	FormID	Navigation	Usage
Accounts Within Statutory Account	W09218AD	On the Statutory Account Inquiry form, select an account and then select Ledger Inquiry from the Row menu. To review detail, select Account Ledger, Account Balance, or TB by Object from the Row menu.	Display all of the accounts associated with the category code that you specified in the processing options.

7.6.3 Defining Alternate Accounts

Access the Revise Single Account form.

Category Code 21,Category 22, and Category 23
Enter a code from UDC table 09/21–09/23 for use in statutory reporting and in printing selected account information on reports. These category codes are associated with the F0901 table.

7.6.4 Reviewing Alternate Account Information

Access the Statutory Account Inquiry form.

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

From Account and Thru Account
Enter a number that identifies the beginning statutory and ending statutory accounts in a range of accounts. You must enter this number in the object account format. The system displays only amounts posted to accounts in this range.

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

10100–100.00

10101–100.00

10400–100.00

10401–100.00

10500–100.00

10501–100.00

Grand Total = 600.00. If you specify 3 in the Digits to Use to Subtotal field, subtotaling will occur when any of the first 3 digits in the account number changes. The resulting alternate accounts and amounts are:

10100–100.00

10101–100.00 Subtotal–200.00

10400–100.00

10401–100.00 Subtotal–200.00

10500–100.00

10501–100.00 Subtotal–200.00

Grand Total = 600.00

Level Of Rollup
Enter a value that determines in which digit in the alternate account number rollup (summarization) will occur. For example, alternate accounts and amounts are:

10100–100.00

10101–100.00

10400–100.00

10401–100.00

10500–100.00

10501–100.00

Grand Total = 600.00

If you specify **3** in the Digit to Use for Subtotal field, summarization will occur at the third position of the alternate account number when that digit changes. The resulting alternate accounts and amounts are:

101– 200.00

104–200.00

105–200.00

Grand Total = 600.00

Period/Cumulative
Select this check box to display the amounts for the period only. With the check box cleared, the system displays cumulative (year to date) amounts.

7.7 Assigning Third GL Account Numbers

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

7.7.1 Understanding Third GL Account Numbers

The third GL account number is one of the formats that you can use when you enter an account number during data entry. Other formats that you can use during data entry include:

- Business Unit.Object.Subsidiary
- Short ID (8-digit, system-assigned number)

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

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

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

To specify the format that you are using, precede the account number with the symbol that indicates the 3rd account number format, which is specified on the General

Accounting Constants form. If the third GL account number is the one that you typically use, ensure that the Symbol to Identify 3rd G/L Account# field is blank on the General Accounting Constants form. If the third GL account number is seldom used, enter a symbol such as / to identify it in the system.

7.7.2 Form Used to Assign Third GL Account Numbers

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

7.7.3 Assigning a Third GL Account Number

Access the Revise Single Account form.

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

The third account number must be unique system wide; not just within a business unit. The format of this number has no correlation to the business unit.object.subsidiary account number format in the system.

7.8 Translating Accounts

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

7.8.1 Understanding Account Translation

If you operate in a multiple language environment, you can translate the descriptions of your accounts. The descriptions correspond to the language that you specify. For example, when you access an account that has a French translation, the description appears in French rather than in the base language.

The translation of account descriptions enables you to see the translated account descriptions only on reports or when you access an inquiry program. You cannot see the translations directly from the Review and Revise Business Units program (P0006) or the Review and Revise Accounts program (P0901), but can from the reports and programs that access text from the Business Unit Master (F0006) and Account Master (F0901) tables.

To track the accounts for which you have translated and verified the translations, generate the Account Translation Report. This report shows the base language and one or all of the alternative languages, depending on what you specify in the Language Preference Code processing option.

You can also translate the descriptions of automatic accounting instructions (AAIs) and user defined codes (UDCs).

The system stores account translation information in the Account Master - Alternate Description table (F0901D).

7.8.2 Prerequisite

Before you complete the tasks in this section, you must set up the language preference in the user profile.

7.8.3 Form Used to Translate Accounts

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

7.8.4 Translating Account Descriptions

Access the Translate Account Descriptions form.

See Also:

Translating AAI Descriptions.

7.9 Reviewing and Revising the Structure of Your Organization

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

7.9.1 Understanding Organization Structure Revisions

You can review a graphical representation of your company, business unit, and account structure by using the Company/Business Unit Tree Structure program (P0001). This program displays your organization's structure in tree structure format. You can also use this tree structure format to revise the structure of your organization.

Note: Do not use this program to perform *what if* analysis. This program uses your production (live) data. If you make changes in this program, your changes affect these tables:

Business Unit Master (F0006)

Company Constants (F0010)

Account Master (F0901)

7.9.2 Prerequisite

Before you complete the tasks in this section, you must run these integrity reports to verify the integrity of your data before you make any changes:

- Companies in Balance (R097001)
- Intercompany Accts in Balance (R097011)
- Acct Balance to Transactions (R09705)

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

Form Name	FormID	Navigation	Usage
Company / BU Tree Structure	W0001A	Global Updates (G09316), Organization Structure To move a business unit or an account within the structure, drag the business unit or account to the new location and drop it. Dragging and dropping a business unit or account immediately updates your production data.	Review and revise the structure of the organization.

7.9.4 Revising the Structure of Your Organization

Access the Company/BU Tree Structure form.

8

Setting Up Bank Accounts

This chapter contains the following topics:

- Section 8.1, "Understanding Bank Account Setup"
- Section 8.2, "Understanding How to Set Up Bank Account Records as SEPA Accounts"
- Section 8.3, "Setting Up GL Bank Accounts"
- Section 8.4, "Setting Up Customer Bank Accounts"
- Section 8.4.1, "(BEL and FRA) Prerequisites"
- Section 8.5, "Setting Up Supplier Bank Accounts"
- Section 8.5.2, "(BEL and FRA) Prerequisites"
- Section 8.6, "Setting Up Bank Account Cross-References"
- Section 8.7, "Printing Bank Account Exception Reports"

Note: Country-specific functionality for bank account setup exists for Denmark, Finland, Norway, Sweden, and Spain.

See Also:

- "Setting Up Additional Bank Information for Foreign Suppliers" in the *JD Edwards EnterpriseOne Applications Localizations for Denmark Implementation Guide*.
- "Setting Up Additional Bank Information for Foreign Suppliers" in the *JD Edwards EnterpriseOne Applications Localizations for Finland Implementation Guide*.
- "Setting Up Additional Bank Information for Foreign Suppliers" in the *JD Edwards EnterpriseOne Applications Localizations for Norway Implementation Guide*.
- "Entering A.E.B. Customer and Supplier Bank Information for Spain" in the *JD Edwards EnterpriseOne Applications Localizations for Spain Implementation Guide*.

8.1 Understanding Bank Account Setup

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

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

- Bank Account Information (P0030G).

  Use this program to set up your company's bank accounts. If you process accounts payable payments or accounts receivable automatic debits, you must set up your company's bank accounts.

- Bank Account Cross Reference (P0030A).

  Use this program to set up bank account information for your suppliers and customers. If you process accounts payable payments using electronic funds transfer, you must set up bank account information for the supplier. If you process automatic receipts, accounts receivable drafts, or automatic debits, you must set up bank account information for the customer. You also use this program to associate a bank transit number with a bank address book record.

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

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

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

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and select the AR Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must select this check box for customers who process drafts or auto debits.
G	The system assigns this value when you set up GL bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).

Record Type	Description
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See "Setting Up Payment Information by Business Unit" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
P	The system assigns this value when you set up bank account information and select the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A).
V	The system assigns this value when you set up bank account information and select the Supplier option using the Bank Account Cross Reference program.
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any bank type code in the UDC table 00/BT that is not listed in this table.

8.2 Understanding How to Set Up Bank Account Records as SEPA Accounts

The SEPA initiative for European financial infrastructure involves creation of a zone in which all payments in euros are considered domestic. No distinction will exist between the national and international payments. To create the SEPA payment XML file in the JD Edwards EnterpriseOne system, you set up your company and supplier bank accounts with the BIC number and IBAN and specify that the account is for use for SEPA payments. When you use the Write process in the automatic payment process, the system writes records to an XML file for accounts that are set up as SEPA accounts. You then send the XML file to the bank.

Note: The JD Edwards EnterpriseOne system does not support the transmission of the XML file.

The Bank Account Information program (P0030G) works differently from the Bank Account Cross- Reference program (P0030A) when you designate bank accounts as SEPA accounts. You use the Bank Account Information program to work with your company's bank account records and use the Bank Account Cross-Reference program to work with supplier accounts.

The Bank Account Information program requires that a bank account record exist before you can designate the account as a SEPA account.

To create a record and designate a company bank account as a SEPA account:

1. Select Bank Account Information from the Automatic Payment Setup (G04411) menu.
2. Click Add on the Work With G/L Bank Accounts form.
3. Complete the required information on the Set Up G/L Bank Account form, then click OK.

   The system saves the new bank account record when you click OK.
4. Click Cancel on the Set Up G/L Bank Account form.
5. On the Work With G/L Bank Accounts form, select the record you created, then select Bank Info from the Row menu.

6. On the SEPA Account Setup form, select the SEPA Bank Account option and click OK.

To designate an existing bank account record for your company as a SEPA account:

1. Select Bank Account Information from the Automatic Payment Setup (G04411) menu.
2. Search for and select the existing record that you want to designate as a SEPA account, then select Bank Info from the Row menu.
3. On the SEPA Account Setup form, select the SEPA Bank Account option and click OK.

The Bank Account Cross-Reference program enables you to create an account and designate it as a SEPA account in the same series of steps. To create a record and designate a supplier bank account as a SEPA account:

1. Select Bank Account Cross-Reference from the Automatic Payment Setup (G04411) menu.
2. Click Add on the Work With Bank Accounts By Address form.
3. Enter the required information for the supplier bank account on the Set Up Bank Accounts By Address form and click OK.
4. On the SEPA Account Setup form, select the SEPA Bank Account option and click OK.

Note (Release 9.1 Update): For accounts designated as SEPA accounts, you must enter a valid IBAN in the Bank Account Cross-Reference and Bank Account Information programs. The system validates the IBAN that you enter and displays an error message in case of incorrect entry or if the IBAN field is blank.

The system populates the IBAN field in the SEPA Account Setup form with the IBAN that you entered in the Bank Account Cross-Reference and Bank Account Information programs. You cannot enter or edit the IBAN in the SEPA Account Setup form. When you click the OK button on the SEPA Account Setup form, the system validates the IBAN and displays an error message in case of incorrect entry or if the IBAN field is blank.

For existing bank accounts, you can use the Update Multiple Bank Accounts program (P740001) to enter or update the IBAN and BIC (SWIFT Code) for multiple bank accounts at a time. You can also use this program to designate multiple bank accounts as SEPA accounts.

See "Understanding Mass Update of IBAN and BIC" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.

8.3 Setting Up GL Bank Accounts

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

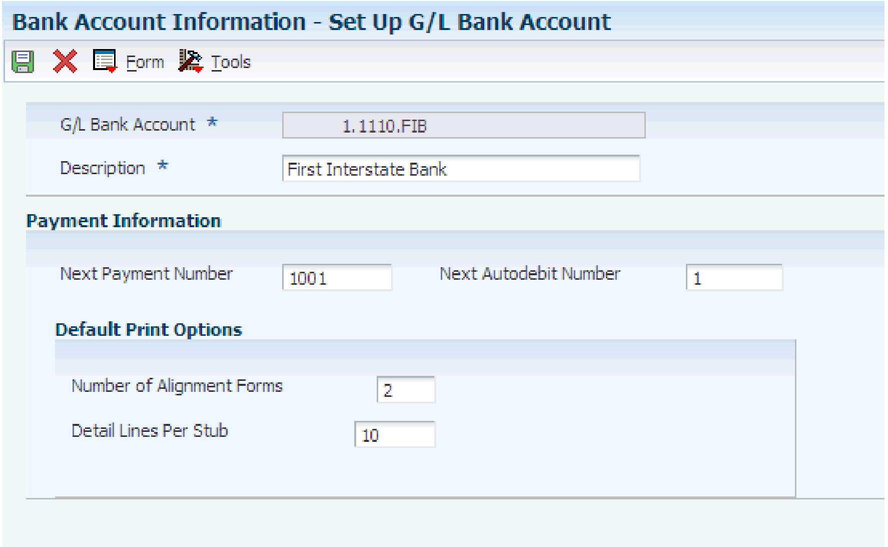
8.3.1 Forms Used to Set Up GL Bank Accounts

Form Name	FormID	Navigation	Usage
Work With G/L Bank Accounts	W0030GA	Use one of these navigations: Automatic Payment Setup (G04411), Bank Account Information Accounts Receivable Setup (G03B41), Bank Account Information Automatic Debiting (G03B131), G/L Bank Accounts	Review and, if necessary, delete existing GL bank accounts.
Set Up G/L Bank Account	W0030GB	On Work With G/L Bank Accounts, click Add. To revise an existing bank account record, select Revise from the Row menu.	Set up and revise GL bank account information.
Revise Bank Information	W0030GC	On Work With G/L Bank Accounts, select Bank Info from the Form menu.	Revise bank information. To avoid the use of the pre-note code that is assigned to the supplier, verify that the Override Supplier Pre-Note check box is selected.
Revise BACS Information	W0030GD	On Work With G/L Bank Accounts, select BACS Info from the Form menu.	Revise BACS information.
Work With Bank Account X12 Information	W0030GE	On the Work With G/L Bank Accounts form, select X12 Info from the Form menu.	Revise bank account X12 information.
Set Up Bank Account X12 Information	W0030GF	On Work With Bank Account X12 Information, click Add. To revise existing information, select Revise X12 Info from the Row menu.	Set up or revise bank account X12 information.

8.3.2 Setting Up GL Bank Account Information

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

Figure 8–1 Set Up G/L Bank Account form



G/L Bank Account * 1.1110.FIB

Description * First Interstate Bank

Payment Information

Next Payment Number 1001

Next Autodebit Number 1

Default Print Options

Number of Alignment Forms 2

Detail Lines Per Stub 10

8.3.2.1 Set Up G/L Bank Account Form

Next Payment Number
Enter a number that represents the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.

Next Autodebit Number
Enter the receipt number that the system will assign to the next automatic debit record that it generates for the specified bank account. The system updates this field incrementally, by one, when it generates an automatic debit record from the JD Edwards EnterpriseOne Accounts Receivable system.

Number of Alignment Forms
Enter the number of checks that are needed at the start of check printing for the printer operator to align the check stock properly.

Detail Lines Per Stub
Enter the number of detail lines that can appear on an AP payment stub.

8.3.2.2 Revise Bank Information Form

Access the Revise Bank Information form.

Bank Address Number
Enter the address book number for the bank. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

(FIN) The country code on address book records for Finnish banks must be FI.

Bank Transit Number
Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

(FIN) This field is used in connection with the Bank Account Number field. The system creates this number when you enter the bank account number. For other Nordic users, leave this field blank.

Bank Account Number
Enter the number assigned by a bank to identify the account for a company, customer, or supplier.

Note: For Nordic users that are not Finnish, enter the bank, Bankgiro, or Postgiro account number.

IBAN
Enter a string of alphanumeric characters that uniquely identifies a customer bank account anywhere in the world. Enter the IBAN in its electronic format. The electronic format consists of the country code, the check digits, and the basic bank account number, and does not include any spaces or country-specific characters.

The IBAN has a maximum of 34 alphanumeric characters; the first two alpha characters identify the country in which the account is held and the next two digits are the check digits, which validate the complete IBAN. The final part of the IBAN is the domestic account number, which in most cases consists of the account number itself, the number that identifies the bank and the branch, and one or more check digits. For some countries, an extra bank identifier is included.

(Release 9.1 Update) For accounts designated as SEPA accounts, you must enter a valid IBAN. The system validates the IBAN that you enter and displays an error message in case of incorrect entry or if the IBAN field is blank.

(SWE) The system uses the IBAN instead of the bank account number that exists for the supplier when you process foreign payments. If you do not enter the IBAN in this field, the system uses the bank account number for the customer or supplier that you set up in the Swedish Enterprise Information for BG/PG program (P0474N1).

Control Digit
Enter a number that represents a check digit for a bank account number. This number is optional, and is not part of the key to the Bank Transit Master table (F0030).

Note: This field is not used for Nordic electronic payments.

Checking or Savings Account
Enter a code from UDC table H00/CK that specifies the type of bank account. This code is used during bank tape processing for automatic payments.

SWIFT Code
Enter an international bank identification code used to identify the origin and destination of electronic (or wire) financial transfers. The Society for Worldwide Interbank Financial Telecommunications (SWIFT) provides the code to banks.

The beneficiary's SWIFT address or routing/transit number is required by the bank. If you do not enter the beneficiary's SWIFT address or routing/transit number, the bank will reject the file. The system provides a default value from the Bank Transit Master (F0030) table.

Bank Country Code
Enter a code from UDC table 00/CN that identifies a country. The JD Edwards EnterpriseOne Address Book system uses the country code for data selection and address formatting. The country code has no effect on currency conversion.

Override Supplier Pre-Note Code
Select this check box to specify that the system overrides the prenote code that is assigned to the supplier when performing an electronic funds transfer for the bank account specified.

> **Note:** The system produces a bank tape without producing a paper check, regardless of whether this check box is selected. Additionally, some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this check box is selected.

Do not select this check box if you want to use the prenote code that is assigned to the supplier.

Receivables
Enter the number of days the system adds to the draft due date to determine the GL date for journal entries created during the draft collection process. This field is used only for accounts receivable draft processing.

Payables
Enter the number of days the system adds to the payment date to calculate the value date that is used in Accounts Payable draft processing.

8.3.2.3 Revise BACS Information Form

Access the Revise BACS Information form.

Bank User Number
Enter the number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number is included on all files submitted by the user.

Reference/Roll Number
Enter the recipient's reference number. This number is not used by all banks or in all countries. These countries use this field for specific purposes:

- (ITA): The SIA code.
- (FRA): The Banque de France assigns a sender's number for electronic funds transfer.
- (NOR): The DNB Telebank provides this number.
- (FIN): The payee business code.

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

Bank Reference Name
Enter the name of the account associated with the user number within the particular bank system.

(NOR): The DNB Telebank provides this information.

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

8.3.2.4 Set Up Bank Account X12 Information Form

Access the Set Up Bank Account X12 Information form.

Authorization Info Qualifier
Enter a code to identify the type of information in the Authorization Information.

Authorization Information
Enter information used for additional identification or authorization of the interchange sender or the data in the interchange. The type of information is set by the Authorization Information Qualifier.

Security Information
Enter a value used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier.

Security Info Qualifier
Enter a code to identify the type of information in the Security Information.

Interchange Sender ID
Enter an identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element.

Interchange Receiver ID
Enter an identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them.

Application Sender's Code
Enter a code identifying party sending transmission. These codes are agreed to by trading partners.

Application Receiver's Code
Enter a code identifying party receiving transmission. These codes agreed to by trading partners.

8.4 Setting Up Customer Bank Accounts

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

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

8.4.1 (BEL and FRA) Prerequisites

Before you complete the tasks in this section, you must:

- (BEL) Verify that your customers have a country code that is equal to BE (Belgium) in the Address Book Master table (F0101).

  The validation of the online bank account information is activated based on this key.

- (FRA) Verify that your customers have a country code that is equal to FR (France) or a blank with FR in the second description of UDC table 00/CN.

  The validation of the online bank account information validation is activated, based on the R.I.B. key.

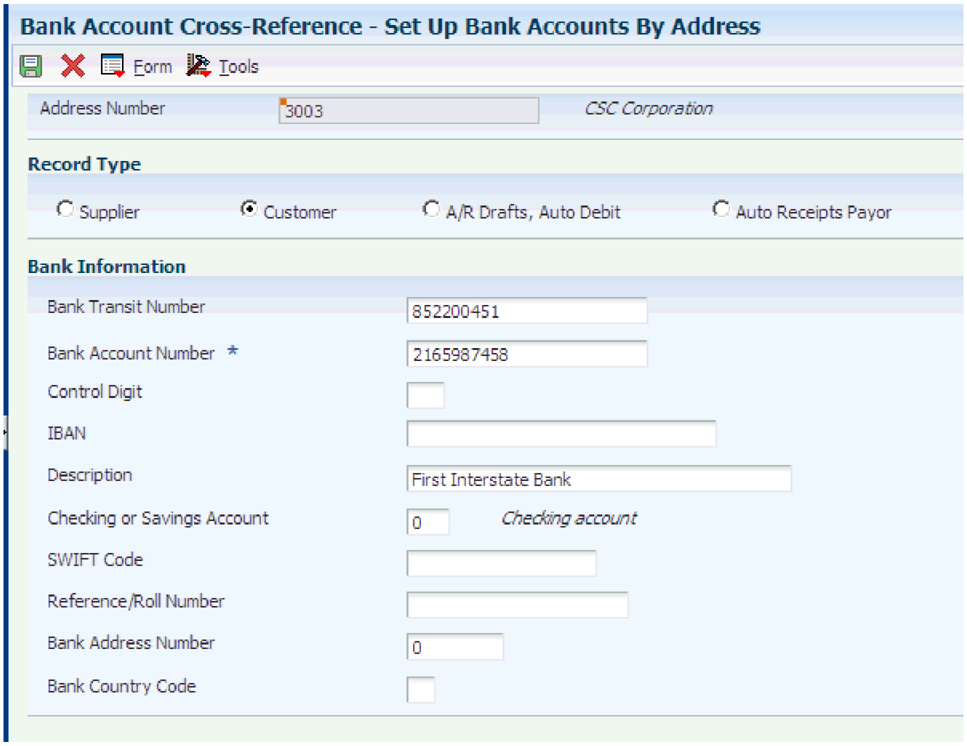
8.4.2 Forms Used to Set Up Customer Bank Information

Form Name	FormID	Navigation	Usage
Work With Bank Accounts By Address	W0030AD	Use one of these navigations: Accounts Receivable Setup (G03B41), Bank Account Cross-Reference Automatic Debiting (G03B131), Customer Bank Account	Review bank accounts for a specific customer, if necessary, delete a customer bank account.
Set Up Bank Accounts By Address	W0030AA	On Work With Bank Accounts by Address, click Add. To revise an existing bank account, select Revise from the Row menu.	Set up or revise a customer bank account.
Work With Bank Transit Addresses	W0030AE	Accounts Receivable Setup (G03B41), Bank Account Addresses	Review a list of bank transit numbers by address number.
Set Up Bank Transit Address	W0030AB	On Work With Bank Transit Addresses, click Add.	Set up a bank transit number by address.

8.4.3 Setting Up Customer Bank Account Information

Access the Set Up Bank Accounts By Address form.

Figure 8–2 Set Up Bank Accounts by Address form



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

Address Number: 3003 CSC Corporation

Record Type

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

Bank Information

Bank Transit Number	852200451
Bank Account Number *	2165987458
Control Digit	
IBAN	
Description	First Interstate Bank
Checking or Savings Account	0 *Checking account*
SWIFT Code	
Reference/Roll Number	
Bank Address Number	0
Bank Country Code	

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

See Setting Up GL Bank Account Information.

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

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

Bank Transit Number
Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

You can leave this field blank.

8.4.4 Setting Processing Options for Bank Account by Address (P0030A) (Release 9.1 Update)

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

8.4.4.1 Process

Customer Bank Account Number
Specify whether the Customer Bank Account Number (CBNK) is a required field. Values are:

Blank: CBNK is a required field.

1: CBNK is not a required field.

8.5 Setting Up Supplier Bank Accounts

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

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

8.5.1 Understanding Supplier Bank Accounts

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

8.5.2 (BEL and FRA) Prerequisites

Before you complete the tasks in this section, you must:

- (BEL) Verify that your suppliers have a country code that is equal to BE (Belgium) in the Address Book Master table (F0101).

  The validation of the online bank account information is activated based on this key.
- (FRA) Verify that your suppliers have a country code that is equal to FR (France) or a blank with FR in the second description of the UDC table.

  The validation of the online bank account information validation is activated, based on the R.I.B. key.

8.5.3 Forms Used to Set Up Bank Information for Suppliers

Form Name	FormID	Navigation	Usage
Work With Bank Accounts By Address	W0030AD	Automatic Payment Setup (G04411), Bank Account Cross-Reference	Review bank accounts for a supplier or, if necessary, delete a supplier bank account.

Form Name	FormID	Navigation	Usage
Set Up Bank Accounts By Address	W0030AA	On Work With Bank Accounts by Address, click Add. To revise an existing bank account, select Revise from the Row menu.	Set up or revise a supplier bank account.

8.5.4 Setting Up Supplier Bank Account Information

Access the Set Up Bank Accounts By Address form.

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

See Setting Up GL Bank Account Information.

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

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

Bank Transit Number
Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

You can leave this field blank.

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

Access the Set Up Bank Accounts By Address form.

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

Record Type
Select the Supplier option for Nordic payments.

Bank Transit Number
Use this field in connection with the Bank Account Number field. For domestic payments in Finland, a special relationship exists between the bank account number and the bank transit number. The last digit of the bank account number is a check-digit for the account number. If the account number is entered correctly, the program creates a machine account number in the Bank Transit Number field.

This special modification for domestic payments in Finland is invoked when:

The Localization County Code field in the User Profile Revisions program (P0092) is set to **FI** (Finland).

The supplier's country code in the Supplier Master is Finland.

The Bank Country Code field in the Bank Account Cross-Reference program is set to **FI** (Finland).

Bank Account Number
Enter the bank account number of the Bankgiro/Postgiro account number.

Control Digit
This field is not used for Nordic electronic payments.

SWIFT Code
Enter the SWIFT code for the supplier's bank, if required.

Reference/Roll Number
Enter the recipient's reference number. This field is not used for Nordic payments.

(NOR): Enter the number provided by the DNB Telebank.

(FIN): Enter the payee business code.

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

Payment To Country	Bank Transit Number	Account Number	Control Digit	SWIFT Code
Domestic suppliers (FIN) Bank Finland	Machine Account Number	Account Number	Blank	Blank
Domestic suppliers Bankgiro/Postgiro	*	Bankgiro or Postgiro Number	Blank	Blank
Domestic suppliers (SWE) Bank Account - Sweden	Code	Account Number	Blank	Blank

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

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

Bank Transit Number
Enter the bank transit number using an asterisk and the two-letter code followed by the numeric code. For example, enter *BL12345. For other foreign suppliers, enter the code without an asterisk.

For domestic suppliers with Bankgiro or Postgiro accounts, enter an asterisk. For domestic suppliers whom you want to pay directly to a bank account, enter the bank transit number (clearingnumber) for the bank.

Bank Account Number
The routing or transit number is normally a part of the bank account number. Sometimes the number cannot be distinguished from the bank account number. If so, use the *address number* for the supplier, and include an asterisk before the figures. Enter the full account number (including the bank transit number) in this field.

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

Payment To Country	Bank Transit Number	Account Number	Control Digit	SWIFT Code
(DEU) Germany	*BL + code	Account Number	BL	Required
(GBR) Great Britain	*SC + code	Account Number	SC	Required

Payment To Country	**Bank Transit Number**	**Account Number**	**Control Digit**	**SWIFT Code**
(USA) United States	*FW + code	Account Number	FW	Required
(CAN) Canada	*CC + code	Account Number	CC	Required
Other foreign suppliers	Code	Account Number	Blank	Blank

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

8.6 Setting Up Bank Account Cross-References

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

8.6.1 Understanding Bank Account Cross-References

For payments, you must set up a cross-reference between the bank address in the Address Book Master table (F0101) and the bank account number in the Bank Transit Master table (F0030). The bank transit number is a key that links the bank address to the address number of the bank account. This cross-reference is used to print the name and address of the bank on the payment.

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

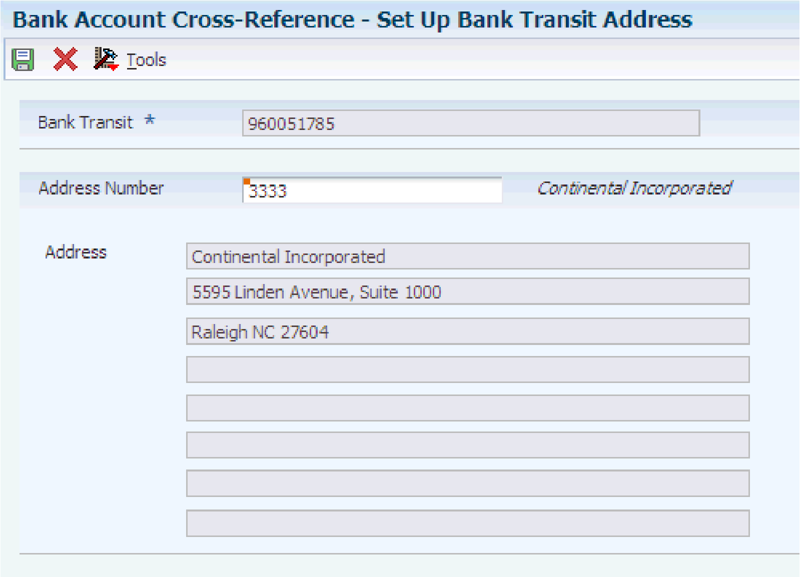
8.6.2 Forms Used to Set Up a Bank Account Cross-Reference

Form Name	**FormID**	**Navigation**	**Usage**
Work With Bank Transit Addresses	W0030AE	Use one of these navigations: Accounts Receivable Setup (G03B41), Bank Account Addresses Automatic Payment Setup (G04411), Bank Account Cross-Reference On the Work With Bank Accounts by Address form, select Bank Transit from the Form menu.	Review a list of bank transit numbers by bank address.
Set Up Bank Transit Address	W0030AB	On Work With Bank Transit Addresses, click Add. To change the address book number that is associated with a bank transit number, select Revise from the Row menu.	Set up a bank transit number by address or revise the address for an existing bank transit number.

8.6.3 Setting Up a Bank Account Cross-Reference

Access the Set Up Bank Transit Address form.

Figure 8–3 Set Up Bank Transit Address form



Bank Account Cross-Reference - Set Up Bank Transit Address

Bank Transit * 960051785

Address Number 3333 *Continental Incorporated*

Address
Continental Incorporated
5595 Linden Avenue, Suite 1000
Raleigh NC 27604

Bank Transit
Enter the bank transit number in this field. The number is the same one that you entered on the Set Up Bank Accounts by Address form. If the number contains an asterisk, the asterisk is a part of the number and is also entered.

If the bank has not been set up in the address book, use the Address Book program (P01012) to set up the bank. The default search type in the Address Book for banks is **V** (vendors).

8.7 Printing Bank Account Exception Reports

This section provides overviews of the Bank Account Exception Report (R00310) and Address Book Exception Report (R00311A) and discusses how to:

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

8.7.1 Understanding the Bank Account Exception Report (R00310)

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

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

- Add the missing address book number to the Address Book Master table (F0101)
- Remove the supplier or customer bank record from the Bank Transit Master table (F0030)

Note: This program does not have processing options.

8.7.2 Understanding the Address Book Exception Report (R00311A)

The Address Book Exception Report (R00311A) lists any suppliers or customers in the JD Edwards EnterpriseOne Address Book that do not have corresponding bank account information (such as bank transit and account numbers) in the Bank Transit Master table (F0030). The system reviews suppliers only if their payment instrument is T or B.

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

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

This report does not have processing options.

8.7.3 Printing the Bank Account Exception Report

Select one of these navigations:

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

8.7.4 Printing the Address Book Exception Report

Select one of these navigations:

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

9

Setting Up Automatic Accounting Instructions

This chapter contains the following topics:

- Section 9.1, "Understanding AAIs"
- Section 9.2, "Prerequisite"
- Section 9.3, "Setting Up AAIs"

9.1 Understanding AAIs

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

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

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

  AAIs eliminate the need to know which offset account to update at the time of posting and to enter offsetting accounts manually.
- Provide journal entries for many different kinds of transactions in the Sales Order Management and Procurement systems.
- Identify accounts that post to fixed assets and equipment in the Fixed Assets system, and create asset master records, depreciation account records, and other transactions.

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

9.1.1 AAI Prefixes and Suffixes

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

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

In the General Accounting system:

- The x suffix on a three-character AAI item, such as GLG1, GLG2, and GLG3, identifies general purpose accounts, beginning assets, and beginning liabilities, respectively, in your chart of accounts.
- The xx suffix on a four-character AAI item identifies the beginning and end of account ranges for a particular transaction.

  For example, GLRC01 and GLRC02 identify the beginning and end of a range of accounts to be reconciled.

In the JD Edwards EnterpriseOne Accounts Payable system:

- The xx suffix identifies a range of accounts, with odd numbers being the beginning of a range (01, for example) and even numbers being the end of a range (02, for example).
- The xxxx suffix identifies the general ledger offset accounts to use for particular transactions, such as PREP for prepayments or WHLD for withholding taxes payable.
- The xxxx suffix (from one to four characters) that is attached to AAI item PB identifies alternate bank accounts.
- The xxxx suffix identifies type of 1099 return, box number, and range of accounts to be used in the GL method of 1099 processing.

  For example, for AAI item PXA101, A identifies the 1099-MISC form, 1 identifies box 1 on the form, and 01 is the beginning of an account range.

In the JD Edwards EnterpriseOne Accounts Receivable system:

- The xx suffix identifies the expense account that is associated with a type of adjustment.

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

9.1.2 Default AAIs

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

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

9.1.3 Example: AAI Item PC

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

- Find an AAI that has the company number and use the business unit on the AAI for that company.

  If no business unit exists on the AAI with the company number, the system will:

- Locate the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for the company.

  If no AAI for the company exists, the system will:

- Locate the AAI for company 00000 and use the corresponding account.

  If no business unit exists on the AAI for company 00000, the system will locate the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for company 00000.

9.1.4 Account Ranges

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

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

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

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

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

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

9.1.5 Translated AAIs

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

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

See Also:

"Understanding Translation Considerations for Multilingual Environments" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.

9.2 Prerequisite

Before you complete the tasks in this section, you must set up your chart of accounts.

See Setting Up Accounts.

9.3 Setting Up AAIs

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

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

9.3.1 Understanding AAI Setup

Because the JD Edwards EnterpriseOne system already has AAIs in place for company 00000, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed. For each AAI item, verify that a default AAI item exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

AAIs for the JD Edwards EnterpriseOne Accounts Receivable system have sequence numbers that begin with 3. Those for the JD Edwards EnterpriseOne Accounts Payable system have sequence numbers that begin with 4. Those for the JD Edwards EnterpriseOne General Accounting system have sequence numbers that begin with 1.

See Also:

- "Setting Up AAIs for Accounts Payable" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
- "Setting Up AAIs for Accounts Receivable" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.
- "Setting Up AAIs for General Accounting" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

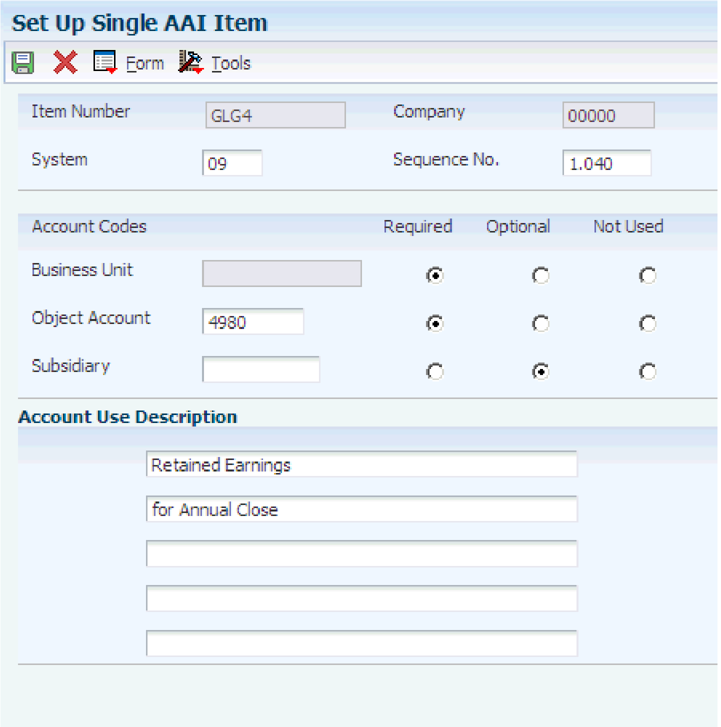
9.3.2 Forms Used to Set Up AAIs

Form Name	FormID	Navigation	Usage
Work With Automatic Accounting Instructions	W0012A	Accounts Receivable Setup (G03B41), Automatic Acctg Instructions Accounts Payable Setup (G0441), Automatic Acctg Instructions General Accounting System Setup (G0941), Automatic Acctg Instructions To print a list of AAIs, select One Line AAI Report or Full AAI Report from the Report menu on the Work With Automatic Accounting Instructions form.	Review a list of existing AAI items for a specific system.
Set Up Single AAI Item	W0012B	On the Work With Automatic Accounting Instructions form, click Add to set up an AAI item or select an AAI item to revise and click Select.	Set up a single AAI item. The Set Up Single AAI Item form displays detail for one AAI at a time.
Set Up Multiple AAI Items	W0012C	On the Work With Automatic Accounting Instructions form, select an AAI item, and then select Multiple AAIs from the Row menu.	Set up an AAI item that is used by multiple companies. The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review multiple companies assigned to an AAI item at the same time.
Translate AAI Descriptions	W00123A	General Accounting System Setup (G0941), Translate AAIs On the Work with Companies form, select a company and complete one of these actions: Select Transl for Mult Co from the Form menu to translate AAIs for multiple companies. Select Translate AAI's from the Row menu to translate AAIs for a single company.	Translate descriptions for AAIs.
Review Expanded AAI Descriptions	W00123B	On the Translate AAI Descriptions form, select Expanded Desc from the Row menu.	Add up to four more lines of translated text for the AAI description.
Translate Business Unit Descriptions	W00065A	On the Translate AAI Descriptions form, select Translate BU from the Form menu.	Translate descriptions for business units.

9.3.3 Setting Up a Single AAI Item

Access the Set Up Single AAI Item form.

Figure 9–1 Set Up Single AAI Item form



Item Number: GLG4
Company: 00000
System: 09
Sequence No.: 1.040

Account Codes		Required	Optional	Not Used
Business Unit		●	○	○
Object Account	4980	●	○	○
Subsidiary		○	●	○

Account Use Description

Retained Earnings
for Annual Close

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

Item Number

Enter the hard-coded AAI item number that defines an account or range of accounts that is used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes.

During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the AAI item number is the key to the AAI table.

Sequence No. (sequence number)

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

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

Business Unit

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

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

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

The Business Unit field is optional for some AAI items. If a business unit is not entered for an AAI, the business unit of the invoice or voucher is used in conjunction with the object and subsidiary that is entered for the AAI.

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

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

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

The Subsidiary field is optional for all AAIs.

9.3.4 Setting Up an AAI Item for Multiple Companies

Access the Set Up Multiple AAI Items form.

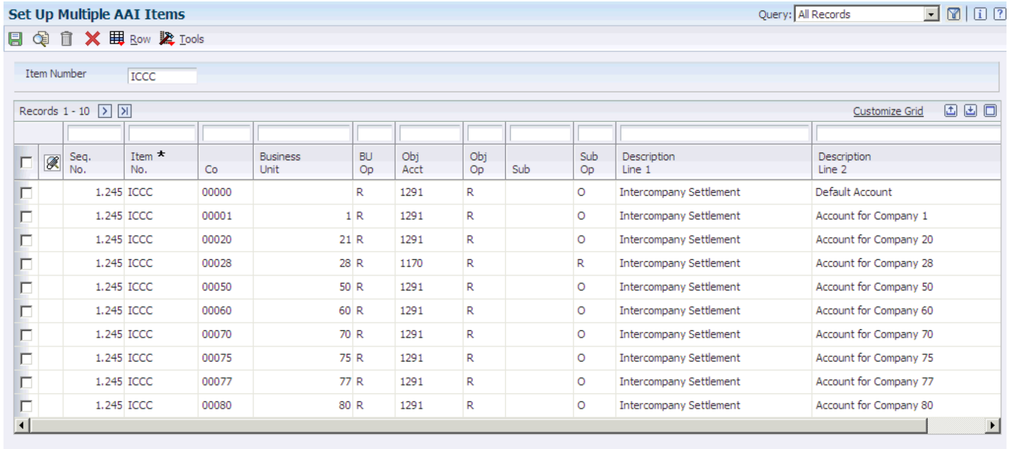


Figure 9–2 Set Up Multiple AAI Items form

Set Up Multiple AAI Items

Query: All Records

Item Number: ICCC

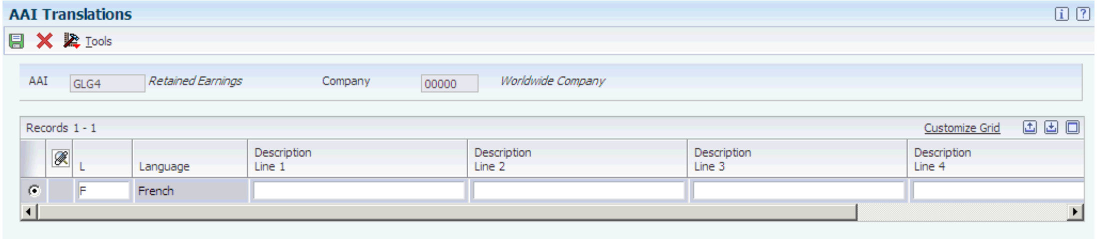
Records 1 - 10

☐	Seq. No.	Item No. *	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1	Description Line 2
☐	1.245	ICCC	00000		R	1291	R		O	Intercompany Settlement	Default Account
☐	1.245	ICCC	00001	1	R	1291	R		O	Intercompany Settlement	Account for Company 1
☐	1.245	ICCC	00020	21	R	1291	R		O	Intercompany Settlement	Account for Company 20
☐	1.245	ICCC	00028	28	R	1170	R		R	Intercompany Settlement	Account for Company 28
☐	1.245	ICCC	00050	50	R	1291	R		O	Intercompany Settlement	Account for Company 50
☐	1.245	ICCC	00060	60	R	1291	R		O	Intercompany Settlement	Account for Company 60
☐	1.245	ICCC	00070	70	R	1291	R		O	Intercompany Settlement	Account for Company 70
☐	1.245	ICCC	00075	75	R	1291	R		O	Intercompany Settlement	Account for Company 75
☐	1.245	ICCC	00077	77	R	1291	R		O	Intercompany Settlement	Account for Company 77
☐	1.245	ICCC	00080	80	R	1291	R		O	Intercompany Settlement	Account for Company 80

9.3.5 Translating AAI Descriptions

Access the Translate AAI Descriptions form.

Figure 9–3 Translate AAI Descriptions form



AAI GLG4 Retained Earnings

Company 00000 Worldwide Company

Records 1 - 1

L	Language	Description Line 1	Description Line 2	Description Line 3	Description Line 4
F	French				

9.3.6 Setting Processing Options for Automatic Accounting Instructions (P0012)

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

9.3.6.1 Sequence No.

Sequence No. (sequence number)
Specify the sequence number that you want to automatically display when you access the Work With Automatic Accounting Instructions form from a specific menu, such as G03B41, G0441, or G0941.

10

Understanding Data Relationships

This chapter contains the following topics:

- Section 10.1, "Data Relationships"
- Section 10.2, "Data Relationships Terminology"
- Section 10.3, "Data Relationships Setup"
- Section 10.4, "UDCs for Data Relationships"

10.1 Data Relationships

The Data Relationships tool is a collection of programs that you can use to manage the consistency and quality of data that is entered in certain master tables. Using this tool to set up data relationships enables you to place tighter controls over your data and helps increase efficiency during data entry. You use the tool to define relationships between columns (data items) in these tables:

- Business Unit Master (F0006)
- Contract Master (F5201)

After you define data relationships for the columns, you define the default destination values that you want to appear for a single basis value when you enter a new business unit, job, or contract. The system automatically applies the data relationships rules during data entry in the following programs:

- Business Unit Master (P0006)
- Job Cost Master (P51006)
- Contract Master (P5201)
- Create/Edit Project and Government Contracts (P52G01M)

  This program is used by customers who conduct business with the government.

  See "Entering PGCA Contract Master Records" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

If a job, business unit, or contract exists, you must update the existing records in the F0006 or F5201 table with the data relationships rules by doing one of the following:

- Running the Update Data Relationships program (R00422).
- Manually updating the records in the data entry program.

You update the F0006 and F5201 tables after you initially define your data relationships rules. Thereafter, you update the tables whenever you revise existing data relationship rules or define new ones. If you have just a few records to update, you can manually update the records in the data entry program instead of running the R00422 program.

See Updating F0006 and F5201 Records with Data Relationships Rules.

Note: The Data Relationships functionality supports multiple columns in the F0006 and F5201 tables; however, for brevity, this documentation uses business unit category codes as examples instead of listing all of the possible supported columns.

10.1.1 Example: Data Relationships

This example shows the setup for a simple data relationship between four business unit category codes (RP12–RP15) and the end result of the setup, as it appears in a data entry program.

10.1.1.1 Setup: Data Relationship Between City and State

The data relationship setup and values are:

Basis Column = RP12 (City)	Destination Column = RP13 (State)
CHI (Chicago)	IL (Illinois)
DEN (Denver)	CO (Colorado)
LAS (Los Angeles)	CA (California)
NYC (New York City)	NY (New York)

10.1.1.2 Setup: Data Relationship Between State and Region

The data relationship setup and values are:

Basis Column = RP13 (State)	Destination Column = RP14 (Region)
IL (Illinois)	MID (Midwestern)
CO (Colorado)	WES (Western)
CA (California)	WES (Western)
NY (New York)	EAS (Eastern)

10.1.1.3 Setup: Data Relationship Between Region and Country

The data relationship setup and values are:

Basis Column = RP14 (Region)	Destination Column = RP15 (Country)
MID	USA
WES	USA
EAS	USA

10.1.1.4 End Result: Data Entry Program

After performing the setup described in this example, the user updates the F0006 table by doing one of the following:

- Running the Update Data Relationships program (R00422)

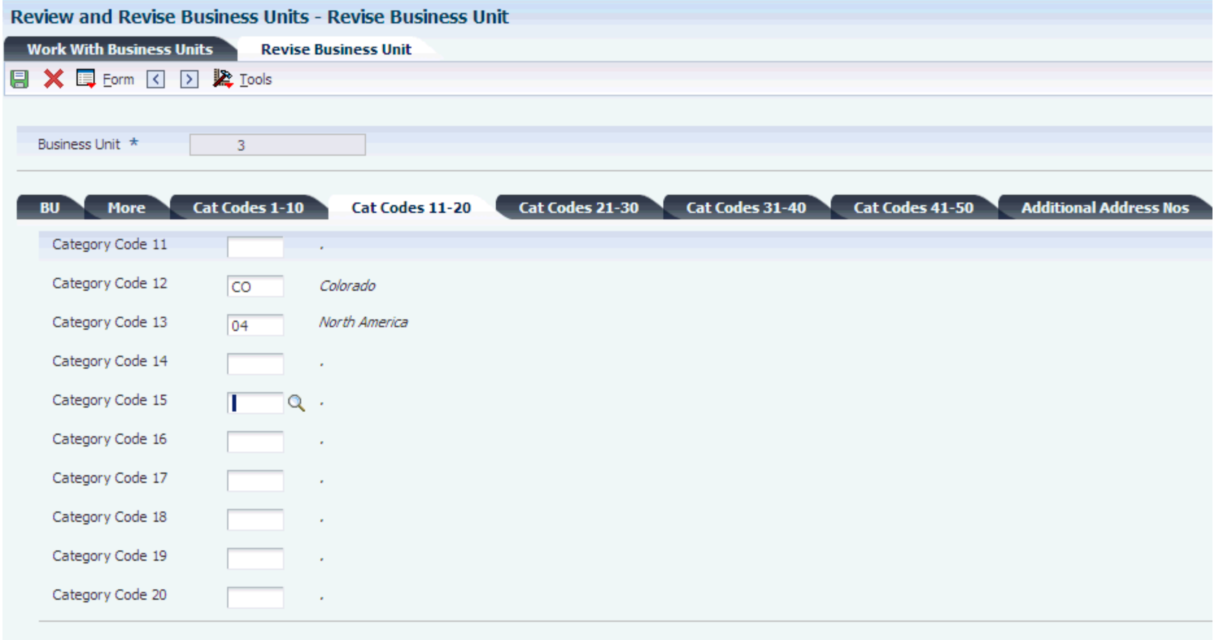
See Automatically Updating F0006 and F5201 Records with Data Relationships Rules.

- Manually updating the records in the Business Unit Master program (P0006).

  See Manually Updating F0006 and F5201 Records with Data Relationships Rules.

The system displays the results on the Revise Business Unit form:

Figure 10–1 **Revise Business Unit form**


Review and Revise Business Units - Revise Business Unit
Work With Business Units
Revise Business Unit
Form
Tools
BU
More
Cat Codes 1-10
Cat Codes 11-20
Cat Codes 21-30
Cat Codes 31-40
Cat Codes 41-50
Additional Address Nos

Business Unit * 3

Category Code 11
Category Code 12 CO *Colorado*
Category Code 13 04 *North America*
Category Code 14
Category Code 15
Category Code 16
Category Code 17
Category Code 18
Category Code 19
Category Code 20

In this example, Category 12 is the basis column and Category Codes 13–15 are the destination columns. The destination columns are protected from input because the Enforce Rule flag is selected for the column relationships.

Destination values of blank are allowed if both the Allow Blanks and Enforce Rule flags are selected for the column relationships.

10.2 Data Relationships Terminology

This table describes terminology that is used for data relationships:

Term	Description
Relationship tables	The tables that are supported for data relationships functionality: ■ Business Unit Master (F0006) ■ Contract Master (F5201)
Relationship columns	The columns that are supported for the data relationships functionality. These columns can have a relationship with one another and must be part of the F0006 or F51006 table.
Basis column	The column in a table that is considered the basis of a data relationship. In a data relationship, the basis column drives the default value for the destination column.
Basis value	The value in the basis column that drives the default values in a data relationship.

Term	Description
Destination column	The column in a table that is considered the destination in a data relationship. In a data relationship, the default value for the destination column is driven by the basis column.
Destination value	The default value that is based on the basis value in a data relationship.
Value relationships	The relationship between the values in the basis and destination columns.
Column relationships	The relationship between the basis column and destination column.
Column set	A set of column relationships that are in the same table and that have the same effective date. Typically, the column set is identified with a column set description (name).
Column pair	Within a column set, the basis column and destination column for a single data relationship. A column set usually consists of multiple column pairs.

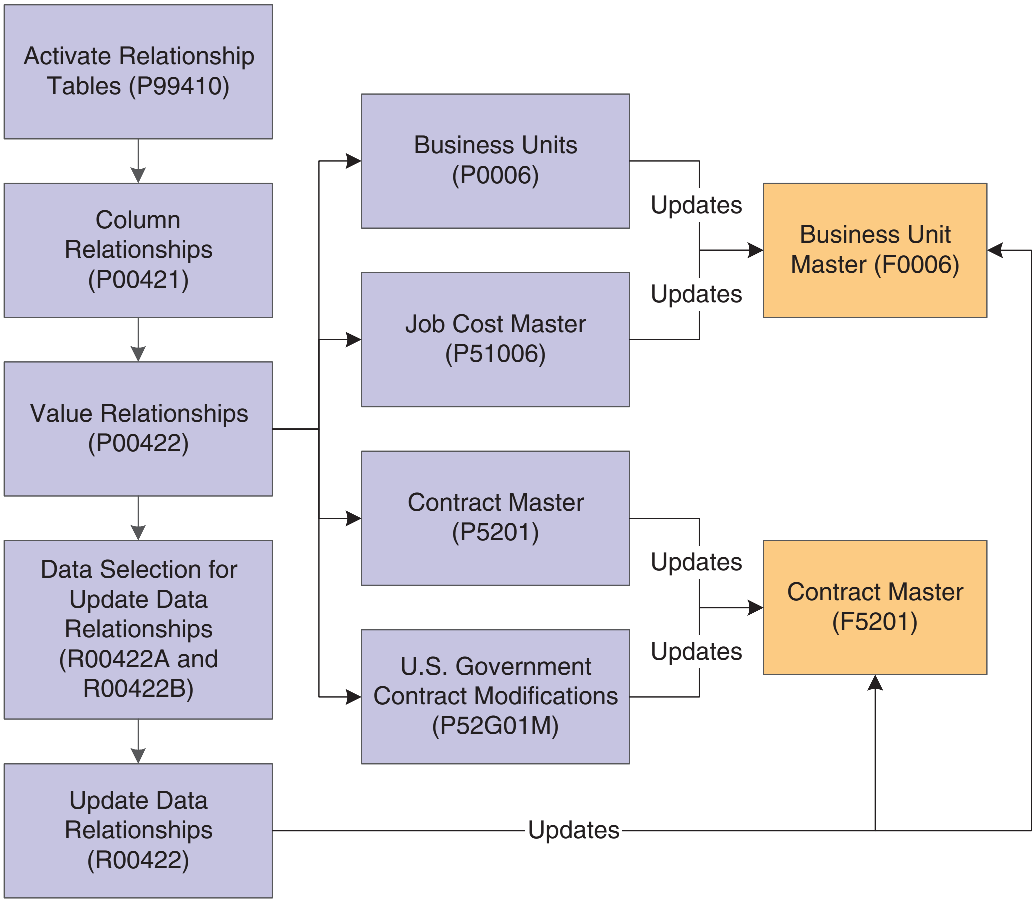
10.3 Data Relationships Setup

Because of the complexity involved in data relationships setup, system administrators typically set up the data relationships and rules for each table. The system administrator should be responsible for:

- Activating the data relationships functionality for the F0006 and F5201 tables.
- Defining the column relationships between the supported columns for each table.
- Defining the subsequent default values (value relationships) for each column set.
- Determining whether to enforce the default rules for a destination column.
  - If rules are enforced, the destination column is protected from user input in the entry program. If the destination column has a non-blank value, the update program and entry program will overwrite the value with a new value.
  - If rules are not enforced, the destination column is input capable in the entry program. If the destination column has a non-blank value, the update program and the entry application will not overwrite the value with a new value; however, the user will be able to change the value.
- Determining whether to allow blank values in a destination column.
- Updating changes made to existing default rules for destination columns.

This process flow shows the programs that are used to set up data relationships, the data entry programs in which you can view data relationships, and the tables that are updated with data relationships rules:

Figure 10–2 Data relationships process flow


Activate Relationship Tables (P99410)
Column Relationships (P00421)
Value Relationships (P00422)
Data Selection for Update Data Relationships (R00422A and R00422B)
Update Data Relationships (R00422)
Business Units (P0006)
Job Cost Master (P51006)
Contract Master (P5201)
U.S. Government Contract Modifications (P52G01M)
Updates
Updates
Updates
Updates
Updates
Business Unit Master (F0006)
Contract Master (F5201)

See Also:

Setting Up Data Relationships.

10.4 UDCs for Data Relationships

This table describes the UDCs used by the programs that support data relationships:

UDC Table	Description	Values	Hard-Coded
00/TZ	Relationship Tables	**F0006** **F5201**	Y
00/FT	Data Relationships Column Type	**1:** Basis and destination **2:** Basis only	Y

11

Setting Up Data Relationships

This chapter contains the following topics:

- Section 11.1, "Understanding Data Relationships Rules"
- Section 11.2, "Activating Data Relationships Functionality"
- Section 11.3, "Reviewing Supported Data Relationships Columns"
- Section 11.4, "Defining Column Relationships"
- Section 11.4.4, "Prerequisite"
- Section 11.5, "Defining Value Relationships"
- Section 11.5.2, "Prerequisite"

11.1 Understanding Data Relationships Rules

These rules apply to data relationships:

- Only one set of current rules can exist for a supported table. For each set of rules, sequencing is set up to determine the order of the default values. Each sequence level for a set of rules must be unique.
- The destination table must be the same as the basis table.
- If more than one entry program exists for a table, the default rules are the same regardless of the entry program. For example, for the F0006 table, the default rules are the same for both the Business Unit Master (P0006) and Job Cost Master (P51006) programs.
- A single basis column and value can populate multiple destination columns and values. For example, if the basis column is category code **01** and the value is **ABC,** then the destination columns could be category codes **02** and **03** with values **123** and **XYZ,** respectively, within the same table.
- The basis and destination columns are edited based on the data dictionary rules for the respective data item. For example, assume that an administrator defines category code 01 as the basis column. When a user selects the visual assist for the basis value, the user should see a list of values for category code 01.

The data relationships functionality can also be used by customers who conduct business with the government. You can set up data relationships rules for government contracts.

See "Understanding Data Relationships Setup for JD Edwards EnterpriseOne PGCA" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

11.2 Activating Data Relationships Functionality

This section discusses how to activate data relationships functionality for tables.

11.2.1 Forms Used to Activate Data Relationships Functionality

Form Name	FormID	Navigation	Usage
Work With EnterpriseOne System Control	W99410 A	Data Relationships (G09415), Activate Data Relationships	Review a list of data items.
EnterpriseOne System Control - Revisions	W99410B	On the Work With EnterpriseOne System Control form, select the data item for DRF0006 or DRF5201.	Activate data relationships for a table.

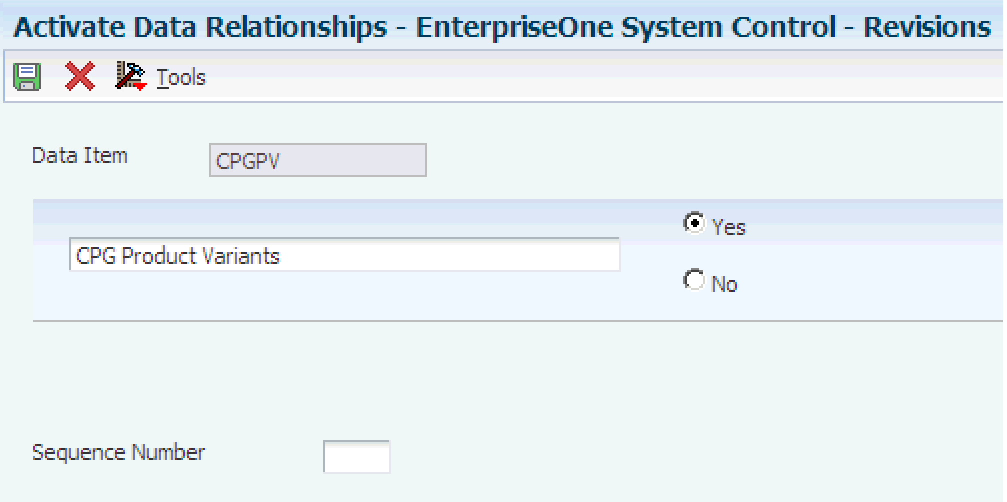
11.2.2 Activating Data Relationships Functionality for a Table

You must activate data relationships before you can use the data relationships functionality that is available for the F0006 and F5201 tables.

Caution: Activating data relationships is like activating a constant setting. After the initial activation, you should not change the setting. The results will be unpredictable and will cause data integrity issues.

Access the EnterpriseOne System Control - Revisions form.

Figure 11–1 EnterpriseOne System Control - Revisions form



Activate Data Relationships - EnterpriseOne System Control - Revisions

Data Item: CPGPV

CPG Product Variants

● Yes

○ No

Sequence Number:

To activate the data relationships functionality for the associated tables, select the Yes option for these data items:

- DRF0006 (for the Business Unit Master table, F0006).
- DRF5201 (for the Contract Master table, F5201).

11.3 Reviewing Supported Data Relationships Columns

This section provides an overview of supported data relationship columns and discusses how to review supported relationship columns for a table.

11.3.1 Understanding Supported Data Relationship Columns

You can use the Register Relationship Columns program (P00424) to review a list of the columns in the F0006 and F5201 tables that are supported for data relationships. For each column (data item), the system displays the column type, which identifies whether the column can be used for both basis and destination values or for basis values only.

The program logic in the data relationship programs is dependent on the column type. The column type for AN8O (Owner Address) in the F0006 and F5201 tables is hard-coded to be basis only. The value in the AN8O column can be dependent on columns that are not supported by data relationships. If you set up a data relationship with AN8O as a destination column, the system would override the original value in AN8O, which could cause severe data integrity issues. For that reason, the AN8O should be designated as a basis column only.

If you try to change the column type for AN8O to basis and destination, the system issues a hard error message and you are prevented from changing the column type.

The system does not prevent you from changing basis and destination column types to basis only; however, you should do this during setup to prevent data integrity issues and not after you begin using the data relationships functionality. If you change a column type to basis only for any data item other than AN8O and then change the column type back to basis and destination, the system does not issue an error message. To prevent users from changing column types from basis only back to basis and destination, you should add logic in the P00424 program or place security on column types.

Although the software allows you to add new columns to a table, that work should be performed by a software developer or a field consultant because program logic must also be added to accommodate the new columns. JD Edwards EnterpriseOne does not support changes made to column types after the initial setup or the addition of columns to a table.

The data relationships functionality can also be used by customers who conduct business with the government. The F0006 and F5201 tables support additional columns for government contracting functionality.

See "Additional Data Relationships Columns for JD Edwards EnterpriseOne PGCA" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

11.3.1.1 F0006 Table

This table discusses the supported data relationship columns in the F0006 table and whether the column can be used both as a basis column and destination column or as basis column only:

Column (Data Item)	Description	Column Type
ADDS	State	Basis/Destination
ADJENT	Adjustment Entry	Basis/Destination
ANPA	Supervisor	Basis/Destination

Column (Data Item)	Description	Column Type
AN8	Address Number	Basis/Destination
AN8GCA1–AN8GCA5	Address Number 1–5	Basis/Destination
AN8O	Owner Address	Basis Only
CT	Contract Type	Basis/Destination
RP01–RP50	Category Codes 1–50	Basis/Destination
STYLE	BU Type	Basis/Destination

11.3.1.2 F5201 Table

This table discusses the supported data relationship columns in the F5201 table and whether the column can be used both as a basis column and destination column or as basis column only:

Column (Data Item)	Description	Column Type
AI01–AI15	Contract Category Code 1–15	Basis/Destination
ANOB	Address Number–Owner Billing	Basis/Destination
AN8O	Job A/R	Basis Only
AN8K	Address Number–Architect	Basis/Destination
CT	Contract Type	Basis/Destination
DS	Contract Status	Basis/Destination
INVF	Invoice Format Code	Basis/Destination
USA1–USA5	User Address Number 1–5	Basis/Destination

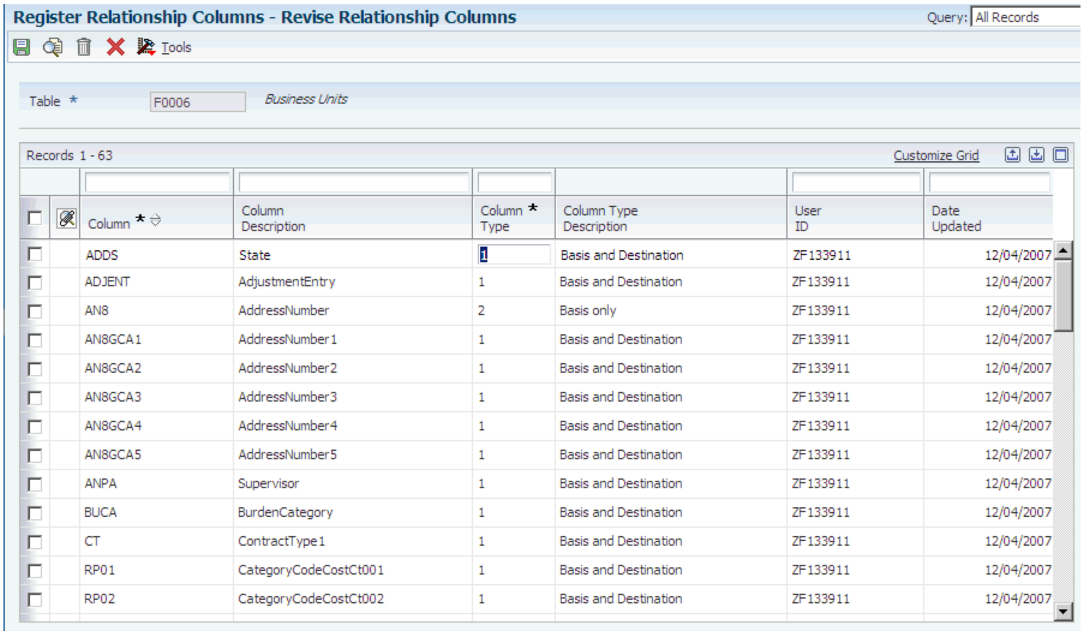
11.3.2 Forms Used to Review Supported Data Relationships Columns

Form Name	FormID	Navigation	Usage
Register Relationship Columns	W00424B	Data Relationships (G09415), Register Relationship Columns	Review the list of tables that support data relationships.
Revise Relationship Columns	W00424A	On the Register Relationship Columns form, select a table and click Select.	Review the supported columns for a table.

11.3.3 Reviewing Supported Data Relationships Columns for a Table

Access the Revise Relationship Columns form.

Figure 11–2 Revise Relationship Columns form



Query: All Records

Table * F0006 *Business Units*

Records 1 - 63

☐	Column *	Column Description	Column * Type	Column Type Description	User ID	Date Updated
☐	ADDS	State	1	Basis and Destination	ZF133911	12/04/2007
☐	ADJENT	AdjustmentEntry	1	Basis and Destination	ZF133911	12/04/2007
☐	AN8	AddressNumber	2	Basis only	ZF133911	12/04/2007
☐	AN8GCA1	AddressNumber1	1	Basis and Destination	ZF133911	12/04/2007
☐	AN8GCA2	AddressNumber2	1	Basis and Destination	ZF133911	12/04/2007
☐	AN8GCA3	AddressNumber3	1	Basis and Destination	ZF133911	12/04/2007
☐	AN8GCA4	AddressNumber4	1	Basis and Destination	ZF133911	12/04/2007
☐	AN8GCA5	AddressNumber5	1	Basis and Destination	ZF133911	12/04/2007
☐	ANPA	Supervisor	1	Basis and Destination	ZF133911	12/04/2007
☐	BUCA	BurdenCategory	1	Basis and Destination	ZF133911	12/04/2007
☐	CT	ContractType1	1	Basis and Destination	ZF133911	12/04/2007
☐	RP01	CategoryCodeCostCt001	1	Basis and Destination	ZF133911	12/04/2007
☐	RP02	CategoryCodeCostCt002	1	Basis and Destination	ZF133911	12/04/2007

This form example shows a sample of the supported columns for the F0006 table.

See F0006 Table.

Column Type

The system displays the column type that is valid for a column. Values are:

1: Basis and destination.

2: Basis only.

You cannot change the column type for AN8O from basis only (2) to both basis and destination (1); the system issues a hard error message. AN8O is the only column in the F0006 and F5201 tables that is hard-coded to be basis only.

You can, however, change other column types to be basis only. Be aware if you change the column type from basis and destination (1) to basis only (2) and then back to basis and destination (1), the system does not issue a warning or error message. Consider adding program logic to the P00424 program or place security on column types to prevent users from doing this.

11.4 Defining Column Relationships

This section provides overviews of column relationships, the Enforce Rule and Blanks Allowed check boxes, and destination columns that are check boxes, lists a prerequisite, and discusses how to:

- Define column relationships for a column set.
- Revise a column set.
- Delete a column set.

11.4.1 Understanding Column Relationships

For each data relationship, you must define the column pairs that relate to each other in the column set. You use the Column Relationships program (P00421) to define the basis and destination columns by effective date for each column set, as well as specify:

- The sequence in which the column pairs should be read and edited by the Update Data Relationships program (R00422).
- Whether the enforce rule applies to the destination column for the column pair.
- Whether a blank value is allowed in the destination column for the column pair.

The columns for value relationships must have edits at the data dictionary level. For example, assume that the basis column in a data relationship contains the data item RP12 and the destination column contains RP13. When you define basis and destination values for that relationship, you must enter values from UDC table 00/12 and UDC table 00/13, respectively. The basis and destination columns are edited based on the data dictionary rules for the respective data item. If you use the visual assist, the system displays valid codes from those UDC tables only.

11.4.1.1 Column Relationships Rules

These rules apply when you define column relationships for a column set:

- A table can have only one column set for a specific effective date.

  You can define column relationships for column sets with future effective dates.
- The sequence numbers within a column set must be unique.
- A basis column can have multiple different destination columns. A destination column cannot be defined for multiple basis columns.
- A column pair in a column set does not have to have a relationship with the other column pairs. You can have unrelated relationships within the pairs in a column set.
- After you define a basis column for a column pair, you cannot use the basis column as a destination column for another pair with a higher sequence number. Stated another way, after you define a destination column for a column pair, you cannot use the destination column as the basis column with a lower sequence number. The end result in both of these scenarios is the same; the system will issue an error message.

  Following these rules, sequence number 40 would result in an error:

Sequence Number	Basis Column	Destination Column
10	Category Code 01	Category Code 02
20	Category Code 02	Category Code 03
30	Category Code 03	Category Code 04
40	Category Code 04	Category Code 02

Caution: The Business Unit Master (P0006) and Job Cost Master (P51006) programs both write records to the F0006 table. Not all columns are used by both programs when writing to the F0006 table; therefore, you should use caution when you define column relationships. Otherwise, you might get unexpected results or have integrity issues. The same caution applies to the Contract Master (P5201) and Create/Edit Project and Government Contracts (P52G01M) programs, which both write records to the F5201 table. Ensure that you define column relationships only for columns that are used by the corresponding entry program.

11.4.2 Understanding the Enforce Rule and Blanks Allowed Check Boxes

The Column Relationships program (P00421) has two check boxes:

- Enforce Rule
- Blanks Allowed

These check boxes control the default rules that apply to the destination columns that you define for a column set. The system uses the rules to update the destination values in the F0006 and F5201 tables. This table discusses the check boxes and default rules:

Check Boxes	Default Rule
Enforce Rule	If the Enforce Rule check box is selected, the destination column is protected from input in the entry program. (The destination column is protected from input even if it later becomes a basis column in the column set.) If a value for the destination column exists in the table, in update mode the system overrides that value with the value defined in the Value Relationships table (F00422). If a blank value is valid and the Blanks Allowed check box is selected for the destination column, the system overrides the existing value in the table. If the Enforce Rule check box is not selected, the destination column allows you to enter non-blank values. If a value for the destination column exists, the system does not override that value because the Enforce Rule check box is not selected. Instead, the system skips the destination column and the default rules continue with the first destination column that is either blank or has the Enforce Rule selected.
Blanks Allowed	If the Blanks Allowed check box is selected, blank values are valid for the destination column. This check box is valid only for strings and characters, and not for math numeric values. **Note:** The Blanks Allowed check box is only valid if the Enforce Rule check box is selected.

11.4.3 Understanding Destination Columns That Are Check Boxes

Most destination columns are fields in the F0006 or F5201 tables, but some are check boxes. For example, the destination column for ADJENT (Adjustment Entry) in the F0006 is a check box. Columns that are check boxes function differently than columns that are fields.

Unlike a field, a check box value cannot be blank. The value is either **1** (the check box is selected in the entry program) or **0** (the check box is not selected in the entry program). So a check box that is unchecked has a value of **0,** and not blank.

In update mode, the system overwrites a destination column value with the check box value from the value relationship only if the Enforce Rule flag is activated for the column relationship. In add mode, the system updates the check box with the value from value relationships, regardless of the Enforce Rule flag.

11.4.4 Prerequisite

Before you complete the tasks in this section, you must remove any default values that exist at the data dictionary level For data items that are check boxes and are used as destination columns. Data Relationships will not function properly if default values exist.

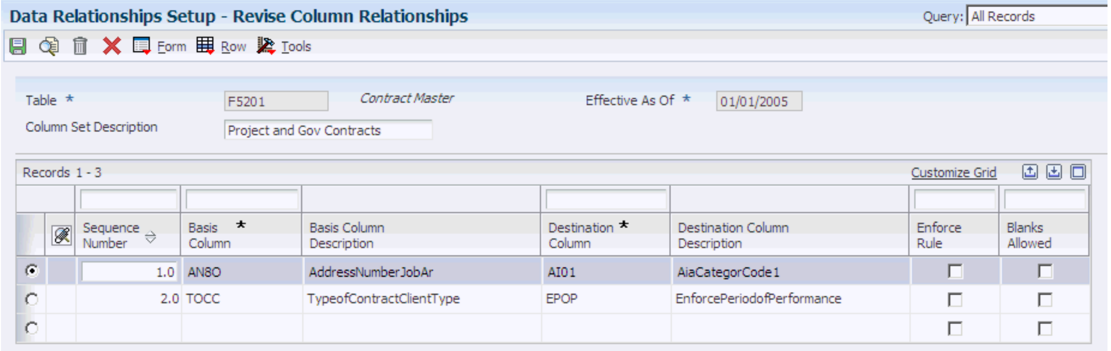
11.4.5 Forms Used to Define Column Relationships

Form Name	FormID	Navigation	Usage
Data Relationships Setup	W00420 A	Data Relationships (G09415), Data Relationships Setup	Navigate to the setup programs for data relationships.
Work With Column Relationships	W00421 A	On the Data Relationships Setup form, select Column Relationships. Data Relationships (G09415), Column Relationships	Review a list of existing column relationships.
Revise Column Relationships	W00421B	On the Work With Column Relationships form, click Add or Select.	Define column relationships.

11.4.6 Defining Column Relationships for a Column Set

Access the Revise Column Relationships form.

Figure 11–3 Revise Column Relationships form



Query: All Records

Table * F5201 Contract Master

Effective As Of * 01/01/2005

Column Set Description Project and Gov Contracts

	Sequence Number	Basis Column *	Basis Column Description	Destination Column *	Destination Column Description	Enforce Rule	Blanks Allowed
●	1.0	AN8O	AddressNumberJobAr	AI01	AiaCategorCode1	☐	☐
○	2.0	TOCC	TypeofContractClientType	EPOP	EnforcePeriodofPerformance	☐	☐
○						☐	☐

You can navigate between the programs for column relationships and value relationships by selecting Value Relationships from the Form menu or Revise Values from the Row menu on the Revise Column Relationships form.

Table
Enter F0006 or F52001 in this field, depending on whether you want to define column set relationships for the Business Unit Master or the Contract Master table.

Column Set Description
Enter a description to further define the column set.

Effective As Of

Enter the date that the column set will be effective.

Sequence Number

Enter a unique number that identifies the sequence of the columns. The sequence determines the order in which the column pairs in the column set are read for default values when you run the Update Data Relationships program (R00422).

> **Note:** If you leave the Sequence Number field blank, the system increments the last active sequence number by 10. For example, if the last active sequence number is 20, the system enters 30 as the default value.
>
> Using the example, if you add the sequence number 25 (to insert between 20 and 30), the system increments that number (25) by 10 if you leave the next Sequence Number field blank. So the default sequence number would be 35, which might not be the desired result if, for example, sequence number 40 already exists.
>
> For this reason, you should be careful when mixing the system default values with manual numbering.

Basis Column

Enter the data item of the column that is the basis of the data relationship.

You can define one basis column with multiple different destination columns. For example, you could enter multiple column pairs with RP01 in the Basis Column field and different destination columns (RP02, RP03, and RP04) in the Destination Column fields.

After you define a basis column for a column pair, you cannot define the same basis column as a destination column with a higher sequence number. Using the previous example, if sequence number 10 = RP01 (basis) —> RP02 (destination), you cannot enter sequence number 20 = RP03 (basis) —> RP01 (destination).

Destination Column

Enter the data item of the column that is populated when the basis column and value are entered for the data relationship.

Enforce Rule

Select this check box to enforce the data relationship rules for the destination column. If selected, the destination column is disabled in the entry program and the system prevents you from revising the corresponding destination value. If a destination value already exists, the system overwrites the value in the F0006 or F5201 table.

If not selected, the destination column is input capable and the system does not overwrite the existing value.

See Understanding the Enforce Rule and Blanks Allowed Check Boxes.

Blanks Allowed

Select this check box if blank can be a valid value for the destination column in the Value Relationships program (P00422). You can select this check box only for strings and characters, and not for math numeric values. If you select this check box, the Enforce Rule check box must also be selected for the column pair.

See Understanding the Enforce Rule and Blanks Allowed Check Boxes.

11.4.7 Revising a Column Set

If, after you define relationships for a column set, you later revise the values for the check boxes for Enforce Rule or Blanks Allowed, the system displays a warning message that unpredictable results could occur for existing records.

11.4.8 Deleting a Column Set

To delete a column set, you must first delete the corresponding values in the Value Relationship program (P00422) if values exist. The system issues an error message on the Revise Column Relationships form if you try to delete a column set with existing values. After you delete the values for the column set, you can delete the column set on the Revise Column Relationships form. (You can easily navigate between the Revise Value Relationships and Revise Column Relationships forms by selecting exits from the Form and Row menus.) Select the record on the Revise Column Relationships form and click Delete. Confirm the deletion. The system no longer displays the records. Click OK to permanently delete the records from the F00422 table.

You can delete only one column set at a time.

11.5 Defining Value Relationships

This section provides an overview of value relationships, lists a prerequisite, and discusses how to define value relationships for a column set.

11.5.1 Understanding Value Relationships

After you define column relationships for a column set, you must define basis and default destination values for the column relationships. You use the Value Relationships program (P00422) to define the basis and destination values by effective date. You can define basis and destination values only if the parent record for the column set exists in the Column Relationships table (F00421). The parent record contains the column relationships, whereas the child record (which is a subset of the parent record) contains the basis and destination values. The basis and destination value are stored in the Value Relationships table (F00422).

11.5.2 Prerequisite

Before you complete the tasks in this section, you must define column relationships for a column set.

See Defining Column Relationships for a Column Set.

11.5.3 Forms Used to Define Value Relationships

Form Name	FormID	Navigation	Usage
Work With Value Relationships	W00422A	On the Data Relationships Setup form, select Value Relationships. Data Relationships (G09415), Value Relationships	Click Find to review a list of column sets and column relationships.

Form Name	FormID	Navigation	Usage
Revise Value Relationships	W00422B	On the Work With Value Relationships form, click Find. Select the column set and do one of the following: To add a new record, click Add. To add values to an existing record, click Select.	Define value relationships for a column set.

11.5.4 Defining Value Relationships for a Column Set

Access the Revise Value Relationships form.

Figure 11–4 Revise Value Relationships form

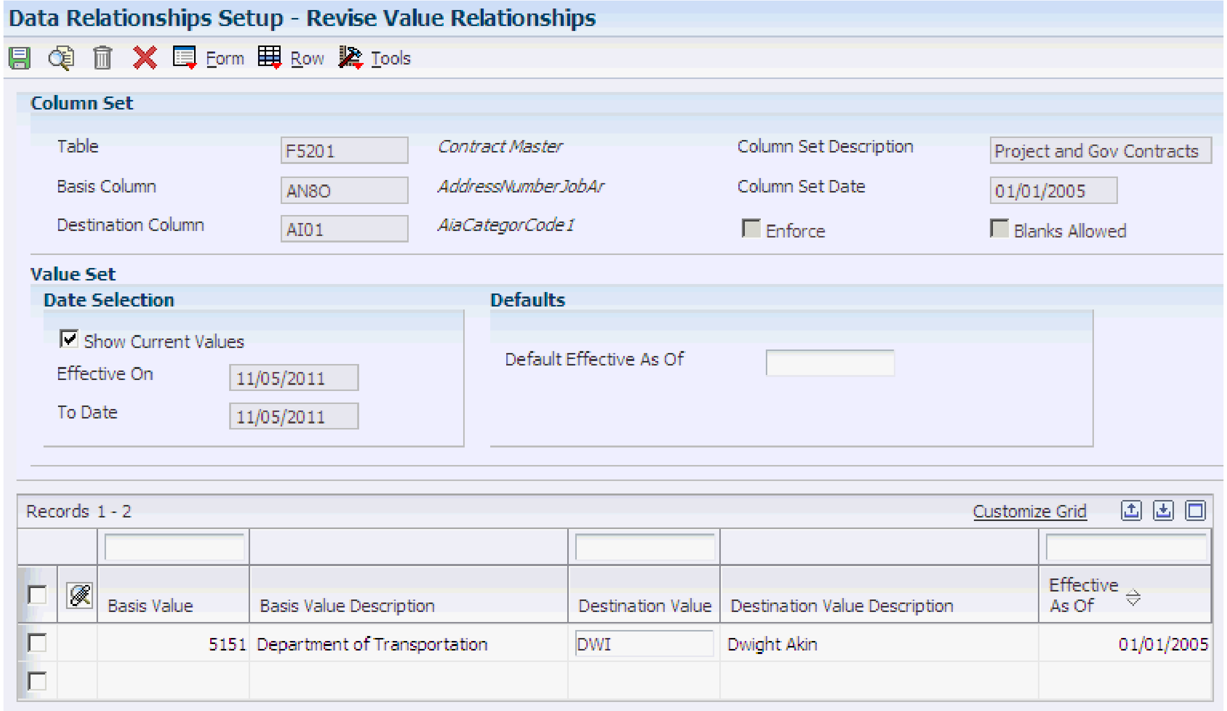


Table: F5201 Contract Master
Basis Column: AN8O AddressNumberJobAr
Destination Column: AI01 AiaCategorCode1
Column Set Description: Project and Gov Contracts
Column Set Date: 01/01/2005
☐ Enforce
☐ Blanks Allowed

☑ Show Current Values
Effective On: 11/05/2011
To Date: 11/05/2011
Default Effective As Of:

Records 1 - 2

☐		Basis Value	Basis Value Description	Destination Value	Destination Value Description	Effective As Of
☐		5151	Department of Transportation	DWI	Dwight Akin	01/01/2005
☐						

You can navigate between the programs for value relationships and column relationships by selecting Column Relationships from the Form menu or Revise Columns from the Row menu on the Revise Value Relationships form.

11.5.4.1 Column Set

The fields in the Column Set group box are disabled and are based on the column pairs that you defined in the Column Relationships program. The values for these fields are stored in the Column Relationships table (F00421).

11.5.4.2 Value Set — Date Selection

Enter values in the Date Selection fields to review existing basis and destination values for a specific date or range of dates; otherwise, leave the fields blank to review all records and effective dates for the column set.

Show Current Values
To display records that are current as of today, select this check box and click Find. If this check box is selected, the Effective On and To Date fields are disabled.

To display records that are effective for other dates, do not select this check box and enter values in the Effective On and To Date fields.

Effective On
If you selected the Show Current Values check box, the system enters today's date in this field and the field is not input capable.

If you did not select the Show Current Values check box, enter a date in this field.

To Date
If you selected the Show Current Values check box, the system enters today's date in this field and the field is not input capable.

If you did not select the Show Current Values check box, enter a date in this field and click Find.

If you entered a date range, the system displays all records that are current as of the date in the Effective On field, as well as all records with effective dates after the Effective On date and through the To Date.

11.5.4.3 Value Set — Defaults

Enter values in the Defaults fields only if you are entering new records for basis and destination values.

Default Effective As Of
Enter a default date to use in the Effective As Of field. The default date appears in the detail area after you enter the destination value and exit the row.

If you leave this field blank, you can manually enter the date in the Effective As Of field in the detail area for each record or let the system enter the Column Set Date as the default date.

Pre-Load Unmatched Basis Values
This check box appears on the Revise Value Relationships form only if the basis column value in the Column Set group box has a UDC edit.

Note: If you have entered records in the detail area of this form, click OK to write those records to the F00422 table *before* you select this check box and click Find. Otherwise, the system will write over the newly entered records.

Select this check box to display the unmatched UDC values for the basis column in the detail area. A UDC value is unmatched if it has not been previously selected for the column set. For example, if you select this check box and the Basis Column (in the header area) contains the data item RP12, the system will display the values for UDC table 00/12 that have not been previously selected for the column set. To add a basis value from the UDC table, enter a value in the Destination Value field of the record and click OK. Then click Find to review the records. If you do not add a basis value, the system does not write a record to the F00422 table if the Destination Value column is blank.

Note: If blanks are allowed for the column set (the Blanks Allowed check box in the header area is selected), select each of the records that you do not want to include in the column set and click Delete.You must delete the records manually; otherwise, the system includes them in the column set (because they are blank) and writes the records to the F00422 table.

With the remaining basis values displayed, enter dates in the Effective As Of field. If you leave this field blank, the system uses the date in the Default Effective As Of field as the default when you click OK. If that field is blank, the system uses the date in the Column Set Date field as the default when you click OK.

11.5.4.4 Detail Area

Basis Value

If you did not pre-load unmatched basis values, you must manually enter the basis values.

Enter the value that is the basis for the default destination value. The value that you enter in this field must be valid for the Basis Column field in the header area. For example, if the Basis Column field contains the data item RP12, you must enter a value from UDC table 00/12. The visual assist shows a list of values that are valid for the basis column.

A value of blank is not valid in this field, even if blank represents a value in a UDC table. Because basis columns and values trigger the destination default values in the F0006 and F5201 tables, you must enter a value other than blank in this field for defaults to occur.

If the basis column is a check box instead of a field, the basis value can be an unselected check box. An unselected check box is valid for a basis column. While the unselected check box might appear to have a blank value, it actually has a value of **0** in the database.

The basis value is the trigger that creates default destination values in the F0006 and F5201 tables when data relationship functionality is used.

Destination Value

Enter the default value of the destination value associated with the basis value. The value that you enter in this field must be valid for the Destination Column field in the header area. For example, if the Destination Column field contains the data item RP13, you must enter a value from UDC table 00/13. The visual assist shows a list of values that are valid for the destination column.

A value of blank is valid in this field only if the Enforce Rule and Blanks Allowed check boxes are selected for the column set.

If you leave this field blank and blanks are not allowed for the column set (the Blanks Allowed check box is not selected), the system does not write the record to the database.

The destination value is a default value that appears in certain entry programs when data relationship functionality is used.

Effective As Of
Enter the date in which the values for the basis and destination are effective. If you entered a value in the Default Effective As Of field, leave this field blank to accept the default date.

See Also:

Updating F0006 and F5201 Records with Data Relationships Rules.

12

Updating F0006 and F5201 Records with Data Relationships Rules

This chapter contains the following topics:

- Section 12.1, "Understanding Data Relationships Rules and Updating F0006 and F5201 Records"
- Section 12.2, "Automatically Updating F0006 and F5201 Records with Data Relationships Rules"
- Section 12.3, "Manually Updating F0006 and F5201 Records with Data Relationships Rules"

See Also:

Setting Up Data Relationships.

12.1 Understanding Data Relationships Rules and Updating F0006 and F5201 Records

After initially setting up your data relationships, you must update the existing records in the F0006 or F5201 table. You can update the records using one of these methods:

- Run the Update Data Relationships program (R00422). This program automatically updates records based on processing options and data selection.
- Manually update the records in the data entry program for Business Unit Master (P0006), Job Cost Master (P51006), Contract Master (P5201), or Create/Edit Project and Government Contracts (P52G01M). Using one of these programs, you manually enter the basis values and the system provides the default destination values. You might choose this method if you have just a few records to update.

  The P52G01M program is used by customers who conduct business with the government using the government contracting functionality.

  See "Entering PGCA Contract Master Records" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

After the initial setup, you will continue to update the records in the F0006 or F5201 table when you change the data relationship rules for existing business units, jobs, or contracts. The changes might include revising existing rules or defining new ones. For example, if you change the Enforce Rule value for a column set or if you add column pairs with new destination columns and effective dates, you must update the existing data in the F0006 or F5201 table.

You do not need to update the F0006 or F5201 table when you create new business units, jobs, or contracts; the system automatically applies the data relationships rules to the new records during data entry.

12.1.1 Update Data Relationships Program

When you run the Update Data Relationships program to update the F0006 or F5201 table, the system:

- Searches for matching values between the table to be updated and the basis columns and values on a record that provide the default rules and destination values. These rules and values are set up in the Value Relationships program (P00422).
- If matching values are found, the system updates the record with the default values. If a destination value for a column already exists for a record, the system uses the Update processing option setting to determine whether to overwrite the existing value.

12.2 Automatically Updating F0006 and F5201 Records with Data Relationships Rules

This section provides an overview of data selection for the Update Data Relationships program and discusses how to:

- Set data selection for the Update Data Relationships program.
- Set processing options for the Update Data Relationships program.
- Run the Update Data Relationships program.

12.2.1 Understanding Data Selection for the Update Data Relationships Program

For most JD Edwards EnterpriseOne batch programs, you set data selection and processing options within the same program and program version. For the Update Data Relationships program (R00422), however, you set the processing options in program R00422 and then, if necessary, you set the data selection in one of these programs:

- Select F0006 Data Relationships (R00422A)
- Select F5201 Data Relationships (R00422B)

Having two separate programs for data selection enables you to select the appropriate data for the table (F0006 or F5201) that you want to update. You can set up different versions of these programs with different data selection. However, JD Edwards recommends that you do not set data selection unless necessary. Processing all data helps to ensure that data integrity issues do not occur.

Before you run the Update Data Relationships program, determine the columns that you want to update. For columns that do not need to be updated, ensure that:

- The Enforce Rule flag is not selected for those columns in the Column Relationships program (P00421).
- The Update processing option in the Update Data Relationships program is set to update default values based on the enforce rule.

When you run the Update Data Relationships program, you use processing options to specify the table to update and the version to run. The Update Data Relationships program runs either the R00422A or the R00422B program, based on the table that you specify in the processing options.

> **Caution:** When you enter the data selection for a version, you should carefully evaluate the records that you want to update. Some records have dependencies on other records and, therefore, should be included in the data selection. If you omit certain records from the data selection, data integrity issues might occur. For example, to avoid data integrity issues, you should enter data selection by company when you update business units to ensure that all business units for the company are updated and not just a select group.

12.2.2 Setting Data Selection for Update Data Relationships (R00422)

Enter data selection, if necessary, before you run the Update Data Relationships program for the F0006 or F5201 table. To enter data selection, access one of these programs from the Data Relationships menu (G09415) or the Data Relationships Setup form:

- Select F0006 Data Relationships (R00422A)
- Select F5201 Data Relationships (R00422B)

These two programs exist for data selection purposes only.

12.2.3 Setting Processing Options for Update Data Relationships (R00422)

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

12.2.3.1 Select

1. Effective Date
Specify the effective date of the column sets in the Column Relationships table (F00421) that you want to update. The date that you specify also determines the end date to use for default values in the Value Relationships table (F00422).

The end date for the value relationships in the F00422 table must be greater than or equal to the effective date for the column sets in the F00421 table. In addition, the end date for the value relationships must be less than or equal to the date in this processing option.

The date that you enter in this processing option determines which columns and values to update.

2. Table
Specify the table to update with default values for data relationships. Values are:

F0006

F5201

3. Data Selection Version
Specify the version of the R00422A or R00422B program to use for the data selection. If you leave this processing option blank, the system uses XJDE0001.

12.2.3.2 Process

1. Mode

Specify the mode in which to process the report. Values are:

Blank: Proof mode

1: Final mode

2. Update

Specify when the program should update default values. Values are:

Blank: Update default values based on the enforce rule. If you leave this processing option blank (default values are updated based on the enforce rule), one of the following applies:

If the Enforce Rule check box is selected in P00421, the system overwrites the destination value if basis and destination values are set up in the Value Relationships program (P00422).

If the Enforce Rule check box is not selected in P00421, the system overwrites the destination value only if basis and destination values are set up in the Value Relationships program *and* the existing destination value in the F0006 or F5201 table is blank.

1: Always update default values, regardless of the enforce rule.

You control whether the enforce rule is selected for each column set in the Column Relationships program (P00421).

12.2.4 Running the Update Data Relationships Program

Run the Update Data Relationships program after hours, when the F0006 and F5201 tables are not in use.

Select Data Relationships (G09415), Update Data Relationships.

12.3 Manually Updating F0006 and F5201 Records with Data Relationships Rules

This section provides an overview of data relationships rules and manual updates to F0006 and F5201 records discusses how to manually update F0006 records with data relationships rules.

12.3.1 Understanding Data Relationships Rules and Manually Updates to F0006 and F5201 Records

If you define new data relationships or change the data relationship rules for existing business units, jobs, or contracts, you can update the business units, jobs, or contracts manually in these entry programs:

- Business Unit Master (P0006)
- Job Cost Master (P51006)
- Contract Master (P5201)
- Create/Edit Project and Government Contracts (P52G01M)

  The P52G01M program is used by customers who conduct business with the government using the government contracting functionality.

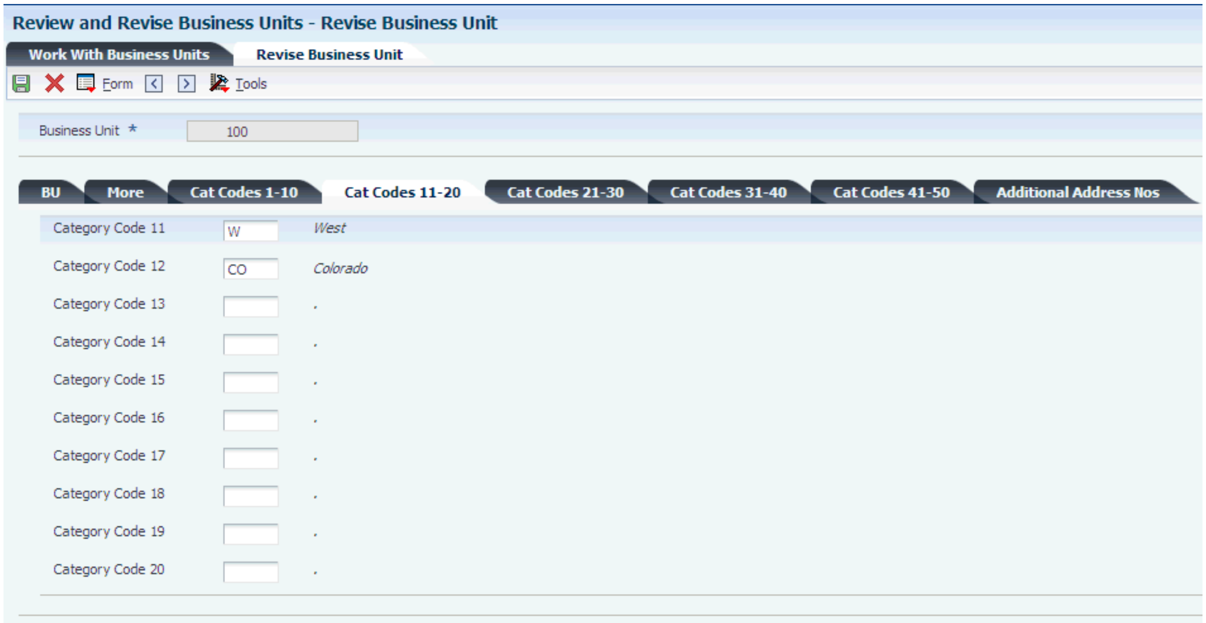
See "Entering PGCA Contract Master Records" in the *JD Edwards EnterpriseOne Applications Project and Government Contract Accounting Implementation Guide*.

You manually enter the basis values in one of the entry programs and the system provides the default destination values.

12.3.2 Manually Updating F0006 Records with Data Relationships Rules

Access the Revise Business Unit form.

Figure 12–1 Revise Business Unit form


Review and Revise Business Units - Revise Business Unit
Work With Business Units
Revise Business Unit
Form
Tools
BU
More
Cat Codes 1-10
Cat Codes 11-20
Cat Codes 21-30
Cat Codes 31-40
Cat Codes 41-50
Additional Address Nos

Business Unit * 100

Category Code 11	W	*West*
Category Code 12	CO	*Colorado*
Category Code 13		.
Category Code 14		.
Category Code 15		.
Category Code 16		.
Category Code 17		.
Category Code 18		.
Category Code 19		.
Category Code 20		.

Using the example, to manually update the data relationships for business unit 190:

1. Enter a basis value (DEN) in the basis column (Category Code 12).
2. Exit the basis column.

   The system retrieves the destination values from the F00422 table and places them in the destination columns (Category Code 13–15).
3. Repeat steps 1 and 2 to update multiple basis columns and values for the business unit.
4. Click OK.

The principals in these steps can be applied to manually updating job cost records on the Job Cost Revisions form, as well as manually updating contract master records on the Contract Master Revisions and Edit Contract Level forms.

13

Understanding Intercompany Settlements

This chapter contains the following topics:

- Section 13.1, "Intercompany Settlements"
- Section 13.2, "Hub Method"
- Section 13.3, "Detail Method"
- Section 13.4, "Configured Hub Method"

13.1 Intercompany Settlements

If your organization has transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You can choose from these methods of intercompany settlements:

- Hub method
- Detail method
- Configured hub method

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

The system tracks settlements through subledgers. Each company that is involved in an intercompany settlement has an automatic offset to the appropriate intercompany account with the subledger equal to the address book number of the offsetting company. The system uses the subledger field to record the other company that is involved in the transaction. The subledger type is **A** (address book), and the companies must be set up in the JD Edwards EnterpriseOne Address Book system.

It is recommended that you manually reconcile intercompany settlements on a periodic basis. To do this, run the Companies in Balance and Intercompany Accounts in Balance integrity reports.

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

See "Setup for Multicurrency Intercompany Settlements" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.

13.2 Hub Method

When you choose the hub method, the system creates summarized journal entries by batch and GL date between a hub (main) company and related subsidiary companies. You can have only one hub company. The system reconciles transactions between subsidiary companies through the hub company.

13.2.1 Examples for the Hub Method

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

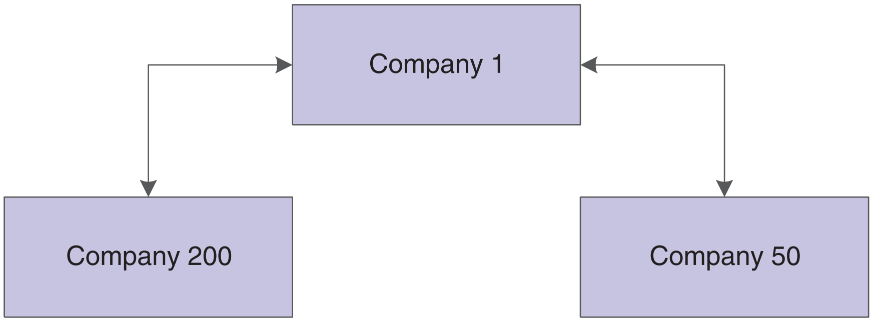
- The entries to the hub company use a subledger that is equal to the offsetting company number and use subledger type A (address book) so that you have an audit trail.
- The business units (1, 50, 60, and 200) and object account (1291) are determined by AAI items ICCC and ICH.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a GL date equal to the last day of the accounting period.

13.2.1.1 Example: Journal Entry Between Two Companies

This example shows the entries that the system creates when you enter a journal entry between two companies.

In this example, company 200 accrues a liability incurred by company 50. Accounts for these companies are cleared through the hub, company 1, as illustrated:

Figure 13–1 Hub method: example of a journal entry between two companies



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

Document	Company	Account	Description	Debit	Credit
JE 1000	50	50.8150	Expenses	500	Blank
JE 1000	200	200.4110	Accounts Payable	Blank	500

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1212	50	50.1291/00000001/A	Intercompany Receivables/Payables	Blank	500
AE 1212	1	1.1291/00000050/A	Intercompany Receivables/Payables	500	Blank
AE 1212	200	200.1291/0000001/A	Intercompany Receivables/Payables	500	Blank
AE 1212	1	1.1291/00000200/A	Intercompany Receivables/Payables	Blank	500

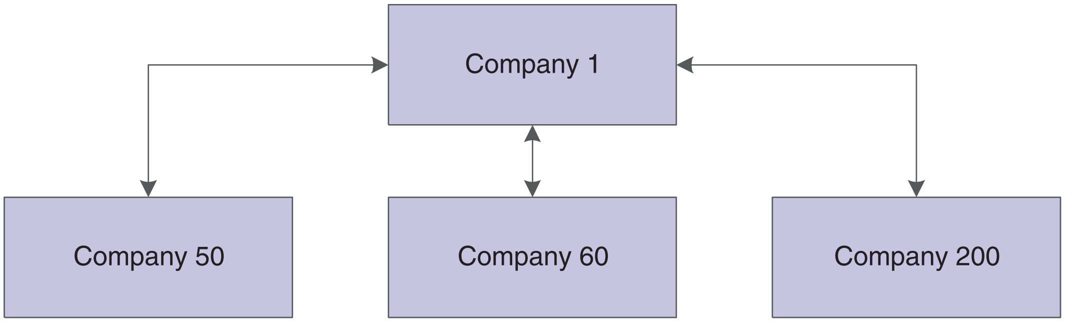
The second and fourth rows are entries to the hub (company 1) from companies 50 and 200.

13.2.1.2 Example: Journal Entry Among Three Companies

This example shows the entries that the system creates when you enter a journal entry among three companies.

In this example, company 200 accrues liabilities incurred by companies 50 and 60. Accounts for these companies are cleared through the hub, company 1, as illustrated:

Figure 13–2 Hub method: example of a journal entry among three companies



For the journal entries, assume that the business unit on the balance sheet matches the company number. You enter one journal entry that involves more than two accounts, but does not involve the hub company:

Document	Company	Account	Description	Debit	Credit
JE 2000	50	50.8150	Expenses	300	Blank
JE 2000	60	60.1800	Prepaid Expenses	200	Blank
JE 2000	200	200.4110	Accounts Payable	Blank	500

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1213	60	60.1291/00000001/A	Intercompany Receivables/Payables	Blank	200

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1213	1	1.1291/00000060/A	Intercompany Receivables/Payables	200	Blank
AE 1213	50	50.1291/00000001/A	Intercompany Receivables/Payables	Blank	300
AE1213	1	1.1291/00000050/A	Intercompany Receivables/Payables	300	Blank
AE 1213	200	200.1291/00000001/A	Intercompany Receivables/Payables	500	Blank
AE 1213	1	1.1291/00000200/A	Intercompany Receivables/Payables	Blank	500

The second, fourth, and six rows are entries to the hub (company 1) from companies 60, 50, and 200. Although the hub company (1) is not in the original journal entry, all intercompany settlements are cleared through the hub company.

13.2.1.3 Example: Two Journal Entries in One Batch

This example shows how the system creates summarized entries when you enter two journal entries in one batch. In this example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.

You enter two journal entries in one batch:

Document	Company	Account	Description	Debit	Credit
JE 3000	1	1.1110.BEAR	Cash	Blank	100
JE 3000	60	60.1110	Cash	100	Blank
JE 4000	1	1.1110.BEAR	Cash	Blank	100
JE 4000	60	60.1800	Prepaid Expense	100	Blank

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1214	60	60.1291/00000001/A	Intercompany Receivables/Payables	Blank	200
AE 1214	1	1.1291/00000060/A	Intercompany Receivables/Payables	200	Blank

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

13.3 Detail Method

When you choose the detail method, the system creates detailed journal entries by document between companies, using the company on the first line of a journal entry as the hub company. Because no designated hub company exists, the system reconciles transactions between the companies involved.

When you post entries, the detail method could create more records in the F0911 table than the hub method. The detail method is commonly used by companies and government agencies that want or need a detailed audit trail.

Note: For JD Edwards EnterpriseOne Accounts Receivable and Accounts Payable, the system uses the company number on the invoice or voucher as the hub company.

13.3.1 Examples for the Detail Method

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

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

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

13.3.1.1 Example: Journal Entry Between Two Companies

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

Figure 13–3 Detail method: example of a journal entry between two companies

Company 200
Company 50

For the journal entries, assume that the business unit on the balance sheet matches the company number. You enter one journal entry with two lines:

Document	Company	Account	Description	Debit	Credit
JE 5000	50	50.8150	Expenses	500	N/A
JE 5000	200	200.4110	Accounts Payable	N/A	500

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

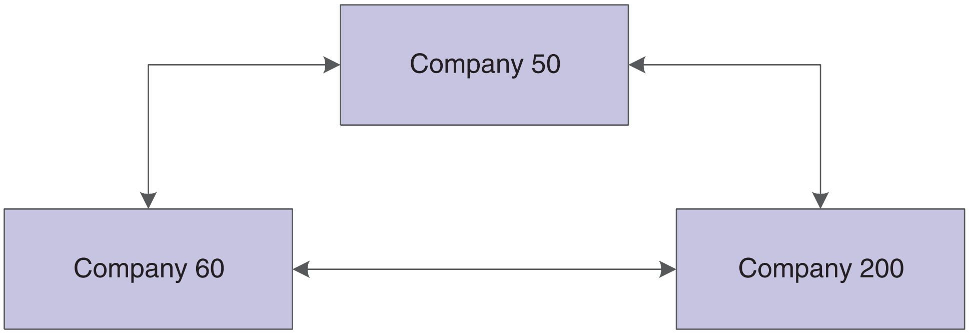
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 5000	200	200.1291/0000050/A	Intercompany Receivables/Payables	500	N/A
AE 5000	50	50.1291/00000200/A	Intercompany Receivables/Payables	N/A	500

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

13.3.1.2 Example: Journal Entry Among Three Companies

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

Figure 13–4 Detail method: example of a journal entry among three companies



For the journal entry, assume that the business unit on the balance sheet matches the company number. You enter a journal entry that involves more than two accounts:

Document	Company	Account	Description	Debit	Credit
JE 6000	50	50.8150	Expenses	300	Blank
JE 6000	60	60.1800	Prepaid Expenses	200	Blank
JE 6000	200	200.4110	Accounts Payable	Blank	500

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

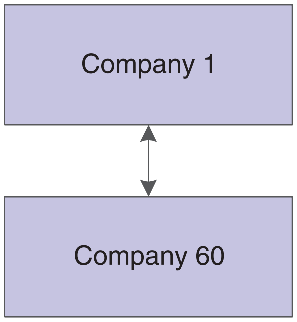
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 6000	60	60.1291/00000050/A	Intercompany Receivables/Payables	Blank	200
AE 6000	50	50.1291/00000060/A	Intercompany Receivables/Payables	200	Blank
AE 6000	200	200.1291/00000050/A	Intercompany Receivables/Payables	500	Blank
AE 6000	50	50.1291/00000200/A	Intercompany Receivables/Payables	Blank	500

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

13.3.1.3 Example: Two Journal Entries in One Batch

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

Figure 13–5 Detail method: example of two journal entries in one batch



In this example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60. You enter two journal entries:

Document	Company	Account	Description	Debit	Credit
JE 7000	1	1.1110.BEAR	Cash	Blank	100
JE 7000	60	60.1110	Cash	100	Blank
JE 8000	1	1.1110.BEAR	Cash	Blank	100
JE 8000	60	60.1800	Prepaid Expense	100	Blank

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 7000	60	60.1291/00000001/A	Intercompany Receivables/Payables	Blank	100
AE 7000	1	1.1291/00000060/A	Intercompany Receivables/Payables	100	Blank
AE 8000	60	60.1291/00000001/A	Intercompany Receivables/Payables	Blank	100
AE 8000	1	1.1291/00000060/A	Intercompany Receivables/Payables	100	Blank

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

13.4 Configured Hub Method

Your organization might need to settle transactions across companies in a manner that does not conform to the detail method or the hub method of intercompany settlements. For example, you might have two hub companies in the same environment at the same time. Each hub company would have its own set of companies within its hub. Or, you might need to designate one hub company for certain intercompany settlements and a different hub company for other settlements.

Configured hubs are groups of companies that you can define, or configure, to accommodate intercompany settlements. When you configure a hub, you define the relationships between the companies in the hub. You also designate which company in the hub can settle transactions with other hubs. The designated hub company is the only company that can make intercompany settlements with other hub companies. The system uses your configured hub definitions to ensure that only authorized intercompany settlements occur.

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

- Modified Hub.

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

- Modified Detail.

  All companies in the hub settle through any other company in the hub. A hub company is not designated in this method.

When you use the configured hub method for intercompany settlements, the system validates the user defined intercompany settlement relationships at the document level. The system maintains configured hub information in the Inter/Intra Company Account Relationships table (F09190).

13.4.1 Examples for the Configured Hub Method

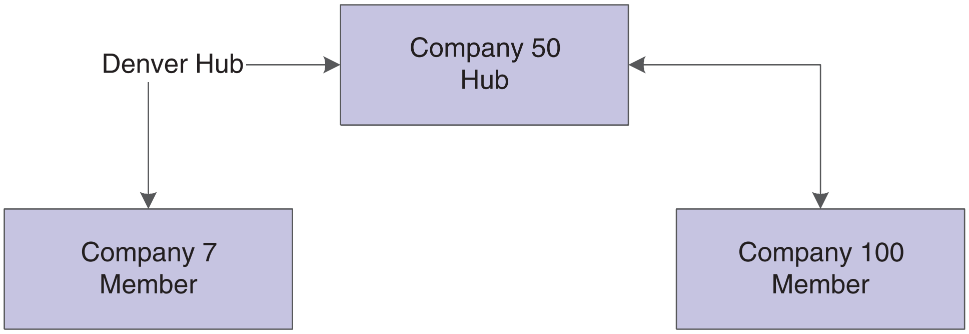
This section shows two examples of how the system creates the automatic entries for intercompany settlements using the configured hub method. This information applies to the two examples:

- You designate the hub company in the Configured Hub Companies program (P09190).
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (address book) so that you have an audit trail.
- The business units (50, 100, 7) and object account (1291) are determined by AAI item the ICCC.
- The system creates the automatic entries with a document type of AE (automatic entry) and assigns a document number and a GL date that are the same as the journal entry.

13.4.1.1 Example: Configured Hub with Hub Company

This example shows how the system creates the entries when you use the configured hub method with a designated hub company (modified hub). In this example, Denver is set up as a configured hub in the Intercompany Hub UDC table 09/HB. One company (company 7) accrues a liability incurred by two companies (companies 50 and 100). The designated hub company in the Denver configured hub is company 50, as illustrated:

Figure 13–6 Configured hub: example of configured hub with hub company



You enter one journal entry involving the three companies:

Document	Company	Account	Description	Debit	Credit
JE 9000	100	100.8150	Expenses	200	Blank
JE 9000	50	50.8110	Expenses	300	Blank
JE 9000	7	7.4110	Accounts Payable	Blank	500

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

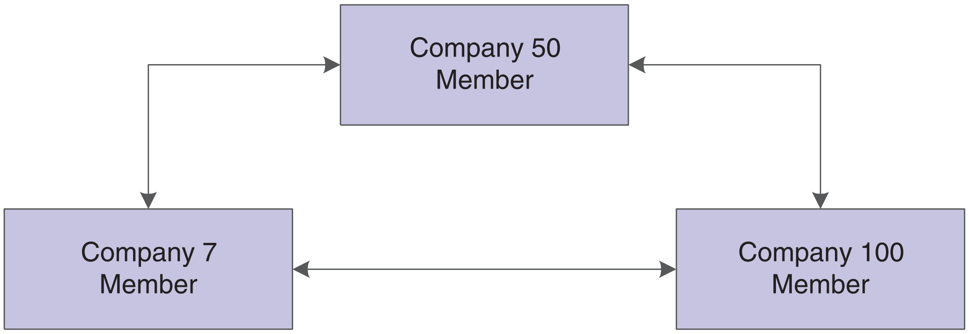
Document	Company	Account/Sub/ Type	Description	Debit	Credit
AE 9000	100	100.1291/0000 0050/A	Intercompany Receivables/Payables	Blank	200
AE 9000	50	50.1291/00000 100/A	Intercompany Receivables/Payables	200	Blank
AE 9000	7	7.1291/000000 50/A	Intercompany Receivables/Payables	500	Blank
AE 9000	50	50.1291/00000 007/A	Intercompany Receivables/Payables	Blank	500

The second and forth rows show the entries to the hub (company 50) from companies 100 and 7. The automatic entries are identical to those created using the detail method. However, with configured hubs, the designated hub remains the same regardless of which company is on the first line of the journal entry.

13.4.1.2 Example: Configured Hub without Hub Company

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

Figure 13–7 Configured hub: example of configured hub without hub company



You enter a journal entry that involves three companies:

Document	Company	Account	Description	Debit	Credit
JE 9100	50	50.8150	Expenses	300	Blank
JE 9100	100	100.8110	Expenses	200	Blank
JE 9100	7	7.4110	Accounts Payable	Blank	500

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 9100	100	100.1291/00000050/A	Intercompany Receivables/Payables	Blank	200
AE 9100	50	50.1291/00000100/A	Intercompany Receivables/Payables	200	Blank
AE 9100	7	7.1291/00000050/A	Intercompany Receivables/Payables	500	Blank
AE 9100	50	50.1291/00000007/A	Intercompany Receivables/Payables	Blank	500

The second and fourth rows show the entries to the hub company (50) from companies 100 and 7. The automatic entries are identical to those that the system creates using configured hubs with a designated hub company. However, the company that is on the first line of the journal entry becomes the designated hub for the transaction.

14

Setting Up Intercompany Settlements

This chapter contains the following topics:

- Section 14.1, "Understanding Intercompany Settlement Setup"
- Section 14.2, "Understanding Error Messages Caused By Incorrect Intercompany Setup"
- Section 14.3, "Prerequisite"
- Section 14.4, "Setting Up Companies for Intercompany Settlements"
- Section 14.5, "Setting Up Configured Hub Relationships"

14.1 Understanding Intercompany Settlement Setup

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

14.1.1 Intercompany Settlement Constant

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

Method	Description
Method 1	Use the hub method to create summarized journal entries for your intercompany settlements between a designated hub company and related companies.
Method 2	Use the detail method when you do not want to specify one company as the main company or headquarters company.
Method 3	Use the configured hub method when you need to designate more than one company as a hub company.
Method N (no intercompany transactions)	Do not use intercompany settlements. The system does not post a batch that contains intercompany transactions. If documents in a batch contain more than one company, but each company is in balance, the system will post the batch. It is not considered an intercompany settlement.
Method * (manual intercompany settlements)	The system posts intercompany transactions but does not create balancing entries for the companies. You must manually create the balancing entries that show on the General Ledger Post Report.

Note: When choosing a method of intercompany settlements, you must also consider which offset entry method to use for JD Edwards EnterpriseOne Accounts Payable and Accounts Receivable. The offset entry method is the method that the system uses when posting vouchers, payments, invoices, receipts, and drafts to the Account Ledger table (F0911). These offset entry methods are available:

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

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

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

See Also:

- "Setting Up System Controls for Accounts Receivable" in the *JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide*.
- "Setting Up Accounts Payable Constants" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

14.1.2 Intercompany Settlement Accounts

Set up intercompany accounts using the Accounts by Object program (P0901). For the hub, detail, or configured hub method, set up one intercompany settlement account for each company:

- Enter both a business unit and object account.
- You can enter a subsidiary account, but this is not required.

It is recommended that you use:

- A business unit number that is equal to the company number.
- The same object account for all intercompany receivables and payables accounts to facilitate inquiry, reconciliation, and consolidation.
- A posting edit code of M (machine-generated only).

  This posting edit code allows only entries that were created by the system and protects the integrity of the account.

14.1.2.1 Example: Intercompany Accounts

This example shows the recommended setup for each company and intercompany object account (hub or detail method):

Company	Accounts (BU.Object)	Posting Edit Code	Level of Detail
00001	1.1291	M (machine only)	6
00200	200.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

14.1.3 Intercompany Settlement AAIs

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

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

14.1.3.1 AAIs for the Hub Method

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

- ICH (Intercompany Hub).

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

  - Only one AAI item ICH can exist.
  - You must set up AAI item ICH for company 00000.
  - You must enter a business unit and an object account. The subsidiary account is optional.

- ICCC (Intercompany Business Unit).

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

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

14.1.3.2 Example: AAIs for the Hub Method

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

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

14.1.3.3 AAIs for the Detail and Configured Hub Methods

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

- You must set up a separate AAI item ICCC for each company in the F0010 table, even those that are not be involved in intercompany settlements.
- You must enter a business unit and an object account. The subsidiary account is optional.

14.1.3.4 Example: AAIs for the Detail and Configured Hub Methods

This example shows the recommended AAI setup:

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

14.2 Understanding Error Messages Caused By Incorrect Intercompany Setup

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

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

This table lists causes and resolutions for this error message:

Cause	Resolution
The F0101 does not contain a record for this company.	Create an address book record using the Address Book Revisions program (P01012) for Company X using the same number that is assigned in the Company Names & Numbers program (P0010). If this number has already been assigned, create an address book record using a different number, and then enter this number in the Company Address Number field on the Company Setup form.
The address book record for the company noted in the error message has the Subledger Inactive Code check box selected.	Locate the address book record for the company that is noted in the error message using the Address Book Revisions program. Select the Additional 1 tab on the Address Book Revision form and clear the Subledger Inactive Code check box.

14.2.2 Error Message: Intercompany Settlement AAI Error

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

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

14.2.3 Error Message: Interco Settlement Acct Error

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

Cause	Resolution
The F0901 does not contain the intercompany settlement account that is assigned to the intercompany AAIs for one or more companies in this batch.	Create the missing intercompany settlement account for the company using the Accounts by Business Unit program (P0901).
The company number on AAI item ICCC or ICH does not match the company number for the account that is assigned to the AAI.	Change the company number on the AAI to match the company number on the account.
The business unit of the account that is assigned to AAI item ICCC or ICH is a model or nonposting business unit.	If the business unit is a model, you cannot change it to a non-model business unit. You must change the business unit assigned to the AAI. If the business unit is a nonposting business unit, use the Review and Revise Business Units program (P0006) to change the posting edit code of the business unit.
The account that is assigned to AAI item ICCC or ICH belongs to a model business unit or is a nonposting account.	Change the account that is assigned to AAI item ICCC or ICH to a non-model account or to an account that allows posting.

14.2.4 Error Message: Incompatible Posting Methods

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

Cause	Resolution
The offset method constant in either Accounts Payable Constants or Accounts Receivable Constants is set to B; but the intercompany settlement constant is set to 3.	Either change the intercompany settlement method to 1 or 2 or change the offset method for AP or AR to S or Y. Use these guidelines when choosing the intercompany settlement method and the offset method: ▪ For method 1, use offset method B, S, or Y. ▪ For method 2, use offset method B, S, or Y. ▪ For method 3, use offset method S or Y.

14.3 Prerequisite

Before you complete the tasks in this section, you must decide whether you want to use the hub, detail, or configured hub method.

14.4 Setting Up Companies for Intercompany Settlements

For all three intercompany settlement methods, the system uses subledgers with subledger type A (address book) when creating intercompany settlement entries. Therefore, all companies in the F0010 table must be set up in the address book (even those that do not use intercompany settlements). If any companies in the F0010 table are not set up in the address book, the Post General Journal program (R09801) generates an error message and does not post your batch.

It is recommended that when you set up a company using the Address Book Revisions program (P01012), you use the same number that is assigned to the company in the Company Names & Numbers program (P0010). If you are unable to use the same number, you must create a cross-reference between the two different numbers by entering the address book number in the Company Address Number field on the Company Setup form. If you leave this field blank, the system assumes that the address book number is the same as the company number and it uses it as the subledger for the intercompany settlement.

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

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

14.5 Setting Up Configured Hub Relationships

Before you can use configured hubs to settle intercompany transactions, you must set up the configured hub relationships for your organization. The system uses these relationships to process intercompany settlements.

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

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

14.5.1 Understanding Configured Hub Setup

You must set up the name of each configured hub in UDC table 09/HB. Each name can be up to six characters in length. Configured hub names do not have to be actual company names in your organization. For example, set up UDC code AMER to represent a hub for companies in America. The description might be Hub Company Group - America.

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

The system maintains configured hub information in the F09190 table.

14.5.1.1 Guidelines for Configured Hubs

Observe these guidelines for configured hubs:

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

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

  If you do not designate each company as either a hub or a member company, you receive the message, **Error: Base CO xxxxx Not Found in F09190** when you post transactions for the company.
- A hub company can settle with a member company of the same hub or exclusively with other hub companies.

An intercompany settlement between two member companies goes through the hub company.

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

If you do not designate a company as the hub company, observe these guidelines:

- The member companies can settle only with other companies of the same hub.
- When you enter a journal entry, the company that is on the first line of the journal entry becomes the designated hub for that transaction.
- When you are entering vouchers or invoices, the company on the header of the voucher or invoice becomes the designated hub for that transaction.

14.5.1.2 Configured Hub Verification

You can run the Configured Hub Integrity report (R091901) to verify that you have assigned every company to a hub. The system compares the hub information in the F09190 table with the company information in the F0010 table.

You should run this report periodically to ensure that no new companies are added to the F0010 table without being added to a hub. Running this report periodically prevents users from receiving errors that indicate that a company has not been assigned to a hub when transactions are entered.

The Configured Hub Integrity report shows:

- For each configured hub, the companies that are assigned to the hub and whether a company is a member company or a hub company.
- For each configured hub, if the hub company is not designated.
- Companies that are assigned to configured hubs but do not exist in the F0010 table.
- Companies in the F0010 table that are not assigned to a configured hub in the F09190 table.

This report does not have any processing options.

14.5.2 Forms Used to Set Up Configured Hubs

Form Name	FormID	Navigation	Usage
Work with Configured Hubs	W09190A	Configured Hub Intercompany Setup (G094115), Configured Hub Companies To set up UDCs for configured hubs, select HUB UDC's from the Form menu on the Work with Configured Hubs form.	Review a list of configured hubs or access the UDC table 09/HB to set up codes for configured hubs.
Configured Hub Members	W09190B	On the Work with Configured Hubs form, select a hub and select REV Hub Members from the Row menu.	Add companies to configured hubs.

14.5.3 Adding Companies to Configured Hubs

Access the Configured Hub Members form.

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

14.5.4 Verifying Configured Hubs

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

15

Understanding Payment Terms

This chapter contains the following topics:

- Section 15.1, "Payment Terms"
- Section 15.2, "Standard Payment Terms"
- Section 15.3, "Advanced Payment Terms"
- Section 15.4, "Examples: Advanced Payment Terms and Due Date Rules"

15.1 Payment Terms

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

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

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

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

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

15.1.1 Commonly Used Payment Terms

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

15.1.2 Types of Payment Terms

Two types of payment terms are available:

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

15.2 Standard Payment Terms

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

15.2.1 Standard Payment Term Codes

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

- Due upon receipt
- Fixed
- Net
- Proximate date

- Split

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

15.2.1.1 Due Upon Receipt Payment Terms

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

15.2.1.2 Fixed Payment Terms

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

15.2.1.3 Net Payment Terms

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

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

Assume that you set up a payment term code for:

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

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

15.2.1.4 Proximate Date Payment Terms

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

Assume that you set up a payment term code for:

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

You enter a transaction with an invoice date of May 20. The system calculates the due date as June 10. To specify a due date for the last day of the month, use a proximate month of 0 and proximate days of 31. The system uses the last day of the month regardless of the number of days in the month.

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

Assume that you set up a payment term code for:

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

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

15.2.1.5 Split Payment Terms

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

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

Assume that you set up a payment term code for:

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

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

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

Note: You do not see the effects of the split until you complete the entry process for the transaction and then re-inquire on it.

In addition to specifying the split payment term, you can specify the discount percent and the discount days. The system calculates the discount available for each payment. You specify the information for the split payment term, as well as the discount percent and the number of days to add to the invoice date to calculate the discount due date.

Assume that you set up a payment term code for:

- Discount of 1 percent.
- Discount days of 10.
- Net days to pay of 20.

- Split payments of 3.
- Days to pay aging of 30.

You enter a transaction for 3,000 USD with an invoice date of June 1. The system calculates these dates for each payment:

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

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

15.3 Advanced Payment Terms

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

- Specify a work day calendar and work day rule.

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

- Specify the based-on date.

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

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

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

The system stores advanced payment term information in these tables:

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

15.3.1 Work Day Calendars and Rules

Before you set up due date rules, set up work day calendars using the Work Day Calendar program (P00071). Calendars enable you to specify actual work days, weekends, holidays, and other user-defined types of days for your organization. You can set up multiple calendars and reference one of them in a due date rule.

After you set up a work day calendar, you specify how the system calculates the due date on a nonworking day. You specify the work day rule for a due date rule using the Due Date Rule Revisions program (P00146). By using a work day rule, you can adjust the payment's due date to correspond to your work days, as well as prevent unintended grace periods that might occur if the due date falls on a Saturday and your business is closed.

For example, you can instruct the system to:

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

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

15.3.2 Due Date Rules

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

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

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

You can verify that the due date rules that you set up are correct by using the Simulator program, which is available from the Due Date Rules Revisions program (P00146). The Simulator program enables you to perform multiple tests on due date rules without entering transactions.

15.3.2.1 Due Date Rule Components

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

Component	Description
Based-on Date	An invoice date, GL date, or service/tax date.
Days to Add	The number of days that the system adds to the based-on date.
Months to Add	The number of months that the system adds to the based-on date.
Fixed Days	The same date every month, such as the 10th or 15th of each month.
Date Range	A range of days that the system uses in conjunction with other components.

Component	Description
Work Day Calendar	A calendar that you can use to specify the days of the week that are working days.
Work Day Rule	A rule that you can use to ensure that if a due date is on a nonworking day, the system moves it forward or backward to an actual work day. You can also specify whether to count nonworking days when calculating the due date.
Multitiered Discounts	A payment term that enables multiple discount percentages. For example, you might set up a payment term that enables your customer to receive a 20 percent discount on their invoice if it is paid within 10 days, a 10 percent discount if it is paid within 20 days, and no discount if the full amount is paid after 20 days. You can define up to five tiers of discount percentages.

15.3.2.2 Date Ranges

You set up date ranges at the time that you set up due date rules. If you specify a date range for a due date rule, the system uses the last day in the range in conjunction with the months to add, the days to add, or a fixed date. If you do not specify a month to add, days to add, or a fixed date, the system assigns the last day of the range as the due date.

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

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

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

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

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

- Based-on date: invoice date of January 10.
- Months to add: 1.
- Fixed days: 1.
- Date ranges:
  - From day 1 to day 1 with days to add of 30.
  - From day 2 to day 31.

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

15.3.3 Advanced Payment Term Codes

After you set up due date rules, you assign them to an advanced payment term code using the Advanced Payment Terms program (P00145). Advanced payment term codes are three-character alphanumeric values that identify the type of payment term. When you create advanced payment term codes, you can also specify the discount percent to use for the discount due-date rule that you assign. The system uses this discount percent unless you set up installment or multitiered discounts, in which case the system clears the value specified.

15.3.3.1 Installment Payment Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15.3.3.2 Multitiered Discount Payment Terms

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

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

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

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

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

15.4 Examples: Advanced Payment Terms and Due Date Rules

Because payment terms can be very complex, these examples might be helpful when you set up advanced payment terms that use a combination of date ranges and rules.

All examples assume that you are using a work day rule that specifies actual (all) days in the due date calculation, as opposed to working days only. You use the Due Date Rule Revisions program to set up date ranges.

15.4.1 Example: Invoice Date

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

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

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

Specify a separate date range for each date after the 15th:

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

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

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

15.4.2 Example: GL Date

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

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

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

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

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

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

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

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

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

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

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

15.4.3 Example: Prior to Invoice Date

Your company requires payment for goods prior to shipment. Set up a payment term that subtracts 10 days from the invoice date. Because the payment term is not dependent on a date range, specify –10 for the days to add.

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

16

Setting Up Payment Terms

This chapter contains the following topics:

- Section 16.1, "Understanding Tax Considerations for Payment Terms with Discounts"
- Section 16.2, "Setting Up Standard Payment Terms"
- Section 16.3, "Setting Up Advanced Payment Terms"
- Section 16.4, "Updating Amounts and Dates for Invoices and Vouchers with Multitiered Discounts"

16.1 Understanding Tax Considerations for Payment Terms with Discounts

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

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

See "Setting Up Tax Rules" in the *JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide*.

16.2 Setting Up Standard Payment Terms

This section discusses how to set up standard payment terms.

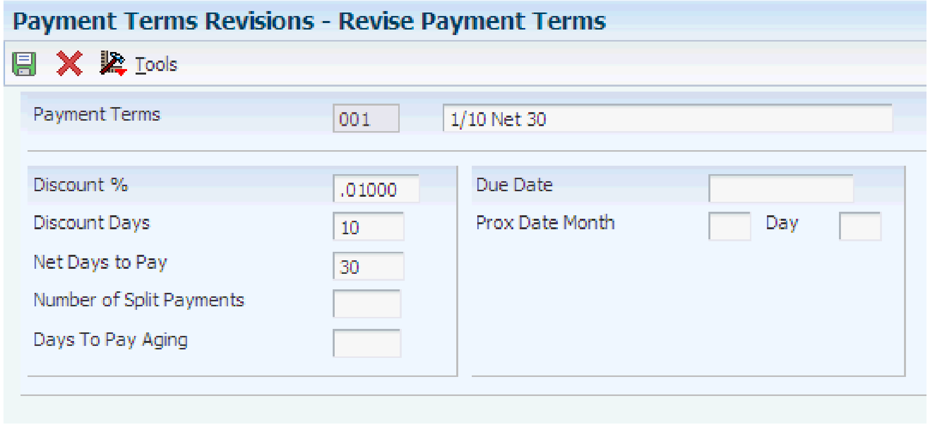
16.2.1 Forms Used to Set Up Standard Payment Terms

Form Name	FormID	Navigation	Usage
Work With Payment Terms	W0014B	Payment Terms Revisions (G00141), Payment Terms Revisions	Review a list of existing payment terms.
Revise Payment Terms	W0014A	On Work With Payment Terms, click Add.	Set up payment terms.

16.2.2 Setting Up Standard Payment Terms

Access the Revise Payment Terms form.

Figure 16–1 Revise Payment Terms form



Payment Terms Revisions - Revise Payment Terms

Payment Terms	001	1/10 Net 30	
Discount %	.01000	Due Date	
Discount Days	10	Prox Date Month	Day
Net Days to Pay	30		
Number of Split Payments			
Days To Pay Aging			

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

Blank: Net 15

001: 1/10 net 30.

002: 2/10 net 30.

003: Due on the 10th day of every month.

006: Due upon receipt.

This information prints on customer invoices.

Due Date
For JD Edwards EnterpriseOne Accounts Receivable, enter the date that the net payment is due.

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

The system calculates the due date based on the payment term entered on the invoice or voucher, or you can enter it manually. If you enter a negative invoice or voucher (debit or credit), the system might use the GL date as the due date regardless of the payment term entered.

A processing option in the master business function (P0400047 for vouchers and P03B0011 for invoices) controls how the system calculates the due date for debit and credit memos.

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

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

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

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

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

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

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

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

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

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

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

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

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

16.3 Setting Up Advanced Payment Terms

This section discusses how to:

- Add a work day calendar.
- Set up due date rules.
- Set up date ranges for due date rules.

- Set up multitiered discounts for due date rules.
- Verify due date rules.
- Set up advanced payment term codes.
- Set up installments for payment term codes.

16.3.1 Forms Used to Set Up Advanced Payment Terms

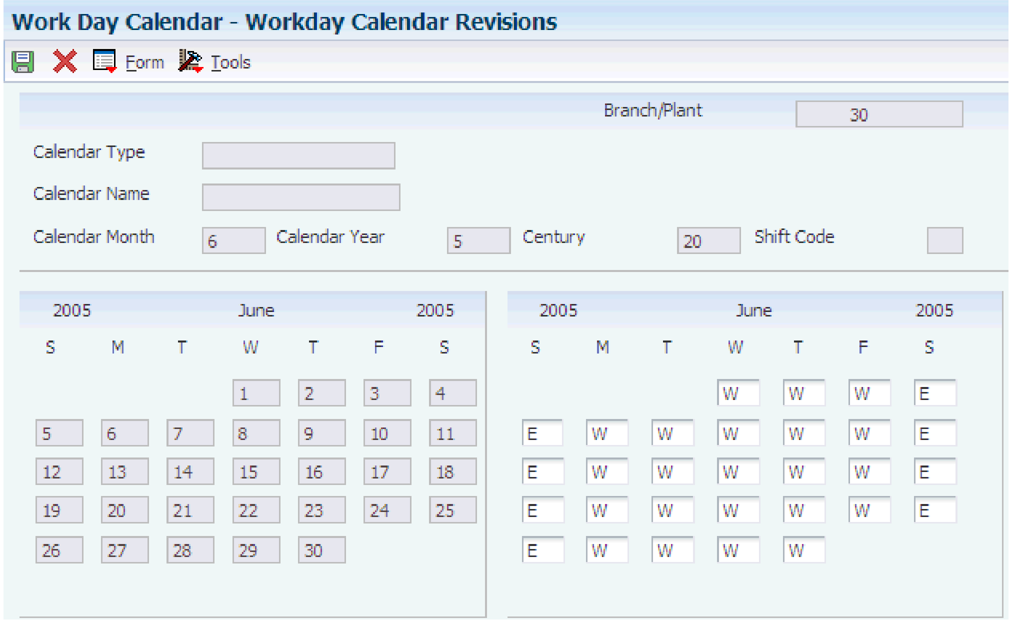
Form Name	FormID	Navigation	Usage
Work With Workday Calendar	W00071B	Use one of these navigations: Planning Setup (G1346), Work Day Calendar Transportation Setup (G4941), Work Day Calendar Shop Floor Management Setup (G3141), Shop Floor Calendar Product Data Management Setup (G3041), Shop Floor Calendar Payment Terms Revisions (G00141), Work Day Calendar	Review a list of work day calendars by calendar type, calendar name, and so on.
Workday Calendar Revisions	W00071A	On Work With Workday Calendar, enter a branch/plant, calendar month, and calendar year, and click Add.	Add a work day calendar.
Work with Due Date Rules	W00146A	Payment Terms Revisions (G00141), Due Date Rule Revisions	Review a list of existing due date rules.
Due Date Rules Revision	W00146B	On Work with Due Date Rules, click Add.	Set up due date rules.
Date Range Revision	W00146E	On Due Date Rules Revision, select Date Range from the Form menu.	Set up date ranges for due date rules.
Set Up Multitiered Due Date Rules	W00146C	On Due Date Rules Revision, select Multitiered from the Form menu.	Set up day ranges and discount percentages for due date rules.
Simulator	W00146G	On Work with Due Date Rules, select Simulator from the Row menu.	Verify the accuracy of due date rules. This form enables you to perform multiple tests on due date rules without entering transactions.
Work with Advanced Payment Terms	W00145A	Payment Terms Revisions (G00141), Advanced Payment Terms	Review a list of existing advanced payment terms.
Advanced Payment Term Revision	W00145B	On Work with Advanced Payment Terms, click Add.	Set up advanced payment term codes.

Form Name	FormID	Navigation	Usage
Installment Revision	W00145D	On Advanced Payment Term Revision, select Installments from the Form menu.	Set up installments for advanced payment term codes.

16.3.2 Adding a Work Day Calendar

Access the Workday Calendar Revisions form.

Figure 16–2 Workday Calendar Revisions form



Branch/Plant: 30

Calendar Type:

Calendar Name:

Calendar Month: 6

Calendar Year: 5

Century: 20

Shift Code:

2005 June 2005

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

2005 June 2005

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

Calendar Type
Enter a code from UDC table 42/WD that specifies how the calendar is used. For example, the calendar might be specific to an industry such as banking or it might be used to schedule delivery persons for a route.

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

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

Calendar Year
Enter the calendar year.

16.3.2.1 Payroll and Time Entry Fields

These fields do not apply to payment terms.

Shift Code
Enter a code from UDC table 00/SH that identifies daily work shifts.

In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry, if an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.

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

W: work day

E: weekend

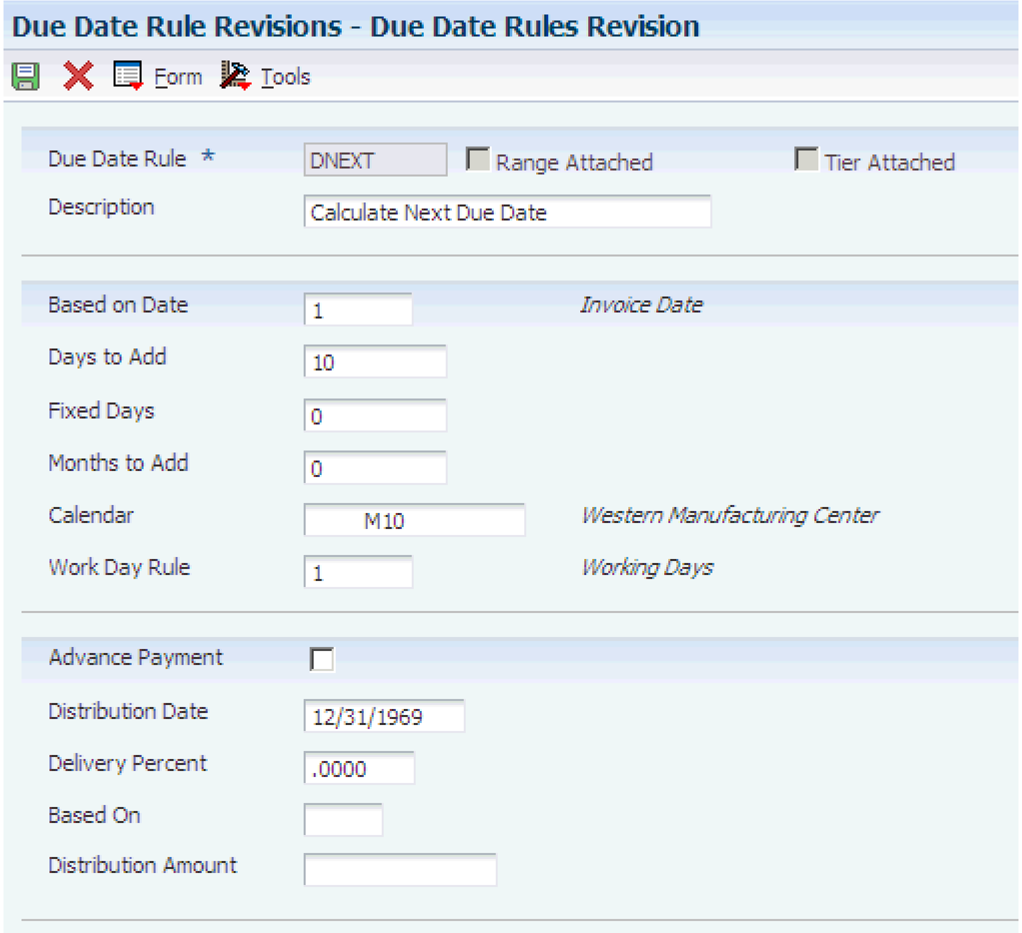
H: holiday

S: shut-down

16.3.3 Setting Up Due Date Rules

Access the Due Date Rules Revision form.

Figure 16–3 Due Date Rules Revision form



Due Date Rule Revisions - Due Date Rules Revision

Due Date Rule *	DNEXT	☐ Range Attached ☐ Tier Attached
Description	Calculate Next Due Date	
Based on Date	1	*Invoice Date*
Days to Add	10	
Fixed Days	0	
Months to Add	0	
Calendar	M10	*Western Manufacturing Center*
Work Day Rule	1	*Working Days*
Advance Payment	☐	
Distribution Date	12/31/1969	
Delivery Percent	.0000	
Based On		
Distribution Amount		

The fields for Advance Payment, Distribution Date, Deliver Percent, Based On, and Distribution Amount are used for contracts only. The system displays these fields only if the processing options is set for Due Date Rule Revision (P00146).

See "Setting Up Contract Payment Rules" in the *JD Edwards EnterpriseOne Applications Grower Pricing and Payments Implementation Guide*.

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

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

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

Blank and **1:** Invoice date.

2: GL date.

3: Service/tax date.

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

Days to Add
Enter the number of days that the system adds to or subtracts from the date specified in the Based on Date field to calculate the discount due date or the net due date on the invoice or voucher. Specify negative days to subtract days from the based-on date.

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

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

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

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

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

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

The system uses this field in conjunction with the Work Day Rule field to determine the due date if the system calculates the due date on a weekend or holiday.

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

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

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

For example, if the system adds 15 days to the invoice date to calculate the due date, and weekend days are specified as nonworking days, the system does not count them when it adds the 15 days. Therefore, if an invoice date is June 1 (which is a Wednesday), the system calculates the due date on June 22.

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

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

16.3.4 Setting Up Date Ranges for Due Date Rules

Access the Date Range Revision form.

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

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

16.3.5 Setting Up Multitiered Discounts for Due Date Rules

Access the Set Up Multitiered Due Date Rules form.

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

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

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

Fixed Days
Do not enter a value in this field.

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

16.3.6 Verifying Due Date Rules

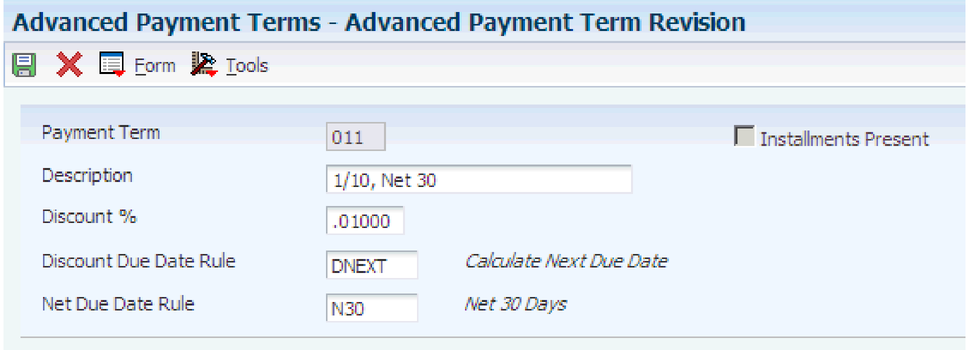
Access the Simulator form.

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

16.3.7 Setting Up Advanced Payment Term Codes

Access the Advanced Payment Term Revision form.

Figure 16–4 Advanced Payment Term Revision form



Payment Term: 011

☐ Installments Present

Description: 1/10, Net 30

Discount %: .01000

Discount Due Date Rule: DNEXT *Calculate Next Due Date*

Net Due Date Rule: N30 *Net 30 Days*

Payment Term
Enter a code that identifies the terms of payment. Use a blank code to indicate the most frequently used payment term. Examples of payment terms include:

Blank: Net 15

001: 1/10 net 30.

002: 2/10 net 30.

003: Due on the 10th day of every month.

006: Due upon receipt.

This description of this code prints on customer invoices.

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

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

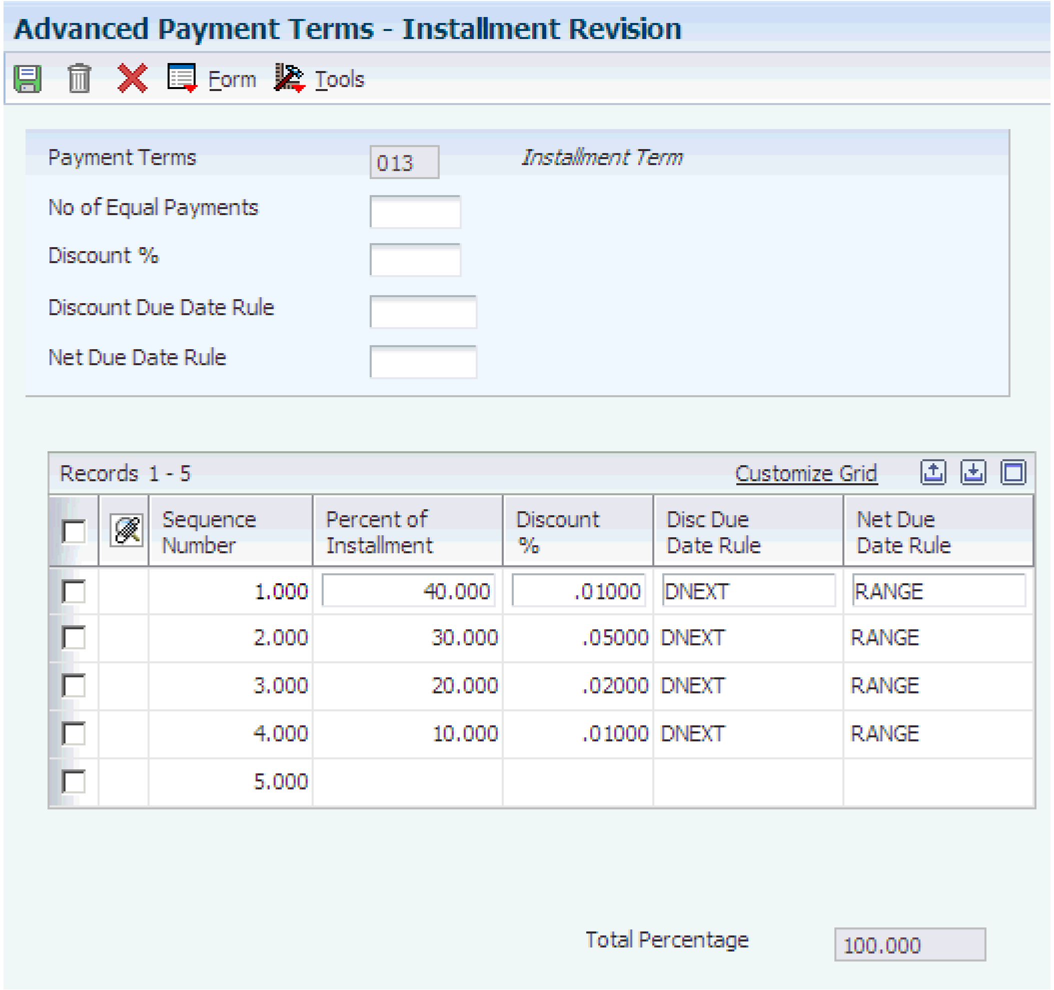
Discount Due Date Rule
Enter the rule that the system uses to calculate the discount due date of an invoice or a voucher. Leave this field blank if you do not specify a value in the Discount % field.

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

16.3.8 Setting Up Installments for Payment Term Codes

Access the Installment Revision form.

Figure 16–5 Installment Revision form



Advanced Payment Terms - Installment Revision

Payment Terms	013	*Installment Term*
No of Equal Payments		
Discount %		
Discount Due Date Rule		
Net Due Date Rule		

Records 1 - 5

☐		Sequence Number	Percent of Installment	Discount %	Disc Due Date Rule	Net Due Date Rule
☐		1.000	40.000	.01000	DNEXT	RANGE
☐		2.000	30.000	.05000	DNEXT	RANGE
☐		3.000	20.000	.02000	DNEXT	RANGE
☐		4.000	10.000	.01000	DNEXT	RANGE
☐		5.000				

Total Percentage 100.000

No of Equal Payments (number of equal payments)
Enter the number of transactions to be processed.

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

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

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

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

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

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

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

When you run either of these programs, the system:

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

  The system compares the *as of* date that you enter with the based-on date specified by the payment term to determine the number of days that have passed. The system locates the proper payment term to determine the tier that corresponds to that number of days. If the discount percent is different on the tier than it is on the transaction, the record is eligible for update.
- Updates the discount amount by multiplying the discount percentage of the new tier by the gross amount of the transaction.
- Updates the discount due date by adding the value in the Day Range To field of the tier to the based-on date of the transaction.

  For example:
- To day = 20
- Based-on date = GL date
- GL date = June 17

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

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

The system does not:

- Recalculate the net due date.

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

- Update partially paid transactions.

  The gross amount must equal the open amount.

- Consider records that do not have a discount amount.

16.4.1.1 Suppress the Update on Specific Transactions

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

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

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

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

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

16.4.2.1 Payment Term Setup

Based-on date = invoice date

Days to add = 10

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

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

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

Fourth and fifth tiers are not defined.

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

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

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

On June 12, the system:

- Calculates the difference between the invoice date and the *as of* date as 11 days.

  Eleven days is defined in the second tier, which has a 5 percent discount.
- Recalculates the discount amount to 5 percent of the gross amount.
- Recalculates the discount due date to June 21.

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

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

On June 22, the system:

- Calculates the difference between the invoice date and the *as of* date as 21 days.

  Twenty one days is defined in the third tier, which has a 1 percent discount.
- Recalculates the discount amount to 1 percent of the gross amount
- Recalculates the discount due date to June 30.

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

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

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

Use these navigations:

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

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

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

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

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

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

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

16.4.5.1 Display

1. Tax Information

Specify whether to print tax information on the report. Values are:

Blank: Print.

1: Do not print.

16.4.5.2 Defaults

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

17

Setting Up Pay When Paid Processing

This chapter contains the following topics:

- Section 17.1, "Understanding Pay When Paid Processing"
- Section 17.2, "Understanding Pay When Paid Setup"
- Section 17.3, "Setting Pay When Paid Processing Options"

17.1 Understanding Pay When Paid Processing

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

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

17.2 Understanding Pay When Paid Setup

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

17.2.1 Voucher Payment Status Code Setup

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

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

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

See "Setting Up UDCs for Accounts Payable" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

17.2.2 Next Numbers Setup

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

See "Setting Up Next Numbers for Accounts Payable" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

17.2.3 Customer Master Setup

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

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

17.2.4 Accounts Payable Constants Setup

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

17.2.5 Subcontractor Threshold Setup

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

See "Processing Progress Payments" in the *JD Edwards EnterpriseOne Applications Subcontract Management Implementation Guide*.

17.3 Setting Pay When Paid Processing Options

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

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

17.3.1 Understanding Pay When Paid Processing Options

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

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

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

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

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

To enter pay when paid vouchers in the Procurement and Subcontract Management system, you need to set the appropriate processing options in the Voucher Match program. The system processes pay when paid vouchers that are entered in the Procurement and Subcontract Management system based on the subcontractor threshold that is defined in the Subcontractor Threshold program. It also assigns the payment status code that is specified in the Threshold Payment Status Code processing option of the Voucher Match program.

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

- Match Voucher to Open Receipt.
- Receive & Voucher POs.

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

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

17.3.2.1 Defaults

Pay Status Code

Specify the hold payment status code that the system assigns to pay when paid vouchers that are entered in the JD Edwards EnterpriseOne Accounts Payable system. The code must exist in UDC table 00/PS.

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

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

17.3.3.1 Versions

Voucher Master Business Function Version
Specify the version of the Voucher Entry MBF Processing Options program that is set up with the hold payment status code for pay when paid vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

Pay When Paid Manual Link Version
Specify the version of the Pay When Paid Manual Link program (P03B470) that the system uses when you select Pay When Paid from the form menu of the Supplier Ledger Inquiry program (P0411).

17.3.3.2 Pay When Paid

Pay When Paid Voucher
Specify whether vouchers that are entered in the JD Edwards EnterpriseOne Accounts Payable system are pay when paid vouchers. Values are:

Blank: Standard vouchers.

1: Pay when paid vouchers.

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

> **Note:** This processing option is used in conjunction with the Pay Status Code processing option in Voucher Entry MBF.

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

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

17.3.4.1 Process

Threshold Warning
Specify whether the system displays a warning message if the voucher total gross amount exceeds the threshold for the subcontractor (supplier) as defined in the Subcontractor Threshold program. Values are:

Blank: The system does not display warning messages.

1: The system displays warning messages.

Threshold Pay Status Code
Specify the payment status code from UDC table 00/PS that the system assigns to vouchers that exceed the subcontractor threshold.

18

Processing Pay When Paid Transactions

This chapter contains the following topics:

- Section 18.1, "Understanding the Pay When Paid Process"
- Section 18.2, "Understanding Features of Pay When Paid Processing"
- Section 18.3, "Understanding How to Link Invoices to Pay When Paid Vouchers"
- Section 18.4, "Entering Pay When Paid Vouchers"
- Section 18.5, "Creating and Revising Pay When Paid Groups"
- Section 18.6, "Releasing Pay When Paid Vouchers for Payment"
- Section 18.7, "Verifying Pay When Paid Integrity"

18.1 Understanding the Pay When Paid Process

After you set up the system to process pay when paid transactions, you can enter pay when paid vouchers and begin the pay when paid process.

When you enter pay when paid vouchers, the system creates the vouchers with a hold payment status. This prevents the vouchers from being included in a payment group during payment processing. After you enter pay when paid vouchers, you create invoices to send to the customer who is ultimately responsible for payment. The system automatically links the invoices to the vouchers using the pay when paid group number only for invoices that you create in Contract and Service Billing. You must manually link invoices that you create in Accounts Receivable using the Pay When Paid Manual Link program (P03B470).

When you run the automatic release program, the system identifies pay when paid groups and determines whether cash receipts have been applied to invoices in the group. When invoices in the group are paid, the automatic release program releases the vouchers in the group for payment.

These JD Edwards EnterpriseOne systems use pay when paid processing:

- JD Edwards EnterpriseOne Accounts Payable
- JD Edwards EnterpriseOne Accounts Receivable
- JD Edwards EnterpriseOne Procurement and Subcontract Management
- JD Edwards EnterpriseOne Contract and Service Billing

18.1.1 Accounts Payable

You can enter pay when paid vouchers in JD Edwards EnterpriseOne Accounts Payable using these versions of the A/P Standard Voucher Entry program (P0411), which are set up specifically for pay when paid processing:

- Pay When Paid Standard Voucher Entry.
- Pay When Paid Speed Voucher Entry.
- Multi Voucher Single Supplier with Pay When Paid.
- Multi Voucher Multi Supplier with Pay When Paid.
- Multi Company Single Supplier with Pay When Paid.

When you enter pay when paid vouchers in JD Edwards EnterpriseOne Accounts Payable, the system:

- Assigns the payment status code that you specify in the Voucher Entry MBF Processing Options program (P0400047).
- Updates the Pay When Paid field (PYWP) in the F0411 table and the G/L Posting Code - Alternate W field (ALTW) in the F0911 table with a **W** to identify the vouchers as pay when paid.

After you enter pay when paid vouchers, you can verify that the system updated the pay when paid fields by reviewing the vouchers in the Supplier Ledger Inquiry program (P0411). The system displays the Pay When Paid and Pay When Paid Group Number fields in the detail area of the Supplier Ledger Inquiry form.

18.1.2 Procurement and Subcontract Management

You can enter pay when paid vouchers using these versions of the Voucher Match program (P4314) in Procurement and Subcontract Management:

- Progress Payments.
- Match Voucher to Open Receipt.
- Receive & Voucher POs.

When you enter vouchers in Procurement and Subcontract Management, the system determines whether the voucher total gross amount exceeds the subcontractor (supplier) threshold defined in the Subcontractor Threshold program (P4355). If the voucher gross amount exceeds the subcontractor threshold, the system:

- Assigns the payment status code from user-defined code (UDC) table 00/PS, which you specify in the Threshold Pay Status Code processing option on the Process tab of the Voucher Match program.
- Updates the Pay When Paid field (PYWP) in the F0411 table and the G/L Posting Code - Alternate W field (ALTW) in the F0911 table with a **W** to identify the vouchers as pay when paid.

See Also:

Setting Up Pay When Paid Processing.

18.2 Understanding Features of Pay When Paid Processing

Pay when paid processing includes features that enable you to:

- Assign a unique payment status code to pay when paid vouchers.

- Automatically and manually link vouchers and invoices for pay when paid processing.
- Manually add and remove vouchers and invoices from existing pay when paid groups.
- Define the payment status code that the system assigns to pay when paid vouchers that are released for payment.
- Define a minimum cash receipt percentage that must be met for the system to automatically release pay when paid vouchers for payment.
- Run integrity reports that identify discrepancies with pay when paid groups, vouchers, and invoices.

18.3 Understanding How to Link Invoices to Pay When Paid Vouchers

After you enter pay when paid vouchers, you create the corresponding invoices that must be paid before the system releases the vouchers for payment. The invoices must be linked to the vouchers to automate the voucher release process.

You can link invoices to vouchers either automatically or manually. If you create invoices in Contract and Service Billing, the system automatically links the invoices to the vouchers by assigning a pay when paid group number when you run the Create A/R Entries program (R48199). If you create invoices in JD Edwards EnterpriseOne Accounts Receivable, you must use the Pay When Paid Manual Link program (P03B470) to manually link invoices and vouchers.

To create invoices in Contract and Service Billing that correspond to pay when paid vouchers, follow the same steps as you do when you create invoices for normal processing in Contract and Service Billing. If the vouchers for which you create invoices are pay when paid vouchers, identified by a **W** in the G/L Posting Code - Alternate W field in the F0911 table, the system updates the invoices as described in each of these steps:

1. Run the Workfile Generation program (R48120).

   The system updates the Pay When Paid Flag field (PTFG) in the Billing Detail Workfile table (F4812) with a **W.**

2. Run the Invoice Generation program (R48121 or R52121).

   The system updates the Pay When Paid field (PYWYP) in the Invoice Summary Work File table (F4822) with a **W.**

3. Run the Create A/R Entries program.

   The system creates a pay when paid group header record in the Pay When Paid Group Header table (F03B470) with the Pay When Paid Group Number and Pay When Paid Group Status fields. The system assigns the pay when paid group number to the invoice and the corresponding voucher in the Pay When Paid Group Number field (PWPG) in the Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) tables. The system also assigns **1** (inactive) in the Pay When Paid Group Status field in the F03B470 table.

See "Processing Invoices" in the *JD Edwards EnterpriseOne Applications Contract and Service Billing Implementation Guide*.

18.4 Entering Pay When Paid Vouchers

This section describes how to enter pay when paid vouchers.

18.4.1 Forms Used to Enter Pay When Paid Vouchers

Form Name	FormID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Pay When Paid Voucher Entry Methods (G04112), Pay When Paid Standard Voucher Entry	Review vouchers.
Enter Voucher - Payment Information	W0411A	On the Supplier Ledger Inquiry form, click Add.	Enter pay when paid vouchers.

18.4.2 Entering Pay When Paid Vouchers

Access the Enter Voucher - Payment Information form to enter pay when paid vouchers in JD Edwards EnterpriseOne Accounts Payable.

The steps to enter pay when paid vouchers are the same as those for entering vouchers in other systems.

See Also:

- "Entering Standard Vouchers" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
- "Processing Progress Payments" in the *JD Edwards EnterpriseOne Applications Subcontract Management Implementation Guide*.
- "Creating Vouchers" in the *JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide*.

18.5 Creating and Revising Pay When Paid Groups

This section provides an overview of the Pay When Paid Manual Link program and describes how to:

- Set processing options for Pay When Paid Manual Link (P03B470).
- Create a pay when paid group manually.
- Revise an existing pay when paid group.

18.5.1 Understanding the Pay When Paid Manual Link Program

Pay when paid groups are comprised of at least one voucher and one invoice. When you create or revise pay when paid groups, at least one voucher and one invoice must be assigned to the group.

The Pay When Paid Manual Link program enables you to review and revise existing pay when paid groups as well as to create new pay when paid groups. The types of revisions that you can make to existing pay when paid groups include:

- Adding vouchers and invoices to pay when paid groups.

  When you add vouchers to existing pay when paid groups, the system assigns the payment status code that you specify in the Pay When Paid Voucher Pay Status processing option.

- Removing vouchers and invoices from pay when paid groups.

When you remove vouchers from existing pay when paid groups, the system assigns the payment status code the you specify in the Pay Status for Removed Vouchers processing option.

Important: When you remove vouchers and invoices from existing pay when paid groups, the system deletes the pay when paid group number that is assigned to the vouchers and invoices. If you need to release specific vouchers in the group for payment, you can use the Speed Status Change program (P0411S) to update the payment status code to a value that is used by the payment process in JD Edwards EnterpriseOne Accounts Payable. Updating the payment status code instead of removing vouchers from pay when paid groups enables you to maintain an audit trail of pay when paid groups.

18.5.2 Forms Used to Create and Revise Pay When Paid Groups

Form Name	FormID	Navigation	Usage
Work With Pay When Paid Group	W03B470A	Pay When Paid Processing (G03B32), Pay When Paid Manual Link To manually create a pay when paid group, click Add.	Locate and review existing pay when paid groups.
Pay When Paid Group Detail	W03B470B	On the Work With Pay When Paid Group form, select an existing pay when paid group to revise or click Add to manually create a new pay when paid group.	Create a new pay when paid group or add to and remove vouchers and invoices from an existing pay when paid group.

18.5.3 Setting Processing Options for Pay When Paid Manual Link (P03B470)

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

18.5.3.1 Defaults

Pay When Paid Voucher Pay Status

Specify the payment status code that the system assigns to vouchers that are added to an existing pay when paid group.

The system does not assign a status code to vouchers that have a payment status code of **P** (Paid), **Z** (Payment Pending) or **#** (Payment in Process).

Pay Status for Removed Vouchers

Specify the payment status code that the system assigns to vouchers that are removed from a pay when paid group. To identify vouchers that have been removed from a pay when paid group, enter a unique payment status code.

The system does not assign this value to vouchers that you remove from pay when paid groups if the supplier master record has a hold payment or withholding status.

18.5.4 Creating a Pay When Paid Group Manually

Access the Pay When Paid Group Detail form.

1. Select Link Vouchers or Link Invoices from the Form menu.
2. On the Search & Select Vouchers to Link or the Search & Select Invoices to Link form, find and select the vouchers or invoices to manually create the pay when paid group and then click Select.

   The system displays the vouchers or invoices in the detail area of the Pay When Paid Group Detail form.

Pay When Paid Group Number
Displays the number that the system assigns to pay when paid groups during the voucher and invoice linking process.

Status
Displays the status of the pay when paid group from UDC table 03B/GS. Values are:

0: Released

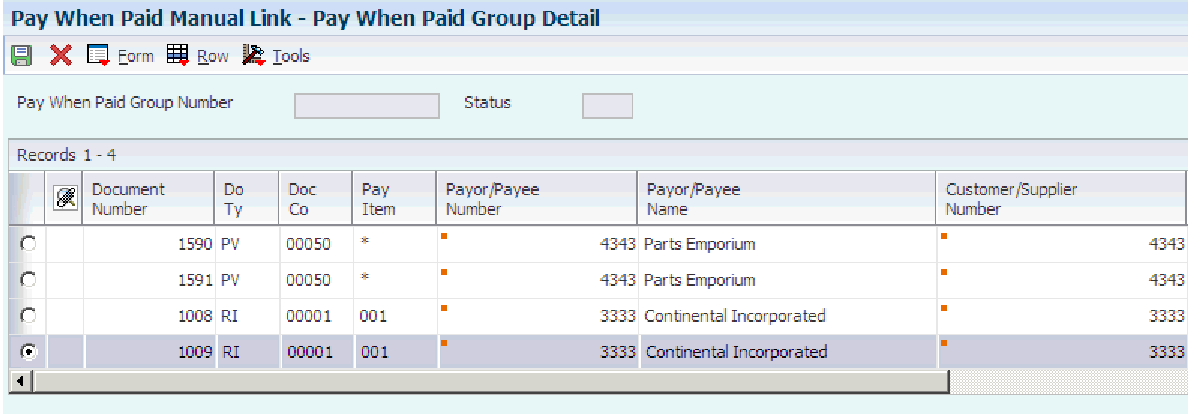
1: Inactive

2: Active

18.5.5 Revising an Existing Pay When Paid Group

Access the Pay When Paid Group Detail form.

Figure 18–1 Pay When Paid Group Detail form



Pay When Paid Manual Link - Pay When Paid Group Detail

Pay When Paid Group Number

Status

Records 1 - 4

		Document Number	Do Ty	Doc Co	Pay Item	Payor/Payee Number	Payor/Payee Name	Customer/Supplier Number
○		1590	PV	00050	*	4343	Parts Emporium	4343
○		1591	PV	00050	*	4343	Parts Emporium	4343
○		1008	RI	00001	001	3333	Continental Incorporated	3333
●		1009	RI	00001	001	3333	Continental Incorporated	3333

1. To add vouchers or invoices to a pay when paid group, on the Pay When Paid Group Detail form:
   - Select Link Vouchers or Link Invoices from the Form menu.
   - On the Search & Select Vouchers to Link or the Search & Select Invoices to Link form, find and select the vouchers or invoices to add to the pay when paid group, and then click Select.

     The system displays the vouchers or invoices in the detail area of the Pay When Paid Group Detail form.
2. To remove a voucher or an invoice from a pay when paid group, on the Pay When Paid Group Detail form:

- Select the voucher or invoice and then select Toggle Remove Flag from the Row menu.

  The system displays an **X** next to the document that you selected to indicate that it will be removed from the pay when paid group.
- Click OK.
- On the Remove Transaction Confirmation form, click OK to confirm the removal.

3. To remove all vouchers and invoices from a pay when paid group, on the Pay When Paid Group Detail form:

- Select Remove All from the Form menu.
- Click OK.
- In the Pay When Paid Manual Link - Message window, click OK to confirm the removal.

18.6 Releasing Pay When Paid Vouchers for Payment

This section provides an overview of pay when paid group statuses and voucher release and discusses how to:

- Run the Pay When Paid Automatic Release program.
- Set processing options for Pay When Paid Automatic Release (R03B470).

18.6.1 Understanding Pay When Paid Group Statuses

The Pay When Paid Automatic Release program (R03B470) uses the Pay When Paid Group Status field in the F03B470 table to select pay when paid groups for processing and to identify the status of pay when paid groups. This table describes the pay when paid group statuses:

Pay When Paid Group Status	Description of Status
1 (Inactive)	The system initially assigns this value to pay when paid groups if no cash receipts have been applied to invoices in the group. The system also assigns this value to pay when paid groups when you run the Pay When Paid Automatic Release program and the cash receipts that are applied to invoices in the group do not meet the minimum cash receipt percentage defined on the customer master record. **Note:** The system does not process pay when paid groups at this status when you run the Pay When Paid Automatic Release program unless you set the Inactive Groups processing option to **1.**
2 (Active)	The system assigns this value to pay when paid groups when cash receipts are applied to invoices in a pay when paid group. The system processes groups at this status when you run the Pay When Paid Automatic Release program.

Pay When Paid Group Status	Description of Status
0 (Released)	The system assigns this value to pay when paid groups when cash receipts are applied to invoices in the group and the minimum cash receipt percentage defined on the customer master record has been met. Vouchers in pay when paid groups at this status have been released for payment and the group is considered closed.

18.6.2 Understanding Voucher Release

To automatically release vouchers for payment, run the Pay When Paid Automatic Release program. The system:

1. Selects pay when paid groups that are at an active status (2).

   The system selects pay when paid groups at an inactive status (1) if you set the Inactive Groups processing option.

2. Determines whether minimum cash receipt percentages are defined for customers in the pay when paid group and, if so, whether the minimum percentage is met.
3. Updates the pay when paid group status accordingly.

Depending on whether minimum cash receipt percentages are defined for customers in pay when paid groups, the system updates the pay when paid group status differently:

- If cash receipts have been applied to invoices in a pay when paid group and a minimum cash receipt percentage is defined on the customer master record, the system summarizes the total of cash receipts applied to invoices in the group and determines whether the minimum cash receipt percentage is met:
  - If the amount of cash receipts is less than the minimum cash receipt percentage, the system updates the Pay When Paid Group Status field from **2** to **1.**

    The pay when paid group status remains at an inactive status until an additional cash receipt, regardless of the cash receipt amount, is applied to invoices in the pay when paid group.
  - If the amount of cash receipts is greater than or equal to the minimum cash receipt percentage that is defined on the customer master record, the system updates the payment status code on all vouchers in the group to the status that is defined in the Accounts Payable Constants program (P0000) and updates the Pay When Paid Group Status field from **2** to **0.**
- If at least one cash receipt, regardless of the cash receipt amount, has been applied to an invoice in the group and a minimum cash receipt percentage is not defined on the customer master record, the system:
  - Updates the payment status code on all vouchers in the group to the status defined in the Accounts Payable Constants program.
  - Updates the Pay When Paid Group Status field from **2** to **0.**

If a pay when paid group contains invoices for a customer in multiple companies and, for each customer by line of business, you define different minimum cash receipt percentages, the system summarizes cash receipt totals based on the combination of customer and company. Unless each customer and company combination in the group meets the minimum cash receipt percentage that are defined for the corresponding customer by line of business, the system does not release any vouchers in the group.

Note: An alternative to running the Pay When Paid Automatic Release program to release vouchers for payment is to use the Speed Status Change program (P0411S). Using the Speed Status Change program, you can manually update the payment status code of vouchers to a value that you use for payment processing. This might be useful to release certain vouchers to prevent a delay in payment to those suppliers for which you have received payment from the responsible client, but for which the overall group minimum cash receipt percentage has not yet been met.

18.6.3 Running the Pay When Paid Automatic Release Program

Select Pay When Paid Processing (G03B32), Pay When Paid Automatic Release.

Depending on your business needs, you should run this program as often as necessary to have current payment processing information in Accounts Payable.

18.6.4 Setting Processing Options for Pay When Paid Automatic Release (R03B470)

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

18.6.4.1 Process

1. Inactive Groups
Specify whether the system processes inactive pay when paid groups. Values are:

Blank: Do not process inactive pay when paid groups. The system processes only active pay when paid groups.

1: Process inactive pay when paid groups. The system processes both active and inactive pay when paid groups.

Caution: Setting this processing option to **1** can significantly increase the processing time of the program, depending on the number of records in your system.

18.7 Verifying Pay When Paid Integrity

This section provides an overview of pay when paid integrity reports and discusses how to:

- Run pay when paid integrity reports.
- Set processing options for Pay When Paid Supplier Ledger Integrity (R03B473).

18.7.1 Understanding Pay When Paid Integrity Reports

As part of the pay when paid process, you should run these integrity reports to identify discrepancies with pay when paid data:

- Pay When Paid Group Header Integrity (R03B471).
- Pay When Paid Customer Ledger Integrity (R03B472).
- Pay When Paid Supplier Ledger Integrity (R03B473).

18.7.1.1 Pay When Paid Group Header Integrity

The Pay When Paid Group Header Integrity program verifies that pay when paid groups have:

- A group header record in the F03B470 table.
- At least one invoice and one voucher.

If a group header record is missing or there is not at least one voucher and one invoice in a pay when paid group, the system prints the affected groups on the Pay When Paid Group Header Integrity report.

18.7.1.2 Pay When Paid Customer Ledger Integrity

The Pay When Paid Customer Ledger Integrity program locates invoices that the system cannot process in pay when paid groups. Pay when paid groups cannot contain:

- Deductions
- AR drafts
- Unapplied cash
- Voided invoices

The system prints pay when paid groups that contain these invoices on the Pay When Paid Customer Ledger Integrity report.

18.7.1.3 Pay When Paid Supplier Ledger Integrity

The Pay When Paid Supplier Ledger Integrity program locates vouchers that the system cannot process in pay when paid groups. Pay when paid groups cannot contain:

- AP drafts
- Prepayments
- Voided vouchers
- Vouchers that were created using the Payment Without Voucher Match program (P0411).

You can set processing options to identify:

- Logged vouchers that are in a pay when paid group.
- Vouchers that do not have all pay items in a pay when paid group.
- Vouchers that are in multiple pay when paid groups.
- Vouchers that are marked as pay when paid but are not assigned to a pay when paid group.

The system prints pay when paid groups that contain these vouchers on the Pay When Paid Supplier Ledger Integrity report.

18.7.2 Running Pay When Paid Integrity Reports

Select one of these reports from the Pay When Paid Processing menu (G03B32):

- Pay When Paid Group Header Integrity.
- Pay When Paid Customer Ledger Integrity.

- Pay When Paid Supplier Ledger Integrity.

Note: The Pay When Paid Group Header Integrity and Pay When Paid Customer Ledger Integrity reports do not have processing options.

18.7.3 Setting Processing Options for Pay When Paid Supplier Ledger Integrity (R03B473)

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

18.7.3.1 Process

1. Mixed Vouchers
Specify whether the system identifies vouchers that are associated with more than one pay when paid group. Values are:

Blank: Do not identify vouchers.

1: Identify vouchers.

2. Partial Vouchers
Specify whether the system identifies vouchers that have pay items that are not associated with a pay when paid group. Values are:

Blank: Do not identify vouchers.

1: Identify vouchers.

3. Unassociated Vouchers
Specify whether the system identifies vouchers that are marked as pay when paid vouchers that are not yet associated with a pay when paid group. Values are:

Blank: Do not identify vouchers.

1: Identify vouchers.

4. Logged Vouchers
Specify whether the system identifies logged vouchers that are assigned to a pay when paid group. Values are:

Blank: Do not identify logged vouchers.

1: Identify logged vouchers.

19

Understanding Supplemental Data

This chapter contains the following topics:

- Section 19.1, "Supplemental Data"
- Section 19.2, "Supplemental Data Type Formats"
- Section 19.3, "Example: Supplemental Data for a Construction Company"

19.1 Supplemental Data

You use supplemental data to track and store information that is not included in the standard master tables in JD Edwards EnterpriseOne software.

Using supplemental data, you define categories and further define information that you want to track for each category. Assume that you want to track the delivery methods for your customers. Delivery method is not a field in any of the master tables. Using supplemental data, you could define a category called Delivery Methods and then define the different delivery methods that you use.

JD Edwards EnterpriseOne software provides one supplemental database for each of these systems:

- JD Edwards EnterpriseOne Address Book
- JD Edwards EnterpriseOne General Accounting
- JD Edwards EnterpriseOne Job Cost
- JD Edwards EnterpriseOne Fixed Assets
- JD Edwards EnterpriseOne Human Capital Management
- JD Edwards EnterpriseOne Payroll
- JD Edwards EnterpriseOne Equipment/Plant Management
- JD Edwards EnterpriseOne Work Orders
- JD Edwards EnterpriseOne Inventory Management

You can set up databases in addition to those provided by JD Edwards EnterpriseOne software. For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can enter and use supplemental data.

Information for supplemental database codes is stored in these tables:

- Supplemental Database Setup (F00090)
- Supplemental Database Data Types (F00091)

- Supplemental Data (F00092)

19.2 Supplemental Data Type Formats

The type of information that you want to track determines the format in which you display supplemental data. These formats are available:

Format	Usage
Narrative	Use the narrative format to enter free-form text, such as: ▪ General remarks ▪ Notes ▪ Memos ▪ Descriptions ▪ Employee performance appraisals ▪ Applicant interview notes ▪ Job descriptions ▪ Legal descriptions The system stores narrative text as generic text attachments.
Message	Use the message format to enter narrative information about the data type. This format is similar to the narrative format.
Code	Use the code format to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for: ▪ Language skills ▪ Training completed ▪ Employee appraisal details ▪ Description of incident ▪ Cost of damage You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process. To enter text, you can add an attachment to data types that use the code format.
Program	The program format enables you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, you can set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.

19.3 Example: Supplemental Data for a Construction Company

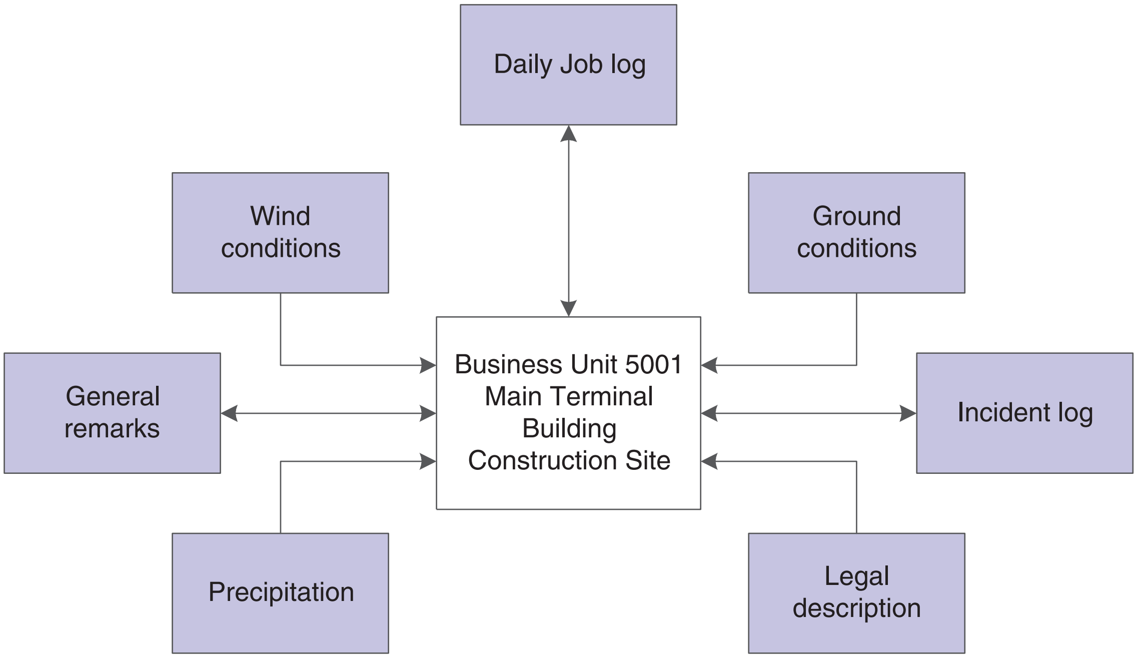
Assume that you work for a construction company and the company wants to use supplemental data to track the progress of each job (or business unit). Specifically, your company wants to track this information for each job:

- Legal description
- General remarks
- Ground conditions

- Precipitation
- Wind conditions
- Daily job logs
- Incident log

This example illustrates the information that you want to track for business unit 5001:

Figure 19–1 Supplemental data for business unit 5001


Daily Job log
Wind conditions
Ground conditions
General remarks
Business Unit 5001 Main Terminal Building Construction Site
Incident log
Precipitation
Legal description

19.3.1 Data Types

You must set up data types for the legal description, general remarks, ground conditions, and so on.

19.3.1.1 Data Types with a Narrative Format

You set up data types for:

- Legal description. This data type contains a legal description of the job site.
- General remarks. This data type describes the delays related to the ground conditions.

The data types for legal description and general remarks contain free-form text and, therefore, use the narrative format.

19.3.1.2 Data Types with a Code Format

You also set up data types for:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs

- Incident log

These data types use the code format, which enables you to customize the entry form on which you enter data. With the code format, you can track additional information such as categories, dates, and amounts.

To track detailed information for ground conditions for a job, you set up these categories:

- Dry
- Mud
- Frost greater than 20 inches

20

Setting Up Supplemental Data

This chapter contains the following topics:

- Section 20.1, "Understanding Supplemental Data Setup"
- Section 20.2, "Setting Up Supplemental Database Codes"
- Section 20.3, "Setting Up Supplemental Data Types"
- Section 20.4, "Setting Up Language Overrides"

20.1 Understanding Supplemental Data Setup

To use the supplemental database, you must first set up user-defined codes (UDCs) for supplemental database codes. These database codes are used for supplemental data purposes only. Then you use the Supplemental Data Setup program (P00091) to set up information for database codes. For each supplemental database, you can create one or more data types to track and organize your information.

After you set up codes and data types, you can use the Supplemental Data program (P00092) to enter supplemental information.

20.2 Setting Up Supplemental Database Codes

This section discusses how to:

- Set up UDCs for supplemental database codes.
- Set up a supplemental database code.

20.2.1 Forms Used to Set Up Database Codes

Form Name	FormID	Navigation	Usage
Work With Supplemental Database Setup	W00091B	CIF Supplemental Data (G01312), Supplemental Data Setup Business Unit Supplemental Data (G09312), Supplemental Data Setup Item Supplemental Data/CIF (G4124), Supplemental Data Setup Supplemental Data Setup (G05BSD4), Supplemental Database & Data Type Setup Supplemental Data Setup (G1344), Supplemental Data Setup	Review a list of supplemental database codes.
Supplemental Database Setup	W00091A	Click Add on the Work With Supplemental Database Setup form.	Set up a supplemental database code.

20.2.2 Setting Up UDCs for Supplemental Database Codes

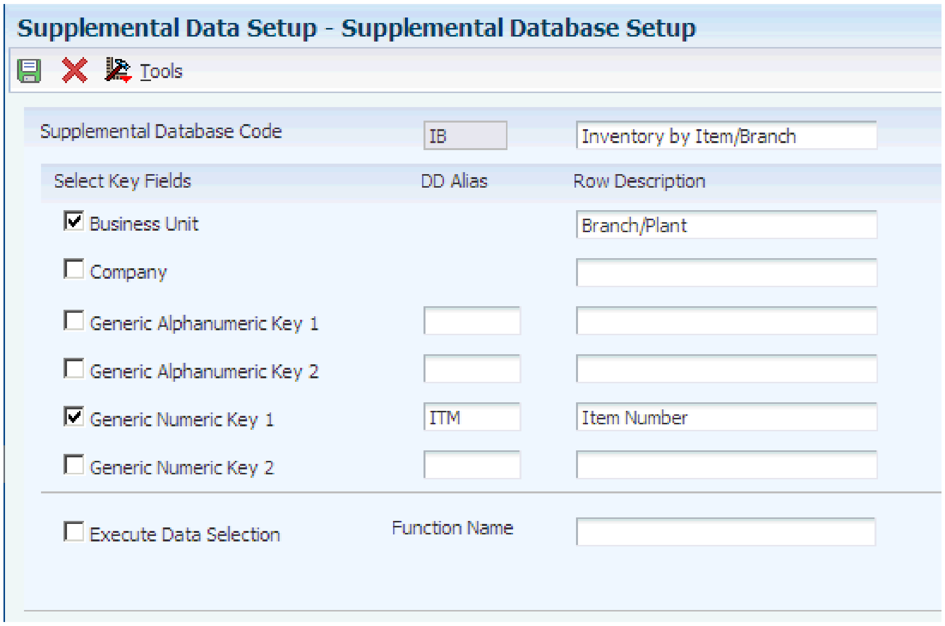
You should set up UDCs for supplemental database codes using systems 55 through 59, inclusive. Systems 55 through 59 are reserved for clients. Database code tables for these systems are protected from being overwritten when you install an update to your JD Edwards EnterpriseOne software. You can also use the database codes that are available in UDC table 00/SD.

A database code differentiates supplemental data types for various systems. For example, the supplemental database code for **E** (employees) in UDC table 00/SD contains data types that you use to track additional employee information, such as education and job skills.

20.2.3 Setting Up a Supplemental Database Code

Access the Supplemental Database Setup form.

Figure 20–1 Supplemental Database Setup form



Supplemental Data Setup - Supplemental Database Setup

Supplemental Database Code: IB — Inventory by Item/Branch

Select Key Fields	DD Alias	Row Description
☑ Business Unit		Branch/Plant
☐ Company		
☐ Generic Alphanumeric Key 1		
☐ Generic Alphanumeric Key 2		
☑ Generic Numeric Key 1	ITM	Item Number
☐ Generic Numeric Key 2		

☐ Execute Data Selection

Function Name:

Supplemental Database Code
Enter a code from UDC table 00/SD, or a user-specified code from the UDC tables for systems 55 through 59.

Business Unit and Company
Specify whether the system uses the business unit and company as key fields for supplemental data.

If you select one or both of these check boxes, the Business Unit or Document Company field, or both appear as a key field on the Work With Supplemental Data form.

Generic Alphanumeric Key 1 and Generic Alphanumeric Key 2
Specify whether the system uses these as key fields for supplemental data.

If you select one or both of these check boxes, you must enter a valid data dictionary alias in the corresponding DD Alias fields. The Generic Alphanumeric Key 1 or Generic Alphanumeric Key 2 field, or both appear with the data dictionary name as a key field on the Work With Supplemental Data form.

Generic Numeric Key 1 and Generic Numeric Key 2
Specify whether the system uses these as a key field for supplemental data.

If you select one or both of these check boxes, you must enter a valid data dictionary alias in the corresponding DD Alias fields. The Generic Numeric Key 1 or Generic Numeric Key 2 field, or both appear with the data dictionary name as a key field on the Work With Supplemental Data form.

DD Alias (data dictionary alias)
Enter a valid data dictionary alias for each key field that you select. The data dictionary alias must exist in the UDC table 00/S1 (for generic numeric keys) and UDC table 00/S2 (for generic alphanumeric keys).

Row Description
To override the data dictionary name for a data dictionary alias, enter a value. The description that you enter in this field appears as the key field name on the Work With Supplemental Data form.

20.3 Setting Up Supplemental Data Types

This section provides an overview of supplemental data type setup and discusses how to:

- Set up a supplemental data type with a code or narrative format.
- Set up a supplemental data type code with a program format.

20.3.1 Understanding Supplemental Data Type Setup

When you set up data types, you specify the format for each data type. Formats can be narrative, code, or program. The format that you specify determines the fields that appear on the Data Type Revisions form and the type of information that you set up. For example, the form for code formats includes fields for column heading names that you want to appear on forms and in reports whereas the form for program formats includes fields for application numbers and form IDs.

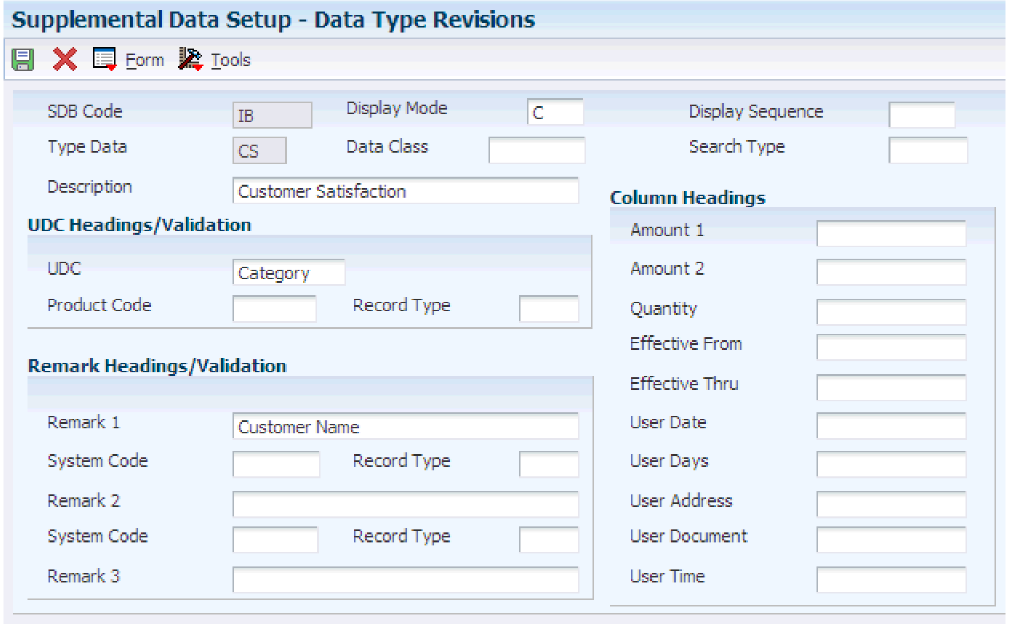
20.3.2 Forms Used to Set Up Supplemental Data Types

Form Name	FormID	Navigation	Usage
Data Type Revisions	W00091D	On the Work With Supplemental Database Setup form, select a database code and then select Work With Data Type from the Row menu. Click Add on the Work With Data Types form.	Set up data types for a supplemental data base code.

20.3.3 Setting Up a Supplemental Data Type with a Code or Narrative Format

Access the Data Type Revisions form.

Figure 20–2 Data Type Revisions form



Supplemental Data Setup - Data Type Revisions

SDB Code: IB

Display Mode: C

Type Data: CS

Description: Customer Satisfaction

UDC: Category

Remark 1: Customer Name

Form
Tools
Display Sequence
Data Class
Search Type
UDC Headings/Validation
Product Code
Record Type
Remark Headings/Validation
System Code
Record Type
Remark 2
System Code
Record Type
Remark 3
Column Headings
Amount 1
Amount 2
Quantity
Effective From
Effective Thru
User Date
User Days
User Address
User Document
User Time

20.3.3.1 Header Fields

Display Mode
Enter a code from UDC table H00/DS to specify the format of a data type. This code determines the display mode for supplemental data. Values for the code and narrative format are:

C: Code. This mode displays the form for entering code-specific information. Code-specific information might be associated with the User Defined Codes table (F0005).

N: Narrative format. This mode displays the form for entering narrative text.

Other formats are:

P: Program.

M: Message. This mode displays the form for entering code-specific information. The system can validate the code values that you enter against values in the Generic Message/Rates table (F00191). This code is not used by the Human Capital Management or Financial Management system.

Type Data
Enter a one- or two-character code that identifies a particular type of supplemental data. You can either create a new data type in this field or enter an existing data type. For example, a construction company might create data types for daily logs (DL), ground conditions (GR), and legal descriptions (LG).

Display Sequence
Enter a number that specifies the order in which you want a group of data types to appear on the Work With Supplemental Data form.

Data Class
Enter a code from UDC table 00/CL that identifies a group of data in the Central Information File. Values are:

APP: Application call

NAR: Narrative

PUR: Products purchased

Enter a value in this field if you want to categorize your data types by the kind of information that they contain. For example, if you have data types that use both narrative and code formats and that contain information about products purchased, you might want to assign the same data classification to the data types.

Search Type
Enter a code from UDC table 01/ST that specifies the type of address book record to search for. Examples include:

E: Employees

V: Suppliers

C: Customers

20.3.3.2 UDC and Remark Headings/Validation Fields

The fields under these headings work in conjunction with one another.

UDC, Remark 1, Remark 2, and Remark 3
Enter the title or description of the column heading. The value in this field overrides the corresponding UDC, Remark 1, Remark 2, or Remark 3 column heading in the detail area on the General Description Entry form. You can identify the field associated with this column as a generic field or as a field that is edited against a UDC table.

For example, if a supplemental data type relates to the educational degrees of employees (BA, MBA, PhD, and so on), the heading could be Degree.

If you leave the corresponding Product Code and Record Type fields blank, the system accepts any value that you enter in the data entry field for the corresponding column on the General Description Entry form.

If you enter values in the Product Code and Record Type fields, the system validates any value that you enter in the data entry field for the corresponding column.

Product Code and Record Type
These fields work together to identify the UDC table that the system uses to validate the value that you enter in the data entry field for the UDC column on the General Description Entry form. If you enter a value that does not exist in the UDC table, the system displays an error message on the form.

If you leave these fields blank, you can enter any value in the data entry field for the UDC column on the form; the system does no verification.

For example, assume that you enter **08** in the Product Code field and **SK** (Skills) in the Record Type field. The system verifies that any data that you enter in the data entry field associated with the UDC column on the General Description Entry form exists in UDC table 08/SK.

20.3.3.3 Column Headings

Amount 1, Amount 2, Quantity, Effective From, Effective Thru, User Date, User

Address, User Document, and User Time
Enter the title or description of the column heading. The value that you enter in each of these fields overrides the corresponding column heading name in the detail area on the General Description Entry form.

Based on the column heading, the fields for the column might contain statistical or measurable information, document numbers, and so on.

This list contains examples of data types and corresponding column heading names:

Bid submittals – Bid Amounts.

Education – Graduation.

Professional licenses – Expires.

Scheduling – Lead Time.

20.3.4 Setting Up a Supplemental Data Type Code with a Program Format

Access the Data Type Revisions form.

Display Mode
Enter a code from UDC H00/DS to specify the format of a data type. This code determines the display mode for supplemental data. For the program format, enter **P** in this field. This mode enables you to exit to the program that you specify in the Form Name field on the Data Type Revisions form.

Values for other formats are:

C: Code.

N: Narrative.

M: Message.

Application Name
Enter the object ID that the system uses to call an application.

Form Name
Enter the form ID for an executable program.

Version
Enter the version number of the program identified in the Application Name field.

20.4 Setting Up Language Overrides

This section discusses how to set up a language override.

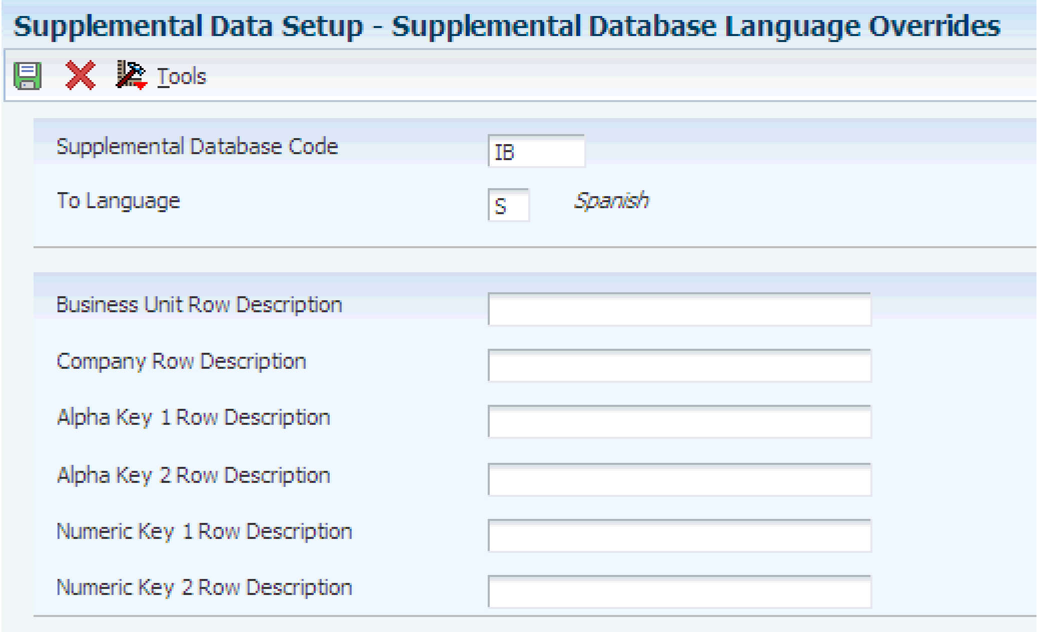
20.4.1 Form Used to Set Up Language Overrides

Form Name	FormID	Navigation	Usage
Supplemental Database Language Overrides	W00091H	On the Work With Supplemental Database Setup form, select a database code and then select Work With Lang Pre (Work With Language Preferences) from the Form menu. Click Add on the Work With Language Overrides form.	Set up a language override for a supplemental database code.

20.4.2 Setting Up a Language Override

Access the Supplemental Database Language Overrides form.

Figure 20–3 Supplemental Database Language Overrides form



Supplemental Data Setup - Supplemental Database Language Overrides
Tools

Supplemental Database Code	IB	
To Language	S	Spanish
Business Unit Row Description		
Company Row Description		
Alpha Key 1 Row Description		
Alpha Key 2 Row Description		
Numeric Key 1 Row Description		
Numeric Key 2 Row Description		

Language
Enter a code from UDC table 01/LP that specifies the language to use on forms and reports. The code for the language must exist at either the system level or in your user preferences.

Business Unit Row Description and Company Row Description
Enter an override description for the Business Unit and Document Company fields on the supplemental data inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

Alpha Key 1 Row Description and Numeric Key 1 Row Description
Enter an override description for the data dictionary alias that you entered as a key field for the supplemental data inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.

21

Entering Supplemental Data

This chapter contains the following topics:

- Section 21.1, "Entering Supplemental Data"
- Section 21.2, "Copying Supplemental Data Types"
- Section 21.3, "Reviewing Supplemental Data"
- Section 21.4, "Printing Supplemental Data Reports"

21.1 Entering Supplemental Data

This section provides an overview of supplemental data entry and discuss how to:

- Enter supplemental data.
- Enter supplemental data in the code format.
- Set processing options for Supplemental Data (P00092).

21.1.1 Understanding Supplemental Data Entry

After you set up the supplemental database and data types for your system, you can enter supplemental data.

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the format in which you want to track information. Three formats are available:

Format	Description
Narrative	When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.
Code	When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields on the General Description Entry form. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.

Format	Description
Program	When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that enables you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

Supplemental data is stored in the Supplemental Data table (F00092).

Note: Use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remark Headings/Validation areas of the Data Type Revisions form. If you use the Supplemental Data program (P00092) to change information instead, the next time that you view the record, the system issues an error because it is using another UDC table to validate the data.

21.1.2 Forms Used to Enter Supplemental Data

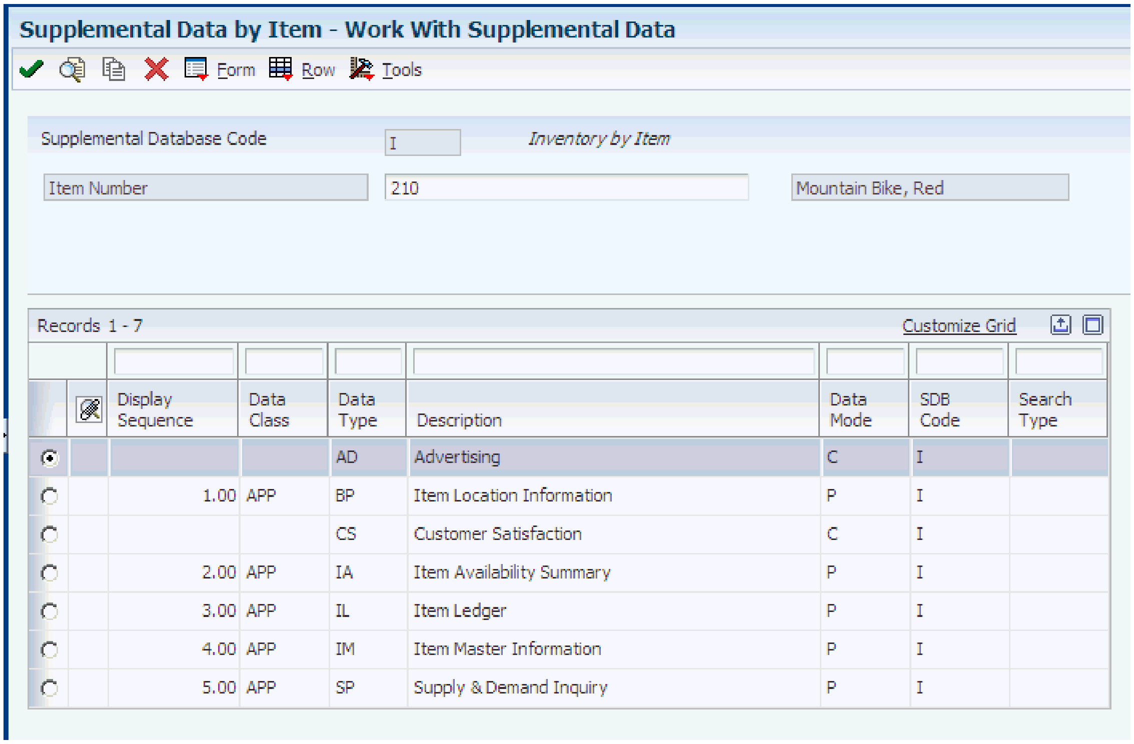
Form Name	FormID	Navigation	Usage
Work With Supplemental Data	W00092 D	Use one of these navigations: CIF Supplemental Data (G01312), Supplemental Data Employee Supplemental Data (G05BSDE1), Employee Supplemental Data Entry Business Unit Supplemental Data (G09312), Supplemental Data Item Supplemental Data/CIF (G4124), Supplemental Data by Item or Supplemental Data by Item/Branch	Review the data type records for a specific database code. The database code that appears on the Work With Supplemental Data form is specified in a processing option for the program. The system displays certain key fields based on the database code.
General Description Entry	W00092C	On the Work With Supplemental Data form, click Find to locate the data type record in which to enter supplemental data. Depending on the format specified in the Data Mode field, one of three forms appears when you click Select: **C** (code): General Description Entry form. **N** (narrative): Media Object Viewer form. **P** (program): the form assigned to the data type.	Enter supplemental data.

Form Name	**FormID**	**Navigation**	**Usage**
Data Type Revisions	W00091 D	On the Work With Supplemental Data form, select Data Type Revision from the Row menu.	Revise existing data types.

21.1.3 Entering Supplemental Data

Access the Work With Supplemental Data form.

Figure 21–1 Work With Supplemental Data form



Supplemental Data by Item - Work With Supplemental Data

Supplemental Database Code: I *Inventory by Item*

Item Number: 210 Mountain Bike, Red

Records 1 - 7

		Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
●				AD	Advertising	C	I	
○		1.00	APP	BP	Item Location Information	P	I	
○				CS	Customer Satisfaction	C	I	
○		2.00	APP	IA	Item Availability Summary	P	I	
○		3.00	APP	IL	Item Ledger	P	I	
○		4.00	APP	IM	Item Master Information	P	I	
○		5.00	APP	SP	Supply & Demand Inquiry	P	I	

To enter supplemental data, select a data type record on the Work With Supplemental Data form and click Select.

The form that appears next is based on the format specified in the Data Mode field.

Data Mode
If this field contains **P**, the system displays the program and form that you identified when you set up the program format for the data type.

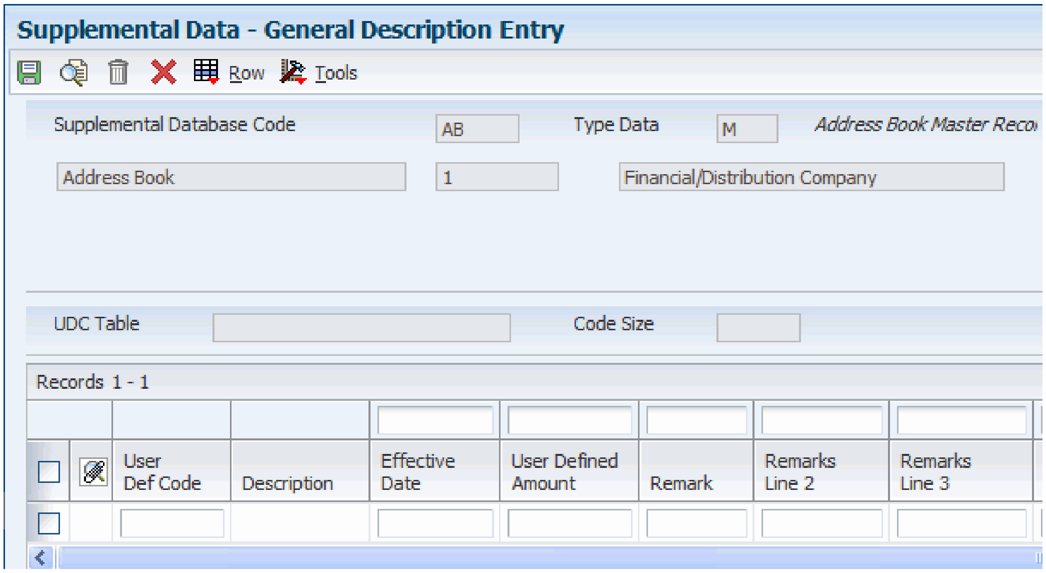
If this field contains **N**, the system displays the Media Object Viewer on which you can enter narrative text.

If this field contains **C**, the system displays the General Description Entry form.

21.1.4 Entering Supplemental Data in the Code Format

Access the General Description Entry form.

Figure 21–2 General Description Entry form



Supplemental Database Code: AB

Type Data: M *Address Book Master Reco*

Address Book

1

Financial/Distribution Company

UDC Table

Code Size

Records 1 - 1

☐		User Def Code	Description	Effective Date	User Defined Amount	Remark	Remarks Line 2	Remarks Line 3
☐								

This form appears only if the format assigned to the data type is C (code).

Ending Date
If you leave the Ending Date field blank and you specified that the system assign an ending date in a processing option for the Supplemental Data program, the system uses the ending effective date from the Address by Date table (F0116).

21.1.5 Setting Processing Options for Supplemental Data (P00092)

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

21.1.5.1 Processing

1. Select the Supplemental Database Code for the system you would like to create a central information index for.
Specify the supplemental database code for the system for which you would like to create a central information index.

2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.
Specify whether the system automatically assigns an ending date when the Effective Date field is left blank on the General Description Entry form. Values are:

Blank or **0:** Assign an ending effective date.

1: Do not assign an ending effective date.

21.2 Copying Supplemental Data Types

This section provides an overview of supplemental data type copying and discusses how to copy supplemental data type information.

21.2.1 Understanding Supplemental Data Type Copying

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, to enter supplemental data for an address book number that is similar to an existing address book number, you can copy information from one record to another record. After you copy the data, you can revise it as necessary.

When you copy supplemental data, follow these guidelines:

- Copy supplemental data only within the same supplemental database code.

  Suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

- Copy supplemental data that is in code format only.

  You cannot copy narrative text.

- Copy information from one data type to another data type.

21.2.2 Form Used to Copy Supplemental Data Types

Form Name	FormID	Navigation	Usage
General Description Entry	W00092C	On the Work With Supplemental Data form, click Find to review the data type records.	Copy information from one supplemental data type to another supplemental data type. You can copy a data type only if it is assigned the code format.

21.2.3 Copying Supplemental Data Type Information

Access the General Description Entry form.

Select a data type record with **C** (code) in the Data Mode field and click Copy.

21.3 Reviewing Supplemental Data

This section discusses how to:

- Set processing options for Inquiry by Business Unit (P00620).
- Review supplemental data.

21.3.1 Forms Used to Review Supplemental Data

Form Name	FormID	Navigation	Usage
Work with Supplemental Data Profiles	W00620A	Business Unit Supplemental Data (G09312), Inquiry by Business Unit	Review the supplemental data types for a business unit.
Work With Supplemental Data by Data Type	W050210E	Employee Supplemental Data (G05BSDE1), Employee Data by Data Type	Review a specific data type for a database code.
Work With Supplemental Data Profiles (Key1)	W410200A	Item Supplemental Data/CIF (G4124), Profile Inquiry by Item	Review the supplemental data types for an item number.

Form Name	FormID	Navigation	Usage
Work With Supplemental Data Profiles (MCU/Key1)	W410200D	Item Supplemental Data/CIF (G4124), Profile Inquiry by Item Branch	Review the supplemental data types for an item number and a branch/plant.
Work With Supplemental Data	W480200F	Work Order Supplemental Data (G4813), Inquiry by Order	Review work orders for a supplemental data type and database.
Work With Inquiry By Data Type	W480210B	Work Order Supplemental Data (G4813), Inquiry by Data Type	Review work orders for a supplemental data type.

21.3.2 Setting Processing Options for Inquiry by Business Unit (P00620)

Each system that uses supplemental data has supplemental data inquiry programs and corresponding processing options. These processing options are for supplemental data used for business units.

21.3.2.1 SDB Code

Enter a Supplemental Database Code
Specify the database code of the data types that you want to appear on the Work with Supplemental Data Profiles form. If you leave this processing option blank, the system displays data types for database code BU (business units).

21.3.3 Reviewing Supplemental Data

Access the Work with Supplemental Data Profiles, Work With Supplemental Data by Data Type, Work With Supplemental Data Profiles (Key1), Work With Supplemental Data Profiles (MCU/Key1), Work With Supplemental Data, or Work With Inquiry By Data Type form.

You can review supplemental data in various ways. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units such as job sites in the Western region of the United States. You can also review supplemental data by item to review the master information for an item and the supplemental information with which it is associated, such as information for a work order.

21.4 Printing Supplemental Data Reports

Each system that uses supplemental data has supplemental data reports and corresponding processing options. This section includes information about supplemental data reports for business units.

This section provides an overview of supplemental data reports for business units and discusses how to:

- Set processing options for Data by Data Type (R00640) and Data by Business Unit (R00650).
- Run supplemental data reports for business units.

21.4.1 Understanding Supplemental Data Reports for Business Units

You can print these reports to review a summary of your business unit supplemental data:

- Data by Data Type (R00640)
- Data by Business Unit (R00650)

These reports are based on data that is stored in the Supplemental Database Data Types (F00091) and Supplemental Data (F00092) tables. You can print two versions of each report. One version sorts business units alphabetically, and the other version sorts them numerically. You can choose whether to include the narrative text for each version. The system stores supplemental narrative text as generic text attachments.

21.4.1.1 Report Headings and Column Titles

The heading on each of these supplemental data reports is the text that you entered in the Description field when you set up the data type on the Data Type Revisions or General Description Entry form.

The column titles are the text that you entered in the UDC, Amount 1, Remark 1, Remark 2, Effective From, and Effective Thru fields when you set up the data type.

21.4.2 Setting Processing Options for Data by Data Type (R00640) and Data by Business Unit (R00650)

The processing options for the Data by Data Type report and the Data by Business Unit report are the same.

21.4.2.1 Generic Text

Generic Text Option
Specify whether the system prints text information on the report. Values are:

Blank: Print text information.

1: Do not print text information.

21.4.2.2 SDB Code

Supplemental Database Code
Specify a code from UDC table 00/SD. If you leave this processing option blank, the system prints records for the supplemental database code BU (business unit).

21.4.3 Running Supplemental Data Reports for Business Units

Use these navigations:

- Select Business Unit Supplemental Data (G09312), Data by Business Unit.
- Select Business Unit Supplemental Data (G09312), Data by Data Type.

22

Using Batch Control to Manage the Entry Process

This chapter contains the following topics:

- Section 22.1, "Understanding Batch Control"
- Section 22.2, "Entering Batch Control Information"
- Section 22.2.2, "Prerequisite"
- Section 22.3, "Reviewing Batch Control Information"

22.1 Understanding Batch Control

Batch control can help you manage the entry process. With batch control activated, you specify the number of documents and the total amount that you expect to enter in a batch. Then when you exit the last document in the batch, a form displays any differences between the expected and actual totals. Instead of reviewing each document individually, you can quickly determine whether the number of documents and total amount entered is correct or requires further review and possible revision.

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

You activate batch control by system in the constants for AR, AP, and GL.

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

22.2 Entering Batch Control Information

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

22.2.1 Understanding Batch Control Entry

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

22.2.2 Prerequisite

Before you complete the tasks in this section, you must verify that the Batch Control Required check box is selected on the General Accounting Constants form.

22.2.3 Form Used to Enter Batch Control Information

Form Name	FormID	Navigation	Usage
Batch Control	W011F	Use one of these navigations: Journal Entry, Reports, & Inquiries (G0911), Journal Entry Customer Invoice Entry (G03B11), Standard Invoice Entry or Speed Invoice Entry Supplier & Voucher Entry (G0411), Standard Voucher Entry or Speed Voucher Entry Manual Billing (G1512), Manual Billing Entry	On the transaction entry form, click Add. When you select Speed Invoice Entry or Speed Voucher Entry, the system displays the Batch Control form automatically; do not click Add. Enter batch control information.

22.2.4 Entering Batch Information

Access the Batch Control form.

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

Total Batch Amount
Enter the total amount that you expect to enter for the batch of transactions without decimals. For journal entries, this amount is the total of the debits. In other systems, it is the total amount of all transactions in the batch.

Note: To display the total batch amount with decimals, change the value of display decimals in the Data Dictionary for item AICU.

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

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

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

Total Documents
Enter the number of documents that you expect to enter in the batch.

22.3 Reviewing Batch Control Information

This section provides an overview of batch control review and discusses how to review control information for a batch.

22.3.1 Understanding Batch Control Review

If you have batch control activated, after you enter transactions into the batch, the system compares the amounts you entered to the amount you expected to enter and displays the difference, if any, when you exit the batch. When you exit the batch, one of these actions occurs:

- If the system has finished processing the batch, the Batch Control form appears. The system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. In the event of a difference, you should review your transactions to locate the discrepancy.
- If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears with two options:
  - Retry

    Click Retry until the Batch Control form appears. This form appears when the system has finished processing the batch.
  - Cancel

    Click Cancel if you want to bypass the Batch Control form. You will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.

22.3.2 Reviewing Control Information for a Batch

On the Batch Control form, review amounts in these fields:

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

  If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses this formula: Total Expected minus Total Entered. If you do not complete the Total Expected fields, the system assumes zero and your difference is negative. If you are not using batch control, or if you do not enter a total expected amount, the system compares the total amount of the transactions you enter to zero and displays the difference as a negative number.

  The batch review screen is used by many systems. As a result, some fields might not apply to batches created in a particular system.

23

Understanding GL Date Warnings and Errors

This chapter contains the following topics:

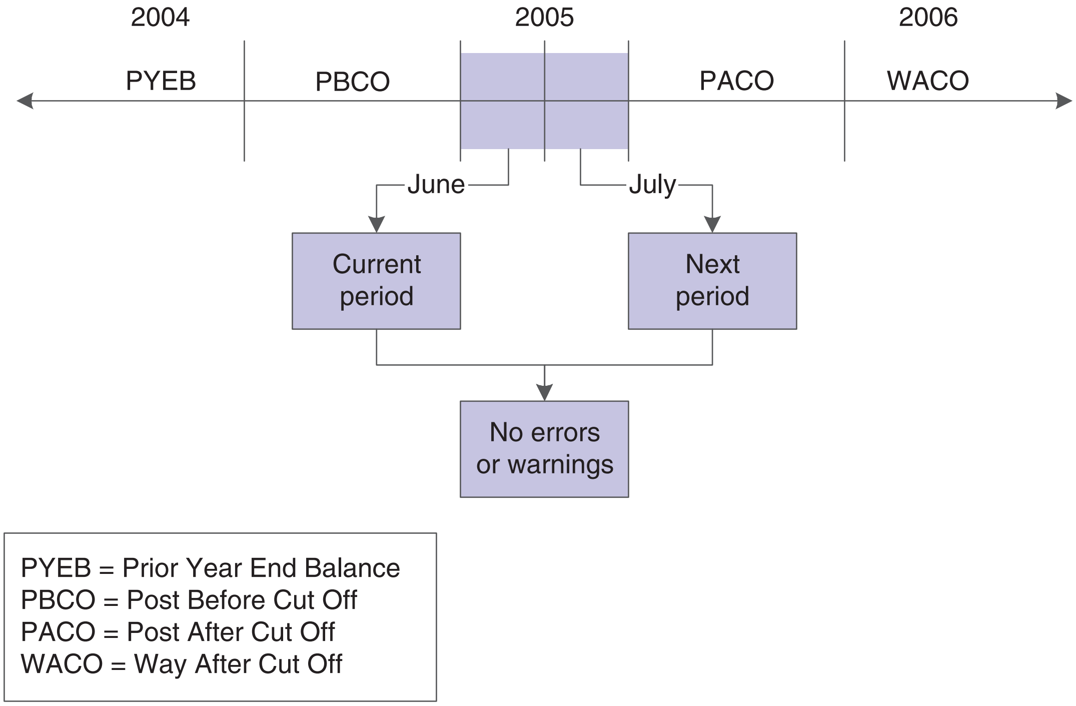
- Section 23.1, "GL Date Warnings and Errors"

23.1 GL Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the general ledger date against the open periods for the JD Edwards EnterpriseOne General Accounting, JD Edwards EnterpriseOne Accounts Payable, or JD Edwards EnterpriseOne Accounts Receivable system. The open periods are the current and next accounting periods (even if the next accounting period is in the next fiscal year) and are based on dates that are stored in the Company Constants table (F0010). If you enter, review, or revise a transaction with a general ledger date that is not in the open periods, you will receive a warning or an error message.

In this example, the current period is 06 (June):

Figure 23–1 Example of GL date warnings and errors


2004
2005
2006
PYEB
PBCO
PACO
WACO
June
July
Current period
Next period
No errors or warnings
PYEB = Prior Year End Balance
PBCO = Post Before Cut Off
PACO = Post After Cut Off
WACO = Way After Cut Off

If you enter, review, or revise transactions in periods 06 and 07 (June and July), you will not receive a warning or an error message because these are open periods.

23.1.1 Warning and Error Messages

Messages appear depending on fiscal date patterns and General Accounting constants. This table describes the warning and error messages that you might receive when you enter a transaction outside of the two-period window:

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

24

Understanding Rounding Versus Soft Rounding

This chapter contains the following topics:

- Section 24.1, "Rounding and Soft Rounding Comparison"

24.1 Rounding and Soft Rounding Comparison

If you process a significant number of invoices and vouchers that have discounts, taxes, or both, rounding differences can add up quickly. Rounding occurs on any part of a transaction that involves a calculation. The system uses rounding on transactions with a single pay item and soft rounding on transactions with multiple pay items.

24.1.1 Rounding

Rounding automatically occurs when the system performs a calculation and the result does not exactly equal the lowest currency unit, such as the penny for the U.S. dollar. In this situation:

- If the least significant digit is 5 or greater, the system rounds up.
- If the least significant digit is less than 5, the system rounds down.

For example, if the result of a calculation is 0.55672 and the currency is Canadian dollars (CAD), which has two decimal places, the system uses the third number to the right of the decimal to determine the rounding. In this example, it rounds the amount up to 0.56. Conversely, if the amount is 0.55472, the system uses 4 and round the amount down to 0.55. The system ignores all numbers after the third decimal for a two-decimal currency.

24.1.2 Soft Rounding

When the total of two or more amounts must equal a specific amount, the system uses soft rounding to force the total. For example, if you split a voucher for 100 CAD into three payments, the system calculates the first pay item at 33, the second at 34, and the third at 33 so that the total of the three pay items equals 100. If the system did not use soft rounding, you would have to enter an amount that could be divided equally among pay items or submit pay items that did not equal the total amount due, which would not be acceptable.

To minimize the negative effects of rounding, the system uses soft rounding on transactions with multiple pay items. The system stores the amount that it adds or subtracts to a calculated amount (as a result of rounding) in a cache (memory), and then adds or subtracts that amount from the next pay item:

- If the system rounds up the amount for a pay item, it subtracts that amount from the next pay item before rounding that pay item.
- If the system rounds down the amount for a pay item, it adds that amount to the next pay item before rounding that pay item.

If the system did not perform soft rounding, you might overpay or underpay a supplier as well as overcharge or undercharge a customer. While soft rounding does not control overpayments or underpayments and overcharges or undercharges between transactions, it does minimize the impact of rounding within a single transaction. The system does not carry soft rounding amounts from one transaction to another.

25

Posting Financial Transactions

This chapter contains the following topics:

- Section 25.1, "Understanding the Financial Post Process"
- Section 25.2, "Understanding Tax Amounts"
- Section 25.3, "Prerequisites"
- Section 25.4, "Posting Financial Batches"
- Section 25.5, "Verifying the Results of the Post"

25.1 Understanding the Financial Post Process

After you enter, review, and approve transactions, you must post them to update your systems with current transaction records and maintain system integrity. All financial transactions such as invoices, vouchers, and journal entries must be posted to the Account Balances table (F0902).

For fixed assets, all journal entries that are within the AAI range of accounts for item FX must be posted to the Asset Account Balances table (F1202) to update the JD Edwards EnterpriseOne Plant & Equipment Management system with current transaction records.

The post program performs these steps in sequential order:

25.1.1 1. Selects Data to Post

The post program:

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

25.1.2 2. Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the post program verifies that:

- The transaction data is valid.
- The account exists in the Account Master table (F0901) and is a posting account.
- The business unit exists in the Business Unit Master table (F0006).

- The GL date is valid.
- The intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

This validation is performed on jobs, batches, and transactions. If the program finds errors, it:

- Sends workflow messages to the user who ran the post program. For example, you receive messages in the Employee Work Center for transactions that are in error and batches that do not balance.
- Prints an Out of Balance Post Error Report (R09801E) if a batch for a ledger type that is required to balance does not balance.
- If any transactions are in error, the post program prevents the batch from posting and skips to step 6 to place the entire batch in error.

25.1.3 3. Creates Automatic Entries

For batches that do not contain errors, the post program continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type.

For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post AR or AP transactions, the system creates automatic entries for the AR and AP trade accounts.

The post updates the Line Extension Code field (EXTL) with a value of AE for F0911 records. This differentiates F0911 records that you enter through voucher or invoice entry from those records that are automatically created by the post, such as payments, automatic entries, and receipts.

25.1.4 4. Updates the Taxes Table

After creating automatic entries, the program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

25.1.5 5. Updates Posted Codes and Posts to F0902 table

After creating automatic entries and updating the F0018 table, the program:

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

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

25.1.6 6. Updates the Batch Status

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

25.1.7 7. Initiates Programs Defined in Processing Options

When the post is complete, the post program processes other program. Depending on processing option settings:

- The Post G/L Entries to Fixed Assets program (R12800) updates asset information in the F1202 table.
- The 52 Period Accounting Post program (R098011) updates the Account Balances - 52 Period Accounting table (F0902B).
- The Detailed Currency Restatement program (R11411) uses AA ledger amounts to create restated entries for ledger type XA (alternate currency) and, if applicable, posts them to the F0911 table and updates the F0902 table.
- The Create Cash Basis Entries program (R11C850) creates entries for ledger type AZ and, if applicable, posts them to the F0911 table and updates the F0902 table.

25.2 Understanding Tax Amounts

Regardless of how your tax rules are set up, you must specify whether and how the system updates the Taxes table (F0018) with tax amounts. You can control whether the system updates tax amounts by setting the Update Tax File processing option in these versions of the General Ledger Post program:

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

Set the Update Tax file processing option for any other post program in the base software that uses these versions.

A value of **1** in the processing option updates the F0018 table for VAT or Use Tax only. A value of **2** updates the F0018 table for all tax amounts. A value of **3** updates the F0018 table for all tax explanation codes.

If you do not set the processing options correctly, the system does not update the applicable tax information in the F0018 table.

Note: When you enter transactions using the Journal Entries with VAT program (P09106), the system automatically updates the F0018 table. The system ignores the tax processing options that you set up for the post programs.

(GBR) In Great Britain, set up your tax rules so that the system does not calculate tax on the gross amount of a transaction. The system considers whether the transaction is eligible for a discount when it calculates tax for the transaction.

25.3 Prerequisites

Before you complete the tasks in this section, you must:

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

See Also:

Setting Up Batch Approval and Post Security.

25.4 Posting Financial Batches

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

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

25.4.1 Understanding Methods for Posting Financial Batches

The way that you access the General Ledger Post program determines which of these methods is available for posting batches:

- Post by version
- Post by batch
- Subsystem post

You can run the General Ledger Post program by navigating:

- From a menu selection that describes the post program that you want to run, such as Post Receipts to G/L or Post Vouchers to G/L.

  This navigation enables you to post directly from a menu using the Work With Batch Versions - Available Versions form. For example, to post vouchers from the menu, select Post Vouchers to G/L from the Supplier & Voucher Entry menu (G0411) to access the Work With Batch Versions - Available Versions form.

- From one of the versions of the Batches program (P0011), such as Invoice Journal Review or Voucher Journal Review.

  This navigation enables you to post without exiting the Work With Batches form. For example, to post vouchers from the review program, select Voucher Journal Review from the Supplier & Voucher Entry menu (G0411) to access the Work With Batches form.

Method	Form Name, Navigation, and Usage
Post by Version	To post by version, access one of these forms: ■ Work With Batch Versions - Available Versions. From the Work With Batch Versions - Available Versions form, select a version of the General Ledger Post program. ■ Work With Batches. From the Work With Batches form, select a batch and then select Post by Version from the Form menu. On the Work With Batch Versions - Available Versions form, select a version of the General Ledger Post program. Advantages of this method: ■ The program posts all of the approved batches at one time unless you use data selection to specify a batch, specific batches, or a range of batches. ■ You can post by version locally or on a server.

Method	Form Name, Navigation, and Usage
Post by Batch	To post by batch, access the Work With Batches form. Select one or more batches, and then select Post by Batch from the Row menu. The program selects the version to run that corresponds to the batch type and uses the data selection set up for the version. Advantage of this method: Data selection occurs automatically. Disadvantage of this method: You can post by batch on a server only.
Subsystem Post	From the Work With Batches form, select one or more batches, and then select Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table. Advantage of this method: Data selection occurs automatically, and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

25.4.2 Setting Up UDC for Post Version by Batch Type (09/PV) (Release 9.1 Update)

Use the UDC for Post Version by Batch Type (09/PV) to have the system select the post version by batch type when submitting the post from the Work with Batches program. When you run the GL Post program (R09801) for each financial batch type, the system first selects the version of the GL Post by Batch type from the UDC (09/PV). If the batch type is not found in this UDC table, the system uses the version specified in the Batch Versions (P98305) for the GL Post. If an invalid version is selected, the system displays an error message.

Code	Description
#	Payroll Vouchers
0	Manufacturing
51	Pro-Forma Daily Timecard Jrnls
7	Actual Payroll Period Journals
AR	Asset Revaluation
D	Cost Allocations/Flex Budget
DB	Draft Receipts
E	Asset Transfer
G	General Accounting
IB	Invoices
K	A/P Checks (Automatic)
M	Manual & Void Checks w/Match
N	Inventory
NC	Frozen Cost Update
O	PO/Contract Entries
RB	Receipts & Adjustments
ST	Inter Branch Sales Transfer

25.4.3 Understanding General Ledger Post Versions

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

Important: The post program performs a number of complex tasks. It is strongly recommended that you observe these constraints:

Do not customize the programming.

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

25.4.3.1 General Accounting System

This table lists the version of the post program and the corresponding batch type for the post programs in the JD Edwards EnterpriseOne General Accounting system:

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

25.4.3.2 Accounts Payable System

This table lists the version of the post program and the corresponding batch type for the post programs in the JD Edwards EnterpriseOne Accounts Payable system:

Description of Transaction	Version	Batch Type
Vouchers	ZJDE0002	V
Automatic payments	ZJDE0003	K
Manual payments with voucher match	ZJDE0004	M
Manual payments without voucher match	ZJDE0005	W

When you run the post program, the system accesses the Accounts Payable - Matching Document table (F0413) and retrieves the company value associated with the G/L bank account for each payment header record. Then the system uses the company value from the G/L bank account as the document company for all the rows of a payment in the ledger entries in the Account Ledger table (F0911). Even if you set up row security for the Company field (CO) in the F0911 table, the system runs the post program successfully.

The system also uses the company value from the G/L bank account to define inter-company settlements.

See "Understanding Row Security" in the JD Edwards EnterpriseOne Tools Security Administration Guide

25.4.3.3 Accounts Receivable System

This table lists the version of the post program and the corresponding batch type for the post programs in the JD Edwards EnterpriseOne Accounts Receivable system:

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

When you run the post program (R09801), the system accesses the Receipts Header table (F03B13) and retrieves the company value associated with the receipt header for each receipt or draft transaction. Then the system uses the company value from the receipt or draft header as the document company for all the rows of a receipt in the ledger entries in the F0911 table. Even if you set up row security for the Company field (CO) in the F0911 table, the system runs the post program successfully.

The system also uses the company value from the G/L bank account to define inter-company settlements.

See "Understanding Row Security" in the JD Edwards EnterpriseOne Tools Security Administration Guide

25.4.4 Posting Financial Batches

Access the General Ledger Post program.

25.4.5 Setting Processing Options for General Ledger Post (R09801)

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

25.4.5.1 Print

1. Account Format
Specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages
Specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message is sent only to the work center when an error occurs. Values are:

Blank: Do not print error messages.

1: Print error messages.

25.4.5.2 Versions

1. Detail Currency Restatement Version
Specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run.

2. Fixed Asset Post Version
Specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run.

3. 52 Period Post Version
Specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances (F0902) and the Account Balances - 52 Period Accounting (F0902B) tables. If you leave this processing option blank, the 52 Period Accounting Post program does not run.

4. Create Burdening Transactions Version (R52G11)
Specify the version of the Create Burdening Transactions program (R52G11) to use to update the Burdening Detail Ledger (F52G11] and the Burdening Summarized Ledger (F52G02) tables. If you leave this processing option blank, the Create Burdening Transactions program does not run and does not update the tables.

25.4.5.3 Edits

1. Update Transaction
Specify whether to update the Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter fields on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the F0911 table that were created by a custom program and do not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the F0911 table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L Date field and Company field of the unposted record in the F0911 table.

The system updates the Fiscal Quarter field to blank on the unposted record in the F0911 table.

25.4.5.4 Taxes

1. Update Tax File
Specify whether to update the Taxes table (F0018) when you post transactions with tax amounts. Values are:

Blank: The system does not update the F0018 table.

1: The system updates the F0018 table for these tax explanation codes only: V, VT, V+, U, and UT.

2: The system updates the F0018 table for all tax explanation codes except tax explanation code E (exempt).

3: The system updates the F0018 table for all tax explanation codes including tax explanation code E.

2. Update VAT Discounts
Specify whether to adjust the tax amount fields when discounts are taken and which fields to adjust. The system adjusts the tax amount fields only for transactions with tax explanation code V.

To use this processing option, you must first select these options for tax rules:

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

Values are:

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

1: The system updates only the Tax Amount field (STAM).

2: The system updates the Tax Amount (STAM), Taxable Amount (ATXA), and Extended Price (Gross) Amount (AEXP) fields.

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

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

For example:

Tax Rate = 25 percent

Discount Taken = 12.50 USD

Extended Price (Gross Amount) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

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

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

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

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

3. Update VAT Receipts and W/O

Specify whether to adjust the tax fields when a receipt has a write off and which fields to adjust. The system adjusts the tax amount fields only for transactions with tax explanation code V. Values are:

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

1: The system updates only the Tax Amount field (STAM).

2: The system updates the Tax Amount (STAM), Taxable Amount (ATXA), and Extended Price (Gross) Amount (AEXP) fields.

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

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

For example:

Tax Rate = 25 percent

Write-off Amount = 12.50 USD

Extended Price (Gross) Amount = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

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

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

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

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

25.4.5.5 Process

1. Explode parent item time
Specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. This processing option applies only to batch type T entries. Values are:

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

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

The General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries.

25.4.5.6 Cash Basis

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

1. Units Ledger Type
Specify the units ledger type for the system to use for cash basis entries. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

2. Create Cash Basis Entries Version
Specify which version of the Create Cash Basis Entries program (R11C850) to run. If you specify a version, the system runs the program after the post program finishes. If you leave this processing option blank, the system does not create cash basis entries.

25.5 Verifying the Results of the Post

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

This section discusses how to:

- Review workflow messages.
- Review the Post Detail Error report.
- Review the General Ledger Post report.

25.5.1 Reviewing Workflow Messages

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

If the post program did not finish normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages that describe the errors. After you review your error messages, access the batches to correct the errors.

25.5.2 Reviewing the Post Detail Error Report

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

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

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

25.5.3 Reviewing the General Ledger Post Report

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

The General Ledger Post report lists batches that posted successfully. If one or more batches contain errors, the program prints a message at the end of the report indicating that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. Then you can access the Work With Batches and Journal Entry forms, where you can correct errors.

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

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

26

Working with Batches

This chapter contains the following topics:

- Section 26.1, "Understanding the Batch Review Program"
- Section 26.2, "Working with Batches of Transactions"

26.1 Understanding the Batch Review Program

After you enter transactions into the system, you might want to review or revise them before you post them to the general ledger. Depending on whether the constants for AR, AP, and GL require management approval of batches, you also might need to approve the batches.

You use the same batch review program to review and approve any type of transaction batch online; therefore, the process to review and approve batches is the same, regardless of the system. The only difference among the various batch review programs in the Fundamentals Management systems is the name of the menu selection and form and the default batch type, which displays on the initial form called Work With Batches. The Work With Batches form displays information from the Batch Control Records table (F0011).

You can review any batch type from any batch review program. Because invoices and vouchers are two-sided entries, you can review the invoice or voucher as well as the GL distribution after accessing the batch review program.

26.1.1 Batch Review and Approval

After you enter transactions, you can review them at any time during the GL period before posting. Only approved batches of transactions are eligible to be posted. If a batch should not be posted until further analysis is completed, you can change the batch status to pending or, if applicable, leave the batch at a pending status. During the review process, you can also revise transactions in a batch or add transactions to it.

After you review transactions, you might need to approve the batch prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in the AR, AP, and GL constants, the system assigns either a pending or an approved status to the batch. If you do not require management approval of batches, the system automatically assigns an approved status to the batch.

26.1.2 Mobile Applications to Review and Approve Batches (Release 9.1 Update)

The following mobile applications are available, and can be used to review and approve batches on a mobile device:

- G/L Batch Approvals (Tablet and Smartphone)
- Invoice Batch Approvals (Tablet and Smartphone)
- Payment Batch Approvals (Tablet and Smartphone)
- Receipt Batch Approvals (Tablet and Smartphone)
- Voucher Batch Approvals (Tablet and Smartphone)

These applications require system administrator configuration before they are available to individual users. Contact your system administrator to determine whether these applications are available for use.

Additionally, see the following topics in the JD Edwards EnterpriseOne Applications Mobile Enterprise Applications Implementation Guide:

- G/L Batch Approvals Mobile Applications
- Invoice Batch Approvals Mobile Applications
- Payment Batch Approvals Mobile Applications
- Receipt Batch Approvals Mobile Applications
- Voucher Batch Approvals Mobile Applications

26.2 Working with Batches of Transactions

This section discusses how to:

- Set processing options for Batches (P0011).
- Setting Processing Options for Voucher Batch Review program (P0411B).
- Setting Processing Options for General Journal Review program (P0911B).
- Setting Processing Options for Invoice Journal Review program (P03B11A).
- Setting Processing Options for Payment Batch Review program (P0413C).
- Setting Processing options for Draft Journal Review program (P03B613).
- Setting Processing Options for Receipts Journal Review program (P03B212).
- Review a batch.
- Review transaction detail.
- Revise transactions in an existing batch.
- Approve batches.

26.2.1 Forms Used to Work with Batches of Transactions

Form Name	FormID	Navigation	Usage
Work With Batches	W0011A	Use one of these navigations: Supplier & Voucher Entry (G0411), Voucher Journal Review Other Voucher Entry Methods (G04111), Voucher Journal Review Manual Payment Processing (G0412), Review Payments Automatic Payment Processing (G0413), Automatic Payment Review Customer Invoice Entry (G03B11), Invoice Journal Review Manual Receipts Processing (G03B12), Receipts Journal Review Automated Receipts Processing (G03B13), Receipts Journal Review Journal Entry, Reports, & Inquiries (G0911), General Journal Review	Review a list of batches based on posting status as well as user ID, a specific batch date, and so on. Depending on the program that you select, the system displays vouchers, manual or automatic payments, invoices, manual or automatic receipts, or journal entries.
Voucher Entry Journal Review	W0411BA	Use one of these navigations and then select a batch on the Work With Batches form and click Select. Supplier & Voucher Entry (G0411), Voucher Journal Review Other Voucher Entry Methods (G04111), Voucher Journal Review	Review transaction amounts and GL dates for a batch of vouchers.
Payment Journal Review	W0413CA	Use one of these navigations and then select a batch on the Work With Batches form and click Select. Manual Payment Processing (G0412), Review Payments Automatic Payment Processing (G0413), Automatic Payment Review	Review transaction amounts and GL dates for a batch of payments.
Invoice Journal Review	W03B11AA	Customer Invoice Entry (G03B11), Invoice Journal Review On the Work With Batches form, select a batch and click Select.	Review transaction amounts and GL dates for a batch of invoices.
Receipts Journal Review	W03B212B	Use one of these navigations, enter batch type RB and click Find. Then select the batch on the Work With Batches form and click Select. Manual Receipts Processing (G03B12), Receipts Journal Review Automated Receipts Processing (G03B13), Receipts Journal Review	Review transaction amounts and GL dates for a batch of receipts.
General Journal Review	W0911BA	Journal Entry, Reports, & Inquiries (G0911), General Journal Review On the Work With Batches form, select a batch and click Select.	Review transaction amounts and GL dates for a batch of journal entries.

Form Name	FormID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	On the Voucher Entry Journal Review form, click Select.	Revise transaction detail for an existing voucher batch or add transactions to the batch.
Manual Payment Entry	W0413MA	On the Payment Journal Review form, click Select.	Revise transaction detail for an existing payment batch or add transactions to the batch.
Standard Invoice Entry	W03B11A	On the Invoice Journal Review form, click Select.	Revise transaction detail for an existing invoice batch or add transactions to the batch.
Receipt Entry	W03B102E	On the Receipts Journal Review form, click Select.	Revise transaction detail for an existing receipts batch or add transactions to the batch.
Journal Entry	W0911A	On the General Journal Review form, click Select.	Revise transaction detail for an existing journal entries batch or add transactions to the batch.
Batch Approval	W0011C	On the Work With Batches form, select one or more unposted batches. From the Row menu, select Batch Approval. On the Batch Approval form, select the Approved – Batch is ready to post option.	Approve batches for posting. You can also prevent a batch from posting by temporarily changing the batch status from approved to pending on the Batch Approval form.

26.2.2 Setting Processing Options for Batches (P0011)

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

26.2.2.1 Batch Type

1. Batch Type
Specify the batch type to use as the default value on the Work with Batches form.

26.2.2.2 Versions (Release 9.1 Update)

1. Version for Voucher Batch Review (P0411B) Application
Specify the version that the system uses for the respective Batch Review program. If you leave this field blank, the system uses the default version ZJDE0001.

2. Version for Payment Batch Review (P0413C) Application
Specify the version that the system uses for the respective Batch Review program. If you leave this field blank, the system uses the default version ZJDE0001

3. Version for Invoice Journal Review (P03B11A) Application
Specify the version that the system uses for the respective Batch Review program. If you leave this field blank, the system uses the default version ZJDE0001.

4. Version for Receipts Journal Review (P03B212) Application
Specify the version that the system uses for the respective Batch Review program. If you leave this field blank, the system uses the default version ZJDE0001

5. Version for Drafts Journal Review (P03B613) Application
Specify the version that the system uses for the respective Batch Review program. If you leave this field blank, the system uses the default version ZJDE0001.

6. Version for General Journal Review (P0911B) Application
Specify the version that the system uses for the respective Batch Review program. If you leave this field blank, the system uses the default version ZJDE0001

26.2.3 Setting Processing Options for Voucher Batch Review Program (P0411B) (Release 9.1 Update)

Processing options enable you to specify the default processing for programs

26.2.3.1 Versions for Select Mode

1. A/P Standard Voucher Entry (P0411) Version
Specify the version of Standard Voucher Entry program that the system uses to select a voucher. If you leave this field blank, the system uses the default version ZJDE0001.

2. Voucher Match (P4314) Version
Specify the version of Voucher Match program that the system uses to select a voucher with purchase order. If you leave this field blank, the system uses the default version

ZJDE0001.

3. Multi Company Single Supplier (P041016) Version
Specify the version of Multi Company Single Supplier program that the system uses to select a Multi Company Voucher. If you leave this field blank, the system uses the default version ZJDE0001.

4. A/P Manual Payments (P0413M) Version
Specify the version that the system uses for Manual Payment program. If you leave this field blank, the system uses the default version ZJDE0001.

26.2.3.2 Versions for Add Mode

1. Multi Company Single Supplier (P041016) Version
Specify the version of Multi Company Single Supplier program that the system uses to add a Multi Company Voucher. If you leave this field blank, the system uses the default version ZJDE0001.

2. A/P Standard Voucher Entry (P0411) Version
Specify the version of Standard Voucher Entry program that the system uses to add a voucher. If you leave this field blank, the system uses the default version ZJDE0001.

3. Voucher Entry with Manual Payment (P0411) Version
Specify the version of Voucher Entry with Manual Payment program that the system uses to add a Voucher with Payment Match. If you leave this field blank, the system uses the default version ZJDE0003.

4. Voucher Logging (P0411) Version
Specify the version of Logged Voucher Entry program that the system uses to add a Logged Voucher. If you leave this field blank, the system uses the default version ZJDE0008.

5. Prepayment Voucher Entry (P0411) Version
Specify the version of Prepayment Voucher Entry program that the system uses to add a Prepayment Voucher. If you leave this field blank, the system uses the default version ZJDE0009.

26.2.4 Setting Processing Options for General Journal Review Program (P0911B) (Release 9.1 Update)

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

26.2.4.1 Versions

1. Journal Entries (P0911) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

2. Journal Entries with VAT (P09106) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

26.2.5 Setting Processing Options for Invoice Journal Review Program (P03B11A) (Release 9.1 Update)

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

26.2.5.1 Versions

1. Standard Invoice Entry (P03B11) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

26.2.5.2 Process

This processing option is applicable to only invoices that are in the revenue recognition system.

Regardless of the value in the processing option, the system prints G/L entries from the F0911 table for the invoices in which all revenue has been recognized.

Revenue Recognition G/L Distribution
Blank: View the G/L entries from the Account Ledger table (F0911)

1: View the G/L entries from the Revenue Recognition GL Information table (F03B117)

26.2.6 Setting Processing Options for Payment Batch Review Program (P0413C) (Release 9.1 Update)

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

26.2.6.1 Versions

1. A/P Manual Payments (P0413M) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

26.2.7 Setting Processing Options for Draft Journal Review Program (P03B613) (Release 9.1 Update)

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

26.2.7.1 Draft

1. Customer Generated Draft
Select an option that specifies the type of processing for an event. If you enter 1 in this field the system displays the customer generated draft. If you leave this field blank, the system displays the supplier generated draft.

26.2.7.2 Versions for Select Mode

1. Draft Entry (P03B602) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

2. Journal Entries (P0911) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

26.2.7.3 Versions for Add mode

1. Draft Entry (P03B602) Version
Specify the version of Draft Entry program that the system uses to add a draft. If you leave this field blank, the system uses the default version ZJDE0001.

2. Customer Draft Entry (P03B602) Version
Specify the version of Customer Draft Entry program that the system uses to add a customer draft. If you leave this field blank, the system uses the default version ZJDE0002.

26.2.8 Setting Processing Options for Receipts Journal Review Program (P03B212) (Release 9.1 Update)

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

26.2.8.1 Default

1. Summarization Mode
Select an option to specify the type of processing for an event. If you enter 1, the system displays receipts in summarized mode. If you enter 0, the system displays receipts in detail mode.

26.2.8.2 Versions

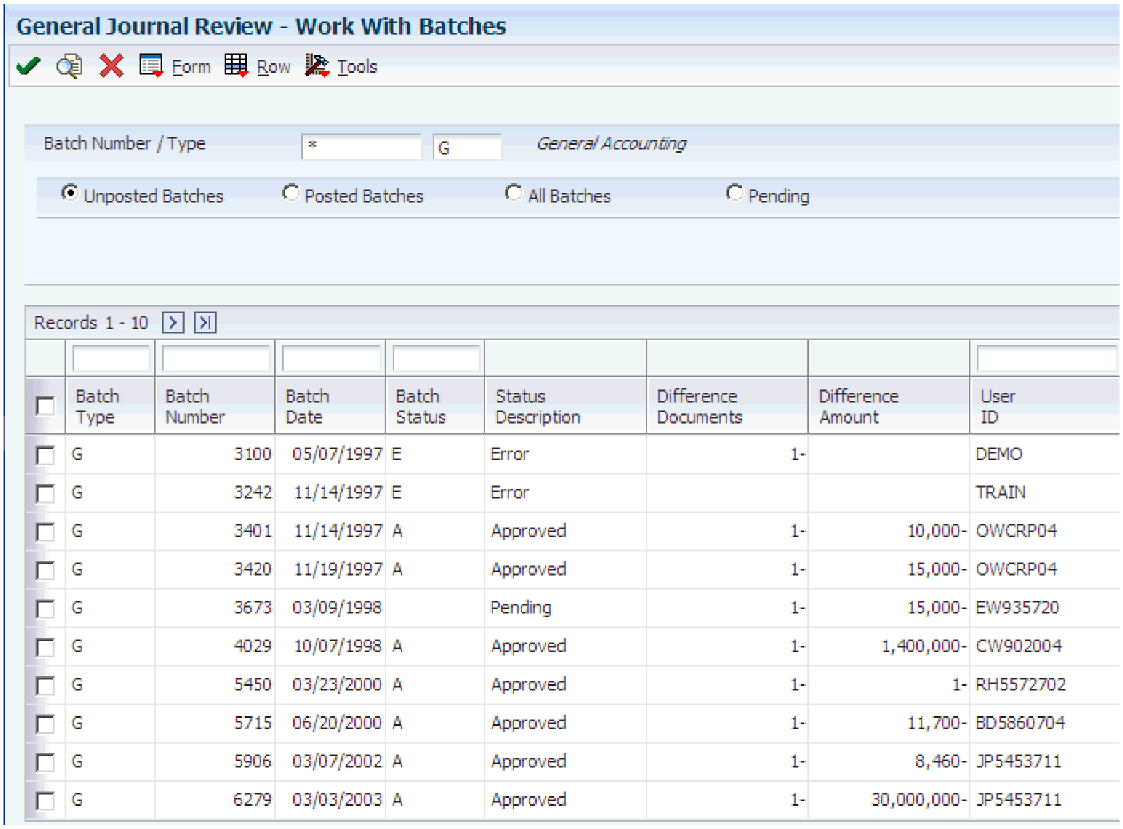
1. Standard Receipts Entry (P03B102) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this processing option blank, the system uses version ZJDE0001.

2. Real Estate Receipts Entry (P15103) Version
Specify the version based on the selected batch type that the system uses for the respective Standard Application. If you leave this field blank, the system uses the default version ZJDE0001.

26.2.9 Reviewing a Batch

Access the Work With Batches form.

Figure 26–1 Work With Batches form



General Journal Review - Work With Batches

Batch Number / Type: * G *General Accounting*

● Unposted Batches ○ Posted Batches ○ All Batches ○ Pending

Records 1 - 10

☐	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
☐	G	3100	05/07/1997	E	Error	1-		DEMO
☐	G	3242	11/14/1997	E	Error			TRAIN
☐	G	3401	11/14/1997	A	Approved	1-	10,000-	OWCRP04
☐	G	3420	11/19/1997	A	Approved	1-	15,000-	OWCRP04
☐	G	3673	03/09/1998		Pending	1-	15,000-	EW935720
☐	G	4029	10/07/1998	A	Approved	1-	1,400,000-	CW902004
☐	G	5450	03/23/2000	A	Approved	1-	1-	RH5572702
☐	G	5715	06/20/2000	A	Approved	1-	11,700-	BD5860704
☐	G	5906	03/07/2002	A	Approved	1-	8,460-	JP5453711
☐	G	6279	03/03/2003	A	Approved	1-	30,000,000-	JP5453711

If batch review security is activated, the system displays only the batches that you are authorized to review and approve.

26.2.9.1 Difference Columns

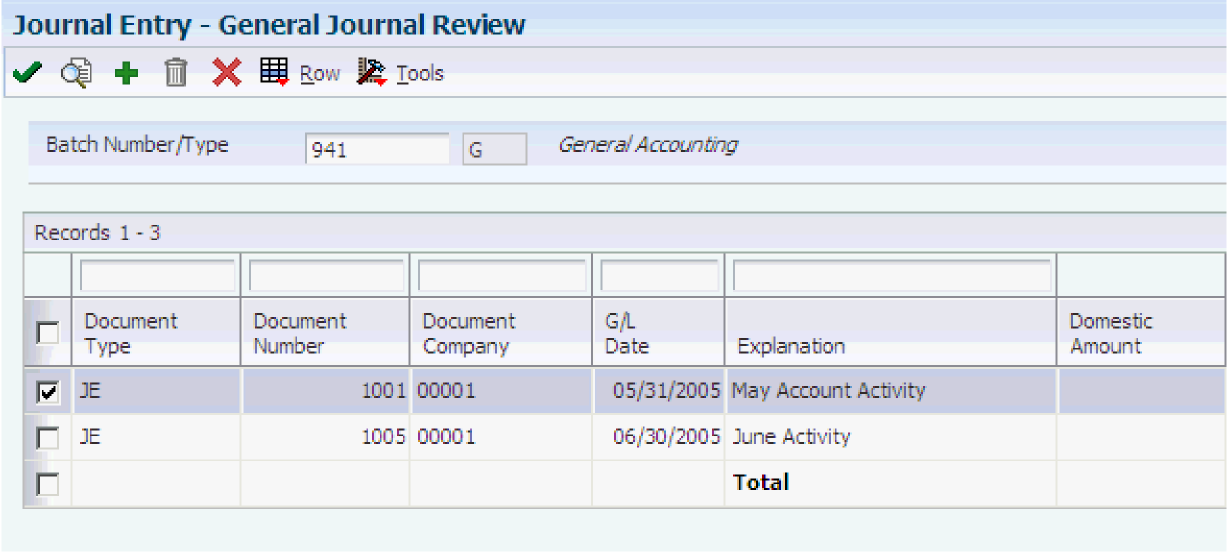
If you use batch control to enter transactions, the Work With Batches form shows the differences between what you expected to enter and what you actually entered in a batch. These differences are shown for the number of documents (in the Difference Documents column) and input amount (in the Difference Amount column) and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the Difference Amount and Difference Documents columns. The differences displayed are informational only.

26.2.10 Reviewing Transaction Detail

Access the General Journal Review form or other batch review form.

Figure 26–2 General Journal Review form



Journal Entry - General Journal Review

Batch Number/Type 941 G General Accounting

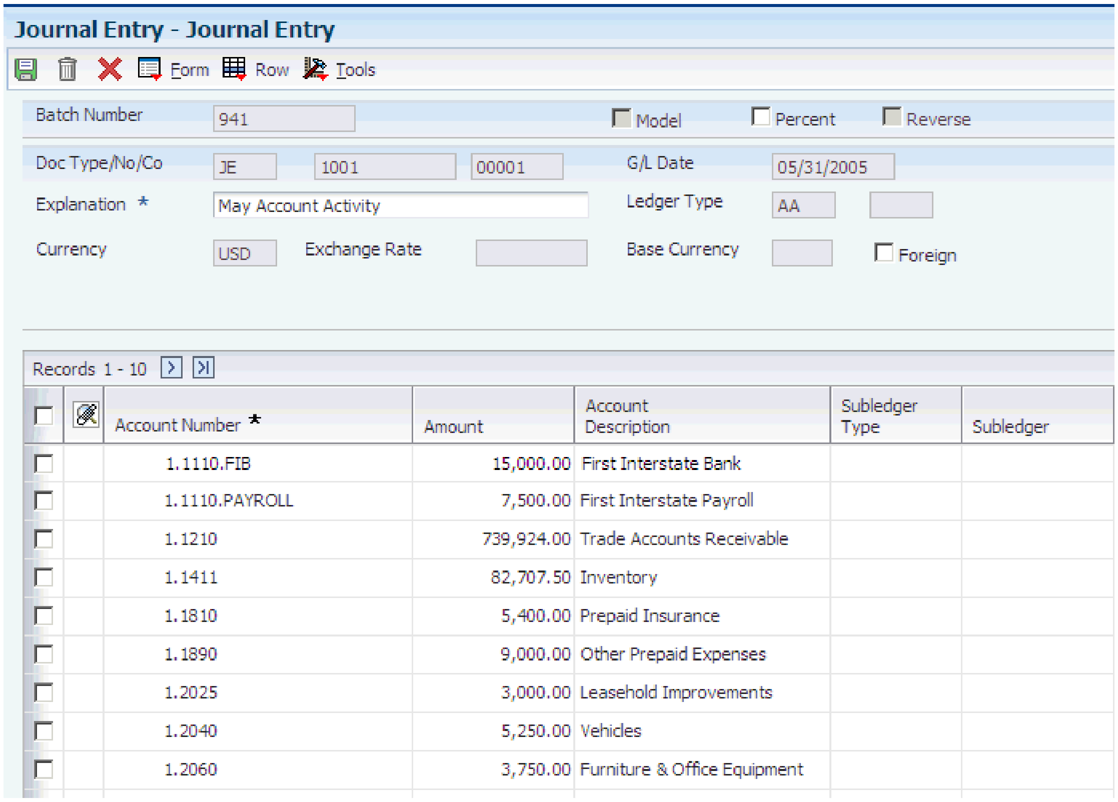
Records 1 - 3

☐	Document Type	Document Number	Document Company	G/L Date	Explanation	Domestic Amount
☑	JE	1001	00001	05/31/2005	May Account Activity	
☐	JE	1005	00001	06/30/2005	June Activity	
☐					**Total**	

26.2.11 Revising Transactions in an Existing Batch

Access the Journal Entry form or other entry form.

Figure 26–3 Journal Entry form



Batch Number 941
☐ Model ☐ Percent ☐ Reverse

Doc Type/No/Co JE 1001 00001
G/L Date 05/31/2005
Explanation * May Account Activity
Ledger Type AA
Currency USD
Exchange Rate
Base Currency
☐ Foreign

Records 1 - 10

☐	Account Number *	Amount	Account Description	Subledger Type	Subledger
☐	1.1110.FIB	15,000.00	First Interstate Bank		
☐	1.1110.PAYROLL	7,500.00	First Interstate Payroll		
☐	1.1210	739,924.00	Trade Accounts Receivable		
☐	1.1411	82,707.50	Inventory		
☐	1.1810	5,400.00	Prepaid Insurance		
☐	1.1890	9,000.00	Other Prepaid Expenses		
☐	1.2025	3,000.00	Leasehold Improvements		
☐	1.2040	5,250.00	Vehicles		
☐	1.2060	3,750.00	Furniture & Office Equipment		

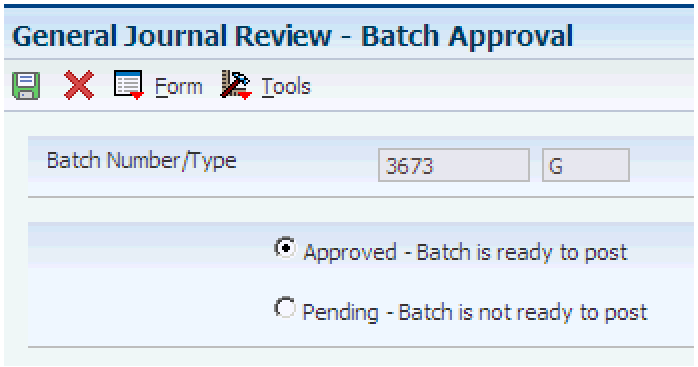
26.2.11.1 Adding Transactions to an Existing Batch

If you select a batch on a transaction review form and then change the batch number, remember to click Find and then click Select again to revise or add transactions to that batch. If you do not click Find before you click Select, the system displays transactions for the previous batch instead on the entry form.

26.2.12 Approving Batches

Access the Batch Approval form.

Figure 26–4 Batch Approval form



Batch Number/Type 3673 G

● Approved - Batch is ready to post
○ Pending - Batch is not ready to post

Do one of the following:

- To approve a single batch, select the Approved option and click OK.

- To approve multiple batches, select the Approved option and from the Form menu, select OK to All.
- To temporarily prevent an approved batch from posting, select the Pending option.

27

Working with the Text File Processor

This chapter contains the following topics:

- Section 27.1, "Understanding the Text File Processor"
- Section 27.2, "Copying, Importing, and Resetting Text Files"
- Section 27.2.3, "Prerequisite"
- Section 27.3, "Purging a Text Batch in the Text File Processor"

27.1 Understanding the Text File Processor

The Text File Processor is a tool that is used to convert JD Edwards EnterpriseOne data to text files in the formats that are required by external entities, such as banks or government agencies.

To use the Text File Processor to create a text file, you must run one of the programs that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). These programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3).

  (Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics)

- SEMDEC Interface - VAT EC Sales List (R0018I4).

  (Single European Market Declaration)

- Draft Remittance File Format AEB 19 - Spain (R74S6729).

  (Asociación Española de Banca [Spanish Bank Association])

- Draft Remittance File Format AEB 32 - Spain (R74S6722).
- Draft Remittance File Format AEB 58 - Spain (R74S6728).

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that the program generates. For example, all of the information that is required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in these tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extraction of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media, and then submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

27.2 Copying, Importing, and Resetting Text Files

This section provides overviews of the copy text function and import process and discusses how to:

- Set processing options for Text File Processor (P007101).
- Copy text.
- Import text.
- Reset a text batch.

27.2.1 Understanding the Copy Text Function

Use the Copy Text function to copy text from the Text Processor Detail Table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates table F007101 to indicate that the batch has been processed.

Note: If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

The system displays a value of **1** (Processed/Outbound) in the Status Flag field on the Work With Text Batches form to indicate that the batch has been processed successfully.

27.2.2 Understanding the Import Process

You can import information from an external text file to the JD Edwards EnterpriseOne system. When you import a text file, the system creates a batch in the Text Processor Header table (F007101) and the Text Processor Detail Table (F007111). To move the information from the Text Processor Header and Detail tables into other tables in JD Edwards EnterpriseOne, you must run a batch program that has been designed to retrieve data from tables F007101 and F007111.

After you import text, the system displays the new batch in the detail area on the Work With Text Batches form. A value of **5** (Unprocessed/Inbound) in the Status Flag field indicates that the batch has been imported successfully.

27.2.3 Prerequisite

Before you complete the tasks in this section, you must create a text batch by running a program that uses the Text File Processor.

27.2.4 Forms Used to Copy, Import, and Reset Text Files

Form Name	FormID	Navigation	Usage
Work With Text Batches	W007101A	Text File Processor (G0071), Text File Processor Complete the User ID, Batch Number, and Transaction Number fields on the Work With Text Batches form. Then, select a record, select Maintain Batch from the Row menu, and then select Reset Batch.	Reset a text batch.
Copy Text To Text File	W007101B	Text File Processor (G0071), Text File Processor Complete the User ID, Batch Number, and Transaction Number fields on the Work With Text Batches form. Then, select a record, select Process Batch from the Row menu, and then select Copy Text.	Copy information from a text batch to a flat file that can be copied to disk or other media.
Import Text To Text File Processor	W007101C	Text File Processor (G0071), Text File Processor On the Work With Text Batches form, select Import Text from the Form menu.	Import information from an external text file to the JD Edwards EnterpriseOne system.

27.2.5 Setting Processing Options for Text File Processor (P007101)

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

27.2.5.1 Process

Path Microsoft Word Template

Specify whether to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If the Microsoft Office objects have been installed in a different path, you need to enter the correct path for the location of the normal.dot template.

27.2.6 Copying Text

Access the Copy Text To Text File form.

Transaction Number

Enter a unique alphanumeric field that identifies a text batch. The transaction number is determined by the process that creates the text batch.

New file/Override existing file
Select this option to create a new file. If a file exists with the name and path that you specify in the Destination Text File Path and Name processing option, the system overwrites the existing file.

Append to existing file
Select this option to append the text to the file that you specify in the Destination Text File Path and Name processing option.

Destination Text File Path and Name:
Enter the full path and filename for the text file that result from the text batch that you are copying. The system will store the text file in the location and filename you specify here.

27.2.7 Importing Text

Access the Import Text To Text File Processor form.

Source Text File Path and Name:
Enter the full path and filename of the text file that you are importing.

27.2.8 Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to **5** (Unprocessed/Inbound).

To reset a text batch, on the Work With Text Batches form, select the record you want to reset, then from the Row menu, select Maintain Batch, and then select Reset Batch.

27.3 Purging a Text Batch in the Text File Processor

This section provides an overview of the purge process and discusses how to:

- Set processing options for Purge Processed Transactions (R007102).
- Purge a text batch.

27.3.1 Understanding the Purge Process

You purge a text batch to remove it from the Text Processor Detail Table (F007111). You can purge only batches of processed transactions. When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option in the Purge Processed Transactions program to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from table F007111.

If you do not remove records from table F007101 when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in the

F007101 table. When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

27.3.2 Form Used to Purge a Text Batch

Form Name	FormID	Navigation	Usage
Work With Text Batches	W007101A	Text File Processor (G0071), Text File Processor Complete the User ID, Batch Number, and Transaction Number fields on the Work With Text Batches form. Then, select a record, select Maintain Batch from the Row menu, and then select Purge Batch.	Purge a text batch.

27.3.3 Setting Processing Options for Purge Processed Transactions (R007102)

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

27.3.3.1 Process

1. Purge Header Records
Specify whether to delete corresponding header records from the Text Processor Header table (F007101) along with detail records from the Text Processor Detail Table (F007111). Deleting only detail records updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status. Values are:

Blank: Detail records.

1: Header and detail records.

27.3.4 Purging a Text Batch

Access the Work With Text Batches form.

From the Row menu, select Maintain Batch, and then select Purge Batch.

A

JD Edwards EnterpriseOne Financial Management Fundamentals Reports

This appendix contains the following topics:

- Section A.1, "JD Edwards EnterpriseOne Financial Management Reports: A to Z"

A.1 JD Edwards EnterpriseOne Financial Management Reports: A to Z

This table lists the Financial Management fundamentals reports, sorted alphanumerically by report ID:

Report ID and Report Name	Description	Navigation
R00310 Bank Account Exception	Verifies that the address book number for each supplier and customer bank record in the F0030 table exists in the F0101 table.	Automatic Payment Setup (G04411), Bank Account Exception Report
R00311A Address Book Exception Report	Lists any suppliers or customers that do not have corresponding bank account information in the F0030 table.	Automatic Payment Setup (G04411), Address Book Exception Report
R03B471 Pay When Paid Group Header Integrity	Verifies that pay when paid groups have a group header record in the F03B470 table and at least one voucher and invoice.	Pay When Paid Processing (G03B32), Pay When Paid Group Header Integrity
R03B472 Pay When Paid Customer Ledger Integrity	Locates invoices that the system cannot process in pay when paid groups.	Pay When Paid Processing (G03B32), Pay When Paid Customer Ledger Integrity
R03B473 Pay When Paid Supplier Ledger Integrity	Locates vouchers that the system cannot process in pay when paid groups.	Pay When Paid Processing (G03B32), Pay When Paid Supplier Ledger Integrity

Glossary

Account Number

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

1: Structured account (business unit.object.subsidiary).

2: 25-digit unstructured account number.

3: 8-digit short account ID number.

4: Speed code.

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

Discount Available

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

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

Due Date

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

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

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

G/L Offset (general ledger offset)

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

You can assign up to four alphanumeric characters to represent the general ledger offset or you can assign the three-character currency code if you enter multiple currency transactions. You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the general ledger offset and uses the account that is set up for AAI item PC or RC for the company specified.

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

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

Gross Amount

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

Ledger Type and LT

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

Level of Detail

Enter a number that summarizes and classifies a general ledger account. Level 9 is the most detailed and level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for posting accounts in the Job Cost system. Examples of other levels are:

3: Asserts, Liabilities, Revenues, and Expenses.

4: Current Assets, Fixed Assets, Current Liabilities, and so on.

5: Cash, Accounts Receivable, Inventories, Salaries, and so on.

6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on.

7: Petty Cash - Dallas, Petty Cash - Houston, and so on.

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

Open Amount

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

Pay Item and Pay Itm

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

Payment Terms, Pymt Terms, and Default Payment Terms

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

Blank: Net 15.

001: 1/10 net 30.

002: 2/10 net 30.

003: Due on the 10th day of every month.

006: Due upon receipt.

The payment term code prints on customer invoices.

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

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

A: Approved for payment but not yet paid.

H: Hold, pending approval.

P: Paid.

Some payment status codes are hard coded.

Posted Code and PC (posted code)

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

Blank: Unposted.

D: Posted.

P: Posted or posting. Depending on the type of transaction, the posted code has different meanings. If the code is assigned to an F0911 transaction, it indicates a posted status. If the code is assigned to any other transaction, it indicates that the system attempted to post the record but failed, due to an error encountered.

Posting Edit Code

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

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

B: Only allows posting to budget ledger types that begin with B, J, K, L, M, N, O or U.

I: Inactive account. No posting allowed.

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

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

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

N: Non-posting transactions. Does not allow transactions to post or account balances to update. In the Job Cost system, you can still post budget quantities.

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

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

U: Unit quantities are required for all transactions.

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

Service/Tax Date

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

Subledger and Sub-ledger

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

Subledger Type and Sub Type

Enter the subledger type that corresponds to the subledger.

Subsidiary and Sub

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

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

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

Tax Amount

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

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

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

Taxable Amount

Enter the amount on which taxes are assessed.

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

Tax Area and Tax Rate/Area

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

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