

**JD Edwards World**

Global Solutions: United Kingdom Guide

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# Preface

Welcome to the JD Edwards World Global Solutions: United Kingdom Guide.

## Audience

This document is intended for implementers and end users of JD Edwards World users in the United Kingdom.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:

<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1>

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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# Localization Overview

This chapter contains the topic:

- [Section 1.1, "Defining the Scope of Localization."](#)

Localization is the process of enhancing J.D. Edwards software to meet specific legal business requirements and common business practices within selected industries and markets. The primary focus of the localization effort is to enable J.D. Edwards and business partners to remain competitive within strategic industries and currently targeted markets.

## 1.1 Defining the Scope of Localization

To manage the scope of the localization effort, J.D. Edwards has formulated specific guidelines to determine which statutory requirements and common business practices to address. The major localization categories are defined as follows:

Category	Explanation
Fiscal requirements	<p>Localization for fiscal requirements includes:</p> <p>Reports, such as ledgers, journals, trial balances, financial statements, and other reports that you cannot generate with the use of standard DREAM Writer, FASTR, or World Writer report tools. Reporting requirements across multiple countries are consolidated into acceptable formats for multiple countries to limit the scope of this category.</p> <p>Additional validation of dates, accounts, tax identification numbers, and document number sequences.</p> <p>Legal document number assignment for countries that use pre-numbered documents or require a legal document number in addition to the J.D. Edwards assigned document number.</p> <p>Legal report formats, when a specific format is required for a country or the standard J.D. Edwards format does not provide all of the required information.</p>
Banking requirements	<p>Localization for banking requirements includes:</p> <p>Bank information validation verify bank account numbers</p> <p>Payment term assignment</p> <p>Payment and receipt document formats and media</p>

<b>Category</b>	<b>Explanation</b>
Tax requirements	Localization for tax requirements includes: Validation of tax identification numbers, often using prescribed algorithms Additional tables to collect information for tax calculation and reporting Special tax calculation routines for withholding, sales, and other country-specific taxes

Many other types of enhancements might be considered localizations, but are not in the scope of J.D. Edwards localization. Enhancements that are outside the scope of localization are addressed by the corporate development group or by custom programming groups for specific areas. Specifically, the localization effort is not responsible for enhancements in the following categories:

<b>Category</b>	<b>Explanation</b>
Industry-specific requirements	Changes to the software to meet industry-specific requirements are not considered localizations. For example, a complete software solution for a specific industry would not be included in the scope of localization.
Client-specific enhancements	Client-specific enhancements are not considered localizations. J.D. Edwards analyzes all enhancement requests to determine whether the request is common to many clients or whether it is a custom request that will always remain specific to a single client.
Base software enhancements	Base software enhancements are not localizations. Enhancement requests that involve the base software are entered in the software action request (SAR) system and addressed by corporate development at regular intervals.

# Part I

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## Setup Requirements

This part contains these chapters:

- [Chapter 2, "About Setup Requirements,"](#)
- [Chapter 3, "Set Up User Display Preferences,"](#)
- [Chapter 4, "Set Up User Defined Codes for the United Kingdom,"](#)
- [Chapter 5, "Set Up Tax Rules by Company and Update Tax Amounts,"](#)
- [Chapter 6, "Set Up Workday Calendars for Financials,"](#)
- [Chapter 7, "Set Up for Subcontractors,"](#)
- [Chapter 8, "Set Up for European Union \(EU\) Reporting."](#)



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## About Setup Requirements

To process business transactions in the United Kingdom, you must set up your system to meet specific requirements.

J.D. Edwards setup requirements consist of the following tasks:

- Setting up user display preferences
- Setting up user defined codes for the United Kingdom
- Setting up tax rules by company
- Setting up to update tax amounts
- Setting up workday calendars for financials
- Setting up for subcontractors
- Setting up for European Union (EU) reporting



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## Set Up User Display Preferences

This chapter contains the topic:

- [Section 3.1, "Setting Up User Display Preferences."](#)

### 3.1 Setting Up User Display Preferences

#### Navigation

From **Advanced and Technical Operations (G9)**, choose **Security Officer**

From **Security Officer (G94)**, choose **Library List Control**

From **Library List Control (G944)**, choose **User Display Preferences**

Alternately, you can use Hidden Selection 85 from any command line to access the User Display Preferences screen.

Much of J.D. Edwards country-specific software functionality utilizes country-server technology. Country server technology was developed to isolate country-specific functionality from the base software. For example, if during normal transaction processing, you need to capture additional information about a supplier or validate a tax identification number to meet country-specific requirements, that additional function is performed by a country server rather than by the base software.

To take full advantage of J.D. Edwards localized solutions for your business, you must set up your user display preferences to use the appropriate country server. To do this, specify a country code in your user display preference. The country code that you designate for a user indicates which country server to use.

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

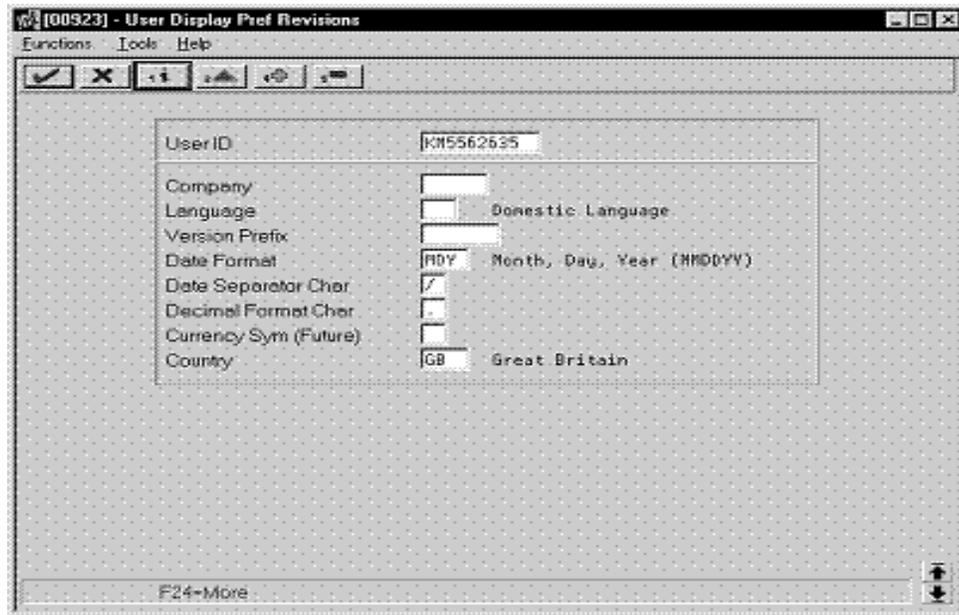
#### See Also:

- [Appendix B, "Translation Issues"](#) for information about using J.D. Edwards software in a multi-language environment.

#### To set up user display preferences

On User Display Preferences

**Figure 3-1 User Display Preferences Revisions screen**



1. To locate the preferences for a specific user, complete the following field:
  - User ID
2. Use the Inquire action.  
The system displays the preferences for the user
3. Complete the following field:
  - Country
4. To further define the user preferences, complete the following optional fields:
  - Company
  - Language
  - Version Prefix
  - Date Format
  - Date Separator Character
  - Decimal Format Character

Field	Explanation
User ID	For World, The IBM-defined user profile.
Country	A user defined code (system 00, type CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting. Screen-specific information If you use any of J.D. Edwards localized systems (systems 74, 75, or 76), the country code that you specify activates the country-server for that country.

<b>Field</b>	<b>Explanation</b>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants file (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p> <p>Screen-specific information</p> <p>Complete the Company field to default the selected companies within transaction processing.</p>
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.</p> <p>For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p> <p>Screen-specific information</p> <p>A user defined code for a language. The system uses the language code you type on this screen as your default language. To view a translated screen or report, a record for that translated screen or report must exist in the Vocabulary Overrides file. When you access a screen, the translated screen appears. When you run a report, the system prints the report in your base language.</p>
Version Prefix	<p>Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with additional characters.</p> <p>Screen-specific information</p> <p>Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with an alpha-numeric character up to 6 positions in length.</p>
Date Format	<p>This is the format of a date as stored in the database. If you leave this value blank, the value will display according to the settings of the operating system on the workstation. With NT, the settings for the operating system of the workstation are controlled by the Regional Settings in the Control Panel.</p>
Date Separator Char	<p>The character entered in this field is used to separate the month, day, and year of a given date.</p> <p>NOTE:</p> <p>If an asterisk is entered (*), a blank is used for the date separator.</p> <p>If left blank, the system value is used for the date separator.</p>
Decimal Format Char	<p>The character entered in this field is used to signify the fractions from whole numbers - the positions to the left of the decimal.</p> <p>If left blank, the system value is used as the default.</p>



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## Set Up User Defined Codes for the United Kingdom

This chapter contains the topic:

- [Section 4.1, "Setting Up User Defined Codes for the United Kingdom."](#)

### 4.1 Setting Up User Defined Codes for the United Kingdom

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

User defined codes are either soft-coded or hard-coded. You can customize any user defined code that is soft-coded to accommodate your specific business needs. You can also set up additional soft-coded user defined codes. You cannot customize a user defined code that is hard-coded.

User defined codes are stored in tables that relate to specific systems and code types. For example, 12/FM represents system 12 (Fixed Assets) and user defined code list FM (Finance Methods). User defined code tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, when you enter an invoice, you can enter a user defined code to specify the payment instrument. The system does not accept a payment instrument that is not in the user defined list of valid payment instruments.

You can access all user defined code files through a single user defined code screen. After you select a user defined code screen from a menu, change the System Code field and the User Defined Codes field to access another user defined code file.

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**Note:** User defined codes are central to J.D. Edwards systems. You should be thoroughly familiar with user defined codes before you change them.

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Set up the following user defined codes to process business transactions in the United Kingdom:

Code	Explanation
Payment instrument (system 00, type PY)	Set up user defined codes to identify each payment instrument that you use. You can associate payment instruments with documents so that you can process similar documents together. For example, you might set up payment instruments for automatic debits and automatic receipts.
Print/tape program - payments (system 04, type PP)	Set up each of the print or tape programs that you use to write payments as a user defined code. The following print and tape programs are available for the United Kingdom: P04572B - electronic funds transfer in the BACS format (tape or diskette) P04572U1 - checks in the APACS format
Certificate type (system 74, type CT)	Set up a code for each of the certificate types that are assigned to subcontractors by the Inland Revenue in the United Kingdom. Use the special handling code to specify the Inland Revenue's maximum number of days that the certificate allows the subcontractor to return voucher receipts to the contractor. Set up the following codes: C - Company Certificate I - Individual Certificate P - Partner Certificate S - Special Certificate See <a href="#">Section 24.1, "Processing Withholding Amounts for Subcontractors."</a>

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# Set Up Tax Rules by Company and Update Tax Amounts

This chapter contains these topics:

- [Section 5.1, "Setting Up Tax Rules by Company,"](#)
- [Section 5.2, "Setting Up to Update Tax Amounts."](#)

## 5.1 Setting Up Tax Rules by Company

### Navigation

From **General Systems (G00)**, choose **Tax Processing & Reporting**

From **Tax Processing and Reporting (G0021)**, choose **Tax Rules by Company**

Set up your tax rules so that the system can calculate the appropriate invoice and discount amount when you enter a transaction. You need to set up tax rules for each of your companies in your Accounts Payable, Accounts Receivable and General Accounting systems. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever you enter a tax amount that differs from the system-calculated tax
- Determine whether invoice amounts should be calculated on the amount including or excluding the discount
- Determine whether discount amounts should be calculated on the gross amount (including tax) or the net amount (excluding tax)

The tax rules you set up for your system consist of tolerance ranges and calculation rules.

### 5.1.1 Understanding Tolerance Ranges

Tolerance ranges specify the amount of variance that can exist between the amount of tax you enter for a transaction and the tax amount that the system calculates. When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning or a hard error message. You set up tolerance ranges to control the type of message that the system issues for different variance amounts. Tolerance ranges apply only to Value Added Tax (VAT).

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**Note:** You can specify tolerance ranges by percentages or amounts, but not both. If you specify tolerance percentage ranges, do not specify tolerance amount ranges. If you specify tolerance amount ranges, do not specify tolerance percent ranges.

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For example, you might specify a tax rule with a tolerance range by amounts as follows:

- Tolerance amount for warning is 2.
- Tolerance amount for error is 10.

To determine the taxable amount, the system multiplies the taxable amount by the tax rate. If the taxable amount for a transaction is 1000 and the tax rate is 10 percent, the system calculates a tax amount of 100. Based on your tolerance range, the system determines the range for warning or error as follows:

Range	Explanation
Range for warning	<p>Tolerance amount for warning is 2:</p> <p><math>100 + 2 = 102</math></p> <p><math>100 - 2 = 98</math></p> <p>The system issues a warning message if the tax amount you enter is greater than 102 or less than 98 (that is, outside of the tolerance range of 98 to 102).</p> <p><b>NOTE:</b> If you enter a tax amount of 98.01 or 101.99, the system does not issue a warning message. The amount is within the acceptable tolerance range.</p>
Range for error	<p>Tolerance amount for error is 10:</p> <p><math>100 + 10 = 110</math></p> <p><math>100 - 10 = 90</math></p> <p>The system issues an error message if the tax amount you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110).</p> <p><b>NOTE:</b> If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.</p>

## 5.1.2 Understanding Calculation Rules

Set up calculation rules to specify how the system calculates tax and discounts amounts when both are specified.

The example uses the following amounts:

- Taxable: 1,000
- Tax percent: 10
- Tax amount: 100
- Discount: 1 percent

### **Example: Tax and Discount Calculation for the United Kingdom**

In the United Kingdom, you must set company tax rules as follows:

Tax Calculation	Formula
Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	$(\text{Taxable Amount} \times \text{Discount Rate Percent}) / ((1 - \text{Discount Rate Percent}) \times \text{Tax Rate})$ $(1,000 \times .01) / ((1 - .01) \times .10) = 10.10$
Gross Formula	$\text{Taxable Amount} + \text{Tax} + \text{Discount} = 1,000 + 100 + 10.10 = 1,110.10$

### To set up tax rules by company

On Tax Rules by Company

**Figure 5-1 Tax Rules by Company screen**

- Complete the following fields:
  - Company
  - System
- To specify the calculation rules for the company, complete the following fields:
  - Calculate Tax on Gross (Including Discount)
  - Calculate Discount on Gross (Including Tax)

For the United Kingdom, verify that the Calculate Tax on Gross and Calculate Discount on Gross fields are both set to no (N).
- To specify tolerance percentage ranges, complete the following fields:
  - Tolerance Percentage for Warning
  - Tolerance Percentage for Error
- To specify tolerance amount ranges, complete the following fields:

- Tolerance Amount for Warning
  - Tolerance Amount for Error
5. To further specify tolerance information for the Accounts Receivable system, complete the following: fields:
- Allow Understatement of Tax
  - Calculate Sales Order Taxes on Summary
  - Tax Service Date Selection
6. Use the Add action.

Field	Explanation
Calculate Tax on Gross (Including Disc)	<p>A code that indicates whether to calculate the invoice amount on an amount that includes the discount. Valid codes are:</p> <p>Y Calculate the invoice amount including the discount</p> <p>N Calculate the invoice amount excluding the discount</p> <p>Blank Defaults to Y,</p> <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field applies only to A/R, A/P, sales orders, and purchase orders. It does not apply to G/L processing.</p>
Calculate Disc on Gross (Including Tax)	<p>A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are:</p> <p>Y Calculate the discount amount on the gross with tax.</p> <p>N Calculate the discount amount on the gross less the tax amount.</p> <p>Blank Defaults to N.</p> <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use it.</p>
Tolerance Percentage for Warning	<p>Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows:</p> <p>Accept difference is 9.99% or less</p> <p>Warning difference is 10% or more</p> <p>The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax.</p> <p>NOTE: This field applies only to VAT and GST.</p>

Field	Explanation
Tolerance Percentage for Error	<p>Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses the percentage to determine whether to reject the tax entry.</p> <p>This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows:</p> <p>Accept difference is 9.99% or less</p> <p>Warning difference is between 10% and 14.99%</p> <p>Reject difference is 15% or more</p> <p>The default (blank) indicates that no entry is to be rejected.</p> <p>NOTE: This field applies only to VAT or GST.</p>
Tolerance Amount for Warning	<p>Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows:</p> <p>Accept difference is 9.99% or less</p> <p>Warning difference is 10% or more</p> <p>The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax.</p> <p>NOTE: This field applies only to VAT and GST.</p>

Field	Explanation
Tolerance Amount for Error	<p>Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses the percentage to determine whether to reject the tax entry.</p> <p>This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows:</p> <p>Accept difference is 9.99% or less</p> <p>Warning difference is between 10% and 14.99%</p> <p>Reject difference is 15% or more</p> <p>The default (blank) indicates that no entry is to be rejected.</p> <p>NOTE: This field applies only to VAT or GST.</p>
System (A/R=1, A/P=2, G/L=3)	<p>Number that indicates which systems the tax rules apply to. Numbers are:</p> <p>1 A/R and Sales Orders</p> <p>2 A/P and Purchase Orders</p> <p>3 General ledger (journal) entries</p>
Calculate Sales Order Taxes on Summary	<p>Code that indicates whether the system calculates taxes and performs rounding for sales orders at the detail or the order level. Values are:</p> <p>Y Calculate taxes and rounding at the order level.</p> <p>N Calculate taxes and rounding at the detail level.</p> <p>Blank Defaults to N.</p>
Tax Service Date Selection	<p>Code which indicates what date will be used as the tax service date for orders entered through the sales order processing system. Values are:</p> <p>1 Order date is used as tax service date</p> <p>2 Invoice date is used as tax service date</p> <p>3 Ship date is used as tax service date</p> <p>Blank Order date defaults as tax service date</p> <p>Value can be specified at the ship to address number level or the header branch plant company level. If the ship to address number value is blank, the header branch plant company value will be retrieved. If both values are blank, the order date will default as the tax service date.</p>

## 5.2 Setting Up to Update Tax Amounts

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

Regardless of how your tax rules are set up, you also need to specify if and how the system updates the Sales/Use/VAT Tax file with tax amounts. The values that you

define in the processing options for the G/L posting program determine whether the system updates tax amounts in the Sales/Use/VAT Tax file (F0018).

Define processing option 9 as either a 1, 2, or 3 in the following post programs:

- General Ledger Post - Invoice Entry (Version ZJDE0002)
- General Ledger Post - Voucher Entry (Version ZJDE0003)
- General Ledger Post - Manual/Void Payment (Version ZJDE0004)
- General Ledger Post - Cash Receipts (Version ZJDE0005)
- General Ledger Post - Check Writer (Version ZJDE0006)
- 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 Receipts (Version ZJDE0007)

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

If you do not set the processing options correctly, the system will not transfer the applicable tax information to the Sales/Use/VAT Tax file.

### 5.2.1 Before You Begin

- Set up tax rules to specify how you want the system to process tax for discounted transactions. See [Section 5.1, "Setting Up Tax Rules by Company."](#)

### 5.2.2 What You Should Know About

Field	Explanation
Tax inclusive and exclusive journal entries	When you enter transactions using the Journal Entry with Tax program (P09106), the system automatically updates the Sales/Use/VAT Tax file. The system ignores the tax processing options that you set up for the post programs.  See <a href="#">Section 10.1, "Entering Journal Entries with Tax"</a> for more information about the Journal Entry with Tax program.

### 5.2.3 Processing Options

See [Section 30.1, "Post General Ledger \(P09800\)."](#)



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## Set Up Workday Calendars for Financials

This chapter contains the topic:

- [Section 6.1, "Setting Up Workday Calendars for Financials."](#)

### 6.1 Setting Up Workday Calendars for Financials

#### Navigation

From **Accounts Receivable (G03)**, enter 29

From **Accounts Receivable Setup (G0341)**, choose **Payment Terms Revisions**

From **Payment Terms Revisions (G00141)**, choose **Work Day Calendar**

You set up workday calendars for financials to specify which days are workdays, holidays, and so on. You can set up different workday calendars for each business unit (branch) of your company, or set up one calendar as the default for all of your business units. You may want to set up calendars at the same time that you set up the fiscal date patterns for the system.

In the United Kingdom, the system uses the workday calendars that you specify to determine valid processing and expiration dates for your automatic debits. The system also uses the calendars for other processes to define valid due dates.

When you initially set up a workday calendar, the system automatically specifies all weekdays as workdays and all Saturdays and Sundays as non-workdays. You can accept these values or change the days to suit your business needs.

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**Note:** The system displays two calendars on the Workday Calendar screen. The calendar on the left displays the actual calendar days for the month and year. The calendar on the right displays the workdays and non-workdays that you have defined for the month and year.

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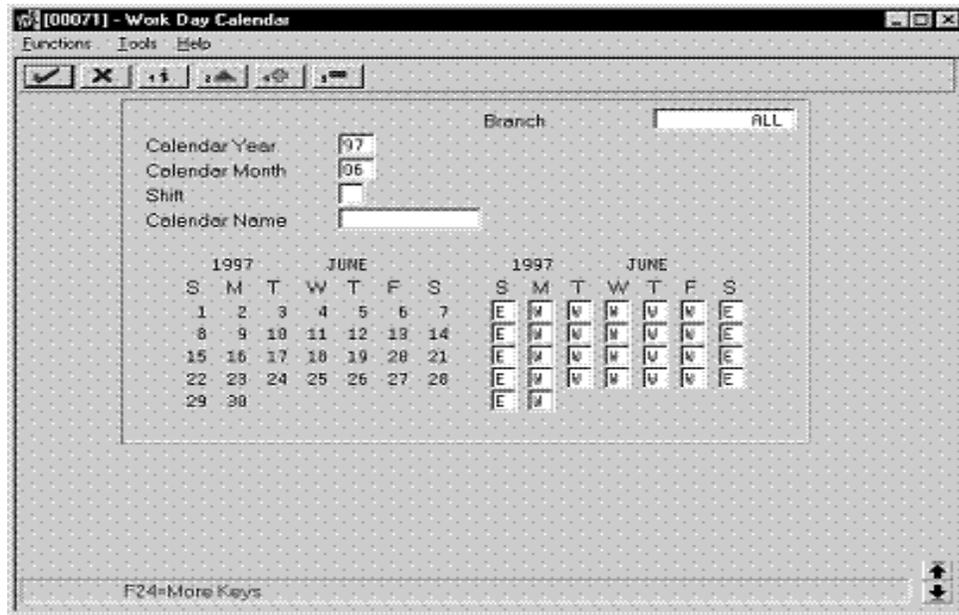
#### See Also:

- [Section 18.1, "Processing Automatic Debits."](#)

#### To set up workday calendar for financials

On Work Day Calendar

Figure 6–1 Work Day Calendar screen



1. To set up a calendar for a specific business unit, complete the following field:
  - Branch
2. Complete the following fields for the time period that you want to set up for the workday calendar:
  - Calendar Year
  - Calendar Month
3. For each day you want to set up, enter a valid day type on the entry calendar.

### 6.1.1 What You Should Know About

Code	Explanation
Valid day types	J.D. Edwards provides predefined day type codes (user defined code 00/DT), such as E for Weekend and H for Holiday. With the exception of Work day (W), which is hard coded, you can use these codes, revise them, or add additional codes for non-work days.  See <i>Work with User Defined Codes</i> in the <i>JD Edwards World Technical Foundation Guide</i> for more information about user defined codes.
Deleting a calendar	If you delete a calendar for a month and year, the calendar record no longer exists. When you inquire on a calendar for a month and year that does not exist, the system displays the calendar with default values. You can change the values as necessary and then add the calendar as a new record.

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## Set Up for Subcontractors

This chapter contains these topics:

- [Section 7.1, "Setting Up for Subcontractors,"](#)
- [Section 7.2, "Working with Supplemental Data for Subcontractors,"](#)
- [Section 7.3, "Defining an Order Line Type for Subcontractor Labor,"](#)
- [Section 7.4, "Defining Accounts for Labor."](#)

### 7.1 Setting Up for Subcontractors

To process subcontractor payments in the United Kingdom, you must set up your system to:

- Maintain information that is specific to individual subcontractors
- Distinguish between the labor portion and the non-labor portion of the vouchers that you enter for your subcontractors

Setting up for subcontractors includes the following tasks:

- Working with supplemental data for subcontractors
- Defining line order types for labor
- Defining accounts for labor

### 7.2 Working with Supplemental Data for Subcontractors

Each subcontractor in the United Kingdom is issued a tax certificate (714) by the Inland Revenue Service. The tax certificate is effective through a given date. A valid tax certificate indicates that the subcontractor is eligible to work in the United Kingdom. The certificate also indicates the tax withholding rules that a contractor must apply to any payments made to the subcontractor.

The type of certificate that is assigned to a subcontractor depends on the particular type of subcontractor. The Inland Revenue Service issues four types of tax certificates to subcontractors.

- Company
- Individual
- Partner
- Special

Before a contractor can pay a subcontractor for any work, the contractor must validate the subcontractor's tax certificate. The validation includes confirming the effective date of the certificate and evaluating the certificate type to determine which, if any, exemptions apply to the subcontractor.

To maintain and validate the tax certificate information for your subcontractors, you must define a special supplemental data type in the CIF Index. You can then enter the tax certificate information as supplemental data to the Address Book and access the information using the Address Book search type for subcontractors (S).

Working with supplemental data for subcontractors includes the following tasks:

- Defining a supplemental data type for subcontractors
- Entering supplemental data for subcontractors

## 7.2.1 Defining a Supplemental Data Type for Subcontractors

### Navigation

From **Address Book (G01)**, enter 27

From **A/B Advanced and Technical Operations (G0131)**, choose **CIF Supplemental Data**

From **CIF Supplemental Data (G01312)**, choose **Define Your Own Data Types**

Data types are user defined codes that you use to organize data. You define how you will use a data type or group of data types by determining the type of information that you want to track for each data type.

To maintain and validate the tax certificate information for your subcontractors, define a special supplemental data type in the CIF Index. You must define specific parameters for the data type so that the system can recall the information as needed during the subcontractor payment process.

### See Also:

- Defining Supplemental Data Security in the *JD Edwards World Address Book and Electronic Mail Guide* for more information about using supplemental data.

### To define a supplemental data type for subcontractors

On **Define Your Own Data Types**

Figure 7-1 Define Your Own Data Types screen

O P	Ty Dt	Description	Mde	CLS	Code Title	Amt Title	SY	RT	Sch Typ
	UK	UK Subcontractor	C	A/P	Cert. Type	Limit Val.	74	CT	S

1. To specify the code and description for the data type, enter UK (data type code) and Subcontractor (description) in the following fields:
  - Type of Data
  - Description
2. To indicate a columnar format for the data type, enter C in the following field:
  - Display Mode
3. To classify the data type as part of the Accounts Payable supplemental data group, enter A/P in the following field:
  - Data Type Classification
4. To title the column for the certificate type, enter Cert. Type in the following field:
  - Code Title
5. To title the column for the limit value, enter Limit Val. in the following field:
  - Amount Title
6. To identify the user defined codes file in which certificate types are defined, enter 74 (system code) and CT (user defined codes type) in the following fields:
  - System Code
  - User Defined Codes
7. To specify the address book records to which the data type applies, enter S (Subcontractor) in the following field:
  - Search Type
8. Access the detail area.

Figure 7-2 Define Your Own Data Types (Detail) screen

O	P	Ty	Dt	Description	Mde	CLS	Code Title	Amt Title	SY	RT	Sch Typ
		UK UK		Subcontractor	C	R/P	Cert. Type	Limit Val. 74	CT	S	
				Pgm ID/Version			Rmk 1				
				Exist Pgm/File			Rmk 2				
							Coded Type				Funct
				Pgm ID/Version			Rmk 1				
				Exist Pgm/File			Rmk 2				
							Coded Type				Funct
				Pgm ID/Version			Rmk 1				
				Exist Pgm/File			Rmk 2				
							Coded Type				Funct

9. To title the column for the certificate number, enter Certificate Information in the following field:
  - Remark 1

## 7.2.2 Entering Supplemental Data for Subcontractors

### Navigation

From Address Book (G01), enter 27

From A/B Advanced and Technical Operations (G0131), choose CIF Supplemental Data

From CIF Supplemental Data (G01312), choose Data Entry

After you set up the supplemental data types that you want to use, you can begin to enter supplemental data records.

Use the supplemental data type that you defined for subcontractors to enter supplemental information for the subcontractors that you set up in Address Book. The supplemental information for subcontractors includes:

- Tax certificate type
- Tax certificate number
- Effective date range for the tax certificate
- Maximum payment before withholding taxes will be applied

Supplemental data types are associated with Address Book records based on a search type. Each supplemental data record that you enter is associated with a specific Address Book Record.

### 7.2.2.1 Before You Begin

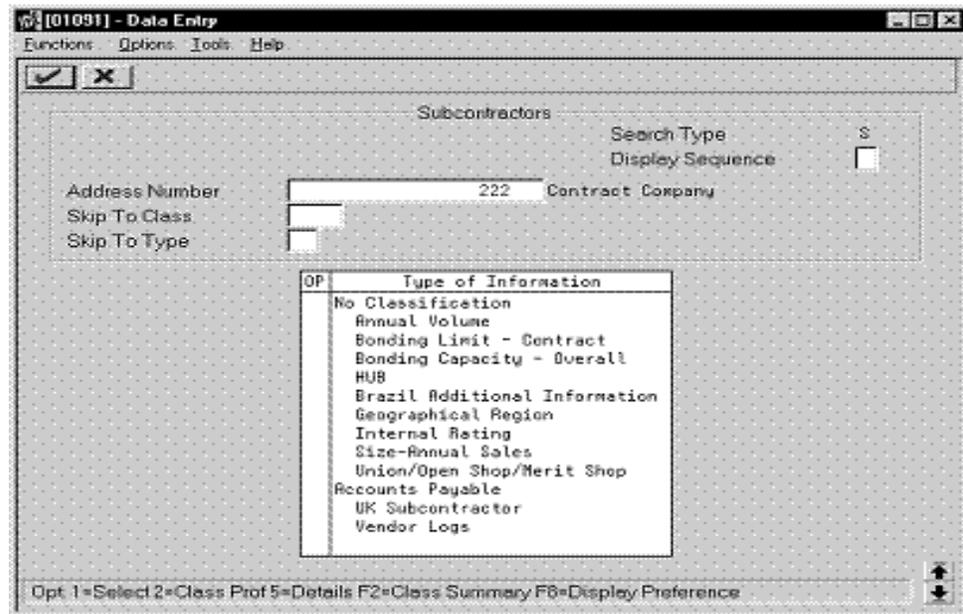
- Set up records for your subcontractors in the Address Book. You must identify each subcontractor record in your system by entering an S in the Search Type field

on the Address Book Revisions screen. See *Entering Basic Address Book Information (P01051)* in the *JD Edwards World Address Book and Electronic Mail Guide* for more information about setting up records in the Address Book.

### To enter supplemental data for subcontractors

On Data Entry

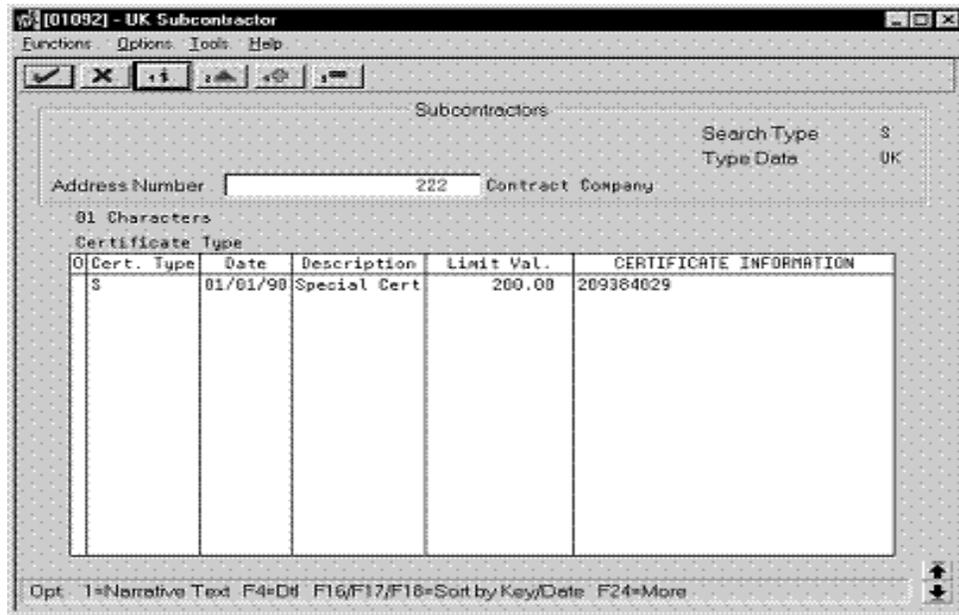
**Figure 7-3 Data Entry screen**



1. To locate a subcontractor record, complete the following field:
  - Address Number
 

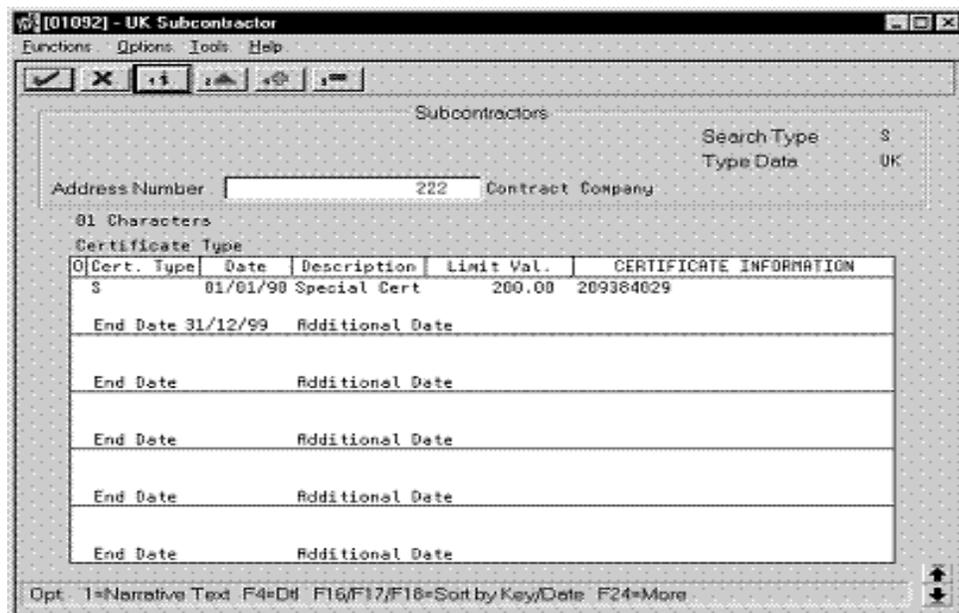
The system displays all of the supplemental data types that are associated with the search type indicated in the subcontractor record (S).
2. Select supplemental data type that you defined for supplemental subcontractor information.

**Figure 7-4 UK Subcontractor screen**



3. On UK Subcontractor, complete the following fields:
  - Cert. Type
  - Date
  - Description
  - Limit Val.
  - Certificate Information
4. Access the detail area.

**Figure 7-5 UK Subcontractor (Detail) screen**



5. Complete the following field:
  - End Date

## 7.3 Defining an Order Line Type for Subcontractor Labor

### Navigation

From Procurement (G43), enter 29

From Procurement System Setup (G43A41), choose Order Line Types

Vouchers that you generate in the either the Purchase Order system or as progress payments are automatically identified as labor or non-labor, based on the line types that you set up for the items in the Item Master file. If you use the Purchase Order system or progress payments to generate vouchers for your subcontractors, you must define a line type for labor.

You assign the line type to the applicable labor items that you set up in the Item Master file. Then, when you enter vouchers for your subcontractors, the system identifies the vouchers as labor or non-labor, based on the line types that you set up for each of the items in the Item Master file.

### To define an order line type for subcontractor labor

On Order Line Types

Figure 7-6 Order Line Types screen

Ln Ty	Description	... Interface ...				Rev Sgn	Txt Y/N	Include			A R F	W O V	E
		G/L	Inu	R/R	R/P			G/P	C	T			
LO	G/L Account Number	Y	R	N	Y	N	N	N	N	N	Y	N	N
M	Miscellaneous	Y	N	Y	Y	N	N	Y	N	Y	N	Y	N
N	Non-Stock	N	N	Y	Y	N	N	Y	N	Y	N	Y	N
NS	Same as Non Stock	N	N	Y	Y	N	N	Y	N	Y	N	Y	N
P	Price Discount	N	N	Y	Y	N	N	Y	N	Y	N	Y	N
R	Rebate	Y	N	Y	Y	N	N	Y	Y	Y	N	Y	N
S	Stock Inventory Item	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y	N
SI	Sales Order - Internal	Y	B	N	Y	N	N	Y	Y	Y	N	Y	N
T	Text Line	N	N	N	N	N	Y	N	N	N	N	N	N
TF	Tools and Fixtures	N	N	Y	Y	N	N	Y	N	Y	N	Y	N
W	Work Order	Y	Y	Y	N	N	N	Y	Y	Y	N	Y	N
X	Outside Processing	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y	N
X1	Outside Processing for the UK	N	B	N	Y	N	N	N	N	N	N	Y	N

1. To define a code and description for the order line type, enter X1 (line type code) and Outside Processing for the UK (description) in the following fields:
  - Line Type
  - Description
2. To prevent the system from reflecting the dollar or unit value of any activity containing this order line type in the general ledger or accounts receivable, enter N in the following fields:

- G/L Interface
  - A/R Interface
3. To define the type of interface this order line type has with the Inventory Management System, enter B in the following field:
- Inventory Interface
4. To accept the default values provided by the system, leave the following fields blank:
- A/P Interface
  - Reverse Sign
  - Text Y/N
  - Include Sales/COGS for Gross Profit
  - Include in Cash Discount Calculation
  - Include in Tax 1
  - Apply Retainage
  - Apply Freight
  - Generate Workorder
  - Exchange Rate Variance

Field	Explanation
Ln Ty	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order
G/L Interface (Y/N)	A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in the general ledger. Valid codes are Y (yes), which is the default, and N (no).
A/R Interface (Y/N)	Code that indicates whether the system will reflect the dollar or unit value of any activity containing this order line type in Accounts Receivable. Valid codes are Y (yes), which is the default, and N (no).  This field is for future use only.

<b>Field</b>	<b>Explanation</b>
Inventory Interface (Y/N)	<p>A code that identifies the type of interface to the Inventory Management system. Valid codes are:</p> <p>Y The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item you enter to ensure that it is a valid item. Y is the default.</p> <p>A The number entered will be recognized as a G/L account number. This code is used in purchasing only.</p> <p>B The system edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update to the quantity on the purchase order. This code is valid only when the G/L Interface field is Y (yes). Budget checking is fully functional with this interface type.</p> <p>D The item in this line is an inventory item that will not affect availability or quantities.</p> <p>N This item is not an inventory item.</p>
A/P Interface (Y/N)	<p>A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in accounts payable. Valid codes are Y (yes), which is the default, and N (no). This field is for future use only.</p>
Rev Sgn	<p>A code that indicates whether the system reverses the sign of the quantity in the line. This code is used to allow easy entry of credit memos. Valid codes are:</p> <p>Y Yes</p> <p>N No. This is the default</p>
Txt Y/N	<p>A code that indicates whether this line contains only memo information. Valid codes are:</p> <p>Y Yes</p> <p>N No, which is the default</p>
Include In G/P	<p>A code indicating that the system includes sales and cost of goods sold in gross profit calculations. Valid codes are Y (yes) and N (no, which is the default).</p>
C/D	<p>A code indicating whether the system includes the extended dollar amount of the transaction in the cash discount or payment terms discount calculation. Valid codes are Y (yes) and N (no). N is the default.</p>
Txt Y/N	<p>A code that indicates whether this line contains only memo information. Valid codes are:</p> <p>Y Yes</p> <p>N No, which is the default</p>
A R	<p>A code that indicates whether the system includes the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between the Purchasing system and Accounts Payable system is active.</p> <p>Valid codes are:</p> <p>Y Include the item's values in the accounts payable retainage calculation.</p> <p>N Do not include the item's values in the accounts payable retainage calculation.</p> <p>If you leave this field blank, the system automatically enters N.</p>

<b>Field</b>	<b>Explanation</b>
A F	<p>A code indicating whether the system should perform freight calculations during processing. Valid codes are:</p> <p>Y yes, perform calculations</p> <p>N no, do not perform calculations</p> <p>If you leave this field blank, the system automatically enters Y.</p>
W O	<p>A code indicating whether the system automatically generates an internal work order for this line. Valid codes are Y (yes) and N (no, which is the default).</p>
Exchange Rate Variance	<p>Code that tells the system to which account it should book an exchange rate variance. Valid codes are:</p> <p>Y Tells the system that an exchange rate variance generated during voucher match should be booked to the variance account.</p> <p>N Tells the system that an exchange rate variance should be booked back to the expense account for the order line.</p> <p>Note: This field is used in conjunction with an inventory interface of A or B in the Procurement system only.</p>

## 7.4 Defining Accounts for Labor

### Navigation

**From General Accounting (G09), choose Organization and Account Setup**

**From Organization and Account Setup (G09411), choose Revise Single Account**

If you use the Accounts Payable system to generate vouchers for your subcontractors, you must identify each of the accounts to which the system distributes labor. To do this, specify a category code in the Account Master file (F0901) to indicate whether or not the account is a designated labor account.

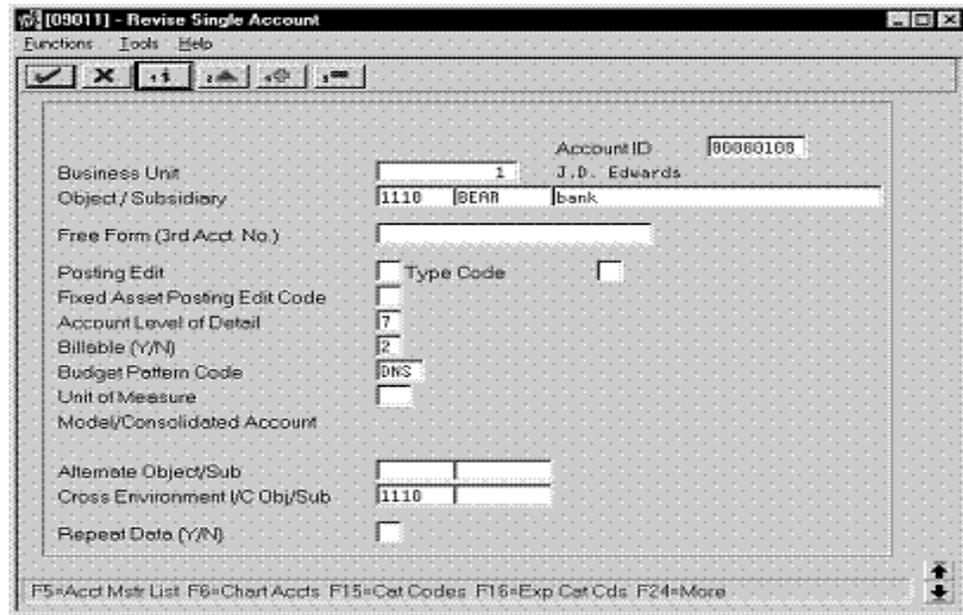
### 7.4.1 Before You Begin

- Designate one of the 20 category codes assigned to accounts to identify whether an account is a labor account. Access the user defined codes file for the category code and set up the valid value, such as W, that you will use to identify your labor accounts.

#### **To define accounts for labor**

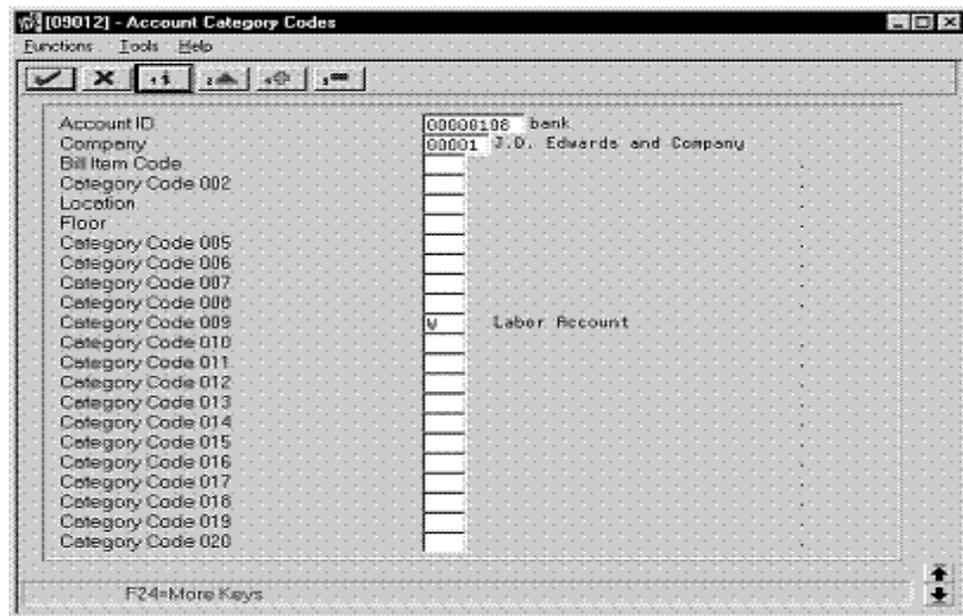
On Revise Single Account

**Figure 7-7 Revise Single Account screen**



1. To locate a labor account, complete the following fields:
  - Business Unit
  - Object
  - Subsidiary
2. Choose Category Codes.

**Figure 7-8 Account Category Codes screen**



3. To specify that the account is a labor account, enter the valid value for your designated category code.



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# Set Up for European Union (EU) Reporting

This chapter contains these topics:

- [Section 8.1, "Setting Up for European Union \(EU\) Reporting,"](#)
- [Section 8.2, "Entering VAT Registration Numbers,"](#)
- [Section 8.3, "Setting Up Tax Rates and Areas,"](#)
- [Section 8.4, "Setting Up User Defined Codes for the European Union."](#)

## 8.1 Setting Up for European Union (EU) Reporting

Detailed statistical information regarding merchandise trade between members of the European Union (EU) is used for market research and sector analysis. To maintain the statistics on trade between European Union members, the statistical office of the European Union and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. If you do business in a country that belongs to the European Union, and you use the J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to meet EU Intrastat requirements.

Setting up for European Union reporting consists of the following tasks:

- Entering VAT registration numbers
- Setting up tax rates and areas
- Setting up user defined codes for the European Union

**See Also:**

- [Section 11.1, "Printing the EU Sales Listing,"](#)
- [Section 12.1, "Working with Intrastat Requirements,"](#)
- [Section 12.1, "Working with Intrastat Requirements."](#)

## 8.2 Entering VAT Registration Numbers

To export goods free of VAT, you must have the VAT registration number of your customers in other EU countries and send your own VAT registration numbers to your suppliers. The length and format of these numbers varies by country.

You can use the Tax ID field in J.D. Edwards base software to enter VAT registration numbers for your companies, suppliers, and customers.

Entity	Explanation
Your companies	Create an address book record for each of your companies. For each address book record that you create, use the Tax ID field to specify the VAT registration number for the company. The Tax ID field prints on the EU Sales Listing and Intrastat reports.
Suppliers and customers	<p>Create master information records for each of your suppliers and customers. Use the Tax ID field on the Supplier and Customer Master Information forms to specify VAT registration numbers for your suppliers and customers.</p> <p>You access Supplier Master Information from the Supplier and Voucher Entry menu (G0411). Access the Customer Master Information from the Customer and Invoice Entry menu (G0311).</p> <p>You might need to use a processing option to display the Tax ID field on the applicable screen.</p>

### 8.3 Setting Up Tax Rates and Areas

You must set up a tax rate and area for both EU member countries and nonmember countries. You can use this tax rate and area information as selection criteria when you print the EU Sales Listing.

**See Also:**

- Tax Rates and Areas in the *JD Edwards World Tax Reference Guide*,
- About A/P Tax Setup in the *JD Edwards World Accounts Payable Guide*.

### 8.4 Setting Up User Defined Codes for the European Union

Set up the following user defined codes to meet European Union requirements:

- Country of origin (00/CN)
- State and province codes (00/S)
- European Union member codes (74/EC)
- Nature of transaction codes, EU (74/NT)
- Nature of transaction codes, sales orders (41/S1-S5)
- Nature of transaction codes, purchase orders (41/P1-P5)
- Commodity codes (41/E)
- Conditions of transport (00/TC)
- Modes of transport (00/TM)
- Freight handling codes (42/FR)

You can access these user defined codes from any user defined codes file.

#### 8.4.1 Country Codes (00/CN)

Set up country codes to identify the country of origin for shipments. Use the special handling code to identify the ISO numeric country code. The country specific print programs retrieve the country code. Some countries use the alphabetic code from the Code column, and some countries use the numeric ISO code.

Figure 8–1 General User Defined Codes screen

System Code: 00  
 User Defined Codes: CN  
 Skip To Code: GB  
 Country Codes:

Code	Description	Description-2
GB	United Kingdom	
	Special Handling Code	806 Hard Coded Y/N N
GD	Grenade	
	Special Handling Code	473 Hard Coded Y/N
GF	French Guiana	
	Special Handling Code	496 Hard Coded Y/N
GH	Ghana	
	Special Handling Code	276 Hard Coded Y/N
GI	Gibraltar	
	Special Handling Code	844 Hard Coded Y/N
GL	Greenland	
	Special Handling Code	406 Hard Coded Y/N
GM	Gambia	
	Special Handling Code	252 Hard Coded Y/N

F5=Code Types F14=Memo F15=Where-Used F18=Translate F21=Print F24=More

Then, specify the country of origin for inventory items on the Item Branch/Plant Information screen.

Figure 8–2 Item Branch/Plant Information screen

Branch/Plant: 30

Item Number: 1001 Pen & Pencil Sets

Stacking Type: S Line Type:

Q/L Class: IN40 Sales Taxable:  Y

Item Price Group: Purchasing Taxable:  Y

Basket Reprice Group: Serial No. Required:  N

Order Reprice Group: Lot Status Code:

Backorders Allowed:  Y Lot Process Type:

Check Availability Y/N:  Y Commitment Method:  I

Shelf Life Days: Lot Process Type:

ABC Codes: IC -IC -C Commitment Method:  I

Margin Maintenance (%): Mix Lots/Serial Number:

Country of Origin: GB United Kingdom

Planner Number:

Buyer Number:

Supplier: 4345 Value Worldwide Paper Supply

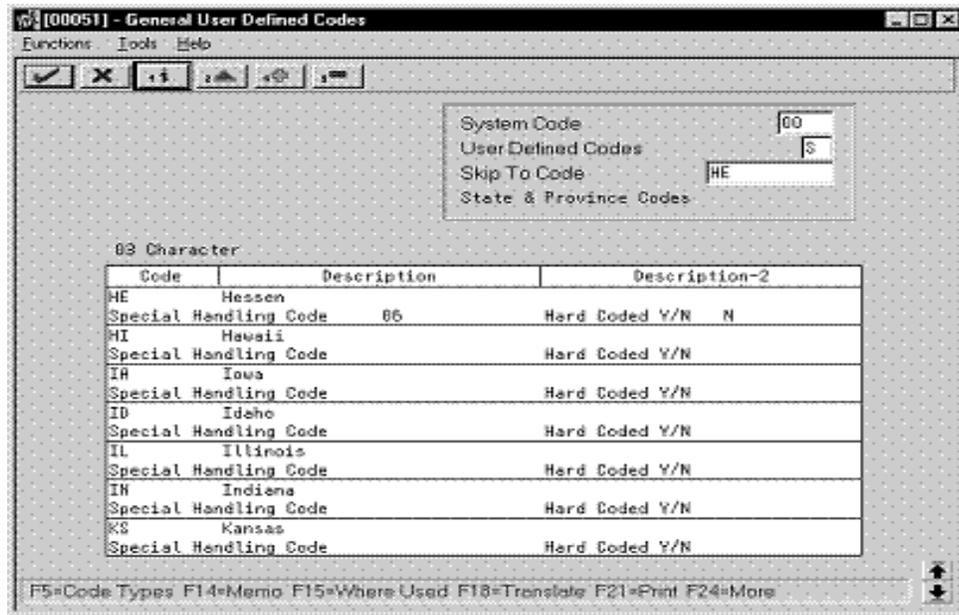
Print Message:

F5=Codes F6=Cost F9=Price F10=Manufacturing F15=Bulk Info F24=Keys

## 8.4.2 State and Province Codes (00/S)

Set up state and province codes to identify the region of destination for shipments. Use the special handling code to identify the numeric code for the state.

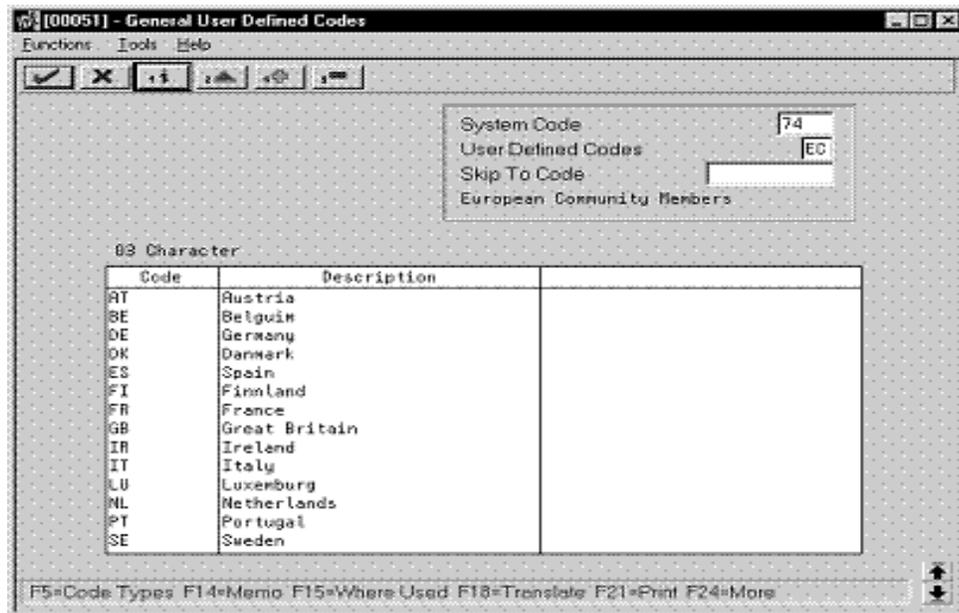
**Figure 8-3 General User Defined Codes (State and Province Codes) screen**



### 8.4.3 European Union Member Codes (74/EC)

Set up codes to identify countries that are members of the European Union. When you print Intrastat reports, the system includes the information regarding shipments or receipts with valid EU member codes in the reports.

**Figure 8-4 General User Defined Codes (EU Member Codes) screen**



### 8.4.4 Nature of Transaction Codes, EU (74/NT)

You can specify the nature of transaction in the item branch information related to an item, or in user defined codes file 74/NT. If you choose to set up the user defined codes file, you must enter values as follows:

- Use the Code field to enter a concatenated value to identify the nature of the transaction. Enter the concatenation as:  
Company Number, Line Type, Order Document Type
- Enter the nature of transaction codes in the Description-2 field.  
Set up nature of transaction codes for sales and purchases on user defined code tables 41/S1-S5 and 41/P1-P5.
- Access the detail information. Use the Special Handling Code field to specify the nature of VAT regime (or statistical procedure).

**Figure 8-5 General User Defined Codes (Nature of Transaction) screen**

System Code: 74  
User Defined Codes: NT  
Skip To Code:   
Nature of Transaction:

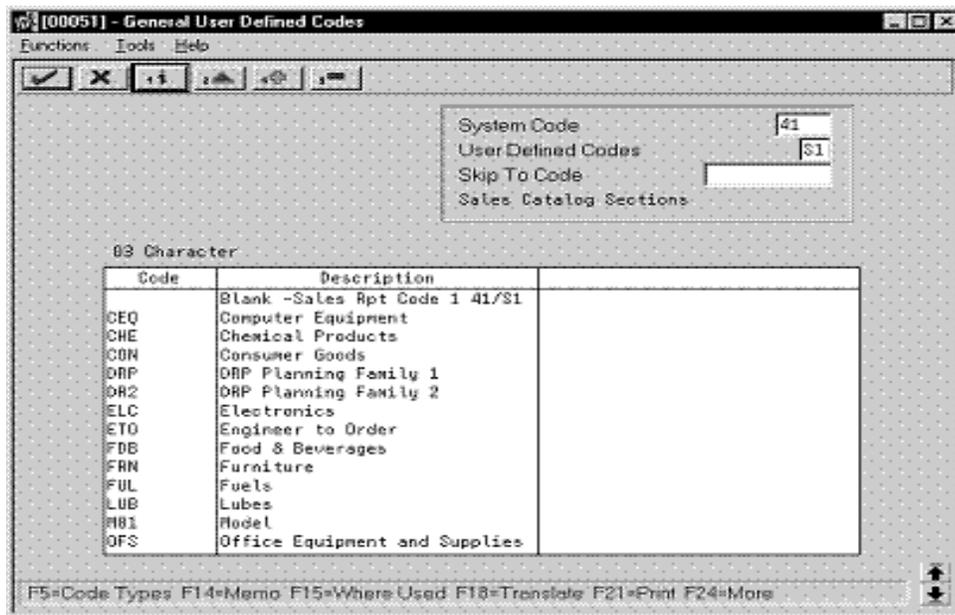
Code	Description	Description-2
00072S0S	EC Sales	77
Special Handling Code	70707	Hard Coded Y/N N
000730PS	EC Purchases	88
Special Handling Code	80808	Hard Coded Y/N N
00073S0S	EC Sales	77
Special Handling Code	70707	Hard Coded Y/N N
002000PS	Import Intrastat	11
Special Handling Code	40000	Hard Coded Y/N N
013000PS	Import Intrastat	11
Special Handling Code	40000	Hard Coded Y/N N
01300S0S	Intrastat	11
Special Handling Code	98777	Hard Coded Y/N N
09740P1S	Transfer from branch	12
Special Handling Code		Hard Coded Y/N N

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

### 8.4.5 Nature of Transaction Codes, Sales Orders (41/S1-S5)

Use nature of transaction codes to identify whether the movement of a product is for sales, leases, or other reasons.

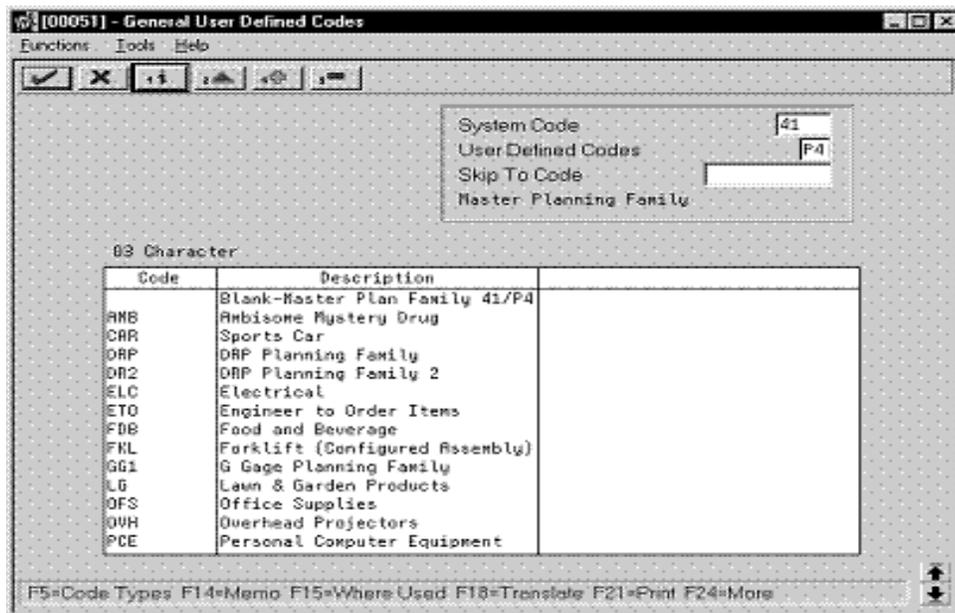
**Figure 8–6 General User Defined Codes (Nature of Transaction Codes, Sales Orders) screen**



### 8.4.6 Nature of Transaction Codes - Purchase Orders (41/P1-P5)

Use Nature of Transaction codes to identify whether the movement of a product is for sales, leases, or other reasons.

**Figure 8–7 General User Defined Codes (Nature of Transaction Codes, Purchase Orders) screen**



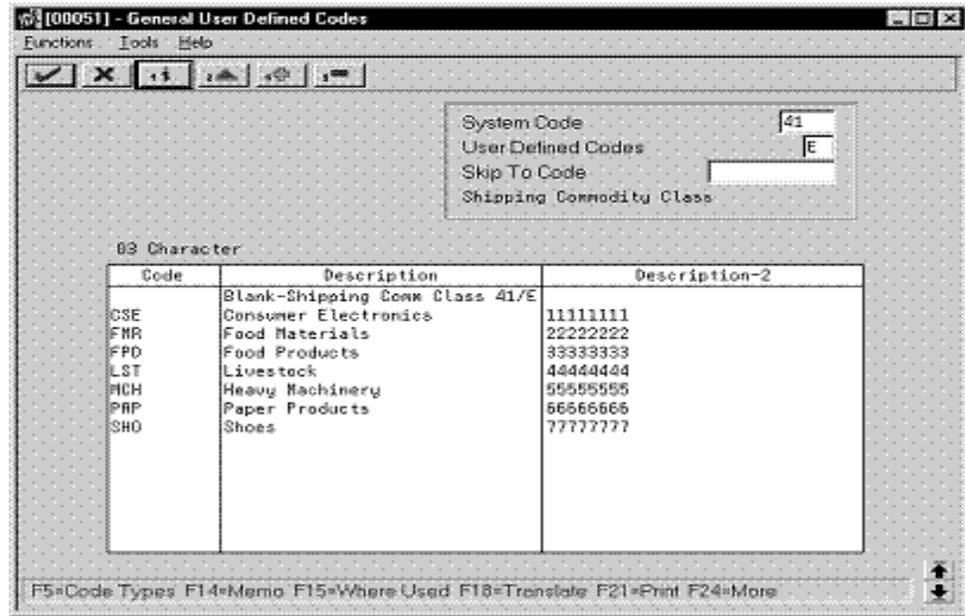
### 8.4.7 Commodity Codes (41/E)

Use commodity codes to further identify the products that are dispatched from or arriving in your country. To comply with EU requirements, you must modify the

second description field for these codes by entering the commodity code numbers required by the customs authorities.

Use the first eight characters of the second description field for the commodity code. Use the ninth and tenth characters to identify the supplementary unit of measure for the item, if required. For example, 12345678EA.

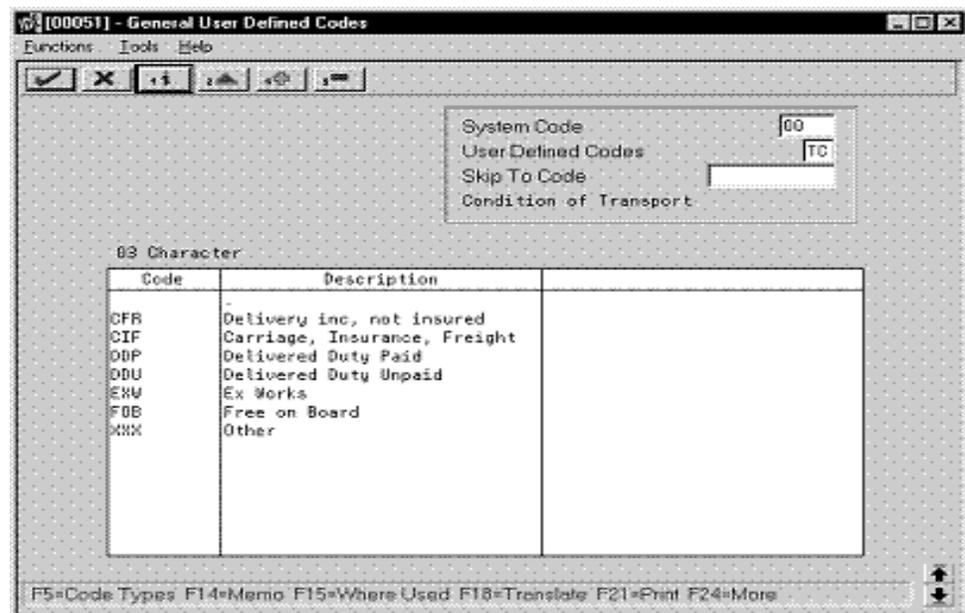
**Figure 8–8 General User Defined Codes (Commodity Codes) screen**



### 8.4.8 Conditions of Transport (00/TC)

You set up codes for the Conditions of Transport on user defined codes file 00/TC.

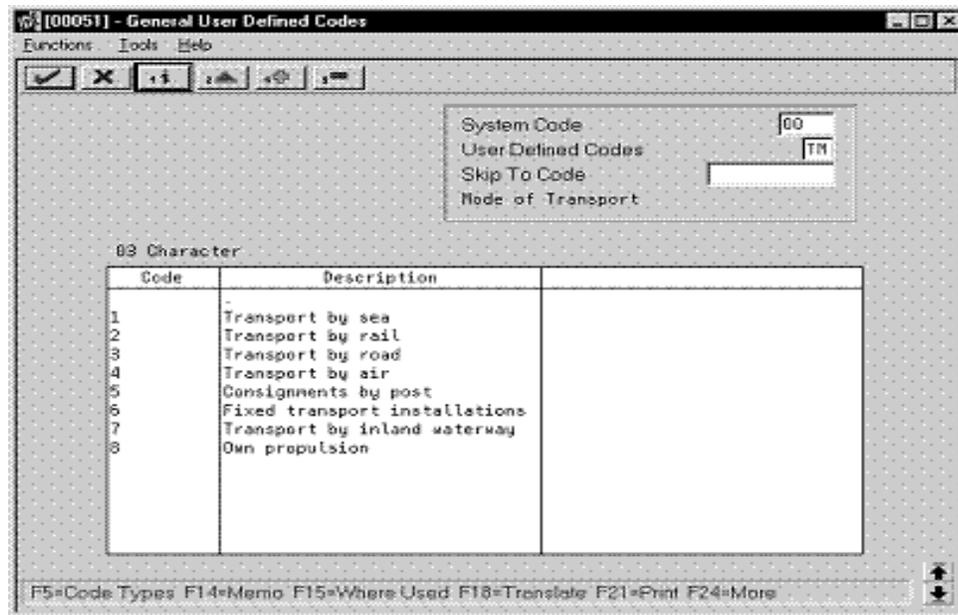
**Figure 8–9 General User Defined Codes (Conditions of Transport) screen**



### 8.4.9 Modes of Transport (00/TM)

You set up codes for the modes of transport on user defined codes file 00/TM.

**Figure 8–10 General User Defined Codes (Modes of Transport) screen**



### 8.4.10 Freight Handling Codes (42FR)

You use freight handling codes to identify various freight information. To comply with EU requirements, modify your freight handling codes to include the codes that you set up for the Conditions of Transport and Modes of Transport tables. To do this, enter the codes for the conditions of transport and the modes of transport in the second description field for the file.

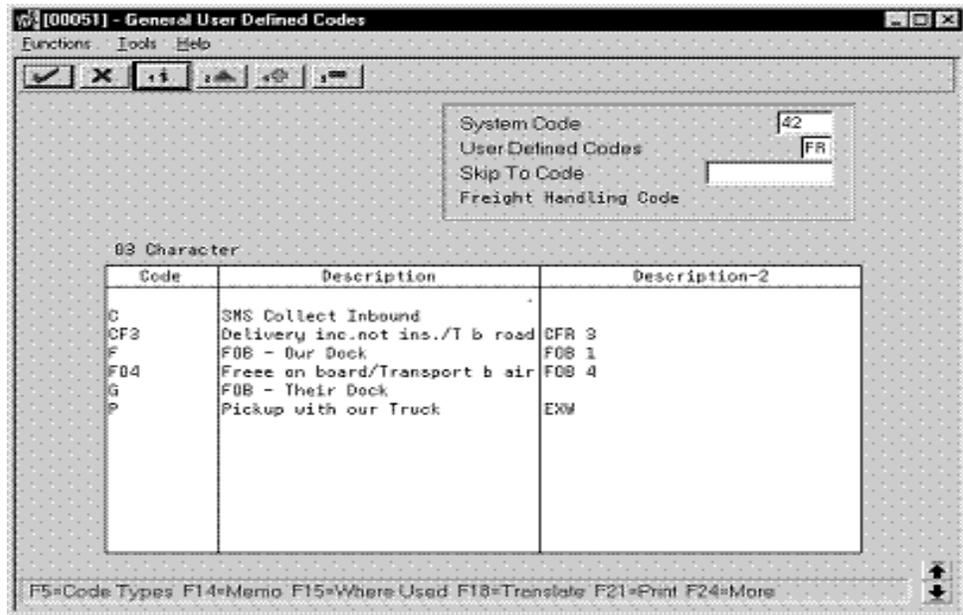
The Description 2 field allows up to 15 characters. When you modify freight handling codes, use the first three characters in the field to specify the conditions of transport. Use the fourth character to indicate the COT extension (France only). Enter the code for mode of transport as the fifth character of the second description.

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**Note:** You must define the codes that indicate the various conditions and modes of transport on their respective user defined code tables before you can use the codes to modify your freight handling codes.

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Figure 8–11 General User Defined Codes (Freight Handling) screen



### 8.4.10.1 What You Should Know About

Code	Explanation
Default conditions of transport	<p>You can set up default conditions of transport on the Supplier Purchasing Instructions screen. To do this, enter the condition of transport in the Freight Handling Code field. When you enter purchase orders, this information appears in the purchase order header fields.</p> <p>You access Supplier Purchasing Instructions from the Supplier Management menu.</p>
Nature of Transaction codes	<p>You can set up nature of transaction codes specifically for European Union reporting on user defined codes file 74/NT, or you can use the user defined codes tables from the Inventory systems (41/P1-P5, 41/S1-S5). When you update the Intrastat workfile, you use a processing option to specify which user defined codes file you want the system to use to find the applicable information.</p> <p>See <a href="#">Section 12.1, "Working with Intrastat Requirements."</a></p>



# Part II

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## Tax Requirements

This part contains these chapters:

- [Chapter 9, "About Tax Requirements,"](#)
- [Chapter 10, "Enter Journal Entries with Tax,"](#)
- [Chapter 11, "Print the EU Sales Listing,"](#)
- [Chapter 12, "Work with Intrastat Requirements,"](#)
- [Chapter 13, "Print Value Added Tax \(VAT\) Reports."](#)



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## About Tax Requirements

This chapter contains these topics:

- [Section 9.1, "Overview to Tax Requirements,"](#)
- [Section 9.2, "About Value Added Tax \(VAT\)."](#)

### 9.1 Overview to Tax Requirements

The United Kingdom is part of the European Union (EU), which observes the Single European Act of 1987. The Single European Act is an agreement that opens the markets to an area without internal frontiers (boundaries), in which free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Although day-to-day business activities in the United Kingdom are the same as those for businesses in countries that are not EU members, businesses in the United Kingdom must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

- EU Sales Listing
- Intrastat Report

There are also significant differences regarding the specifics of how value added tax is handled.

J.D. Edwards solutions for tax requirements in the United Kingdom include the following tasks:

- Entering journal entries with tax
- Printing the EU Sales Listing
- Working with Intrastat requirements
- Printing value added tax (VAT) reports

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**Caution:** For tax processing and reporting in the United Kingdom, you must set up your system to meet specific UK requirements. For more information, review the Setup Requirements section of this guide.

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## 9.2 About Value Added Tax (VAT)

Value added tax, or VAT, is a noncumulative tax that tax authorities in the United Kingdom impose at each stage of the production and distribution cycle. VAT is a tax on consumer expenditure.

If you work with VAT, you should understand the following terminology and principles:

<b>Term</b>	<b>Description</b>
Output VAT	Suppliers of goods and services must add VAT to their net prices. They must record output VAT for goods on the date that they issue invoices and for services on the date that they receive payment.
Input VAT	<p>Input VAT is paid by the purchaser of goods and services to the supplier. If the purchaser is subject to VAT of sales (output VAT), they can offset the input VAT they owe against any output VAT that they owe.</p> <p>The purchaser can recover input VAT by offsetting it against output VAT. When input VAT exceeds output VAT, the purchaser can obtain a cash refund.</p>
Nonrecoverable input VAT	<p>Input VAT cannot be recovered on:</p> <ul style="list-style-type: none"> <li>Goods and services that are not necessary for running the business</li> <li>Expenses that are related to business entertainment</li> <li>Transport of persons</li> <li>Oil-based fuels and lubricants that are transformed and then resold</li> <li>Goods that are provided free of charge or at a substantially reduced price</li> <li>Purchase of cars</li> <li>Services related to goods that are normally excluded from the right of recovery</li> </ul>
VAT returns	<p>If tax is payable, businesses must complete VAT returns on a quarterly basis to HM Customs and Excise.</p> <p>You must pay any excess output VAT over input VAT at the time of filing.</p>
VAT exemptions	Certain types of supplies are exempt from VAT. Businesses can obtain a list of these items from the local tax office.

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## Enter Journal Entries with Tax

This chapter contains these topics:

- [Section 10.1, "Entering Journal Entries with Tax,"](#)
- [Section 10.2, "Entering Tax Inclusive Journal Entries,"](#)
- [Section 10.3, "Entering Tax Exclusive Journal Entries."](#)

### 10.1 Entering Journal Entries with Tax

#### Navigation

From **General Accounting (G09)**, enter 27

From **G/L Advanced & Technical Operations (G0931)**, choose **Journal Entry With VAT Tax**

When you enter a journal entry with tax, you might know the gross amount or you might know the taxable amount of the entry. If you enter the gross amount, the system calculates the taxable amount and the tax. If you enter the taxable amount, the system calculates the gross amount and the tax.

For journal entries with tax, the system calculates the tax based on the tax area. The following restrictions apply to journal entries with tax:

- The system posts each journal entry with tax to a single tax authority.
- You cannot create model or reversing journal entries with this type of journal entry.
- This type of journal entry can be used only for transactions that have a tax explanation code of V or VT.

Entering journal entries with tax consists of the following:

- Entering a tax inclusive journal entry
- Entering a tax exclusive journal entry

#### 10.1.1 Example: Journal Entry with Tax

If you have tax on a bank charge, your entry might look like this:

Account Number	Account	Tax Amount	Ex	Tax Area
7001.8810	1000	60	V	BE6

Account Number	Account	Tax Amount	Ex	Tax Area
70.1110.BBL	1060-			

The resulting entry to the general ledger would look like this:

Account Number	Description	Amount
7001.8810	Bank Charges	1000
70.1240	Tax	60
70.1110.BBL	Bank Account	1060-

### 10.1.1.1 What You Should Know About

Entry	Explanation
Tax-only journal entries	To enter a journal entry for tax only, provide a tax amount and a tax explanation code of VT. Do not enter a gross taxable amount.

## 10.1.2 Processing Options

See [Section 31.1, "Journal Entry with Tax \(P09106\)."](#)

### 10.1.2.1 What You Should Know About Processing Options

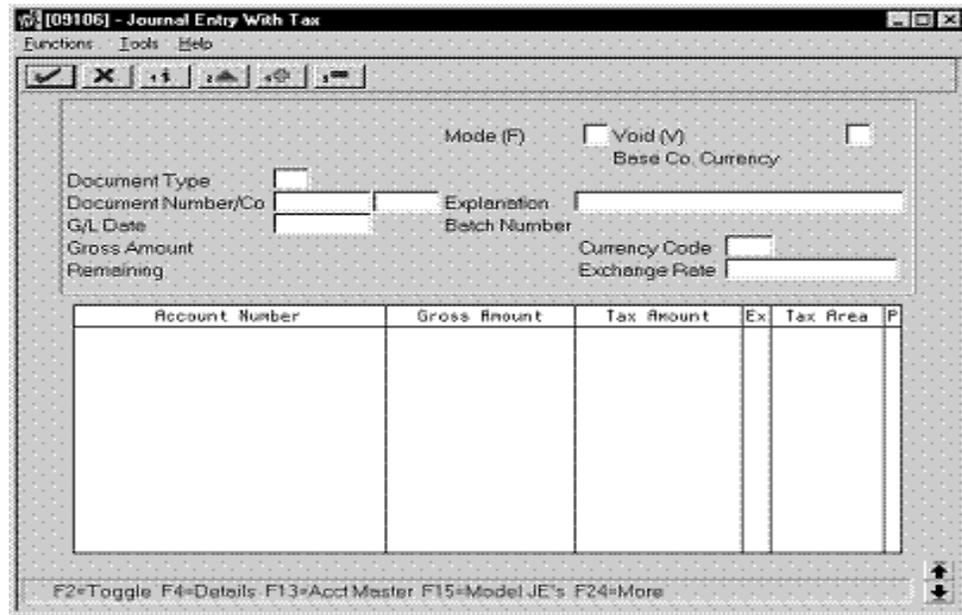
Processing Option	Explanation
Processing option 3	You can set the default format for this screen. Leave this processing option blank to display the taxable amount (the amount exclusive of tax) on the first line or enter 1 to display the gross amount (the amount inclusive of tax). The system calculates the value that you do not enter and the tax.

## 10.2 Entering Tax Inclusive Journal Entries

### To enter a tax inclusive journal entry

On Journal Entry With VAT Tax

Figure 10-1 Journal Entry with Tax screen



1. Access the gross amount format by pressing F2 if needed.
2. Follow the steps to enter journal identifiers for a basic journal entry.
3. For each G/L distribution, complete the following fields:
  - Account Number
  - Gross Amount
  - Tax Amount
  - Tax Explanation Code
  - Tax Area
4. To add the record, do one of the following:
  - In World Software, press Enter

Field	Explanation
Gross Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p> <p>Screen-specific information</p> <p>If you enter the gross amount in this field, the system calculates the tax and taxable amount for you.</p>
Tax Amount	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>Screen-specific information</p> <p>Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.</p>

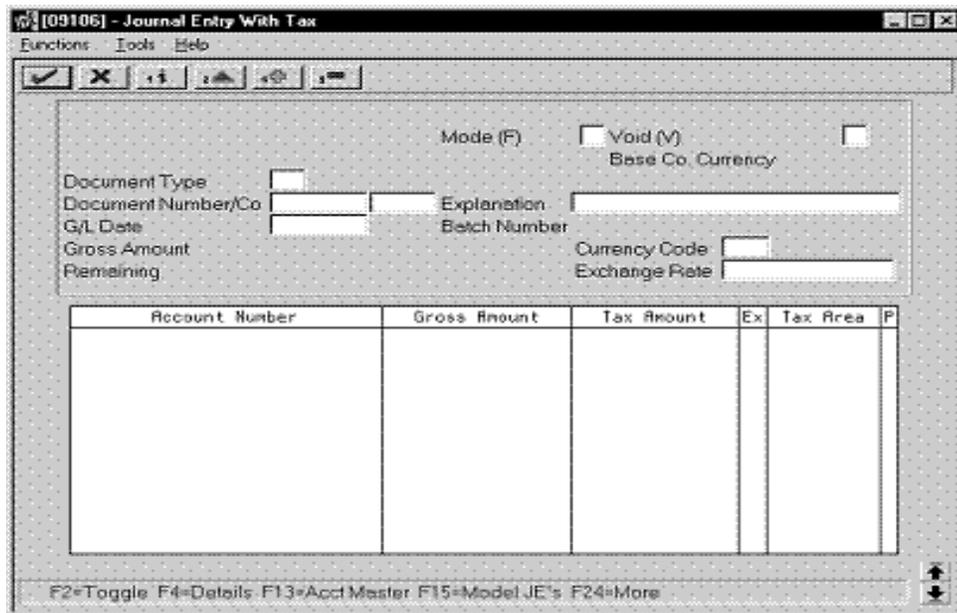
Field	Explanation
Tax Explanation Code	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>Screen-specific information</p> <p>Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.</p>
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area file (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>Screen-specific information</p> <p>You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.</p>

### 10.3 Entering Tax Exclusive Journal Entries

**To enter a tax exclusive journal entry**

On Journal Entry With VAT Tax

*Figure 10-2 Journal Entry with Tax (Tax Exclusive) screen*



1. Access the taxable amount format by pressing F2 if needed.
2. Follow the steps to enter journal identifiers for a basic journal entry.
3. For each G/L distribution, complete the following fields:
  - Account Number

- Taxable Amount
  - Tax Amount (optional)
  - Tax Explanation Code
  - Tax Area
4. To add the record, do one of the following:
- In WorldSoftware, press Enter

Field	Explanation
Taxable Amt	The amount on which taxes are assessed. Screen-specific information If you enter the taxable amount in this field, the system calculates the tax and gross amount for you.

### 10.3.1 What You Should Know About

Field	Explanation
Sales/Use/VAT Tax file (F0018)	When you enter transactions using the Journal Entry with Tax program (P09106), the system automatically updates the Sales/Use/VAT Tax file. The system ignores the tax processing options that you set up for the post programs.
Automatic accounting instructions	The AAIs for journal entries with VAT are in the format GTyyyy, where yyyy is the G/L offset for the tax authority. If you do not specify a business unit in the AAI, the system uses the business unit of the account number from the first line item of the journal entry.
Model journal entries	Although you cannot create model journal entries on Journal Entry With VAT Tax, you can access Index of Model Journal Entries to select a model. The system displays the model information on Journal Entry With VAT Tax, and you can add the VAT information.

**See Also:**

- Entering Basic Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide*.

### 10.3.2 Processing Options

- [Section 31.1, "Journal Entry with Tax \(P09106\)."](#)

#### 10.3.2.1 What You Should Know About Processing Options

Option	Explanation
Processing Option 3	You can set the default format for this screen. Leave this processing option blank to display the taxable amount (the amount exclusive of tax) on the first line or enter 1 to display the gross amount (the amount inclusive of tax). The system calculates the value that you do not enter and the tax.



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## Print the EU Sales Listing

This chapter contains the topic:

- [Section 11.1, "Printing the EU Sales Listing."](#)

### 11.1 Printing the EU Sales Listing

#### Navigation

From **General Systems (G00)**, choose **Tax Processing and Reporting**

From **Tax Processing and Reporting (G0021)**, choose **EU VAT Processing**

From **EU VAT Processing (G00211)**, choose **EU Sales Listing**

Businesses in the United Kingdom that exceed the limit of intra-union trade must submit the EU Sales Listing report on a quarterly basis if they:

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods to an entity that is registered for VAT in another EU-member country for process
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

The EU Sales Listing report provides the following information about customers:

- VAT number
- Country of destination
- Total amount in local currency

The EU Sales Listing report is based on the information in the Sales/Use/VAT Tax file (F0018). If you plan to run the EU Sales Listing, ensure that the processing options in the post program are set up to automatically update this file.

#### 11.1.1 Before You Begin

- Enter VAT registration numbers and country codes for each customer. See [Section 8.1, "Setting Up for European Union \(EU\) Reporting."](#)

**Figure 11-1 EC Sales Listing report**

00188	J.D. Edwards & Company		Page - 2
	EC Sales Listing		Date - 5/22/97
VAT Registration Number : 5555555	Model Italian Company	Reporting Period From : 01 / 96	
Company : 00074	Italian22	To : 12 / 96	
	Italian33		
	Italian44		
Branch ID :			
Telephone :	39 248-015568		
Telefax :			
Contact Person :			
Line	Country	Customers	Sales Amount
Number	of	VAT	in local
	Destination	Registration Number	Currency
-----	-----	-----	-----
1	IT	00289987456	110,589.07-
2	IT		741,311.32-
3	IT		30,220.46-
4	IT	00021877751	7,689.05-
5	IT	00265228975	1,680.67-
6	IT	00012548523	5,882.35-
7	IT		149.33-
8	IT	00213652359	12,580.43-

### 11.1.2 Processing Options

See [Section 31.2, "EU Sales Listing Report \(P0018S\)."](#)

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## Work with Intrastat Requirements

This chapter contains these topics:

- [Section 12.1, "Working with Intrastat Requirements,"](#)
- [Section 12.2, "Updating the Intrastat Workfile,"](#)
- [Section 12.3, "Revising the Intrastat Workfile,"](#)
- [Section 12.4, "Printing the Intrastat Report."](#)

### 12.1 Working with Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the European Union disappeared in 1993 with the creation of the European Single Market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

Detailed statistical information regarding merchandise trade between members of the European Union (EU) is important for market research and sector analysis. To maintain the statistics on trade between European Union members, the statistical office of the European Union and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. Each month, businesses are required to send a statistical or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intra-union trade operations of the previous month.

The major features of the Intrastat system are common in all member states, but the system allows national specificities to be taken into account. If you do business in a country that belongs to the European Union, and you use J.D. Edwards Sales Order Management and Procurement systems, you can meet Intrastat reporting requirements.

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**Note:** The information the Intrastat system tracks is based strictly on the actual, physical movement of goods between member countries of the European Union. Intrastat information does not apply to the movement of monetary amounts or placement of orders between member countries.

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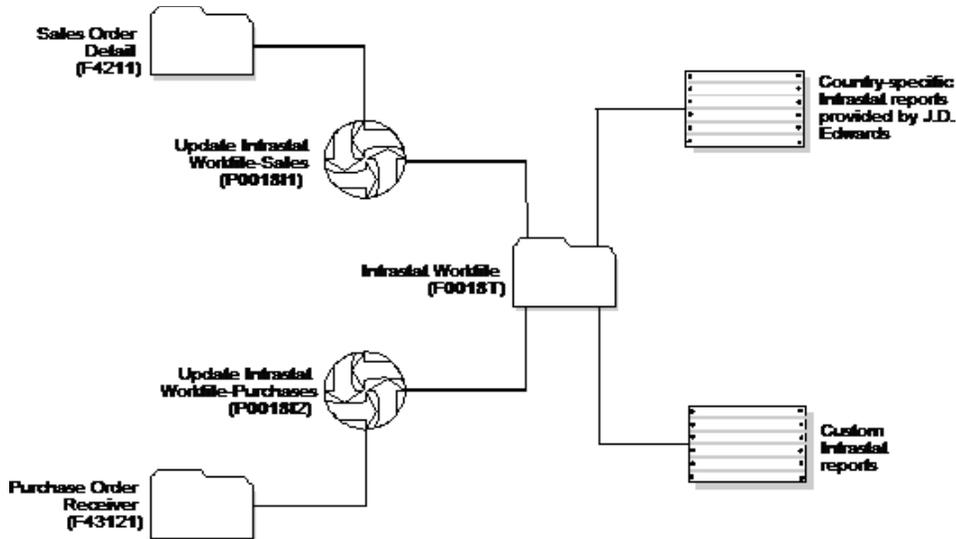
Working with Intrastat requirements consists of the following tasks:

- Updating the Intrastat workfile
- Revising the Intrastat workfile

- Printing the Intrastat report

The following graphic illustrates the Intrastat reporting process.

**Figure 12–1 Intrastat Reporting Process**



### 12.1.1 Before You Begin

- Verify that you have set up the appropriate user defined codes for Intrastat reporting. See [Section 8.1, "Setting Up for European Union \(EU\) Reporting."](#)

## 12.2 Updating the Intrastat Workfile

### Navigation

From General Systems (G00), choose Tax Processing and Reporting

From Tax Processing and Reporting (G0021), choose EU VAT Processing

From EU VAT Processing (G00211), choose an option under the EU VAT Processing heading

The collection Intrastat information is based solely on the Sales Order Management and Procurement systems. You print monthly Intrastat reports based on your company's sales and purchasing transactions for the previous month. To do this, you write all of the required information from the tables in the Sales Order Management and Procurement systems to the Intrastat Workfile (F0018T).

Use the following programs to update the Intrastat Workfile:

Program	Explanation
Intrastat Workfile Update - Sales	Updates the Intrastat Workfile with sales information based on the following tables: Sales Order Header (F4201) Sales Order Detail (F4211)

<b>Program</b>	<b>Explanation</b>
Update Extra Tax File - Purchases	Updates the Intrastat Tax file with purchase information based on the following tables: Purchase Order Header (F4301) Purchase Order Detail (F4311) Purchase Order Receiver (F43121)

In addition, the update programs collect information from the following tables:

- Branch/Plant Constants (F41001)
- Business Unit Master (F0006)
- Company Master (F0010)
- Currency Code Master (F0013)
- Item Master (F41001)
- Item/Branch Information (F4102)
- Address Book (F0101 and F0116)
- Order Address (F4006)
- Unit of Measure Conversion (F41002 and F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options and data selections to select transactions based on any of the criteria in the sales and purchasing tables. The system verifies that the transactions that meet your selection criteria qualify for Intrastat reporting. If so, the required information from the sales and purchasing tables, and any applicable information from the additional tables, is written to the Intrastat Workfile.

To ensure that the Intrastat Workfile contains the most current information, update the information in the Intrastat Workfile periodically. Depending on your company policy, you might update the workfile as often as nightly, but at least monthly.

The system creates records in the workfile only if the country of the supplier address is different than the country of the ship-to address. You must include codes for both countries as valid values on user defined codes file for European Community Members (74/EC).

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**Caution:** To collect the correct data in the Intrastat Workfile:

- You must have assigned all of your inventory items the appropriate commodity code information
  - All of your orders must include the appropriate freight handling codes.
- 
-

## 12.2.1 What You Should Know About

Field	Explanation
Interbranch processing	The system writes interbranch records to the Intrastat workfile based on your specifications in the processing options for the update program. Depending on the structure of your company and country-specific reporting requirements, you can specify that records are written at cost, cost plus markup, or at the taxable purchase price.
Multi-currency	The system creates records in the Intrastat Workfile based on the currency of the company specified in the Branch/Plant Constants for each transaction.
Country codes	<p>The branch/plant and the supplier specified for the transaction must have a valid country code. For countries that require regional information, specify the region in the State field of the address in the Address Book record. The system searches for the address number based on the Branch/Plant Constants (F41001). If no address number is specified, the system uses the address number specified in the Business Unit Master file (F0006).</p> <p>If the original country or origin is required information for your Intrastat reports, specify the Country of Origin in the Item/Branch Master file.</p>
Performance issues	<p>Depending on your data selection and the number of transactions in the Sales and Purchasing systems, the time it takes to run the update programs can vary. To minimize the impact that these update programs can have on system performance, you can:</p> <p>Specify your data selection as carefully as possible so that only the necessary records are written to the workfile</p> <p>Update the Intrastat Workfile as part of your nightly operations</p>

## 12.3 Revising the Intrastat Workfile

### Navigation

From General Systems (G00), choose Tax Processing and Reporting

From Tax Processing and Reporting (G0021), choose EU VAT Processing

From EU VAT Processing (G00211), choose Direct Extra Tax File Adjust

You can revise existing data in the Intrastat Workfile. You might need to do this to correct missing or inaccurate information.

### To revise information in the Intrastat Tax file

On Direct Extra Tax File Adjust

Figure 12-2 Direct Extra Tax File Adjust screen

1. To locate an intra-union trade transaction, complete the following fields:
  - Order Number
  - Order Type
  - Document Company
  - Order Suffix
  - Line Number
2. Complete any of the remaining optional fields.

Field	Explanation
Document (Order No, Invoice, etc.)	The number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Order Type	<p>A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> <ul style="list-style-type: none"> <li>P Accounts Payable documents</li> <li>R Accounts Receivable documents</li> <li>T Payroll documents</li> <li>I Inventory documents</li> <li>O Purchase Order Processing documents</li> <li>J General Accounting/Joint Interest Billing documents</li> <li>S Sales Order Processing documents</li> </ul>

<b>Field</b>	<b>Explanation</b>
Order Company (Order Number)	<p>A number that, along with order number and order type, uniquely identifies an order document (such as a purchase order, a contract, a sales order, and so on).</p> <p>If you use the Next Numbers by Company/Fiscal Year facility, the Automatic Next Numbers program (X0010) uses the order company to retrieve the correct next number for that company. If two or more order documents have the same order number and order type, the order company lets you locate the desired document.</p> <p>If you use the regular Next Numbers facility, the order company is not used to assign a next number. In this case, you probably would not use the order company to locate the document.</p>
Order Suffix	<p>In the A/R and A/P systems, a code that corresponds to the pay item. In the Sales Order and Purchase Order systems, this code identifies multiple transactions for an original order. For purchase orders, this is always 000. For sales orders with multiple partial receipts against an order, the first receiver used to record receipt has a suffix of 000, the next has a suffix of 001, the next 002, and so on.</p>
Line Number	<p>A number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number, but in some cases, you can override it.</p>

## 12.4 Printing the Intrastat Report

### Navigation

**From General Systems (G00), choose Tax Processing and Reporting**

**From Tax Processing and Reporting (G0021), choose EU VAT Processing**

**From EU VAT Processing (G00211), choose UK Format Intrastat**

You print Intrastat reports based on the information in the Intrastat Workfile (F0018T). Although the information that is required to appear on the Intrastat report is common for most all European Union members, report formats vary from country to country. J.D. Edwards base software includes Intrastat report formats for the following countries:

- Belgium
- France
- Germany
- United Kingdom
- Austria

To print an Intrastat report for a country with different country-specific format requirements, such as Italy, you must create a custom World Writer report or use a specialized software package.

### 12.4.1 Processing Options

See [Section 31.3, "Intrastat Report - UK \(P0018IE\)."](#)

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## Print Value Added Tax (VAT) Reports

This chapter contains the topic:

- [Section 13.1, "Printing Value Added Tax \(VAT\) Reports."](#)

### 13.1 Printing Value Added Tax (VAT) Reports

#### Navigation

**From General Systems (G00), choose Tax Processing and Reporting**

**From Tax Processing and Reporting (G0021), choose VAT Journals**

It is a common business practice in the United Kingdom and throughout Europe to track and reconcile VAT by revenue and expense account.

You can use J.D. Edwards software to track and reconcile VAT by revenue and expense account by classifying each transaction as taxable or nontaxable. You can also give various reasons for the classification of each transaction. The system stores the tax information for transactions in the Sales/Use/VAT Tax file (F0018).

Run the VAT Journal program to print a VAT report. The VAT report includes all the records in the Sales/Use/VAT Tax file that meet your data selections and processing option criteria.

You can customize the tax information that prints on VAT reports by defining up to five columns of tax information from the Sales/Use/VAT Tax file. Each column can represent up to 12 different tax rates and areas. You can also specify whether a column contains taxable or tax amounts.

#### 13.1.1 What You Should Know About

Field	Explanation
Tax on sales or purchases	You can print VAT reports to review the taxes on sales or the taxes on purchases.  To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.
Multiple currencies	If you print a VAT report that includes multiple currencies, the system does not print a grand total. To see grand total amounts, print separate VAT reports by company for each currency.

<b>Field</b>	<b>Explanation</b>
Report sequence	You can sequence VAT reports by any field in the Sales/Use/VAT Tax file (F0018). The most common report sequence is as follows: <ol style="list-style-type: none"><li>1. Company</li><li>2. Document Type</li><li>3. Document Number</li></ol>

**See Also:**

- Work with DREAM Writer in the *JD Edwards World Technical Foundation Guide* for more information about running, copying, and changing a DREAM Writer version.

### 13.1.2 Processing Options

See [Section 31.4, "VAT Journals \(P00320\)."](#)

# Part III

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## Banking Requirements

This part contains these chapters:

- Chapter 14, "About Banking Requirements,"
- Chapter 15, "Work with Bank Account Information,"
- Chapter 16, "Work with Automatic Payments,"
- Chapter 17, "Work with APACS Check Format,"
- Chapter 18, "Process Automatic Debits,"
- Chapter 19, "Work with Logged Vouchers,"
- Chapter 20, "Process Bank Statements."



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## About Banking Requirements

Businesses in the United Kingdom frequently use electronic funds transfers to collect and refund payments for customers in addition to making credit payments to suppliers. All electronic fund transfers are processed according to Bank Automated Clearing System (BACS) standards.

Businesses also print checks. Checks in the United Kingdom are required to meet the standards established by the Association for Payment Clearing Services (APACS). The bank statement serves as the source document for all banking activity.

J.D. Edwards solutions for banking requirements in the United Kingdom include the following tasks:

- Working with bank account information
- Working with automatic payments
- Working with the APACS check format
- Processing automatic debits
- Working with logged vouchers
- Processing bank statements



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## Work with Bank Account Information

This chapter contains these topics:

- [Section 15.1, "Working with Bank Account Information,"](#)
- [Section 15.2, "Entering Bank Account Information for Your Company,"](#)
- [Section 15.3, "Entering Bank Account Information for Customers and Suppliers."](#)

### 15.1 Working with Bank Account Information

To process bank transactions for the United Kingdom, you must enter bank account information for your own company and your customers and suppliers.

Working with bank account information consists of the following tasks:

- Entering bank account information for your company
- Entering bank account information for customers and suppliers

### 15.2 Entering Bank Account Information for Your Company

#### Navigation

From **Accounts Receivable (G03)**, enter 29

From **Accounts Receivable Setup (G0341)**, choose **Bank Account Information**

The BACS payments and automatic debits that you remit to the bank should include bank account information for your company. Banks use the account information to process the transactions.

Set up bank account information for your company. You should update this information before you create the transaction file to send to the bank.

#### See Also:

- *Setting Up Bank Account Information for A/P in the JD Edwards World Accounts Payable Guide.*

#### To enter bank account information for your company

On G/L Bank Account Information

**Figure 15-1 Bank Account Information screen**

1. To locate your account, complete the following fields:
  - G/L Bank Account Number
2. To enter the bank information for your company (the BACS originator's account number and account name), complete the following fields:
  - Bank Account Number
  - Bank Reference Name
3. To enter the originator's sort code for BACS, complete the following field:
  - Bank Transit
4. To enter the BACS file identifier, submission serial number and user number, complete the following field:
  - Bank User Number
5. On Set Up G/L Bank Account, choose Bank Info from the Screen menu.

## 15.3 Entering Bank Account Information for Customers and Suppliers

### Navigation

From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose **Bank Account Cross Reference**

The BACS payments and automatic debits that you remit to the bank should include bank account information for your suppliers and customers. Banks use the account information to process the transactions.

Set up bank account information for your customers and suppliers. You should update this information before you create the transaction file to send to the bank.

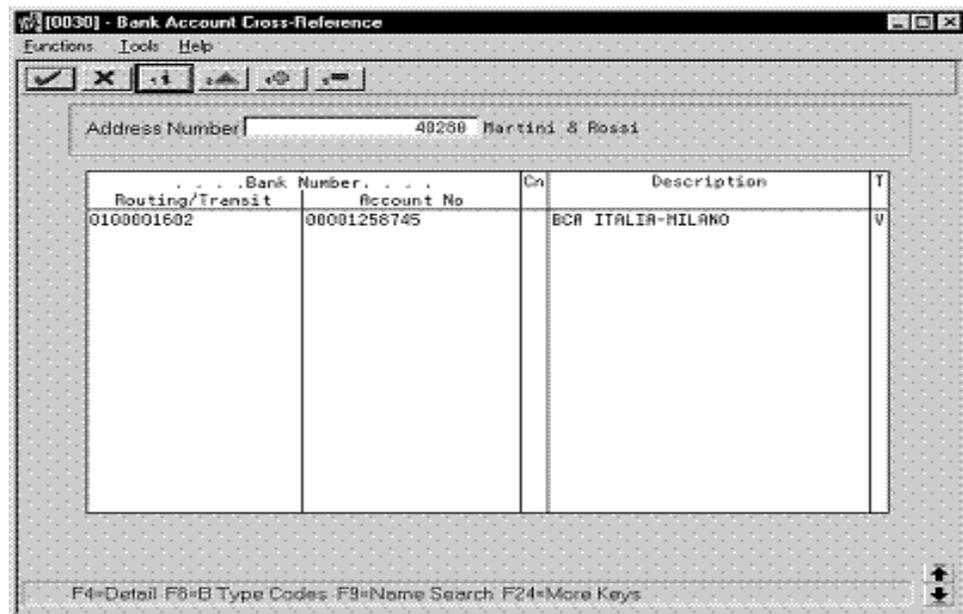
**See Also:**

- Setting Up Bank Account Cross-References for A/P in the *JD Edwards World Accounts Payable Guide*.

**To enter bank account information for customers and suppliers**

On Bank Account Cross Reference

**Figure 15–2 Bank Account Cross-Reference screen**



1. To locate a customer or supplier, complete the following field:
  - Address Number
2. To enter the supplier's bank account number for BACS payments, complete the following field:
  - Bank Number - Account Number
3. To enter the supplier's sort code for BACS payments, complete the following field:
  - Bank Number - Routing/Transit Number
4. To identify the account as a vendor account that is eligible for BACS payments, enter V the following field:
  - Bank Type Code
5. Choose a record and click Select.
6. On Set Up Bank Accounts by Address, to enter the supplier's bank account number for BACS payments, complete the following field:
7. To enter the supplier's sort code for BACS payments, complete the following field:
8. Under the Record Type heading, click one of the following options:
9. Under the Account Type heading, click one of the following options:

### 15.3.1 What You Should Know About

Entry Method	Explanation
Alternate entry methods	You can also set up the bank account information for your customer and suppliers from the Customer Master Information (P01053) and Supplier Master Information (P01054) forms. To do this, use the Bank Codes function.

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## Work with Automatic Payments

This chapter contains these topics:

- [Section 16.1, "Working with Automatic Payments,"](#)
- [Section 16.2, "Assigning Formats to Payment Instruments,"](#)
- [Section 16.3, "Creating a Payment Group,"](#)
- [Section 16.4, "Working with Payment Groups for Automatic Payments."](#)

### 16.1 Working with Automatic Payments

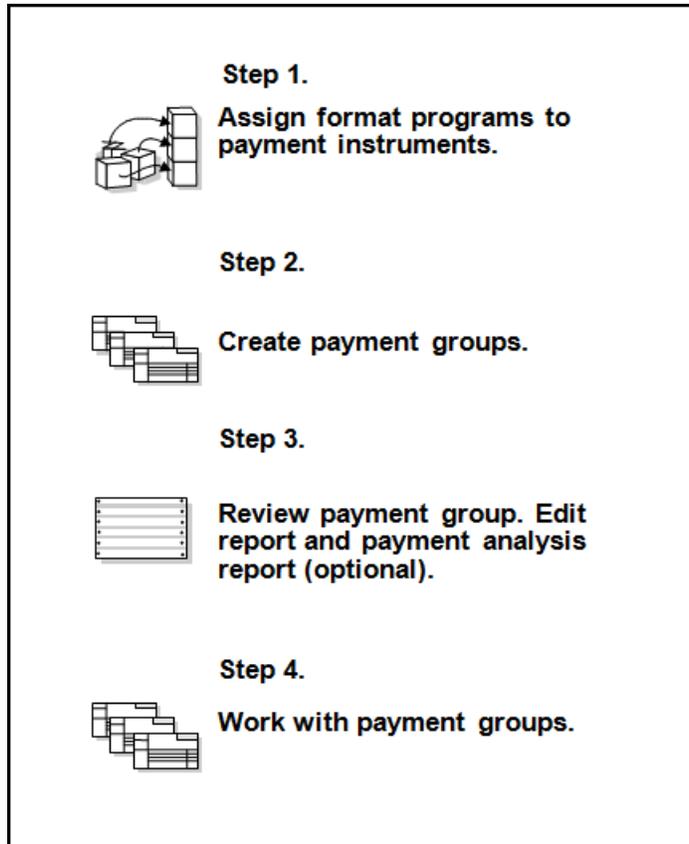
Use automatic payment processing to pay vouchers during your usual payment cycle. To process automatic payments, you assign formats to payment instruments. Then, you create payment groups. After you create your payment groups, you process automatic payments in the group. When you select the Write function for your payment group, the system determines which payment formats to generate based on the payment formatting programs that you assign to your payment instruments.

Working with automatic payments includes the following tasks:

- Assigning formats to payment instruments
- Creating a payment group
- Working with payment groups for automatic payments

The following graphic illustrates working with the automatic payments process.

**Figure 16–1 Automatic Payment Process**



**See Also:**

- About Automatic Payment Processing in the *JD Edwards World Accounts Payable Guide*.

## 16.2 Assigning Formats to Payment Instruments

### Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Payment Instrument Defaults

You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be printed or electronic. Payment instruments can include checks, electronic files, and drafts.

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

- Payment registers - A printed list of payments.
- Attachments - A printed report that contains the detail information that does not fit on a payment stub or in the specified fields of the electronic file.

- Debit statements - A printed list of debit balances. Debit statements list net amounts that can either decrease or clear the amount of a voucher.

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

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

Assign the following programs to payment instruments for the United Kingdom:

Program	Explanation
Payment formats	Specify the following write programs to generate payment formats for the United Kingdom: P04572B for electronic fund transfers (EFT) in the BACS format (tape or diskette) P04572U1 for cheques in the APACS format
Registers	Specify the following register programs to generate payment registers for the United Kingdom: P04576T for the BACS EFT format P04576 for APACS cheques
Attachments	Specify program P04573U as the attachment program to generate the attachments for the BACS EFT format and APACS checks.
Debit statements	Specify program P04574 as the debit statement program to generate the debit statements for the BACS EFT format and APACS cheques for the United Kingdom.

### 16.2.1 Before You Begin

- Set up a code on user defined codes file 00/PY for each payment instrument that you use and user defined codes file 04/PP for your payment programs. See [Section 4.1, "Setting Up User Defined Codes for the United Kingdom."](#)

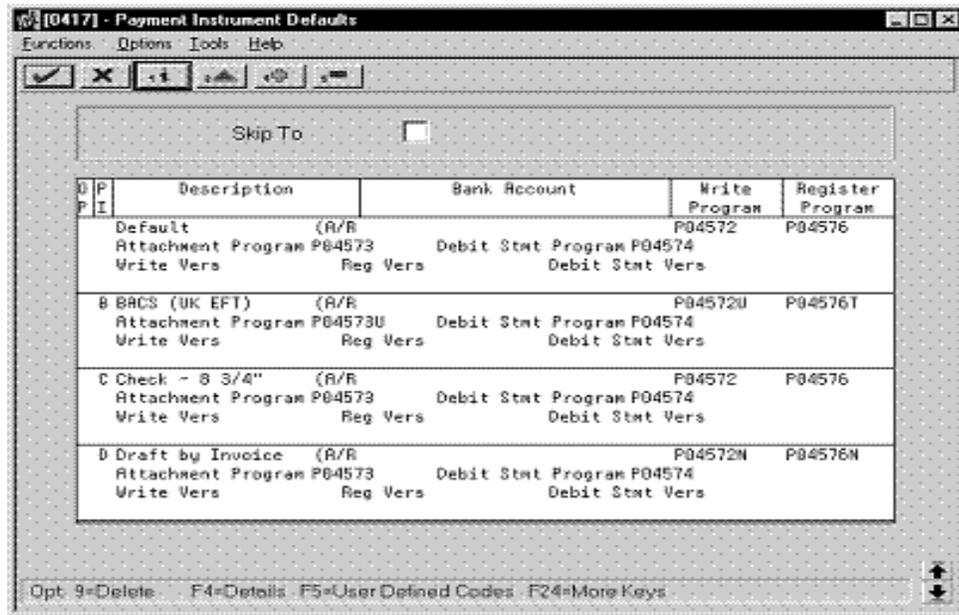
**See Also:**

- [Section 17.1, "Working with the APACS Check Format,"](#)
- *Setting Up Payment Instruments in the JD Edwards World Accounts Payable Guide.*

#### To assign formats to payment instruments

On Payment Instrument Defaults

Figure 16–2 Payment Instrument Default screen



1. Complete the following fields:
  - Payment Instrument
  - Write Program
  - Register Program
2. Complete the following optional field:
  - Bank Account
3. Choose the Details function.
4. Complete the following fields:
  - Attachment Program
  - Debit Statement Program
5. To specify a particular version for a format program, complete the following fields:
  - Write Version
  - Register Version
  - Debit Statement Version
  - Attachment Version

## 16.2.2 What You Should Know About

Format	Explanation
Generating payments in the BACS format	When you generate payments in the BACS format, you must specify a BACS processing date for the payment group. To do this, access the processing options for the Work with Payment Groups program (P04257). Enter a 1 for processing option 4.

<b>Format</b>	<b>Explanation</b>
G/L payment dates for the BACS format	All dates, including the year 2000 dates, for the BACS file are written in a BYYDDD format according to the standards required by BACS. In this required format, B represents one blank space, YY is the last two digits of the year, and DDD is the Julian date in the year.  For example, December 31, 1999 is written to the file as 99365.
Specifying different program versions	You can specify different versions of the Write, Register, Debit Statement and Attachment programs that you assign to your payment instruments. To do this, access the versions list to create a new version of the program. Then, on Payment Instrument Defaults, access the detail area and type the new version name in the appropriate Version field.

### 16.2.3 Processing Options

See [Section 32.1, "A/P Payments - APACS Checks \(P04572U1\)."](#)

See [Section 32.2, "A/P Payments - BACS \(P04572B\)."](#)

See [Section 32.3, "A/P Payments - BACS Register \(P04576T\)."](#)

See [Section 32.4, "A/P Payments - APACS Register \(P04576\)."](#)

See [Section 32.5, "A/P Payments - UK Attachments \(P04573U\)."](#)

## 16.3 Creating a Payment Group

### Navigation

**From Accounts Payable (G04), choose Automatic Payment Processing**

**From Automatic Payment Processing (G0413), choose Create Payment Groups**

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

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

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program the system uses to generate:

- Payments
- Registers
- Attachments
- Debit statements

**See Also:**

- Create Payment Groups (P04570) in the *JD Edwards World Accounts Payable Guide*.

### 16.3.1 Processing Options

See [Section 32.6, "Create Payment Groups \(P04570\)."](#)

## 16.4 Working with Payment Groups for Automatic Payments

### Navigation

From **Accounts Payable (G04)**, choose **Automatic Payment Processing**

From **Automatic Payment Processing (G0413)**, choose **Work with Payment Groups**

After you create payment groups for automatic payments, you can work with them to review and change transfer information. You generally review payment groups twice, after you:

- Create payment groups but before you write bank transfers. This allows you to identify transfers that you want to change or remove from the payment cycle. You can:
  - Change information at the payment and voucher levels
  - Remove payment groups, payments, and vouchers from the payment cycle
  - Change control information for payment groups
- Write automatic payments but before you update the Accounts Payable ledger. This allows you to identify transfers that you want to void or remove from the payment cycle. You can:
  - Void the automatic payments that were written and rewrite them
  - Remove payment groups, payments, and vouchers from the payment cycle

**See Also:**

- Working with Payment Groups in the *JD Edwards World Accounts Payable Guide*.

### 16.4.1 Processing Options

See [Section 32.7, "Work with Payments \(P04257\)."](#)

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## Work with APACS Check Format

This chapter contains the topic:

- [Section 17.1, "Working with the APACS Check Format."](#)

### 17.1 Working with the APACS Check Format

The Association for Payment Clearing Services (APACS) is the governing body for check printing standards in the United Kingdom. Businesses in the United Kingdom are required to issue checks according to the most current APACS standards.

You can use J.D. Edwards localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print Accounts Payable Payments - APACS Checks (P04572U1), you can use processing options to specify:

- Whether the payee name prints above or below the amount in words
- Whether to print or omit the payee's address on the check, such as for use in a window envelope
- Whether to print the amount (in words) in boxes or as one string
- The translation program that you want the system to use to print the amount in words

In addition, the checks that you print comply to the following APACS standards:

- The payee name field is completed by a string of asterisks
- The amount printed in figures is prefixed and suffixed by asterisks
- A hyphen prints in place of the decimal character
- Thousands separators are omitted from the amount printed in figures

#### 17.1.1 Example 1: APACS Check Format

In the following example, the processing options are set to omit the address and print the payee's name below the amount in words.

**Figure 17-1 APACS Check Format**

```

*
*VOID *VOID *VOID *VOID *VOID *VOID *VOID *****
John Smith Ltd 12/12/99
1 River Walk
Garden Terrace 4400
Priory Street 987
London WC1 5JL 1 of 1
060698 3545 FV 2471 117.50
117.50
12/12/99
***** ONE ONE SEVEN *****117-50**
John Smith Ltd*****
    
```

**17.1.2 Example 2: APACS Check Format**

In the following example, the processing options are set to print the address and print the payee's name above the amount in words.

**Figure 17-2 APACS Check Format (Payee's Name Above Amount)**

```

*
*VOID *VOID *VOID *VOID *VOID *VOID *VOID *****
John Smith Ltd 12/12/99
1 River Walk
Garden Terrace 4400
Priory Street 991
London WC1 5JL 1 of 1
060698 4545 FV 2472 117.50
117.50
John Smith Ltd*****
12/12/99
***** ONE ONE SEVEN *****117-50**
John Smith Ltd*****
1 River Walk
Garden Terrace
Priory Street
London WC1 5JL
    
```

**17.1.3 Example 3: APACS Check Format**

In the following example, the processing options are set to print the address and print the payee's name below the amount in words.

**Figure 17-3 APACS Check Format (Address and Payee Below Amount)**

```

*
*VOID *VOID *VOID *VOID *VOID *VOID *VOID *****
John Smith Ltd 12/12/99
1 River Walk
Garden Terrace 4400
Priory Street 993
London WC1 5JL 1 of 1
060698 6545 FV 2473 117.50
117.50
12/12/99
***** ONE ONE SEVEN *****117-50**
John Smith Ltd*****
John Smith Ltd
1 River Walk
Garden Terrace
Priory Street
London WC1 5JL
    
```

**17.1.4 Example 4: APACS Check Format**

In the following example, the processing options are set to print the amount in words in one string.

**Figure 17-4 APACS Check Format (String)**

```

*VOID *VOID *VOID *VOID *VOID *VOID *VOID          *****
John Smith Ltd                                     *****
1 River Walk                                     12/12/99
Garden Terrace                                   4400
Priory Street                                    996
London WCL 5JZ                                  1 of 1
060698 7545      FV      2474                    117.80
                                                117.80
                                                12/12/99
**ONE HUNDRED AND SEVENTEEN POUNDS 80P*****
*****
John Smith Ltd*****
*****117-50**

```

## 17.1.5 What You Should Know About

Program	Explanation
Specifying a translation program for checks	<p>When you write APACS checks, verify that processing option 6 corresponds to the translation program that you select in processing option 5 of the Print A/P Payments - UK program (P04572U1).</p> <p>For example, if you specify a version of P04572U1, such as ZJDE0001, that prints the check amount in boxes (processing option 6 is blank), enter translation program X00500U1 in processing option 5. Similarly, if you specify a version of P04572U1, such as ZJDE0002, that prints the check amount in a string (processing option 6 is 1), enter translation program X00500U in processing option 5.</p>

### See Also:

- [Section 16.1, "Working with Automatic Payments,"](#)
- [Section 16.2, "Assigning Formats to Payment Instruments."](#)

## 17.1.6 Processing Options

See [Section 32.8, "Print A/P Payments - UK \(P04572U1\)."](#)



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## Process Automatic Debits

This chapter contains the topic:

- [Section 18.1, "Processing Automatic Debits."](#)

### 18.1 Processing Automatic Debits

#### Navigation

From **Accounts Receivable (G03)**, choose **Manual Receipts Entry**

From **Manual Receipts Entry (G0312)**, choose **Other Receipts Entry Methods**

From **Other Invoice & Receipts Entry Methods (G03111)**, choose an option under the **Automatic Debiting heading**

Businesses in the United Kingdom can automatically debit a customer's bank using electronic funds transfer (EFT). Transfers must adhere to the standards set by the BACS (Bank Automated Clearing System). Businesses can send transfer information to the bank via modem, tape, or diskette.

To process the automatic debit, the BACS processing date and the expiration date of the debit must be actual work days. In addition, it is common business practice to:

- Send statement reports to the customers regarding the debit
- Sequentially number each debit that is processed

You can use J.D. Edwards standard automatic debit process to meet the requirements of the United Kingdom. When you use the automatic debit process, the system:

- Identifies those customers who have agreed to the automatic debit process
- Selects the customers' invoices that are due
- Validates the processing and expiration dates against a work day calendar
- Assigns each debit a sequential number, based on the Accounts Receivable Next Auto Debit number in the Next Auto Debit Number file (F7460)
- Generates debit information in the BACS format
- Generates statement reports for applicable customers
- Updates customers' accounts after collecting the appropriate funds

#### 18.1.1 Before You Begin

- Set up the work day calendar. See [Section 6.1, "Setting Up Workday Calendars for Financials."](#)

- On A/R Constants, specify Y in the Automatic Cash field. See Set Up A/R Constants in the *JD Edwards World Accounts Receivable Guide*.
- On Customer Master Information, specify A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and Y in the Automatic Cash Algorithm field. See Entering Customers in the *JD Edwards World Accounts Receivable Guide*.
- On Customer Master Information, verify the customer G/L bank account information. Your customers must have a bank account type D set up for automatic debits. See Setting Up Customer Bank Information in the *JD Edwards World Accounts Receivable Guide*.
- On G/L Bank Account Information, verify that a Next Auto Debit Number is specified for the bank account to which the automatic debits will be credited. See Setting Up Bank Account Information for A/R in the *JD Edwards World Accounts Receivable Guide*.
- Verify that you have specified the Accounts Receivable Automatic Debit Number. See [Section 15.1, "Working with Bank Account Information."](#)
- Load the appropriate media if you are automatically copying the debit information to diskette or tape. Alternately, you can contact the bank to acquire the software package they use to transfer files electronically and customize the Copy to Tape program (P03579) to transfer the information to a PC document. Then you can use the bank's software to communicate directly with the bank.
- Run the Automatic Debiting program to process automatic debits. You can use proof or final mode to select accounts receivable invoices that are subject to payment by direct debiting.

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**Note:** When you run the Automatic Debiting program to process UK BACS, you must specify program P03575BT in processing option 10. The program generates a bank file that adheres to the BACS banking standards for automatic debits.

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### 18.1.2 Proof Mode

When you run the program in proof mode, the system:

- Verifies that you have specified an existing work day calendar in the processing options. If not, the system issues a warning message stating that no calendar was found.
- Verifies that you have entered a valid BACS processing date in the processing options. The system issues a warning message to indicate that the day you entered is not a work day.
- Prints a report that identifies the invoices that will be included in the automatic debit process.
- Does not update the A/R Ledger file.

### 18.1.3 Final Mode

When you run the program in final mode, the system:

- Validates the BACS processing date against the work day calendar that you specify in the processing options. If the date is not a work day, the system searches for a valid work day based on the work day calendar that you specify in the

processing options, incrementing the date by one day until it reaches the next valid work day.

- Numbers each debit, based on the bank information for the invoice
- Updates the selected invoices as paid
- Creates a batch to post receipts to the Account Ledger file (F0911)
- Prints statements of the invoices being debited for the customer
- Prints a final report of processed invoices
- Creates a file (F03575BT) in the accepted BACS format for the United Kingdom

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**Caution:** If you do not setup and specify a work day calendar, the system uses your BACS processing date without performing the necessary validation.

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After you process automatic debits in final mode, you can review and approve them before posting them to the general ledger.

## 18.1.4 What You Should Know About

Action	Explanation
Excluding invoices	You can exclude invoices from the automatic debiting process using Speed Status Change. To do this, change the payment status to hold. Then, verify that the data selection and processing options for Automatic Debiting program are set to only select invoices with an approved status.
Calculating the BACS expiration date	The system calculates the BACS expiration date based on the value that you enter in processing option 11 for the Automatic Debiting program. To calculate the expiration date, the system uses the BACS processing date that is written to the BACS file and then adds the number of days you specify in the processing option.
Processing credit amounts	You can include credit amounts in your BACS file so that you can collect outstanding amounts from your customers and make refunds in the same run. Use processing options for the Automatic Debiting program to specify minimum and maximum credit and debit amounts.  If you specify minimum and maximum credit and debit amounts, use the following guidelines:  Specify values in the currency of the bank account  The system compares the values to the total value of the invoices for each customer per date.
Running the Automatic Debiting program twice	The system prevents you from running the same version of the Automatic Debiting program until you copy the tables that were created by the version to diskette. This protects the information from being overwritten by a new version before it is saved.
Adjusting the entries in an automatic debit batch	After you run the Automatic Debiting program in final mode, you can use the standard Cash Receipts program to:  Reverse, void, or identify as non-sufficient funds (NSF) a transaction after the automatic debit batch has been posted  Delete a transaction from an automatic debit batch before posting

**See Also:**

- *Reviewing and Approving Invoices in the JD Edwards World Accounts Receivable Guide,*
- *Post Invoices in the JD Edwards World Accounts Receivable Guide.*

### **18.1.5 Processing Options**

See [Section 32.9, "Automatic Debiting Build \(P03575\)."](#)

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## Work with Logged Vouchers

This chapter contains these topics:

- [Section 19.1, "Working with Logged Vouchers,"](#)
- [Section 19.2, "Voucher Logging Examples,"](#)
- [Section 19.3, "Entering Logged Vouchers,"](#)
- [Section 19.4, "Redistributing Logged Vouchers."](#)

### 19.1 Working with Logged Vouchers

To enter a voucher before you assign it a G/L account, use voucher logging. Later, review and redistribute the voucher to the correct G/L accounts.

When you enter a logged voucher, the system:

- Creates a voucher with a voucher number and document type of PL.
- Distributes the total amount of the voucher to a G/L suspense account.
- Specifies the suspense account based on AAI item PP.
- Records the offset amount based on the A/P trade account (AAI item PC) or the A/P Suspense Trade Account (AAI item PQ).

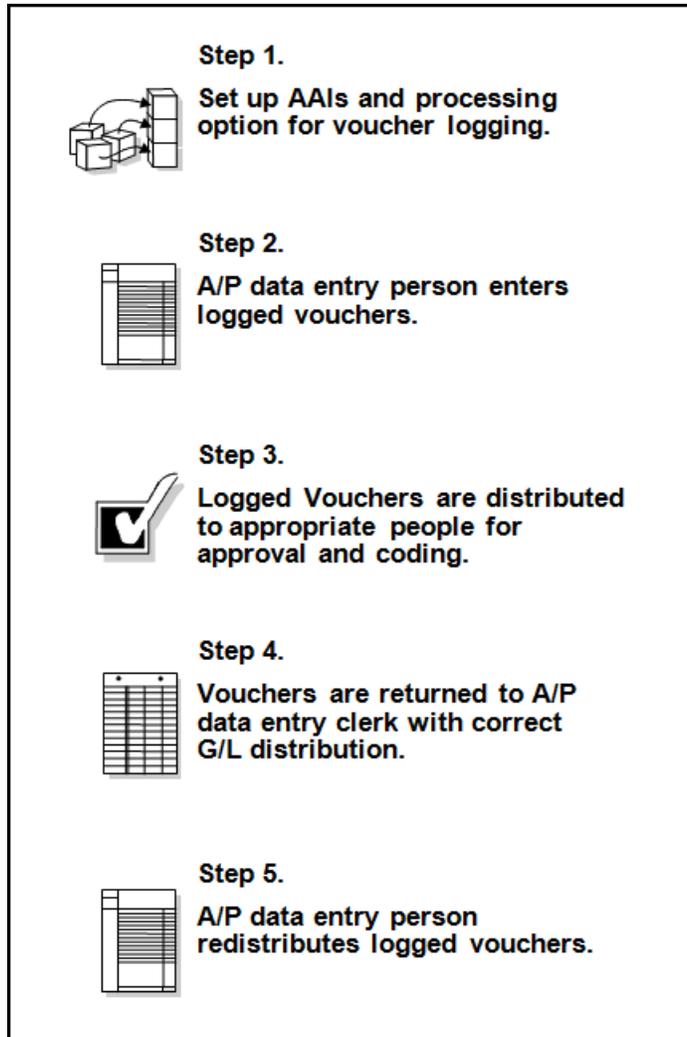
Information about logged vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Working with logged vouchers consists of:

- Entering logged vouchers
- Redistributing logged vouchers

The following graphic illustrates the voucher logging process.

**Figure 19–1 Voucher Logging Process**



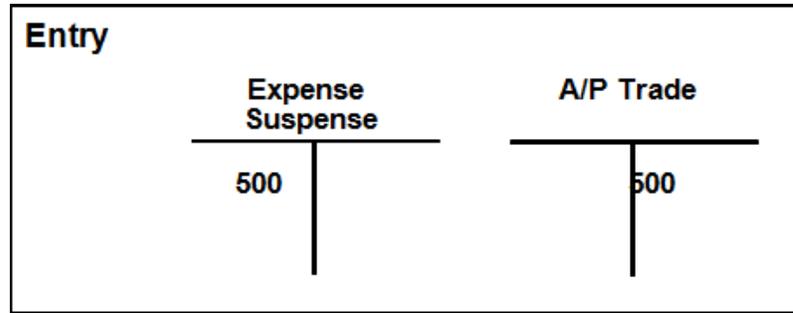
## 19.2 Voucher Logging Examples

You receive a voucher for 500. You enter it using voucher logging and forward a copy of the voucher to the manager of the branch office for account distribution and payment approval.

### 19.2.1 Expense Accounts

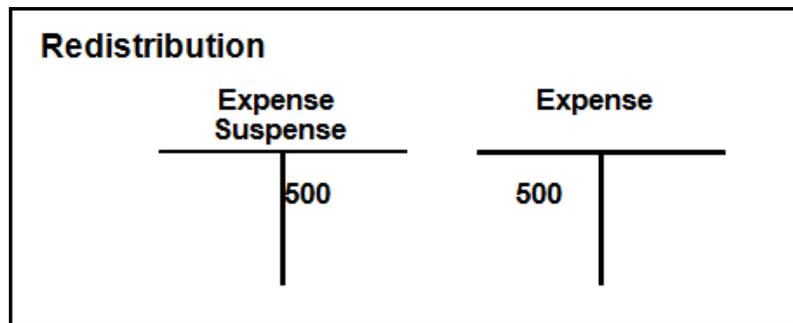
In this example, the company is not set up to use an A/P trade suspense account. When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

**Figure 19–2 Expense Account Voucher Entry**



When you redistribute the voucher, the G/L distribution is as follows:

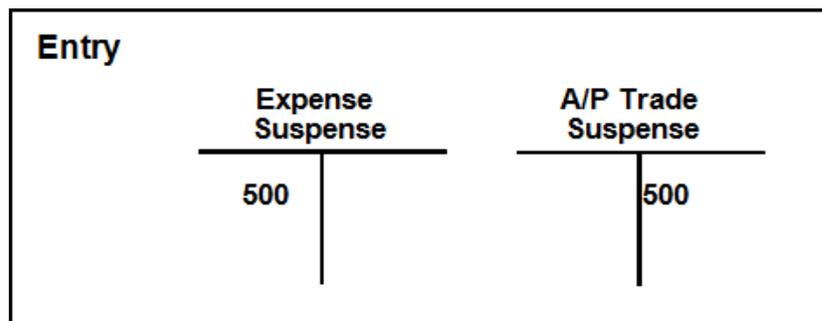
**Figure 19–3 Expense Account Voucher Redistribution**



## 19.2.2 Trade Accounts

In this example, the company is set up to use an A/P trade suspense account. If AAI items PP (preliminary distribution) and PQ (suspense trade account) refer to both the G/L and A/P trade suspense accounts, when you enter and post the voucher, the distribution is as follows:

**Figure 19–4 Trade Accounts Voucher Entry**



When you redistribute the voucher, the G/L distribution is as follows:

**Figure 19–5 Trade Account Voucher Redistribution**

Redistribution			
Expense Suspense	Expense	A/P Trade Suspense	A/P Trade
500	500	500	500

### 19.2.3 What You Should Know About

Report	Explanation
Reports	<p>After you enter logged vouchers, you can print the Voucher Detail report to see vouchers that need to be redistributed. This report is similar to the Open A/P Details report.</p> <p>See Printing Open A/P Detail Reports in the <i>JD Edwards World Accounts Payable Guide</i>.</p>

### 19.2.4 Before You Begin

- Activate the processing option for logged vouchers
- Activate the Use Suspense Account option on Company Names and Numbers
- Set up AAI item PP and, if you use the suspense trade account, item PQ. See About AAIs for A/P in the *JD Edwards World Accounts Payable Guide*
- Set up AAI item PP and, if you use the suspense trade account, item PQ. See About AAIs for A/P in the *JD Edwards World Accounts Payable Guide*
- Assign an approver number to each supplier (optional)
- Run Update Approver/Category Code 7 (optional)

## 19.3 Entering Logged Vouchers

#### Navigation

From Accounts Payable (G04), choose **Supplier & Voucher Entry**

From **Supplier & Voucher Entry (G0411)**, choose **Other Voucher Entry Methods**

From **Other Voucher Entry Methods (G04111)**, choose **Voucher Logging Entry**

There might be times when you do not know the G/L account to distribute a voucher. To maintain accurate A/P information, when you receive the supplier's invoice, you can enter a logged voucher and redistribute it later.

#### To enter a logged voucher

On Voucher Logging Entry

Figure 19-6 Voucher Logging Entry screen

Supplier Number: 4010  
 Invoice Number: 1597  
 Amount: 375.00  
 Date: 11/07/97  
 G/L Date: 11/07/97  
 Tax Amount:  
 Taxable Amount:  
 Approver Number: 6001

Voucher/Type/Co:  
 Business Unit:  
 Payment Terms:  
 Company: 100  
 P.O. Number:  
 Tax Expl Code:  
 Tax Area:  
 Serv/Tax Date:

Remaining Amount:      Batch Number:

Pay	Gross Amount	Discount Available	Payment Remark	Net Due Date	P	S
	375.00		Gourmet pastries	300797		

F4=Details F9=Name Srch F11=Addr Book F13=JE Inq F16=Ledger Inq F24=More

1. Follow the steps for entering a standard voucher.  
 See *Entering Standard Vouchers* in the *JD Edwards World Accounts Payable Guide*.
2. Complete the following optional field and press Enter.
  - Approver Number

Figure 19-7 Journal Entry Prompt screen

.. Preliminary Distribution Account ..

Amount: 375.00  
 Account Number: 90.8799  
 Remark: Gourmet pastries

F3=Exit F24=More Keys

3. On Journal Entry Prompt, review and change the following fields (optional):
  - Account Number
  - Remark
 This distributes the journal entry to the suspense expense account.

Field	Explanation
Address Number - Approver	The address of the individual who approves transactions. This address must exist in the Address Book Master file (F0101) for validation purposes.  Screen-specific information  The system uses this information as the default value when you enter vouchers.

After you enter logged vouchers, you can print a voucher detail report and distribute it to the appropriate person for approval and for the correct G/L account number. Vouchers appear on this report only if they are assigned a document type PL (voucher logging) and an approver number.

## 19.4 Redistributing Logged Vouchers

### Navigation

From Accounts Payable (G04), choose **Supplier & Voucher Entry**

From **Supplier & Voucher Entry (G0411)**, choose **Other Voucher Entry Methods**

From **Other Voucher Entry Methods (G04111)**, choose **Voucher JE Redistribution**

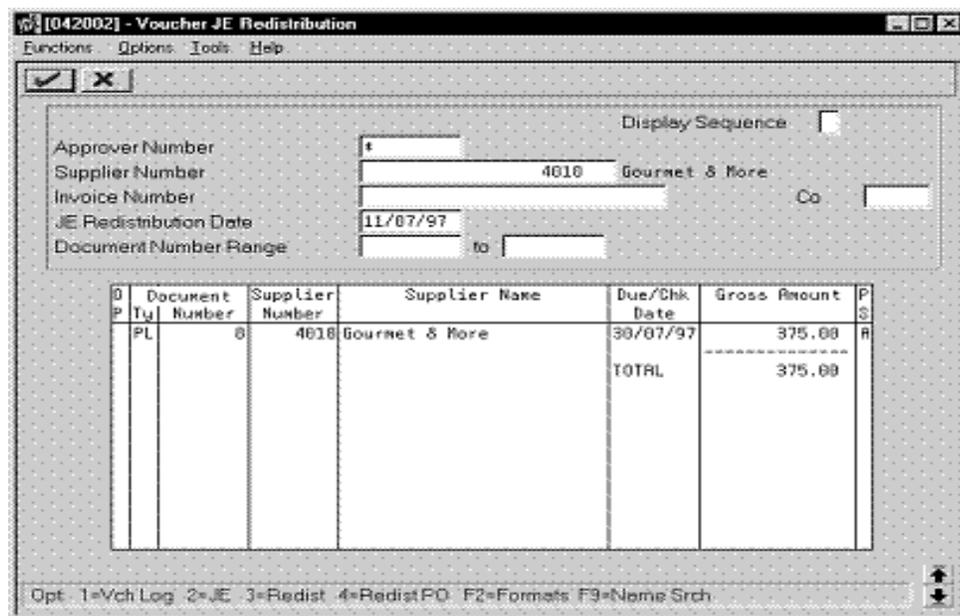
After you enter a logged voucher, review and redistribute the amounts from the suspense accounts to the correct G/L accounts.

If you enter an approver number in the processing options, the system preloads that number so that the undistributed vouchers assigned to that approver can be easily reviewed and redistributed.

### To enter a logged voucher

On Voucher JE Redistribution

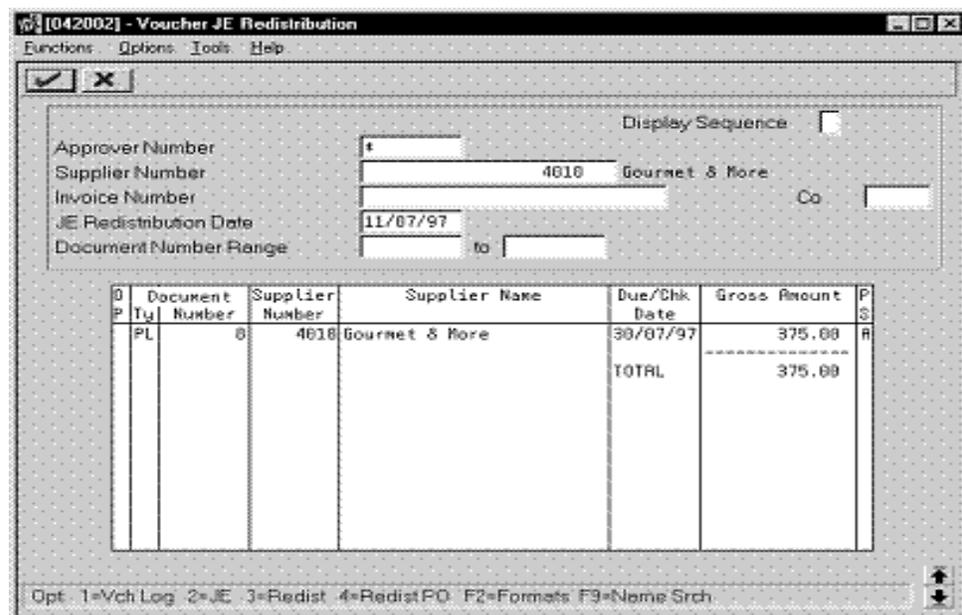
**Figure 19–8 Voucher JE Redistribution screen**



1. Display all undistributed vouchers by pressing Enter, or complete any of the following fields to limit your search:
  - Approver Number
  - Supplier Number
  - Invoice Number
  - Company
  - JE Redistribution Date
  - Currency Code
  - Document Number Range
2. Choose Redistribution for the voucher you want to redistribute.
 

Note that the original suspense account distribution is automatically reversed.

**Figure 19–9 Voucher JE Redistribution (Reversed) screen**



3. On AR and AP Journal Entries, complete the following fields:
  - Account Number
  - Amount
  - Explanation 2

### 19.4.1 What You Should Know About

Voucher	Explanation
Revising a logged voucher	You can change a logged voucher before you redistribute it. If you post a logged voucher before you redistribute it, you cannot change the voucher. Void the voucher and re-enter it.

<b>Voucher</b>	<b>Explanation</b>
Voucher G/L dates	You can redistribute a voucher using a G/L date earlier than the voucher's G/L date. To do so, you must post the voucher before you redistribute it.
Redistributing a purchase order voucher	The voucher must originate in the Purchase Order Management system. To redistribute, choose Redistribute Purchase Order on Voucher JE Redistribution.

**See Also:**

- Standard Voucher Entry (P04105) in the *JD Edwards World Accounts Payable Guide*.

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## Process Bank Statements

This chapter contains the topic:

- [Section 20.1, "Processing Bank Statements."](#)

### 20.1 Processing Bank Statements

#### Navigation

**From General Accounting (G09), choose Account Reconciliation**

**From Account Reconciliation (G0921), choose Bank Statement Processing**

**From Bank Statement Processing (G09211), choose an option**

Banking practices in some countries rely on magnetic media process, electronic fund transfers, and direct bank involvement in settling outstanding debts. For these countries, the bank statement serves as the source document for all banking activity.

When you use J.D. Edwards base software to process your bank statements, the system accepts and clears transactions in the following tables:

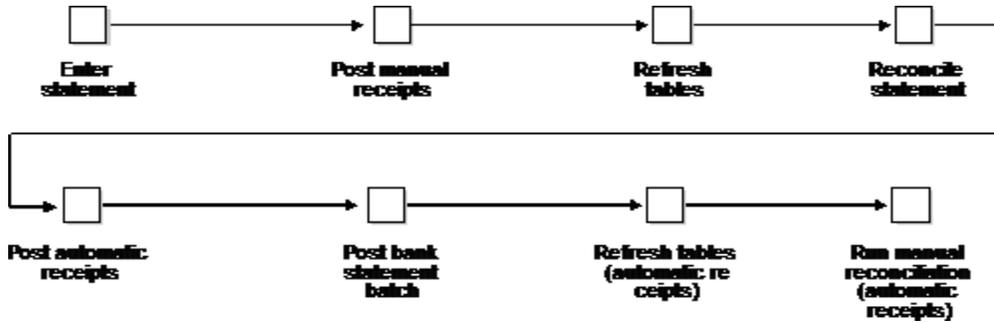
- Accounts Receivable Ledger (F0311)
- Account Ledger (F0911)
- Account Ledger for Reconciliation (F0911R)

The system also uses the following tables to store bank statement information:

- Bank Statement Header (F0916)
- Bank Statement Detail (F0917)

The following graphic illustrates how you process bank statements using J.D. Edwards base software.

**Figure 20-1 Processing Bank Statements**



The steps for processing bank statements using J.D. Edwards base software include:

Steps	Explanation
Enter statement	Enter the transactions that appear on your bank statement.
Post manual receipts	Post manual receipts if you enter a cash receipt (for example, if a customer makes a payment directly to your bank account).
Refresh tables	Update the Account Ledger for Reconciliation file (F0911R) by refreshing the reconciliation file.
Reconcile statement	Reconcile the transactions to update tables, create accounting batches, and generate reconciliation reports.
Post automatic receipts	Post automatic receipts in batch mode if you enter a cash receipt (for example, if a customer makes a payment directly to your bank account).
Post bank statement batch	Post general journal batches to update the bank statement batch to the Account Ledger (F0911) and Account Balances (F0902) tables.
Refresh and reconcile	Refresh the reconciliation file and manually reconcile if you have entered automatic receipts and you are not using a transit account.

### 20.1.1 What You Should Know About

Statement Type	Explanation
Multi-currency bank statements	You can process multi-currency bank statements. Transactions can include up to three different currencies. The system calculates the gain or loss.

**See Also:**

- Bank Statement Processing Options in the *JD Edwards World General Accounting II Guide* for specific instructions about processing bank statements.

# Part IV

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## Subcontracting Requirements

This part contains these chapters:

- [Chapter 21, "About Subcontracting Requirements,"](#)
- [Chapter 22, "Track Application and Certificate Information,"](#)
- [Chapter 23, "Work with Vouchers for Subcontractors,"](#)
- [Chapter 24, "Process Withholding Amounts for Subcontractors,"](#)
- [Chapter 25, "Work with Reports for Subcontractors."](#)



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## About Subcontracting Requirements

This chapter contains these topics:

- [Section 21.1, "Tax Withholding Rules for Subcontractors,"](#)
- [Section 21.2, "Application and Certification Information."](#)

The economic environment in the United Kingdom construction industry is diverse and complex. A business owner or main contractor can employ many subcontractors in the execution of a contract. To meet statutory requirements, especially in the area of taxation, contractors must maintain careful records of the subcontractors that they employ and the withholding tax that these subcontractors are required to pay.

J.D. Edwards solutions for subcontracting requirements in the United Kingdom include the following tasks:

- Working with applications and certificates
- Working with vouchers for subcontractor payments
- Processing withholding amounts for subcontractors
- Working with subcontractor reports

### 21.1 Tax Withholding Rules for Subcontractors

The Inland Revenue Service requires contractors to help enforce the tax withholding rules that apply to subcontractors through 714/715 processing. The process includes the following steps:

Step	Explanation
Subcontractor applies for a tax certificate	Subcontractors are required to apply for a tax certificate (714). The Inland Revenue Service assigns specific types of tax certificates to specific types of subcontractors, including Company, Individual, Partner, and Special. The certificate type indicates the tax withholding rules that are to be applied to any wage earned by the subcontractor. The tax certificate is effective through a given date and is proof that the subcontractor is eligible for hire.
Contractor validates tax certificate	Before a contractor can pay a subcontractor for any work, the contractor must validate the subcontractor's tax certificate. The validation includes confirming the effective date of the certificate and an evaluation of the tax certificate type to determine any amounts which may be tax exempt.

<b>Step</b>	<b>Explanation</b>
Subcontractor remits 715 receipt	The subcontractor is required to remit to the contractor a 715 receipt for any payments that the subcontractor receives from the contractor during a given period of time. The contractor must receive the 715 receipt for previous payments before issuing any subsequent payments.
Contractor reports withholding tax	The contractor is required to report subcontractor tax withholding to the Inland Revenue Service periodically.

## 21.2 Application and Certification Information

Subcontractors in the United Kingdom are required to apply to the contractor for payment based on estimates of work that has been completed on a contract. Tracking the application and certification information for a contract is an industry practice in the United Kingdom.

The application and certification of payment on a contract includes the following steps:

<b>Step</b>	<b>Explanation</b>
Subcontractor submits application	The subcontractor submits to the contractor an application for payment. The application includes an estimate of the work that has been completed on a specific contract.
Contractor certifies stated work is complete	The contractor certifies that the stated work has been completed. The certification is based on an independent survey to estimate the actual work completed on the contract.
Contractor states payment amount	After the work is certified as complete, the contractor informs the subcontractor of the amount available for payment on the contract.

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## Track Application and Certificate Information

This chapter contains the topic:

- [Section 22.1, "Tracking Application and Certificate Information."](#)

### 22.1 Tracking Application and Certificate Information

#### Navigation

From EMEA Localizations (G74), choose Subcontractor Processing

From Subcontractor Processing (G7411), choose Appl/Certificate Revisions

In the United Kingdom, subcontractors are required to submit an application to the contractor for payment on a contract. Subcontractors apply based on a portion of the contract that is complete.

When the contractor receives the application for payment, the contractor must determine whether the subcontractor's application for payment is accurate. The contractor then certifies payment to the subcontractor for the portion of the contract that is complete.

Depending on the contractor's assessment of the job, the contractor has the option to pay the subcontractor based on the percentage in the application, or to pay the subcontractor based on the "actual" portion that is complete.

For example, a subcontractor might apply for the payment of 20 percent of a job. The contractor assesses the job and determines that the job is only 15 percent complete. The contractor certifies payment for 15 percent of the job.

Tracking the subcontractor's application for payment and contractor's certification of payment for a contract is an industry practice in the United Kingdom.

You can use J.D. Edwards software to track the applications and certifications related to a specific contract by the individual line items in the contract. You can enter and review application and certification amounts for the contract by the percentage of the work completed on a contract, monetary amounts, or units. When you enter application and certification amounts for a contract, the system automatically calculates and tracks the following information:

- Number of applications that have been entered for the contract
- Original amount of the contract
- Amount for which the subcontractor must still apply
- Amount remaining to certify

**To track application and certification information**

On Appl/Certificate Revisions

**Figure 22-1 Appl/Certificate Revisions screen**

App/Cert Number	Total Applied Value	Total Certified Amount	Voucher Number	Voucher Date
001	75.00	75.00		
002	100.00	100.00		
003	25.00	25.00		

1. To locate a work order or contract, complete the following fields:

- Order Number
- Document Type
- Order Company
- Change Order

The system displays any application or certification information that has already been entered for the contract. If this is the first application for payment on the contract, the screen is blank.

2. To enter application or certificate information for the contract, choose Create New Application (Appl. Format).

Figure 22-2 Application/Certificate Revisions screen

Order Number 9 03 89222 Contract Company  
 Change Order 888  
 Appl/Cert Number 884  
 Appl Date   
 Cert Date

Line Number	Extended Price	Remaining To Apply	Application Current Amt	Remaining To Certify	Certificate Current Amt
8.881	888.88	888.88		888.88	

F17=Certificate Turnaround F18=Certificate Print F24=More

The system displays all of the line items for the contract that are eligible for payment.

3. On Application/Certificate Revisions, complete one or both of the following fields for each of the applicable line items:
  - Application Date
  - Certificate Date
  - Application Current Amount
  - Certificate Current Amount
4. Use the Change Action.  
The system clears the screen.
5. Choose Exit Program.

### 22.1.1 What You Should Know About

Format	Explanation
Alternate entry formats	<p>You can enter application and certification amounts for a contract by the percentage of the work completed on a contract or by monetary amounts. You can also review different information related to the application and certification amounts for a contract.</p> <p>To do this, use the Switch Current/Cumulative Amt/Pct/Qty function key to change the format of the Application/Certification Revision screen.</p> <p>NOTE: The system calculates the information for the alternate format based on the format that you use and amounts that you enter. After you use one format to enter application and certification amounts for a contract, the system prevents you from entering additional information for the contract using a different format.</p>

<b>Format</b>	<b>Explanation</b>
Finalizing certification for a contract	<p>You mark the application and certification information for a contract as final. After you finalize the application and certification information for a contract, the system prevents you from making revisions to the information or adding additional information.</p> <p>To finalize the certification for a contract, access the information for the contract on the Application/Certificate Revisions screen and use the Mark Certification as Final function key.</p>

## 22.1.2 Processing Options

See [Section 33.1, "Application/Certificate Revisions \(P744401\)."](#)

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## Work with Vouchers for Subcontractors

This chapter contains these topics:

- [Section 23.1, "Working with Vouchers for Subcontractors,"](#)
- [Section 23.2, "Entering Vouchers in the A/P System for Subcontractors,"](#)
- [Section 23.3, "Entering Vouchers in the Procurement System for Subcontractors."](#)

### 23.1 Working with Vouchers for Subcontractors

In the United Kingdom, contractors are required to withhold certain amounts from a subcontractor's payment, depending on the type of tax regulations that apply to the subcontractor.

To determine the total amount of the payment that is eligible for withholding, the contractor must distinguish between the labor and non-labor portions of each voucher.

You can use J.D. Edwards Accounts Payable or Procurement systems to create payment vouchers for subcontractors.

Working with payment vouchers for subcontractors includes the following tasks:

- Entering vouchers in the Accounts Payable system for subcontractors
- Entering vouchers in the Procurement system for subcontractors

#### 23.1.1 Before You Begin

- Set up supplier master records for your subcontractors. You must identify the tax withholding rate and the tax authority for each subcontractor that you include in the Supplier Master file. See *Entering Suppliers in the JD Edwards World Accounts Payable Guide*.

### 23.2 Entering Vouchers in the A/P System for Subcontractors

#### Navigation

**From Accounts Payable (G04), choose Supplier and Voucher Entry**

**From Supplier and Voucher Entry (G0411), choose Standard Voucher Entry**

After you receive a subcontractor's application for payment, you must create a voucher before you can issue payment. The payment amount and the pay item information that you enter is typically based on the application and certification process. You can also enter information about how you will process the voucher for

payment or allow this information to default from the subcontractor's supplier record. The system sets up the voucher to allow payment to the subcontractor.

To determine the total amount of the payment that is eligible for withholding, you must distinguish between the labor and non-labor portions of each voucher. When you enter a voucher in the Accounts Payable system, the system displays a window for withholding tax so that you can indicate which of the pay items for the voucher are for labor or are otherwise taxable.

When you specify that a pay item is eligible for withholding tax, the system marks the voucher with a pay status of %. Only vouchers with a pay status of % are processed by the UK Calculate Withholding program.

**To enter vouchers in the A/P system for subcontractors**

On Standard Voucher Entry

**Figure 23-1 Standard Voucher Entry screen**

Prev Voucher 2327  
Contract Company

Supplier Number 222  
Invoice Number 1597  
Amount 1,000.00  
Date 22/06/98  
G/L Date 22/05/98  
Tax Amount 29.13  
Taxable Amount 970.87

Voucher/Type/Co 2327 PV 00001  
Contract Company  
Business Unit 1  
Payment Terms PmtInstr  
Company 00001  
P.O Number  
Tax Expl Code V  
Tax Area LANELL  
Serv/Tax Date 22/06/98

Remaining Amount  
Batch Number 6165857

Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date	P S
001	1,000.00			22/07/98	%

F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More

1. Complete the following fields:
  - Supplier Number
  - Invoice Amount
  - Company
  - G/L Date
2. In the payment schedule, complete the following fields for each pay item:
  - Pay Item
  - Gross Amount
3. To further define voucher information, complete any of the other optional fields.
4. To add the record, press Enter.
5. If two-cycle entry is activated, press Enter again.

Figure 23-2 AR and AP Journal Entries screen

Model (Y)  
Void (V)

Document Type PV  
 Document Number/Co 2327 00001 Explanation Contract Company  
 G/L Date Batch Number 6165857  
 Gross Amount 970.87  
 Remaining  
 Skip to Line

Account No.	Amount	Explanation 2	P
222.6820	970.87		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

6. On AR and AP Journal Entries, complete the following fields for each G/L distribution:
  - Account Number
  - Amount
  - Explanation 2 (optional)
7. Choose the Change action.

Figure 23-3 Withholding Tax screen

Order Number 2327 PV 00001  
 Supplier 222 Contract Company

Pay Item	Remark	Taxable Amount	T
001			X

F24=More Keys

8. On Withholding Tax, for each of the pay items that is eligible for withholding tax, complete the following field:
  - Tax Flag

**See Also:**

- [Section 7.4, "Defining Accounts for Labor,"](#)
- [Section 24.1, "Processing Withholding Amounts for Subcontractors,"](#)
- Work with Standard Vouchers in the *JD Edwards World Accounts Payable Guide*.

### 23.2.1 Processing Options

See [Section 33.2, "Voucher Entry \(P04105\)."](#)

## 23.3 Entering Vouchers in the Procurement System for Subcontractors

### Navigation

From Stock Based Procurement (G43A), choose Purchase Order Processing

From Purchase Order Processing (G43A11), choose Receipts Matching & Posting

From Receipts Matching and Posting (G43A15), choose an option under the Receipts Matching heading

You must enter a voucher before you can pay a subcontractor. The voucher that you enter:

- Indicates that the terms of a contract have been met
- Specifies the amount to pay the subcontractor, usually based on the application and certificate process
- Notifies the Accounts Payable system to generate a check for payment

To determine the total amount of the payment that is eligible for withholding, you must distinguish between the labor and non-labor portions of each voucher. When you enter a voucher in the Procurement system, the system automatically identifies the voucher as labor or non-labor based on the line order type that you define for labor items.

The system marks the vouchers that include labor items with a pay status of %. Only vouchers with a pay status of % are processed by the UK Calculate Withholding program.

### 23.3.1 What You Should Know About

Voucher	Explanation
Identifying labor and non-labor vouchers	<p>If you do not want the system to automatically identify vouchers as labor and non-labor, you can manually mark each voucher.</p> <p>To do this, access the processing options for the Accounts Payable Functional Server for the United Kingdom (XT0411ZAUK). Set the processing options to display the withholding tax window when entering vouchers in the Procurement system.</p>

**See Also:**

- [Section 7.3, "Defining an Order Line Type for Subcontractor Labor,"](#)
- [Section 24.1, "Processing Withholding Amounts for Subcontractors,"](#)
- [Overview to Voucher Processing in the \*JD Edwards World Procurement Guide\*.](#)

### **23.3.2 Processing Options**

See [Section 33.3, "A/P Functional Server - UK \(XT0411ZAUK\)."](#)



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## Process Withholding Amounts for Subcontractors

This chapter contains the topic:

- [Section 24.1, "Processing Withholding Amounts for Subcontractors."](#)

### 24.1 Processing Withholding Amounts for Subcontractors

To process withholding amounts for subcontractors, you must first determine whether or not withholding tax applies to your subcontractor's vouchers and then create the journal entries for the amount that is to be withheld from the total payment to the subcontractor. You can use J.D. Edwards software to track and maintain withholding tax amounts for subcontractors.

The system determines whether withholding tax is applicable based on the country-specific rules that are associated with a subcontractor's tax certificate. After invoices are evaluated for withholding tax eligibility, the system calculates the actual withholding tax amounts for each invoice.

When you are finished processing the withholding amounts for your subcontractors, you can run the create payment groups process to process checks as usual.

When you process withholding amounts for subcontractors in the United Kingdom, you run the following programs:

- UK Calculate Withholding program (P740401)
- Calculate Withholding program (P04580)

#### 24.1.1 About Evaluating Vouchers for Withholding

The UK Calculate Withholding program (P740401) performs the evaluation of each voucher. The program:

- Validates the effective date of the subcontractor's tax certificate prior to payment processing. If a tax certificate does not have a valid effective date, the labor items are subject to full withholding.
- Confirms that voucher receipts have been returned to the contractor in the time specified by the Inland Revenue Service, based on the number of days specified in the special handling code for the user defined certificate type code (system 74,type CT). If the voucher receipts have not been returned in the specified number of days, the payment is subject to the full withholding.
- Marks each pay item with a labor or non-labor status.

- Evaluates any tax exempt restrictions for S-type subcontractors. If payment will cause an S-type subcontractor to exceed the tax exempt amount for a given week, the program splits the labor pay item into a taxable and non-taxable pay items. These new items will then be evaluated by the base withholding tax calculation program for actual tax withholding.
- Evaluates tax exempt restrictions and voucher receipts based on the parent and child relationships that you set up in the Supplier master record for the subcontractor. If a parent and child relationship exists for the subcontractor, the program searches the parent level information first. If no restriction information is available at the parent level, the program searches the child level information.

You can use processing options for the UK Calculate Withholding program to:

- Process transactions in proof or final mode
- Process certificate information based on a user defined "as of" date
- Change all withholding records to a user defined pay status
- Process subcontractor information based on any supplemental data type that you set up in Address Book
- Specify the number of days past the last check run that a subcontractor has to return his voucher receipt

### 24.1.2 About Calculating Withholding Amounts for Vouchers

After invoices are evaluated for withholding tax eligibility, the Calculate Withholding program (P04580) performs the actual calculation of applicable withholding tax amounts. This program:

- Retrieves the withholding tax percentage from the subcontractor's record in the Supplier Master file (F0401)
- Creates a new pay item for the withholding amount using the tax authority that is associated with the subcontractor in the Supplier Master file. The program marks this pay items as a withholding tax record for reporting purposes.
- Creates a negative pay item for each withholding tax amount with the same payee, pay status, and due date as the original pay item.
- Changes the pay status of the pay items to approved, or any other user defined pay status, based on the processing options for the program.
- Prints the Calculate Withholding Status Report that lists the new pay items and pay status.
- Prints the Calculate Withholding Error Report that lists any errors that occurred during the processing.

### 24.1.3 Processing Options

See [Section 33.4, "Calculate UK Withholding Amounts \(P740401\)."](#)

See [Section 33.5, "Calculate Withholding - A/P Checks \(P04580\)."](#)

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## Work with Reports for Subcontractors

This chapter contains these topics:

- [Section 25.1, "Working with Reports for Subcontractors,"](#)
- [Section 25.2, "Printing Contractor Information."](#)

### 25.1 Working with Reports for Subcontractors

The Inland Revenue Service requires that contractors submit various reports to validate and track the payments that are made to subcontractors and the deductions that are withheld from subcontractors.

Working with reports for subcontractors consists of the following tasks:

- Printing contractor information
- Printing the SC11 screen
- Printing the SC35 screen
- Printing the 704 report

### 25.2 Printing Contractor Information

#### Navigation

From **EMEA Localizations (G74)**, choose **Subcontractor Processing**

From **Subcontractor Processing (G7411)**, choose **Appl/Certificate Revisions**

To print a listing of the information you have for each of the subcontractors in your system, run program P740403. You can review the report for the following payment information, listed by subcontractor:

- Gross total
- Total amount deducted
- Total amount paid for labor

#### 25.2.1 Processing Options

See [Section 33.6, "Report for Contractors \(P740403\)."](#)

## 25.2.2 Printing the SC11 Screen

### Navigation

From EMEA Localizations (G74), choose **Subcontractor Processing**

From **Subcontractor Processing (G7411)**, choose **Appl/Certificate Revisions**

Contractors are required to report all payments and deductions for a subcontractor to the Inland Revenue Service. Payments and deductions must be totaled by certificate and submitted to the Inland Revenue Service on the SC11 screen.

To meet this requirement, run program P740404 to print a report of the payment and deduction information that you have on your system. You can print this information directly to the SC11 screen provided by the Inland Revenue Service.

### 25.2.2.1 Processing Options

See [Section 33.7, "UK Inland Revenue - Screen SC11 \(P740404\)."](#)

## 25.2.3 Printing the SC35 Screen

### Navigation

From EMEA Localizations (G74), choose **Subcontractor Processing**

From **Subcontractor Processing (G7411)**, choose **Appl/Certificate Revisions**

Contractors are required to submit an annual statement, declaration, and certificate for each subcontractor. The information must be totalled by certificate and submitted to the Inland Revenue Service on the SC35 screen.

To meet this requirement, run program P740407 to print the statement and declaration information that you have on your system. Then, you must manually transfer the information to the SC35 screen provided by the Inland Revenue Service.

### 25.2.3.1 Processing Options

See [Section 33.8, "UK Inland Revenue - Screen SC35 \(P740407\)."](#)

## 25.2.4 Printing the 704 Report

### Navigation

From EMEA Localizations (G74), choose **Subcontractor Processing**

From **Subcontractor Processing (G7411)**, choose **Inland Revenue - Screen 704**

Contractors are required to report all payments that are made to subcontractors and are not subject to deductions. The information must be submitted to the Inland Revenue Service on the 704 screen.

### 25.2.4.1 Processing Options

See [Section 33.9, "UK Inland Revenue - Screen 704 \(P740408\)."](#)

# Part V

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## Additional Business Practices

This part contains these chapters:

- [Chapter 26, "About Additional Business Practices,"](#)
- [Chapter 27, "Print the Transaction Journal,"](#)
- [Chapter 28, "Print Ledger Reports,"](#)
- [Chapter 29, "Print Open Amount Reports."](#)



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## About Additional Business Practices

J.D. Edwards solutions for additional business practices in the United Kingdom consist of the following tasks:

- Printing the transaction journal
- Printing ledger reports
- Printing open amount reports



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## Print the Transaction Journal

This chapter contains the topic:

- [Section 27.1, "Printing the Transaction Journal."](#)

### 27.1 Printing the Transaction Journal

#### **Navigation**

**From General Accounting (G09), choose Reports & Inquiries**

**From Accounting Reports & Inquiries (G0912), choose Transaction Journal**

To review all transactions, or transactions within a G/L date range, print the Transaction Journal. This report prints the debit and credit amounts that make up balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the Accounts Receivable and Accounts Payable systems and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

## Transaction Journal

Figure 27-1 Transaction Journal Report (1 of 2)

09221		J.D. Edwards & Company		Page		
- . . . . 4		Transaction Journal		Date		
- . . . . 7/21/98						
Company 100 Model Finan/Distrib Co (Mktg)						
Tax ID						
From 06/01/98 Thru 06/30/98						
Document	Account Number	Description	Debit Amount	Credit Amount	Explanation	Address Number
Type	Number	Co				
Name						
FV	4158 00000	100.2060	Furniture & Office Equipment	2,487.61		5830
Gilpin's Office Supply						
	100.2060		Furniture & Office Equipment	14,978.95		
	100.4110		Accounts Payable-Trade		17,466.56	
FV	4156 00000	100.2060	Furniture & Office Equipment	3,458.91		5830
Gilpin's Office Supply						
	100.4110		Accounts Payable-Trade		3,458.91	
FV	4216 00000	132.8155	Training Expenses	500.00		6000
Easter, Melvyn						
	100.4110		Accounts Payable-Trade		500.00	
FV	4252 00000	210.8360	Telephone Expense	1,465.61		5776 A T
& T Long Distance						
	100.4110		Accounts Payable-Trade		1,465.61	
FV	4253 00000	400.8360	Telephone Expense	846.61		5776 A T
& T Long Distance						
	100.4110		Accounts Payable-Trade		846.61	
FV	4254 00000	600.8360	Telephone Expense	1,006.74		5776 A T
& T Long Distance						
	100.4110		Accounts Payable-Trade		1,006.74	
FV	4267 00000	529.6110	Tools Expense	1,897.00		4005 A &
D Parts Company						
	529.6120		Prime Cost of Goods	5,855.00		
	529.6130		Scrap	4,155.00		
	529.6140		Freights	6,718.00		
	100.4110		Accounts Payable-Trade		18,625.00	
FV	4277 00000	100.2060	Furniture & Office Equipment	15,967.62		5864 IEM
Corporation						
	100.2060		Furniture & Office Equipment	31,786.43		
	100.2060		Furniture & Office Equipment	18,689.23		
	100.4110		Accounts Payable-Trade		66,443.28	
FV	4279 00000	529.8375	Water	755.00		5784
Arkla Gas Company						
	529.8375		Water	615.00		
	529.8377		Sanitation	485.00		
	100.4110		Accounts Payable-Trade		1,855.00	
FV	4297 00000	210.8360	Telephone Expense	1,245.95		5805
Central Electric						
	100.4110		Accounts Payable-Trade		1,245.95	
FV	4299 00000	210.6170	Purchase Part Variance	500.55		4431
Dynamic Works Incorpor						
	100.4110		Accounts Payable-Trade		500.55	
FV	4300 00000	90.8350	Rent Expense	1,801.00		4002 E.Z.
Rentals						
	100.4110		Accounts Payable-Trade		1,801.00	
FV	4301 00000	600.8350	Rent Expense	2,200.00		5821
Fremont Furnishings						
	100.4110		Accounts Payable-Trade		2,200.00	
FV	4303 00000	90.8350	Rent Expense	200.15		5856
Halliburton Services						
	100.4110		Accounts Payable-Trade		200.15	
FV	4381 00000	90.8175	Uniforms	5,581.99		1001
Edwards, J.D. & Compan						

Figure 27-2 Transaction Journal Report (2 of 2)

FV	4623 00000	100.4110	Accounts Payable-Trade		5,581.99	1001
Edwards, J.D. & Compan		90.8275	Uniforms	11,428.84		
	100.4110		Accounts Payable-Trade		11,428.84	
FV	4914 00000	100.4110	Uniforms	8,909.24		1001
Edwards, J.D. & Compan						
	100.4110		Accounts Payable-Trade		8,909.24	
FV	5447 00000	90.8390	Insurance - General Liability	5,560.50		1001
Edwards, J.D. & Compan						
	90.5955		Maintenance & Repair	5,560.50		
FV	8324 00100	100.4110	Accounts Payable-Trade		11,121.00	China, Silverware & Glassware
Gourmet & More						4010
	100.8700		Miscellaneous Expenses	1,500.00		
FV	8329 00100	100.4110	Accounts Payable-Trade		1,500.00	Speciality Items
Gourmet & More						4010
	90.8665		Entertainment	825.00		
FV	8330 00100	100.4110	Accounts Payable-Trade		825.00	Travel Advance
Gourmet & More						4010
	90.8740		Travel, Meals & Lodging			
	100.4110		Accounts Payable-Trade			

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## Print Ledger Reports

This chapter contains these topics:

- [Section 28.1, "Printing Ledger Reports,"](#)
- [Section 28.2, "Printing Customer Ledger Reports,"](#)
- [Section 28.3, "Printing Supplier Ledger Reports."](#)

### 28.1 Printing Ledger Reports

You print ledger reports to review the detail of the transactions between your company and your customers and suppliers. When you print localized customer and supplier ledger reports, the system prints the transactions in the accounting format that is generally used by many European companies, with debit and credit amounts in two separate columns. In addition, you can specify:

- Whether you want to print the reports based on main address book numbers or a parent number
- Currency totalling, where invoices and vouchers with similar currencies are totalled

Printing ledger reports consists of the following tasks:

- Printing customer ledger reports
- Printing supplier ledger reports

### 28.2 Printing Customer Ledger Reports

The localized customer ledger report includes the following features:

- Debit and credit amounts are printed in separate columns, rather than in a single column where the amounts are differentiated by a minus sign for a debit or reduction of the credit towards a customer
- The amount of the A/R drafts that are generated for a batch of invoices is printed in the credit column, like any other payment
- You can print a report for all the transactions recorded for a certain customer based on a user-specified time lapse

The system excludes the following documents from the customer ledger report:

- A/R draft transactions, identified by document type R1
- Gains and losses on foreign transactions, identified by document types RG and RL

- Adjustments that are made to original invoices, identified by document type RE

**Figure 28–1 Customer Ledger Report**

7403013		J.D. Edwards & Company		Date - 5/22/97					
		Customer Ledger Report		Page - 2					
		Customer . . . 24201 Informacion Management		From Date - 01/01/98					
		C/cep Vitorino Emanuele II, 452		Thru Date - 12/31/98					
		00128 Roma							
G/L	De	Description	Invoice	Debit	Credit	Amount	F Cur	Currency	Exchange
Date	Ty	Number	Date	Amount	Amount	Balance	C Cod	Amount	Rate
				Initial Balance		0			
06/20/98	RI	23	06/06/98	56,420.00		56,420.00	D FRF		
06/20/98	RI	23	06/06/98	56,420.00		112,840.00	D FRF		
06/20/98	RI	24	06/07/98	2,500.00		115,340.00	D FRF		
06/20/98	RI	24	06/07/98	2,500.00		117,840.00	D FRF		
06/20/98	RI	24	06/07/98	2,500.00		120,340.00	D FRF		
06/20/98	RI	24	06/07/98	2,700.00		123,040.00	D FRF		
06/20/98	RI	25	06/10/98	22.69		123,262.69	D ILL	500.00	0.0004797
06/20/98	RI	25	06/10/98	22.83		123,285.52	D ILL	482.00	0.0004797
06/20/98	RI	25	06/10/98	28.69		123,314.21	D ILL	800.00	0.0004797
06/20/98	RI	25	06/10/98	22.83		123,291.38	D ILL	482.00	0.0004797
06/20/98	RI	26	06/15/98	10,000.00		133,291.38	D FRF		
06/20/98	RI	26	06/15/98	10,000.00		143,291.38	D FRF		
07/07/98	RC	4849	07/06/98		112,840.00	30,451.38	D FRF		
07/07/98	RC	4849	07/06/98	112,840.00		143,291.38	FRF		
07/15/98	RC	4850	07/15/98		20,000.00	123,291.38	D FRF		
						123,291.38			
Transaction Total				256,178.04	192,840.00	123,291.38			

### 28.2.1 Processing Options

See [Section 34.1, "Customer Ledger Report \(P7403013\)."](#)

## 28.3 Printing Supplier Ledger Reports

The localized supplier ledger report includes the following features:

- Debit and credit amounts are printed in separate columns (instead of a single column where the amounts are differentiated by a minus sign for a debit or reduction of the credit towards a supplier)
- The amount held when a voucher is paid for a supplier that is subject to withholding tax is printed in the line immediately after the payment, rather than in the Discount Available column
- You can print a report for all the transactions recorded for a certain customer based on a user-specified time lapse

The system excludes the following documents from the supplier ledger report:

- Voided payments, identified by document type PO
- Gains and losses on foreign transactions, identified by document types PG and PL
- Adjustments that are made to original vouchers, identified by document type PE

Figure 28-2 Supplier Ledger Report

7404014		J.D. Edwards & Company		Date - 5/22/97					
		Supplier Ledger Report		Page - 2					
				From Date - 01/01/96					
				Thru Date - 12/31/98					
Supplier . . .	11287	Invicta SpA Invicta SpA viale della Stazione, 45 Milano 20000 Milano							
Tax ID . . . .	12111458021								
G/L	Do	Document	Description	Invoice	Invoice	Debit	Credit	Amount	F Cur
Currency	Ty	Number	Exchange	Number	Date	Amount	Amount	Balance	C Cod
Amount	Rate								
Initial Balance									
							50,000.00	50,000.00-	ITL
01/01/96	FV	38	Voucher	5	01/01/96				
01/01/96	FV	42	Voucher	1125	01/01/96	5,000,000.00		5,050,000.00-	ITL
01/01/96	FV	43	Voucher	4564	01/01/96	5,000,000.00		10,050,000.00-	ITL
01/01/96	FV	44	Voucher	989	01/01/96	5,000,000.00		15,050,000.00-	ITL
06/01/96	FV	37	Voucher	87	06/01/96	30,000.00		15,080,000.00-	ITL
06/01/97	FL	5	Voucher Logging		01/01/98	50.00		15,080,050.00-	D IITL
06/01/97	FL	6	Voucher Logging		01/01/98	44.44		15,080,094.44-	D IITL
06/01/97	FL	7	Voucher Logging		01/01/98	60.00		15,080,154.44-	D IITL
06/01/97	FV	68	Voucher		05/01/97	15.00		15,080,169.44-	USD
6,000.00		0.2500000							
06/01/97	FV	69	Voucher		01/01/97	217.50		15,080,386.94-	USD
87,000.00		0.2500000							
06/01/97	FV	70	Voucher		01/01/97	50.00		15,080,436.94-	D IITL
06/01/97	FV	71	Voucher		01/01/98	87,660.72		15,168,097.66-	D USD
6,000.00		1461.0120000							
06/01/97	FV	72	Voucher		01/01/97	40.00		15,168,137.66-	D IITL
06/01/97	FV	73	Voucher		05/01/97	50.00		15,168,187.66-	ITL
06/01/97	FV	75	Voucher	501	01/01/95	6,000.00		15,174,187.66-	ITL
06/01/97	FV	85	Voucher	84	01/01/98	6,000.00		15,180,187.66-	ITL
06/01/97	FV	86	Voucher		01/01/98	5,000.00		15,185,187.66-	ITL
06/01/97	RN	545	Manual Check	4	06/01/97		50.00	15,185,137.66-	D IITL
06/01/97	RN	888	Manual Check			87,660.72		15,097,476.94-	D USD
6,000.00-		1471.0120000							
06/01/97	RD	545	Void Check				50.00	15,097,526.94-	D IITL
07/01/97	FR	5	Recurring Voucher		08/06/96		50.00	15,097,576.94-	ITL
01/01/98	FV	5	Voucher		01/01/98	5,000.00		15,102,576.94-	D USD
01/01/98	FV	5	Voucher	44	01/01/98	5,000.00		15,107,576.94-	D IITL
01/01/98	FV	6	Voucher	88	01/01/98	5,000.00		15,112,576.94-	D IITL
01/01/98	FV	7	Voucher	75	01/01/98	500.00		15,113,076.94-	D IITL
01/01/98	FV	9	Voucher	8787	01/01/98	50.00		15,113,126.94-	D IITL
01/01/98	FV	10	Voucher	10	01/01/98	30.00		15,113,156.94-	D IITL
01/01/98	FV	11	Voucher	11	01/01/98	40.00		15,113,196.94-	D IITL
01/01/98	FV	21	Voucher		01/01/98	50.00		15,113,246.94-	D IITL
01/01/98	FV	30	Voucher		01/01/98	6.00		15,113,252.94-	D IITL
01/01/98	FV	31	Voucher		01/01/98	6.00		15,113,258.94-	D IITL
01/01/98	FV	41	Voucher	77	01/01/98	5,000,000.00		20,113,258.94-	D IITL
01/01/98	FV	54	Voucher	878	01/01/98	5,000.00		20,118,258.94-	D IITL
01/01/98	FV	117	Voucher	28	01/01/98	50.00		20,118,308.94-	D IITL
01/01/98	FV	118	Voucher	66	01/01/98	20.00		20,118,328.94-	D IITL
01/01/98	FV	120	Voucher	2	01/01/98	40.00	40.00	20,118,328.94-	D IITL
01/01/98	FV	153	Voucher	21547	01/01/98	60.00		20,118,388.94-	ITL
01/01/98	FV	154	Voucher	21547	01/01/98	40.00		20,118,428.94-	ITL
01/01/98	FV	155	Voucher	355	01/01/98	40.00		20,118,468.94-	ITL
01/01/98	FV	247	Voucher	ARS	01/01/98	80.00		20,118,548.94-	ITL
01/01/98	FV	422	Voucher	987	01/01/98	8,000.00		20,126,548.94-	D USD
01/01/98	FV	423	Voucher	654	01/01/98	5,000.00		20,131,548.94-	D USD
Transaction Total						126,316.04	38,231,389.66	38,100,438.94-	

### 28.3.1 Processing Options

See Section 34.2, "Supplier Ledger Report (P7404014)."



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## Print Open Amount Reports

This chapter contains these topics:

- [Section 29.1, "Printing Open Amount Reports,"](#)
- [Section 29.2, "Open Amount Report - Supplier,"](#)
- [Section 29.3, "Open Amount Report - Customer."](#)

### 29.1 Printing Open Amount Reports

You can run several versions of the open amount reports. When you choose a version, you specify whether to include positive or negative balances. The system does not include positive and negative signs in the report and prevents you from including both positive and negative balances on the same report. You also specify whether you want to review:

- Total amounts
- Amounts as of a certain date
- Records sorted by customer or supplier name
- Records sorted by customer or supplier address book number

## 29.2 Open Amount Report - Supplier

Figure 29-1 Open Amount Report - Supplier

7404026		J.D. Edwards & Company		Page	1
Supplier Inventory Book - Positive				Date	5/22/97
Number	Name	Fiscal ID	Co	Open Balance	
888	Jo Blogs	00124567801	00074	500,000,000	
2020	GO AWAY, N W. 123	00235164201	00074	156,570	
2222	Bhawika_Test_Supplier_Alpha_Nam	00025487441	00074	302,584,945	
2727	Acme Drilling		00074	800,000	
2767	supplier that has a name over 4	00221005982	00074	7,917,872,156,989	
7002	JDE France	21548720012	00074	228,000,100	
9751	George Ltd	00021147854	00074	1,000,000,000	
11287	Invicta Plc	12111458021	00074	3,809,159,894	
11877	team sports	54621540021	00074	500,000	
11914	Peter Deely	33021998567	00074	17,507,400	
11957	Not W/T Supplier	00258775987	00074	3,556,000	
12028	Supplier 3	00225532332	00074	1,965,698	
14550	Supplier Ledger Vendor	12455447023	00074	312,996,000	
14859	Tom Store	22560124785	00074	5,000	
15624	Harry Cross	00214774102	00074	5,542,000	
16900	Parent Supplier	89856115682	00074	605,000	
19174	Guido's Supplier	12500124825	00074	10,800,000,000	
20124	test supplier	02586354125	00074	6,400	
20466	Harrold - Test Register/multi-	02154823513	00074	1,122,489	
21611	Supplier Test		00074	939,762,086,850	
28628	Automatic payment		00074	500,000	
28636	Auto payment customer		00074	900,000	
30103	Auto Payment Supp		00074	2,000,000	
30437	Italian Auto Payment		00074	600,000	
32598	W/T Supplier A73		00074	6,343,378	
34577	Commission Supplier		00074	5,000	
34614	Notula 2		00074	5,378	
37090	W/T Supplier for Comp 74		00074	2,587,540	
37591	split supp		00074	14,246,100	
37671	Supplier 4		00074	19,760,159,666	
38092	Supplier seventeen		00074	1,600,000	
38105	Supplier two		00074	2,000,000	
38113	Supplier three		00074	700,000	
39722	Open Supplier		00074	1,600,000	
40280	Martini & Rossi	IT04886070151	00074	1,190,000	
42315	WT Supplier		00074	1,550,000	
42323	WT supplier 2		00074	2,039,802	
44142	new supplier		00074	19,000	
110163	Fatel's Grocery		00074	450,000	
1919867	SUPPLIER		00074	12,856,000	
1919876	Elena	13132161321	00074	20,380,000	
5724260	Prakash Parekh		00074	86,000	
00074 Italian Company				8,894,460,468,139	

### 29.2.1 Processing Options

See Section 34.3, "A/P Inventory Book (P7404026)."

## 29.3 Open Amount Report - Customer

Figure 29-2 Open Amount Report - Customer

7403025		J.D. Edwards & Company		Page	1
Customer Inventory Book - Positive				Date	5/22/97
Number	Name	Fiscal ID	Co	Open Balance	
25611	auto debit test		00074	3,390,000	
11949	fred smith	00124574102	00074	52,000	
1919877	sequential customer	02124987451	00074	399,062	
43060	suspended VAT		00074	4,700,000	
20116	test cust	02654258452	00074	624,000	
36581	test Draft	00215452145	00074	8,000	
38120	void customer	00213652359	00074	1,500,000	
37680	Auto Debit Cust	00258526847	00074	11,788,000	
39013	Auto Debits Test Client		00074	5,200,000	
11308	Cars Corner	00215632489	00074	14,121,961,000	
19297	Comtech Plc	00021577751	00074	12,464,000	
24900	Customer Test	00265328975	00074	1,500,000	
24969	Customer Test III	00012548523	00074	1,300,000	
30002	Customer02	22569945001	00074	3,300,000	
19637	Draft Customer	00214911032	00074	14,922,000	
32264	Duplicate Drafts Customer	00118852469	00074	37,768	
1001	Edwards, J.D. & Company		00074	3,200,000	
13629	Frank Doberman Ltd	00258987456	00074	41,770,112	
39829	French VAT Customer		00074	700,000	
300001	Fun-N-Sun Recreational Sports -		00074	400,000	
37954	German Autodebits Customer from		00074	100,200,000	
46025	Ingalls, Vera		00074	2,000	
14779	Mark Store who Lives In Croydon		00074	110,047,215,064	
37145	New Notula Supplier (2)		00074	5,000	
39731	Open Customer		00074	2,500,000	
517	Rashpals Test Customer for remi		00074	200	
516	Rashpals Test Spanish Supplier		00074	500	
11921	Telecom Ltd		00074	35,421,900	
37057	Vera's Test Client ITL		00074	3,320	
18964	Void Cust		00074	12,000	
13611	Volvo (Tonbridge)		00074	1,822,012	
15288	Volvo Supplies		00074	4,500,000	
00074 Italian Company				124,420,867,938	

### 29.3.1 Processing Options

See [Section 34.4, "A/R Inventory Book \(P7403025\)."](#)



# Part VI

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## Processing Options

This part contains these chapters:

- [Chapter 30, "Setup Requirements Processing Options,"](#)
- [Chapter 31, "Tax Requirements Processing Options,"](#)
- [Chapter 32, "Banking Requirements Processing Options,"](#)
- [Chapter 33, "Subcontracting Requirements Processing Options,"](#)
- [Chapter 34, "Additional Business Practices Processing Options."](#)



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## Setup Requirements Processing Options

This chapter contains the topic:

- [Section 30.1, "Post General Ledger \(P09800\)."](#)

### 30.1 Post General Ledger (P09800)

Processing Option	Processing Option Requiring Further Description
TAX FILE UPDATE:	
9. Identify when to update the Tax Work file (F0018):	
'1' = V.A.T. or Use Tax only	
'2' = for All Tax Amounts	
'3' = for All Tax Explanation Codes	
Blank (Default) = No Update to File.	
<b>Note:</b> When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	



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## Tax Requirements Processing Options

This chapter contains these topics:

- [Chapter 31.1, "Journal Entry with Tax \(P09106\),"](#)
- [Chapter 31.2, "EU Sales Listing Report \(P0018S\),"](#)
- [Chapter 31.3, "Intrastat Report - UK \(P0018IE\),"](#)
- [Chapter 31.4, "VAT Journals \(P00320\)."](#)

### 31.1 Journal Entry with Tax (P09106)

Processing Option	Processing Option Requiring Further Description
DW VERSION FOR JOURNAL ENTRY PROCESSOR	
	1. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.
EXCHANGE RATE:	
	2. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.
FORMAT CONTROL:	
	3. Select default screen format: BLANK = Exclusive Tax '1' = Inclusive Tax . . . END

### 31.2 EU Sales Listing Report (P0018S)

Processing Option	Processing Option Requiring Further Description
	1. Enter the Branch ID to print on the report.
	2. Enter the from/to reporting period to print on the heading
	From period :
	From Year :
	To period :
	To year :

### 31.3 Intrastat Report - UK (P0018IE)

Processing Option	Processing Option Requiring Further Description
1. Enter the Branch ID to print on the report.	
2. Enter the reporting period to print on the report heading Period : Year:	
3. Enter a '1' to print summary only. A default of blank will print all details.	
4. Enter the format to be printed: '1' Arrival of goods '2' Expedition of goods	

### 31.4 VAT Journals (P00320)

Processing Option	Processing Option Requiring Further Description
SELECTION DATE:	
1. Enter the beginning G/L date. This date will select documents greater than or equal to this date.	
2. Enter the ending G/L date. This date will select documents less than or equal to this date.	
AMOUNT DISTRIBUTION:	
3. Enter a '1' to distribute the TAXABLE amount into the tax area columns. Leave blank to Distribute the actual TAX amount.	
REPORTING COMPANY:	
4. Enter the number of the company to use for the heading information and VAT Registration Number. Note: Does not affect the information being reported.	
COMMA SUPPRESSION:	
5. Enter a '1' to suppress commas (,) in column amounts. Leave blank to print commas.	

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## Banking Requirements Processing Options

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This chapter contains these topics:

- Section 32.1, "A/P Payments - APACS Checks (P04572U1),"
- Section 32.2, "A/P Payments - BACS (P04572B),"
- Section 32.3, "A/P Payments - BACS Register (P04576T),"
- Section 32.4, "A/P Payments - APACS Register (P04576),"
- Section 32.5, "A/P Payments - UK Attachments (P04573U),"
- Section 32.6, "Create Payment Groups (P04570),"
- Section 32.7, "Work with Payments (P04257),"
- Section 32.8, "Print A/P Payments - UK (P04572U1),"
- Section 32.9, "Automatic Debiting Build (P03575),"

### 32.1 A/P Payments - APACS Checks (P04572U1)

Processing Option	Processing Option Requiring Further Description
PAYEE NAME/ ADDRESS OUTPUT:	
1. Enter '1' to print Payee Name above the amount in words. The default of blank will print Payee Name below the amount in words.	
2. Enter '1' to print the Payee Name and Address below the amount in words.	
ADDRESS FORMAT:	
3. Enter an override address format. If left blank, the address number's country format will be used.	
PRINT INFORMATION:	
4. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'.	
AMOUNT IN WORDS:	
5. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' For program names.) If left blank, the translation program associated with the payment currency code will be used.	

---

**Processing Option****Processing Option Requiring Further Description**

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6. Enter '1' to print the amount in words in one string. The default of blank will print the words in separate boxes.

---

## 32.2 A/P Payments - BACS (P04572B)

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**Processing Option****Processing Option Requiring Further Description**

---

ELECTRONIC FUNDS TRANSFER:

1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default value is '1'.

BACS BUREAU NUMBER:

2. Enter your six-digit BACS bureau number.

BANK TAPE:

3. Enter the following default values:

Device Name . . . . .

REMITTANCE INFORMATION:

4. Enter the default mailing address format to use on the remittance. If left blank, the country format will be used.

---

## 32.3 A/P Payments - BACS Register (P04576T)

---

**Processing Option****Processing Option Requiring Further Description**

---

FOR SUBCONTRACT PAYMENTS:

1. Enter one of the following values: '1' = Print contract information '2' = Print job number information

---

## 32.4 A/P Payments - APACS Register (P04576)

---

**Processing Option****Processing Option Requiring Further Description**

---

FOR SUBCONTRACT PAYMENTS:

1. Enter one of the following values: '1' = Print contract information '2' = Print job number information

---

## 32.5 A/P Payments - UK Attachments (P04573U)

---

**Processing Option****Processing Option Requiring Further Description**

---

PRINT OPTIONS:

1. Enter one of the following values to select the sequence order of the detail to appear on the attachment. blank = Voucher Information '1' = Vendor Invoice

---

## 32.6 Create Payment Groups (P04570)

Processing Option	Processing Option Requiring Further Description
PAYMENT SELECTION:	
1. Enter in either a Pay Thru date or the number of displacement days from today.	
Pay Thru Date	
Displacement Days	
DISCOUNT DATE:	
2. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken.	
AMOUNT RANGE:	
3. Enter the payment amount range to be included in this pre-payment run. Also enter the pay instrument to be assigned to payments outside of the amount range. If currency conversion is turned on, enter the currency code for the amount range. Enter your amount range in whole numbers.	
Minimum Amount. . . .	
Min Pay Instrument. . . .	
Maximum Amount. . . .	
Max Pay Instrument. . . .	
Currency Code . . . .	
COMPANY PROCESSING:	
4. Enter a '1' to create a different payment by company. Leave blank to process multiple companies on each payment.	
DUE DATE PROCESSING:	
5. Enter a '1' to print a separate payment by due date. If left blank a separate payment by due date will not be printed. Note: If choosing this option, the DREAM Writer sequence should be set to include Due Date after Alternate Payee Address Number.	
PAYEE PROCESSING:	
6. Enter a '1' to create one payment per payee regardless of supplier.	
PRINT CONTROL:	
7. Enter a '1' to print a special attachment when payment detail information will not print on the stub.	
8. Enter the sequence ID which will order the payments when printed.	
9. Enter a '1' to print the full address for each payee on the Edit report. Leave blank to only print the payee alpha name.	
10. Enter a '1' to print contract information on the report.	
11. Enter a '1' to print job information on the report. Note: If choosing either option 10 or 11, payments should be sequenced by contract number.	

---

**Processing Option****Processing Option Requiring Further Description**

---

**PAY ITEM SUMMARIZATION:**

---

12. Enter a '1' to summarize pay items within a document on the pay stub and/or the attachment. If left blank, pay items will not be summarized.

---

13. Enter a '1' to have the summary description on the pay stub default from the first pay item's remark. If left blank, the description will be retrieved from the vocabulary overrides for this program.

---

**BANK ACCOUNT:**

---

14. Enter an override bank account to be used for payment. If left blank the bank account in the Accounts Payable detail record will be used. Note: This must be a Short Acct ID.

---

**CURRENCY PROCESSING:**

---

15. Enter one of the following values to indicate which currency should be used for payment.

' - Bank Account Monetary Unit

'1' - Voucher Domestic Currency

'2' - Voucher Foreign Currency

'3' - Current Domestic Amount

---

**BUSINESS UNIT PROCESSING:**

---

16. Enter a '1' to use the business unit as a selection criteria in the creation of a Payment Control Group. If left blank, business unit will not be considered and one PCG may include vouchers with different business units.

---

**ELECTRONIC FUNDS TRANSFER/EDI ONLY:**

---

17. Enter a '1' if you will be using tape output and would like to see tape information on the edit report. If left blank, no tape information will appear on the report.

---

18. Enter a '1' to issue an error on the edit report if the Payee's EFT/EDI bank information does not exist.

---

19. Enter a '1' to issue an error on the edit report if a G/L Bank Account's X12 information does not exist.

---

**CALCULATE WITHHOLDING:**

---

20. Enter a '1' submit the Calculate Withholding program (P04580) prior to running Pre-Payments. If left blank, Calculate Withholding will not be run. Note: The voucher withholding pay items created will not be posted.

---

21. Enter the DREAM Writer version number of the Calculate Withholding program to be run. If left blank, version ZJDE0001 will be used.

---

**USER EXIT OPTION:**

---

22. Enter the User Exit program name. If left blank the name 'X04570E' will be used.

---

## 32.7 Work with Payments (P04257)

Processing Option	Processing Option Requiring Further Description
INTERACTIVE OR BATCH:	
1. Enter a '1' to process the payments interactively. Leave blank to submit the write or update in batch mode without a submittal message.	
BUSINESS UNIT PROCESSING:	
2. Enter a '1' to display the business unit fields. If left blank, the business unit fields will not display. Note: The selection and display of the business unit would only be applicable if you ran your Payment Control Group using business unit as a control field.	
PRINT OPTIONS:	
3. Enter '1' to use the first voucher's exchange rate (thus ignoring any gains/losses) or an effective date to use to retrieve the exchange rate. If both options are blank, the G/L date assigned to the payment will be used to retrieve the exchange rate.	
Voucher Exchange Rate. . . .	
or Effective Date. . . .	
4. For BACS, enter a '1' to allow entry of BACS processing dates. If left blank, BACS processing will not function.	
5. Enter one of the following options for output:	
' ' - Each Payment Control Group(PCG) will be output to a separate tape file or spool file.	
'1' - Group PCGs for the same bank account into one file.	
'2' - Group all selected PCGs into one file regardless of account.	
6. Enter a '1' to request the following:	
Save Spool File. . . .	
Hold Spool File . . . .	
7. Enter a '1' to force the assignment of payment numbers to be in sequential order. This option is only valid if you have selected to output separate PCGs or those with the same bank account to one spool file. (Option 5 is a blank or '1'). Note: This option is only valid for hard-copy payments and reserves the bank account payment number from the bank account file (F0030). This option will not work with tape payments.	
UPDATE OPTIONS:	
8. Enter a '1' to bypass clearing the prenote code in Vendor Master.	
9. Enter a '1' to submit the A/P payment post after the payments have been updated. If left blank, the post WILL NOT be automatically submitted. This will allow you to review the payment batch and post it at a more convenient time.	
10. Enter a '1' to process void payments through the system (post to G/L, and the bank reconciliation). If left blank, void payments will not be processed.	

Processing Option	Processing Option Requiring Further Description
PRELOADED DATA SELECTIONS:	
11. Any values entered into the following options will be loaded upon entry into the program:	
Bank Account. . . .	
Version . . . .	
Originator . . . .	
Payment Instrument. . . .	
Print Queue. . . .	
Currency Code. . . .	
Business Unit. . . .	
Write/Update. . . .	
DW VERSION FOR BANK TAPE REVIEW:	
12. Enter the version number for the Bank Tape Review program. If left blank, ZJDE0001 will be used.	
DW VERSION FOR A/P PAYMENT PROCESSOR:	
13. To override standard A/P Payment processing (DREAM Writer XT0413, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
DW VERSION FOR G/L PROCESSOR:	
14. To override standard G/L processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	

## 32.8 Print A/P Payments - UK (P04572U1)

Processing Option	Processing Option Requiring Further Description
PAYEE NAME/ ADDRESS OUTPUT:	
1. Enter '1' to print Payee Name above the amount in words. The default of blank will print Payee Name below the amount in words.	
2. Enter '1' to print the Payee Name and Address below the amount in words.	
ADDRESS FORMAT:	
3. Enter an override address format. If left blank, the address number's country format will be used.	
PRINT INFORMATION:	
4. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'.	
AMOUNT IN WORDS:	
5. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.	

Processing Option	Processing Option Requiring Further Description
6. Enter '1' to print the amount in words in one string. The default of blank will print the words in separate boxes.	

## 32.9 Automatic Debiting Build (P03575)

Processing Option	Processing Option Requiring Further Description
PROOF OR FINAL MODE PROCESSING:	
1. Enter a '1' to create the file to be sent to the bank and to create the Automatic Debit entries against the selected invoices. If left blank, only a proof report will be produced.	
AS OF DATE:	
2. Enter the 'As of' Date to process. All invoices will be processed that have a comparison date on or before the As of Date. If left blank, the system date will default.	
DATE COMPARISON:	
3. Enter the type of date to compare to the As of Date.	
' ' = Net Due Date (Default)	
'D' = Discount Due Date	
'I' = Invoice Date	
'G' = G/L Date	
'S' = Statement Date	
MINIMUM AND MAXIMUM OPTIONS:	
4. Enter the MINIMUM amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected.	
5. Enter the MAXIMUM amount which is to be selected for payment via Automatic Debits. Amounts over this amount will not be selected. Note: The processing options above must be specified in the currency of the Bank Account.	
BANK INFORMATION:	
6. Enter the G/L Bank Account that the invoices are being submitted to. It is MANDATORY to enter a valid account short ID for this option.	
G/L DATE:	
7. Enter a G/L Date. If left blank, the system date will be used.	
8. Enter a '1' if all discounts are to be processed. If left blank, the cutoff date option will be used.	
9. Enter the cutoff date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date. Note: These Discount Options also exist in Batch Receipts Processing (P03550). These options should have the same values as specified in your Batch Cash version.	
COUNTRY SPECIFIC FORMAT SELECTION:	

Processing Option	Processing Option Requiring Further Description
<p>10. Enter the name and DREAM Writer version number of the program to be called to create the formatted file for the bank. (Press F1 for a list of available programs.)</p> <p>Program Name. . . .</p> <p>Program Version. . . .</p>	
STATEMENT PRINT:	
<p>11. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, Customer Statements will only be printed where the number of invoice details exceeds the maximum number that can be included onto the format.</p>	
COPY TO TAPE/DISKETTE:	
<p>12. Enter a '1' if the Copy to Tape or Diskette option should be called automatically following Final Mode processing. If left blank, the copy option may be run at a later stage. (Leave blank if creating paper forms).</p>	
<p>13. Enter the version of the Copy to Tape/Diskette program P03579 to be called. If left blank, this defaults to version ZJDE0001. Confirm values in P03579 processing options prior to running.</p>	
BATCH PROCESSING:	
<p>14. Enter the version number of the Batch Receipts program to be called to create and match the Automatic Debits to the selected invoice details. If left blank, one of the two versions will default.</p> <p>ZJDE0002 - For Summary JE's.</p> <p>ZJDE0003 - For Detail JE's.</p> <p>Note: verify the processing option values for the Batch Receipts version (P03550).</p>	
JOURNAL ENTRY CREATION:	
<p>15. Select G/L Entries Method:</p> <p>' ' = Create summary total J.E.'s</p> <p>'1' = Create detail J.E.'s, which will create one J.E. per deposit item.</p>	
BATCH CASH RECEIPTS PURGE:	
<p>16. Enter a '1' to purge the Batch Receipts Workfile (F0312) upon run completion. If left blank, the file will not be purged.</p>	
<p>17. Enter the version number of the purge program P00PURGE to be called to clear records from the Batch Receipts work file F0312. If left blank, version ZJDE0009 will be called.</p>	
BACS PROCESSING:	
<p>18. Enter a '1' if processing BACS. A report message will be issued if the processing date is a non-workday.</p>	
<p>19. Enter the BACS processing date.</p>	
<p>20. Enter the number of days to add to the processing date. This is used to calculate the BACS expiration date.</p>	

---

<b>Processing Option</b>	<b>Processing Option Requiring Further Description</b>
21. Enter the workday calendar to use for validating the processing and expiration dates.	
MINIMUM AND MAXIMUM FOR BACS CREDITS:	
22. Enter the MINIMUM CREDIT amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected.	
23. Enter the MAXIMUM CREDIT amount which is to be selected for payment via Automatic Debits. Amounts under this amount will not be selected. Note: The processing options above must be specified in the currency of the Bank Account.	

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# Subcontracting Requirements Processing Options

This chapter contains these topics:

- Section 33.1, "Application/Certificate Revisions (P744401),"
- Section 33.2, "Voucher Entry (P04105),"
- Section 33.3, "A/P Functional Server - UK (XT0411ZAUK),"
- Section 33.4, "Calculate UK Withholding Amounts (P740401),"
- Section 33.5, "Calculate Withholding - A/P Checks (P04580),"
- Section 33.6, "Report for Contractors (P740403),"
- Section 33.7, "UK Inland Revenue - Screen SC11 (P740404),"
- Section 33.8, "UK Inland Revenue - Screen SC35 (P740407),"
- Section 33.9, "UK Inland Revenue - Screen 704 (P740408)."

## 33.1 Application/Certificate Revisions (P744401)

Processing Option	Processing Option Requiring Further Description
DEFAULT OPTIONS:	
1. Enter the Default Document Type:	
DISPLAY OPTIONS:	
2. Enter the value for the mode to start the program in:	
'' - Current Amount	
'1' - Current Percent	
'2' - Current Quantity	
'3' - Cumulative Amount	
'4' - Cumulative Percent	
'5' - Cumulative Quantity	
3. Enter the range of valid status codes to be displayed.	

## 33.2 Voucher Entry (P04105)

Processing Option	Processing Option Requiring Further Description
FIELD DISPLAY CONTROL:	
1. You may activate certain capabilities by entering a '1' for the following: Sales/Use/VAT Tax Processing. . . . PO Number Entry. . . . Extra Date for Service/Tax. . . . . Approver Number Entry. . . . Category Code 07 Entry. . . . Payment Instrument. . . .	
FORMAT CONTROL:	
2. Select the default screen format: ' ' = Standard Voucher Entry '1' = Voucher Entry with Taxes '2' = Alternate Payee	
FORMAT CONTROL (CONT'D):	
3. Enter a 1 to review the Voucher Category Codes with an Add or Change.	
TWO CYCLE OPTION:	
4. Enter a '1' for 2 Cycle data entry.	
PREPAYMENT OPTIONS:	
5. Enter the G/L offset to use for creating prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items.	
6. Enter the default payment status for prepayment pay items. If blank, prepayment pay items will default to a payment status of 'H'.	
7. Enter the number of days to add to the due date of the prepayment pay items.	
VOUCHER LOGGING:	
8. Enter a '1' if you wish to perform Voucher Logging from within Voucher Entry. (Note: When doing Voucher Logging, processing options for Prepayments will be ignored.)	
9. Enter a '1' if you want the system date to be defaulted to the G/L date and protected from being overridden.	
DREAM WRITER VERSIONS:	

Processing Option	Processing Option Requiring Further Description
Enter the version for each program: If left blank, ZJDE0001 will be used.	
10. A/R and A/P Journal Entries (P03101)	
11. A/P Voucher Processing (XT0411Z1)	
12. Supplier Ledger Inquiry (P042003)	
13. Supplier Master Information (P01054)	
14. Name Search (P01200)	
15. Voucher Category Code Review (P0411W)	
FIELD PROTECTION CONTROL:	
16. Enter a '1' to protect the Pay Status field. If left blank the Pay Status field will be unprotected.	
17. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	

### 33.3 A/P Functional Server - UK (XT0411ZAUK)

Processing Option	Processing Option Requiring Further Description
WITHHOLDING TAX:	
1. Enter a '1' to load the withholding tax area in batch.	
2. If coming from the Purchase Order Vouchers program (P4314), enter a '1' to show the withholding tax window. The window will ALWAYS be shown when vouchers are entered from any other source.	
3. If coming from the Progress Payments program (P43105) enter Account Master category code that designates the Withholding Tax account. This will be used if loading tax withholding area in batch. Blank will not load the area.	

### 33.4 Calculate UK Withholding Amounts (P740401)

Processing Option	Processing Option Requiring Further Description
PROCESSING	
1. Enter the mode the calculations and update will be processed in: 0 = Proof mode with Report (Default) 1 = Final mode with Report	
2. Enter the "As Of" date for processing Vendor Certificates. Blank will process validate certificates using today's date.	
3. Enter the Pay Status to assign to the voucher for Vendors.	
PROCESSING	

Processing Option	Processing Option Requiring Further Description
4. Enter amount calculation method to be performed: 0 = Domestic (Default) 1 = Foreign	
5. Enter the data type used to access the Supplemental Data for Certificate Information.  EXCEPTION PROCESSING	
6. Enter the Certificate Type for subcontractors who will never have a certificate or voucher receipt, and whose labor entries are always subject to tax withholding. These subcontractors will have all labor entries set to a pay status of '%' for withholding tax processing.	

### 33.5 Calculate Withholding - A/P Checks (P04580)

Processing Option	Processing Option Requiring Further Description
PAY STATUS:	
1. Enter the Pay Status to assign to the voucher to be released for payment. If left blank, the data dictionary default will be assigned. If the data dictionary default is blank, an 'A' will be assigned.	
2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned.	
G/L OFFSET:	
3. Enter the G/L Offset, AAI PC, to be assigned to the withheld pay item. This offset should represent the withholding account and is required.	
4. Enter the G/L account for the zero balance records if any are created. (This must be the SHORT account number and is required.)	
TAX AUTHORITY:	
5. Enter an override Tax Authority to be assigned to the Alternate Payee field in the withholding entry. Leave blank to retrieve Tax Authority from supplier's address book record.	
DW VERSION FOR A/P VOUCHER PROCESSOR:	
6. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version 001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
DW VERSION FOR JOURNAL ENTRY PROCESSOR:	
7. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version 001), enter an override version number. This should only be changed by persons responsible for system wide setup.	

### 33.6 Report for Contractors (P740403)

Processing Option	Processing Option Requiring Further Description
PROCESSING SETUP	
1. Enter the Certificate Type to report on (value of blank will select all): "C" = Corporate Certificates "I" = Individual Certificates "P" = Partnership Certificates "S" = Special certificates	
2. Enter the data type used to access the Supplemental Data for Certificate information.	
PROCESSING DATE	
3. Enter the 'Beginning' date to Start the Reporting Process. If left blank the current system date will be used.	
4. Enter the 'Ending' date through which to perform the Reporting Process. If left blank, the current system date will be used.	

### 33.7 UK Inland Revenue - Screen SC11 (P740404)

Processing Option	Processing Option Requiring Further Description
SELECTION CRITERIA	
1. Enter the beginning date range for the payment period.	
2. Enter the ending date range for the payment period.	
SETUP INFORMATION	
3. Enter the data type used to access the Supplemental Data for Certificate information.	

### 33.8 UK Inland Revenue - Screen SC35 (P740407)

Processing Option	Processing Option Requiring Further Description
SELECTION CRITERIA	
1. Enter the beginning date range for the payment period.	
2. Enter the ending date range for the payment period.	
SETUP INFORMATION	
3. Enter the data type used to access the Supplemental Data for Certificate information.	

### 33.9 UK Inland Revenue - Screen 704 (P740408)

Processing Option	Processing Option Requiring Further Description
SELECTION CRITERIA	

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<b>Processing Option</b>	<b>Processing Option Requiring Further Description</b>
--------------------------	--

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- |   |  |
|---|--|
| 1. Enter the beginning date range for the payment period. |  |
| 2. Enter the ending date range for the payment period.    |  |
- 

SETUP INFORMATION

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- |  |  |
|--|--|
| 3. Enter the data type used to access the Supplemental Data for Certificate information. |  |
|--|--|
-

## Additional Business Practices Processing Options

This chapter contains these topics:

- Section 34.1, "Customer Ledger Report (P7403013),"
- Section 34.2, "Supplier Ledger Report (P7404014),"
- Section 34.3, "A/P Inventory Book (P7404026),"
- Section 34.4, "A/R Inventory Book (P7403025)."

### 34.1 Customer Ledger Report (P7403013)

Processing Option	Processing Option Requiring Further Description
DATE RANGE:	
1. Specify the "From" Date	
2. Specify the "Through" Date	
PARENT/CHILD PROCESSING:	
3. Enter a "1" to list activity for parent accounts. Leave blank to list each child account separately.	

### 34.2 Supplier Ledger Report (P7404014)

Processing Option	Processing Option Requiring Further Description
DATE RANGE:	
1. Specify the "From" Date	
2. Specify the "Through" Date	
ITALIAN WITHHOLDING TAX PROCESSING:	
3. Enter a "1" to list Italian withholding tax on a separate line.	
PARENT/CHILD PROCESSING:	
4. Enter a "1" to list activity for parent accounts. Leave blank to list each child account separately.	

### 34.3 A/P Inventory Book (P7404026)

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Processing Option	Processing Option Requiring Further Description
-------------------	---

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NEGATIVES BALANCES:

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1. Enter '1' to print only suppliers with negative balances.  
Leave blank to only print suppliers with positive balances.

End

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### 34.4 A/R Inventory Book (P7403025)

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Processing Option	Processing Option Requiring Further Description
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NEGATIVES BALANCES:

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1. Enter '1' to print only customers with negative balances. Leave blank to print only customers with positive balances.

End

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## Multiple Ledger Types

This appendix contains the topic:

- [Section A.1, "Using Multiple Ledger Types."](#)

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

### A.1 Using Multiple Ledger Types

At year end, your company reports the yearly results during the first few days of January, while in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. The year is closed from the standpoint of the company, but is not yet closed from a local legal standpoint. The time difference means that the French company must make adjustments for three months that the corporate company does not have to see. These adjustments are typically recorded in an alternate ledger type.

#### A.1.1 Example: Currency Ledgers

A company can impose a fixed yearly exchange rate by management choice. In some countries, such as France, it is not acceptable from a legal point of view to ignore gains and losses in foreign currency. You can use the actual amounts (AA) ledger for the company, in which foreign transactions do not have any currency gains and losses, and an alternate ledger type in which you can book the currency gains and losses. In either case, the additional ledger is required to enter transactions that adjust either the local or the company's accounting system.

#### A.1.2 Example: Depreciation Ledgers

Three ledger types are not uncommon if fixed assets depreciation is involved. In this case, one ledger is used to record the depreciation that is calculated with the corporate depreciation method in the corporate ledger. An alternate ledger is used to record the depreciation that is calculated based on the depreciation method that is required by the local authorities. The difference between the two depreciation methods is recorded in a third ledger. For local legal reports, you sum the three ledger types to show the actual activity in the depreciation account.

#### A.1.3 Example: User Defined Ledgers

To accommodate the need for multiple ledgers, J.D. Edwards software provides a user defined code file in which you can define all the ledgers you use as the ledger types on which you must report.

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

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## Translation Issues

This appendix contains these topics:

- [Section B.1, "Multi-Language Environments,"](#)
- [Section B.2, "Other Translation Capabilities,"](#)
- [Section B.3, "Account Descriptions."](#)

### B.1 Multi-Language Environments

J.D. Edwards software can display menus, forms, and reports in different languages. All software is shipped with the base language of English. You can install other languages as needed. For example, if you have multiple languages loaded onto one environment to allow different users to display different languages, each user can work in their preferred language by setting up their user preferences accordingly.

**See Also:**

- [Section 3.1, "Setting Up User Display Preferences."](#)

### B.2 Other Translation Capabilities

In addition to the standard menus, forms, and reports, you might want to translate other parts of the software. For example, you might want to translate the names of the accounts that you set up for your company. You might also want to translate the values in some user defined code tables. A list of common software elements that you might want to translate if you use the software in a multinational environment follows:

- Business unit descriptions
- Account descriptions
- Descriptions for automatic accounting instructions (AAIs)
- Payment terms
- Reminder text
- User defined codes
- Custom menus
- Vocabulary overrides
- DREAM Writers
- Data dictionary

- Function key definitions

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

**See Also:**

- *JD Edwards World Technical Foundation Guide* for more information about translating custom menus, vocabulary overrides, Dream Writers, data dictionary items and function keys.

## B.3 Account Descriptions

You can translate the descriptions of your accounts into languages other than the base language. To do this, choose Translate Accounts from the Organization and Account Setup menu.

After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that your business uses. To print the report, choose Account Translation Report from the Organization and Account Setup menu.

**See Also:**

- Translating Accounts in the *JD Edwards World General Accounting I Guide*.

### B.3.1 Business Unit Descriptions

You can translate the descriptions of the business units that you set up for your system. From the Organization and Account Setup menu (G09411), choose Translate Business Units

The system stores business unit translation information in the Business Unit Alternate Description file (F0006D)

Print the Business Unit Translation report to review the description translations in the base language and one or all of the additional languages that your business uses. From the Organization and Account Setup menu (G09411), choose Business Unit Translation report

**See Also:**

- Translating Business Units in the *JD Edwards World General Accounting I Guide*.

### B.3.2 Automatic Accounting Instruction (AAI) Descriptions

You can translate the descriptions of the automatic accounting instructions that you set up for your system. From the General Accounting System Setup(G0941) menu, choose Translate AAIs.

**See Also:**

- Work with AAIs in the *JD Edwards World General Accounting I Guide*.

### B.3.3 Payment Term Descriptions

You can translate the descriptions of the payment terms that you set up for your system. To do this, access the Payment Term Revisions screen and select the Language Translation function. The system displays the Translate Payment Terms screen.

### B.3.4 User Defined Code (UDC) Descriptions

You can translate the descriptions of the user defined codes that you set up for your system. To do this, access any user defined codes file. The translation functionality is field sensitive. Select the field with the information that you want to translate and choose Translate. The system displays the Translate User Defined Codes screen. After you access the screen, you can translate the description for the field into many different languages.

**See Also:**

- Work with User Defined Codes in the *JD Edwards World General Accounting I Guide*.

### B.3.5 Reminder Text

Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information screen (P010513) determines the language in which the reminder and the text on the reminder should print when you use final mode. (In proof mode, the statements print in the language preference of the user that generates the reminders).

J.D. Edwards base software includes the reminder screen translated into German, French, and Italian. You will need to translate any text that you are adding to print at the bottom of the reminder. To do this, follow the instructions for adding text and verify that you complete the language preference field on Revise Payment Reminders Text (P03280).

**See Also:**

- Entering Reminder Messages in the *JD Edwards World Accounts Receivable Guide*.



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