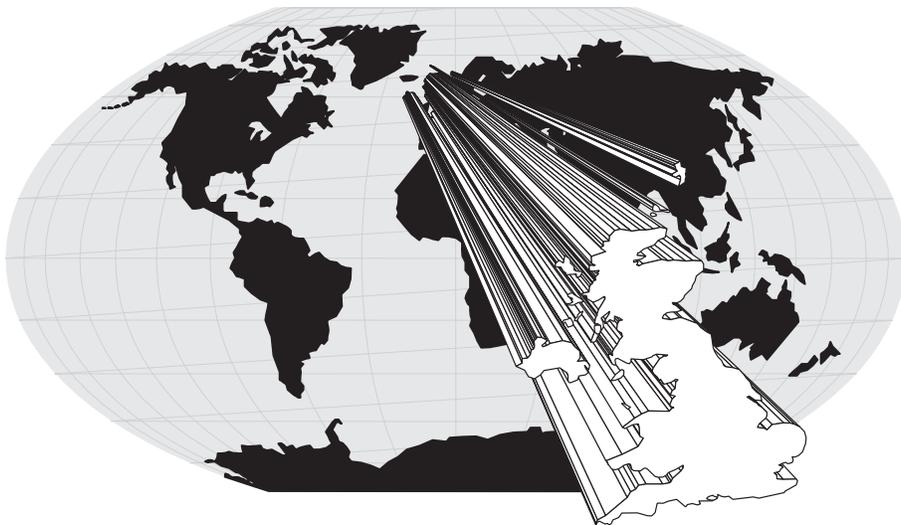


Global Solutions: United Kingdom



JD Edwards[®]



Item # A81LEAIU9803

J.D. Edwards World Source Company
One Technology Way
Denver, CO 80237

Copyright ©J.D. Edwards World Source Company, 1998
All Rights Reserved

J.D. Edwards is a registered trademark of J.D. Edwards & Company. The names of all other products and services of J.D. Edwards used herein are trademarks or registered trademarks of J.D. Edwards World Source Company.

All other product names used are trademarks or registered trademarks of their respective owners.

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

Welcome

About this Guide

This guide is a country-specific supplement to J.D. Edwards software documentation. The purpose of this guide is to:

- Describe the special considerations and statutory requirements that you need to know about when you do business in a specific country
- Explain how J.D. Edwards software accommodates those special considerations and statutory requirements

Before using this guide, you should have a fundamental understanding of the J.D. Edwards systems that your company uses, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into overviews and sections. Overviews contain the general information that you need to understand how J.D. Edwards software is designed to work in specific countries and the business environment for a specific country. Sections contain chapters for each task or group of related tasks. Each chapter contains the information that you need to accomplish the task, run the program, or print the report. Chapters typically include an overview, form or report samples, and procedures.

When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

Table of Contents

Localization Overview	1-1
Defining the Scope of Localization	1-1
Business in the United Kingdom	2-1
About Business in the United Kingdom	2-1
Fiscal Requirements	2-1
Ledgers and Journals	2-2
Inflation Accounting	2-2
Financial Statements	2-3
European Common Currency	2-3
Tax Requirements	2-4
Collection	2-4
Reporting	2-5
Banking Requirements	2-6
Setup Requirements	3-1
About Setup Requirements	3-1
Set Up User Display Preferences	3-3
Setting Up User Display Preferences	3-3
Set Up User Defined Codes for the United Kingdom	3-7
Setting Up User Defined Codes for the United Kingdom	3-7
Set Up Tax Rules by Company	3-9
Setting Up Tax Rules by Company	3-9
Understanding Tolerance Ranges	3-9
Understanding Calculation Rules	3-11
Set Up to Update Tax Amounts	3-17
Setting Up to Update Tax Amounts	3-17
Processing Options for Post General Ledger	3-18
Set Up Workday Calendars for Financials	3-19
Setting Up Workday Calendars for Financials	3-19
Set Up for Subcontractors	3-23
Setting Up for Subcontractors	3-23
Working with Supplemental Data for Subcontractors	3-23
Defining a Supplemental Data Type for Subcontractors	3-24
Entering Supplemental Data for Subcontractors	3-27
Defining an Order Line Type for Subcontractor Labor	3-30
Defining Accounts for Labor	3-34
Set Up for European Union (EU) Reporting	3-37
Setting Up for European Union (EU) Reporting	3-37
Entering VAT Registration Numbers	3-38
Setting Up Tax Rates and Areas	3-38
Setting Up User Defined Codes for the European Union	3-39
Country Codes (00/CN)	3-39

State and Province Codes (00/S)	3-40
European Union Member Codes (74/EC)	3-41
Nature of Transaction Codes, EU (74/NT)	3-41
Nature of Transaction Codes, Sales Orders (41/S1-S5)	3-42
Nature of Transaction Codes – Purchase Orders (41/P1-P5) ...	3-42
Commodity Codes (41/E)	3-43
Conditions of Transport (00/TC)	3-44
Modes of Transport (00/TM)	3-44
Freight Handling Codes (42/FR)	3-45
Tax Requirements	4-1
About Tax Requirements	4-1
About Value Added Tax (VAT)	4-2
Enter Journal Entries with Tax	4-3
Entering Journal Entries with Tax	4-3
Example: Journal Entry with Tax	4-3
Processing Options for Journal Entry with Tax (P09106)	4-8
Print the EU Sales Listing	4-9
Printing the EU Sales Listing	4-9
Processing Options for EU Sales Listing Report (P0018S)	4-10
Work with Intrastat Requirements	4-11
Working with Intrastat Requirements	4-11
Updating the Intrastat Workfile	4-13
Revising the Intrastat Workfile	4-16
Printing the Intrastat Report	4-18
Processing Options for Intrastat Report – UK (P0018IE)	4-19
Print Value Added Tax (VAT) Reports	4-21
Printing Value Added Tax (VAT) Reports	4-21
Processing Options for VAT Journals (P00320)	4-22
Banking Requirements	5-1
About Banking Requirements	5-1
Work with Bank Account Information	5-3
Working with Bank Account Information	5-3
Entering Bank Account Information for Your Company	5-3
Entering Bank Account Information for Customers and Suppliers	5-5
Work with Automatic Payments	5-7
Working with Automatic Payments	5-7
Assigning Formats to Payment Instruments	5-8
Processing Options for A/P Payments – APACS Checks (P04572U1)	5-12
Processing Options for A/P Payments – BACS (P04572B)	5-12
Processing Options for A/P Payments – BACS Register (P04576T)	5-13
Processing Options for A/P Payments – APACS Register (P04576)	5-13
Processing Options for A/P Payments – UK Attachments (P04573U)	5-13
Creating a Payment Group	5-13
Processing Options for Create Payment Groups (P04570)	5-14

Working with Payment Groups for Automatic Payments	5-17
Processing Options for Work with Payments (P04257)	5-17
Work with the APACS Check Format	5-21
Working with the APACS Check Format	5-21
Example 1: APACS Check Format	5-22
Example 2: APACS Check Format	5-23
Example 3: APACS Check Format	5-24
Example 4: APACS Check Format	5-25
Processing Options for Print A/P Payments – UK (P04572U1)	5-26
Process Automatic Debits	5-27
Processing Automatic Debits	5-27
Proof Mode	5-29
Final Mode	5-29
Processing Options for Automatic Debiting Build (P03575)	5-31
Work with Logged Vouchers	5-35
Working with Logged Vouchers	5-35
Example: Voucher Logging	5-37
Entering Logged Vouchers	5-39
Redistributing Logged Vouchers	5-40
Process Bank Statements	5-43
Processing Bank Statements	5-43
Subcontracting Requirements	6-1
About Subcontracting Requirements	6-1
Tax Withholding Rules for Subcontractors	6-1
Application and Certification Information	6-2
Track Application and Certificate Information	6-1
Tracking Application and Certificate Information	6-1
Processing Options for Application/Certificate Revisions (P744401)	6-4
Work with Vouchers for Subcontractors	6-5
Working with Vouchers for Subcontractors	6-5
Entering Vouchers in the A/P System for Subcontractors	6-6
Processing Options for Voucher Entry (P04105)	6-8
Entering Vouchers in the Procurement System for Subcontractors	6-10
Processing Options for A/P Functional Server – UK (XT0411ZAUK)	6-11
Process Withholding Amounts for Subcontractors	6-13
Processing Withholding Amounts for Subcontractors	6-13
About Evaluating Vouchers for Withholding	6-13
About Calculating Withholding Amounts for Vouchers	6-14
Processing Options for Calculate UK Withholding Amounts (P740401)	6-15
Processing Options for Calculate Withholding – A/P Checks (P04580)	6-16
Work with Reports for Subcontractors	6-1
Working with Reports for Subcontractors	6-1
Printing Contractor Information	6-1
Processing Options for Report for Contractors (P740403)	6-2

Printing the SC11 Form	6-2
Processing Options for UK Inland Revenue – Form SC11 (P740404)	6-2
Printing the SC35 Form	6-3
Processing Options for UK Inland Revenue – Form SC35 (P740407)	6-3
Printing the SC60 Form	6-3
Processing Options for UK Inland Revenue – Form SC60 (P740406)	6-4
Printing the 704 Report	6-4
Processing Options for UK Inland Revenue – Form 704 (P740408)	6-4
Additional Business Practices	7-1
About Additional Business Practices	7-1
Print the Transaction Journal	7-3
Printing the Transaction Journal	7-3
Processing Options for Transaction Journal (P09321)	7-5
Print Ledger Reports	7-7
Printing Ledger Reports	7-7
Printing Customer Ledger Reports	7-7
Customer Ledger Report	7-8
Processing Options for Customer Ledger Report (P7403013) ...	7-9
Printing Supplier Ledger Reports	7-9
Supplier Ledger Report	7-10
Processing Options for Supplier Ledger Report (P7404014)	7-11
Print Open Amount Reports	7-13
Printing Open Amount Reports	7-13
Open Amount Report – Supplier	7-14
Processing Options for A/P Inventory Book (P7404026)	7-14
Open Amount Report – Customer	7-15
Processing Options for A/R Inventory Book (P7403025)	7-15

Appendices

Appendix A - Multiple Ledger Types	A-1
Using Multiple Ledger Types	A-1
Example: Currency Ledgers	A-1
Example: Depreciation Ledgers	A-1
User Defined Ledgers	A-2
Appendix B - Translation Issues	B-1
Multi-Language Environments	B-1
Other Translation Capabilities	B-1
Account Descriptions	B-2
Business Unit Descriptions	B-2
Automatic Accounting Instruction (AAI) Descriptions	B-3
Payment Term Descriptions	B-3
User Defined Code (UDC) Descriptions	B-3
Reminder Text	B-3

Glossary

Index



Localization Overview

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.

See Also

- *International Product Handbook* for more information about the J.D. Edwards localization solutions

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:

Fiscal requirements

Localization for fiscal requirements includes:

- 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.
- Additional validation of dates, accounts, tax identification numbers, and document number sequences.
- Legal document number assignment for countries that use prenumbered documents or require a legal document number in addition to the J.D. Edwards assigned document number.
- 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.



- Banking requirements** Localization for banking requirements includes:
- Bank information validation verify bank account numbers
 - Payment term assignment
 - Payment and receipt document formats and media

- 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:

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.



Business in the United Kingdom

About Business in the United Kingdom

Accounting regulation in the United Kingdom is established by professional pronouncements, such as the Statements of Standard Accounting Practice, and in legislation, such as the Companies Acts. In application, professional pronouncements supplement legislation as to the form and content of financial statements.

The most important external influences on corporate financial reporting in the United Kingdom are the other member states of the European Union, especially Germany, France, and the Netherlands. This influence is in part direct, but mainly indirect through the effect of the Directives and Regulations. The United States also continues to be a major source of influence on the new developments in accounting standards in the United Kingdom.

In contrast to most countries in the European Union (EU), tax laws have little effect on accounting standards and procedures in the United Kingdom. Typically the generally accepted accounting standards are used as a basis for determining the taxable income of a corporation.

Fiscal Requirements

The fiscal requirements of the United Kingdom affect fundamental business practices regarding:

- Ledgers and journals
- Inflation accounting
- Financial statements
- European common currency



Ledgers and Journals

In the United Kingdom, businesses must retain their books and records for a minimum of six years. The annual accounts are required to give a true and fair representation of the business.

As a direct result of the Fourth Directive of the European Union, businesses are required to comply with statutory rules regarding formats, basic accounting principles, and exemptions. Businesses use the following principles to draw up accounts:

- The presumption that a business is being conducted as a going concern
- The requirement that accounting policies must be applied consistently from year to year
- The need for amounts of items to be determined prudently, and in particular, by bringing to account not only realized profits, but all known liabilities and losses
- The matching of income and expenditure on an accrual basis
- The separate valuation of individual assets and liabilities within each asset or liability class

Inflation Accounting

All publicly traded companies, nationalized companies, and other companies that meet a specific size requirement, are required to disclose current earnings per share in addition to the following current cost information:

Current profit and loss account	The current profit and loss account includes: <ul style="list-style-type: none">• Current operating profit that is derived after making depreciation, cost of sales, and monetary working capital adjustments.• Current cost profit (after operations) attributable to shareholders. The current cost profit is derived after the appropriate adjustments are made to show the benefits to stockholders from inflation when business operations are financed by net borrowings.
Current cost balance sheet	The current cost balance sheet includes: <ul style="list-style-type: none">• Fixed assets and inventory at net current replacement cost.• Capital maintenance reserve to reflect revaluation surplus and deficits, the monetary working capital adjustment, and the adjustments that show the benefits to stockholders from inflation when business operations are financed by net borrowings.

Businesses can present current cost information in the following formats:

- As a supplement to historic cost accounts
- As primary accounts, with historic cost accounts as supplements
- As the only accounts, provided that historic cost information accompanies the accounts

Financial Statements

Corporate taxation effects the financial reporting of businesses in the United Kingdom, but it is not a major determinant of the contents of and rules relating to financial statements. Accounting profit is not the same as taxable income, and tax-effect accounting (deferred taxation) is standard practice.

Businesses are required to complete financial statements with equities listed on the left side, beginning with share capital and liabilities listed below equities. Assets are listed on the right side, beginning with fixed assets and progressing to the most current asset.

European Common Currency

The EU is currently planning a currency union. The plan consists of introducing a new monetary unit called the euro and phasing out all other EU-member currencies. The euro will be used for all monetary transactions for member countries of the EU.

The currency union will be introduced in three phases:

Phase A

The European heads of government will decide which countries qualify for joining the currency union. Money and capital markets will have volatile periods.

Phase B

The currency exchange rates of participating nations will be irrevocably locked, implying that nation currencies and the euro will become different expressions of what is economically the same currency.

The euro will not yet have legal tender status, but it will be used as an accounting unit. When the European Central Bank begins its single monetary policy, it will conduct foreign exchange operations and issue public debt in euros.

During this time, businesses should finalize the necessary technical and organizational adjustments in preparation for the single currency.

Phase C

The euro becomes legal tender. Euro bank notes and coins will come into circulation. For six months, national currencies and the euro will have legal tender status. During this time, prices will have to be listed in both currencies.

Within the 6-month period after the euro becomes legal tender, the existing notes and coins of participating nations will be withdrawn and lose legal tender status.

Tax Requirements

In the United Kingdom, any person or entity that makes or intends to make taxable supplies in excess of the registration limits is required to notify customs to obtain a tax registration number. Businesses that are organized into multiple self-accounting units may optionally register each division separately.

Collection

Businesses are required to collect value added tax (VAT). VAT is a noncumulative tax that is imposed at each stage of the production and distribution cycle.

VAT rates are approximately as follows:

- 0 percent – Food, with exceptions
- 2.5 percent – Importation of works of art, antiques, and collector's items
- 8 percent – Supplies of fuel and power to domestic consumers and other limited categories
- 17.5 percent – All other supplies of goods and services that are not exempt

All businesses that deal in supplies of goods or services are required to issue a tax invoice to all taxable customers for transactions that exceed £100. In addition to the requirement that all figures are expressed in sterling, the tax invoice must include:

- An identifying number
- Date of supply
- Date of issue of the document
- Name, address, and tax registration number of the supplier and person to whom the goods and services are supplied
- Type of supply, such as sale or loan
- Quantity and description of the goods or services supplied

-
- Gross total amount payable
 - Rate of any cash discount
 - Rate of tax chargeable
 - Amount of tax chargeable at each rate
 - Total amount of tax chargeable

For transactions among states of the European Union, the alphabetic code of the member state must be included as a prefix to the tax registration numbers of the supplier and recipient.

Reporting

Businesses are required to submit the following tax reports to the authorities:

VAT reports

Businesses submit VAT reports with any liability payment to customs headquarters by the end of the month following the quarterly period of account.

Intrastat reports

Businesses must provide monthly details of their transactions among countries that belong to the European Union. Intrastat reports list details about these intra-union product dispatches and arrivals.

European Union (EU) Sales Listing

Businesses that complete transactions among countries that belong to the European Union must submit the EU Sales Listing to tax authorities. The listing provides the following information about intra-union trade:

- Customer's VAT registration number
- Country of destination
- Total amount in local currency

Businesses with a low turnover of EU sales can seek exemption from their local VAT offices.

Banking Requirements

Common banking practices for businesses in the United Kingdom include:

Payments

Payment formats:

- Checks
- Payment by electronic funds transfer

Electronic funds transfer

Businesses use electronic funds transfer (EFT) or Bank Automated Clearing System (BACS) to transfer funds among bank accounts using electronic files. Banks accept BACS formatted using the following media:

- Diskette
- Magnetic tape
- Modem

Automatic debits

Businesses process automatic debits based on invoices and preapproved contracts with clients. Banks accept automatic payment information on magnetic tape or diskette.

Bank statement processing

Businesses use bank statements as the source document for all banking activity.



Setup Requirements

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



Set Up User Display Preferences

Setting Up User Display Preferences



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 form.

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.

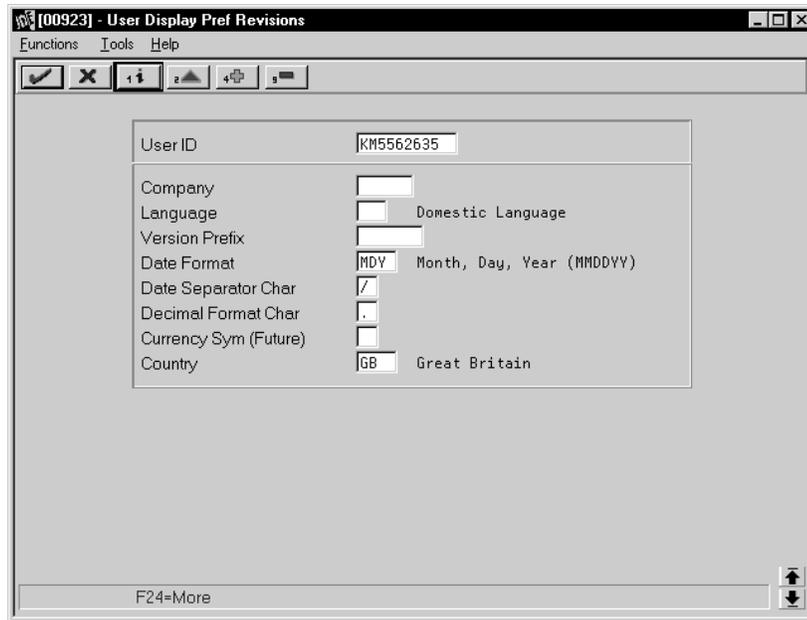
You can also set up user display preferences to utilize other features in the software. For example, specify a date format to control how the system displays dates (such as DDMMYY, the typical European format) or a language to override the base language.

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



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	<p>For World, The IBM-defined user profile.</p> <p>For OneWorld, the identification code for a user profile.</p>
Country	<p>A user defined code (system 00, type CN) that identifies a country. The country code has no effect on currency conversion.</p> <p>The Address Book system uses the country code for data selection and address formatting.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (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>..... <i>Form-specific information</i></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>..... <i>Form-specific information</i></p> <p>A user defined code for a language. The system uses the language code you type on this form as your default language. To view a translated form or report, a record for that translated form or report must exist in the Vocabulary Overrides table. When you access a form, the translated form appears. When you run a report, the system prints the report in your base language.</p>

Field	Explanation
Version Prefix	<p>Identifies a default prefix to assign when creating DREAM Writer versions. Versions can then be suffixed with additional characters.</p> <p>..... <i>Form-specific information</i></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> <ul style="list-style-type: none"> • If an asterisk is entered (*), a blank is used for the date separator. • If left blank, the system value is used for the date separator.
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>

Set Up User Defined Codes for the United Kingdom

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 tables through a single user defined code form. After you select a user defined code form from a menu, change the System Code field and the User Defined Codes field to access another user defined code table.



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

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

**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 *Processing Withholding Amounts for Subcontractors*.

Set Up Tax Rules by Company

Setting Up Tax Rules by Company



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.

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).



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.

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 for warning

Tolerance amount for warning is 2:

- $100 + 2 = 102$
- $100 - 2 = 98$

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).

NOTE: 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.

Range for error

Tolerance amount for error is 10:

- $100 + 10 = 110$
- $100 - 10 = 90$

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).

NOTE: If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.

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:

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

The screenshot shows a window titled "[0022] - Tax Rules by Company". The window contains the following fields and options:

- Company: 00001 J.D. Edwards and Company
- System (A/R=1, A/P=2, G/L=3): 1
- Tolerance Percentage for Warning: []
- Tolerance Percentage for Error: []
- or
- Tolerance Amount for Warning: .10
- Tolerance Amount for Error: .99
- Calculate Tax on Gross (Including Disc): N
- Calculate Disc on Gross (Including Tax): N
- Allow Understatement of Tax Amount: N
- Calculate Sales Order Taxes on Summary:
- Tax Service Date Selection:

At the bottom of the window, there are keyboard shortcuts: F3=Exit F24=More Keys.

1. Complete the following fields:
 - Company
 - System
2. 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).

3. To specify tolerance percentage ranges, complete the following fields:
 - Tolerance Percentage for Warning
 - Tolerance Percentage for Error
4. 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> <ul style="list-style-type: none"> Y Calculate the invoice amount including the discount N Calculate the invoice amount excluding the discount Blank Defaults to Y, <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> <ul style="list-style-type: none"> Y Calculate the discount amount on the gross with tax. N Calculate the discount amount on the gross less the tax amount. Blank Defaults to N. <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>

Field	Explanation
Calculate Sales Order Taxes on Summary	Code that indicates whether the system calculates taxes and performs rounding for sales orders at the detail or the order level. Values are: Y Calculate taxes and rounding at the order level. N Calculate taxes and rounding at the detail level. Blank Defaults to N.
Tax Service Date Selection	Code which indicates what date will be used as the tax service date for orders entered through the sales order processing system. Values are: 1 Order date is used as tax service date 2 Invoice date is used as tax service date 3 Ship date is used as tax service date Blank Order date defaults as tax service date 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.

Set Up to Update Tax Amounts

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 table 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 table (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 table.

Before You Begin

- Set up tax rules to specify how you want the system to process tax for discounted transactions. See *Setting Up Tax Rules by Company*.

What You Should Know About

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 table. The system ignores the tax processing options that you set up for the post programs.

See *Entering Journal Entries with Tax* for more information about the Journal Entry with Tax program.

Processing Options for Post General Ledger

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.
- Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.

Set Up Workday Calendars for Financials

Setting Up Workday Calendars for Financials



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.



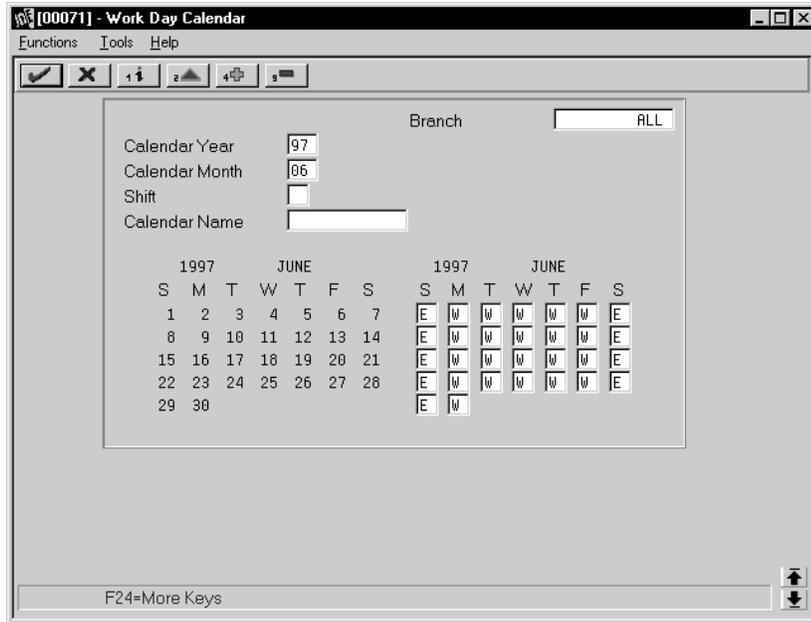
The system displays two calendars on the Workday Calendar form. The calendar on the left displays the actual calendar days for the month and year. The calendar on the right displays the workdays and non-workdays that you have defined for the month and year.

See Also

- *Processing Automatic Debits*

► **To set up a workday calendar for financials**

On Work Day Calendar



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.

What You Should Know About

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 the *Technical Foundation Guide* 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.

Set Up for Subcontractors

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

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

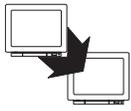
Before a contractor can pay a subcontractor for any work, the contractor must validate the subcontractor's tax certificate. The validation includes confirming the effective date of the certificate and evaluating the certificate type to determine which, if any, exemptions apply to the subcontractor.

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

Defining a Supplemental Data Type for Subcontractors



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* in the *Address Book Guide* for more information about using supplemental data.

► **To define a supplemental data type for subcontractors**

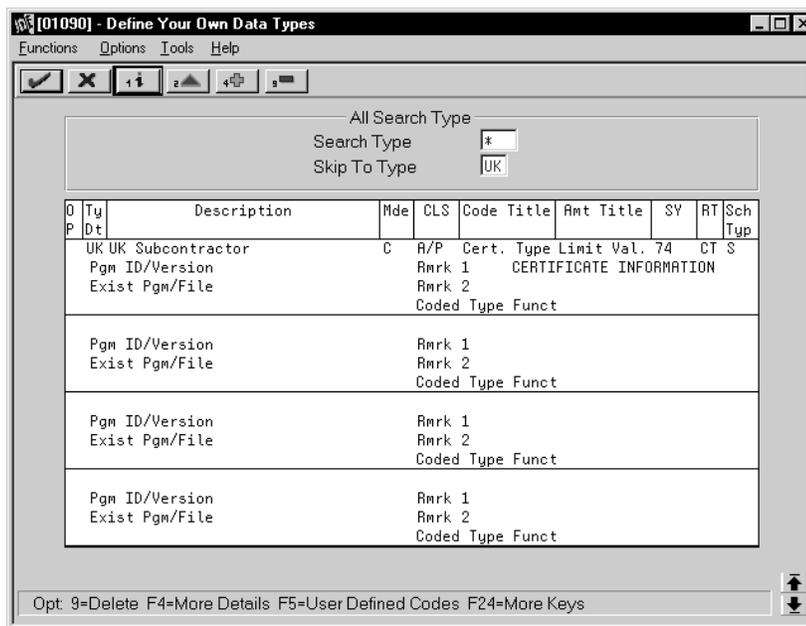
On Define Your Own Data Types

The screenshot shows a window titled "[01090] - Define Your Own Data Types". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are several icons. The main area contains a search section with "All Search Type", "Search Type" (with a dropdown menu showing "#"), and "Skip To Type" (with a dropdown menu showing "UK"). Below this is a table with the following columns: "P", "Ty", "Dt", "Description", "Mde", "CLS", "Code Title", "Amt Title", "SY", "RT", and "Sch Typ". The table contains one row of data: "UK", "UK", "Subcontractor", "C", "A/P", "Cert. Type", "Limit Val.", "74", "CT", and "S". At the bottom of the window, there is a status bar with the text "Opt: 9=Delete F4=More Details F5=User Defined Codes F24=More Keys".

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

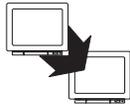
- To specify the code and description for the data type, enter *UK* (data type code) and *Subcontractor* (description) in the following fields:
 - Type of Data
 - Description
- To indicate a columnar format for the data type, enter *C* in the following field:
 - Display Mode
- To classify the data type as part of the Accounts Payable supplemental data group, enter *A/P* in the following field:
 - Data Type Classification
- To title the column for the certificate type, enter *Cert. Type* in the following field:
 - Code Title
- To title the column for the limit value, enter *Limit Val.* in the following field:
 - Amount Title

6. To identify the user defined codes table 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.



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

Entering Supplemental Data for Subcontractors



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

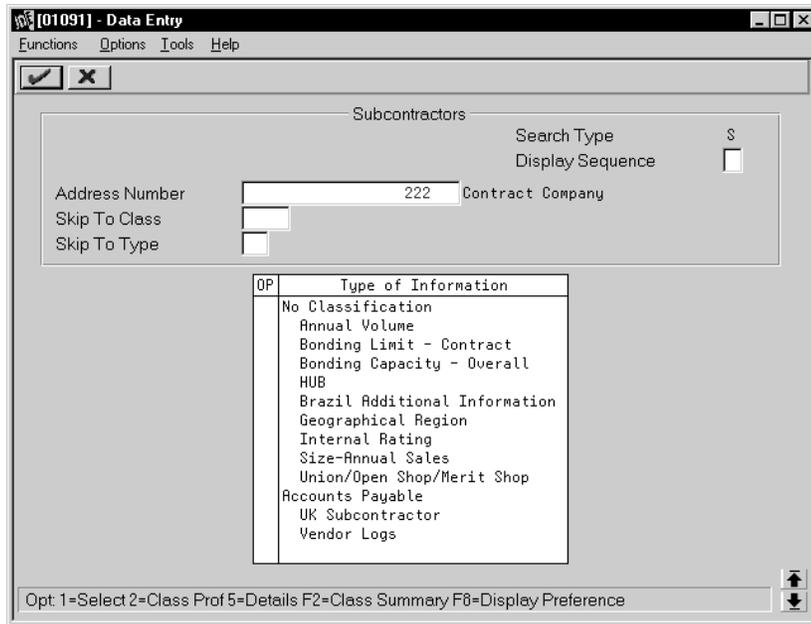
Supplemental data types are associated with Address Book records based on a search type. Each supplemental data record that you enter is associated with a specific Address Book Record.

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 form. See *Working with Address Book Information* in the *Address Book Guide* for more information about setting up records in the Address Book.

► **To enter supplemental data for subcontractors**

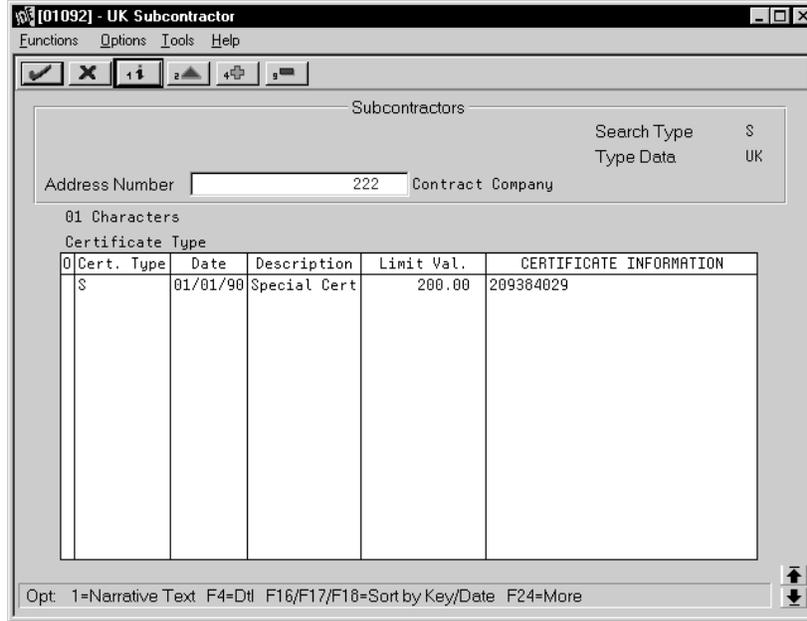
On Data Entry



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).

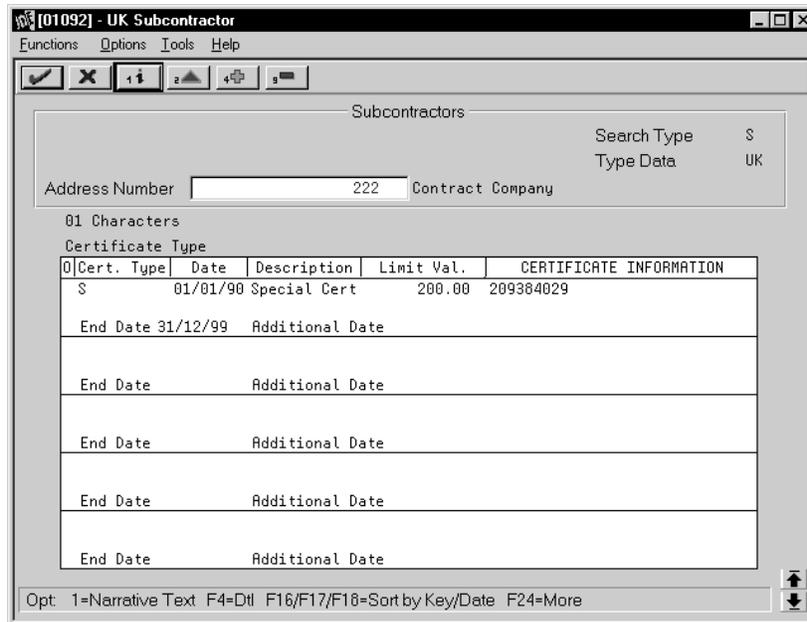
2. Select supplemental data type that you defined for supplemental subcontractor information.



3. On UK Subcontractor, complete the following fields:

- Cert. Type
- Date
- Description
- Limit Val.
- Certificate Information

4. Access the detail area.



5. Complete the following field:

- End Date

Defining an Order Line Type for Subcontractor Labor



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 table. 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 table. 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 table.

► To define an order line type for subcontractor labor

On Order Line Types

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

1. To define a code and description for the order line type, enter *XI* (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	<p>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.</p> <p>Codes include:</p> <ul style="list-style-type: none"> S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order

Field	Explanation
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.
Inventory Interface (Y/N)	A code that identifies the type of interface to the Inventory Management system. Valid codes are: 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. A The number entered will be recognized as a G/L account number. This code is used in purchasing only. 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. D The item in this line is an inventory item that will not affect availability or quantities. N This item is not an inventory item.
A/P 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 accounts payable. Valid codes are Y (yes), which is the default, and N (no). This field is for future use only.
Rev Sgn	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: Y Yes N No. This is the default
Txt Y/N	A code that indicates whether this line contains only memo information. Valid codes are: Y Yes N No, which is the default
Include In G/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).

Field	Explanation
C/D	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.
Txt Y/N	A code that indicates whether this line contains only memo information. Valid codes are: Y Yes N No, which is the default
A R	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. Valid codes are: Y Include the item's values in the accounts payable retainage calculation. N Do not include the item's values in the accounts payable retainage calculation. If you leave this field blank, the system automatically enters N.
A F	A code indicating whether the system should perform freight calculations during processing. Valid codes are: Y yes, perform calculations N no, do not perform calculations If you leave this field blank, the system automatically enters Y.
W O	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).
Exchange Rate Variance	Code that tells the system to which account it should book an exchange rate variance. Valid codes are: Y Tells the system that an exchange rate variance generated during voucher match should be booked to the variance account. N Tells the system that an exchange rate variance should be booked back to the expense account for the order line. Note: This field is used in conjunction with an inventory interface of A or B in the Procurement system only.

Defining Accounts for Labor



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 table (F0901) to indicate whether or not the account is a designated labor account.

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 table 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

The screenshot shows the 'Revise Single Account' window with the following fields and values:

- Account ID: 00000108
- Business Unit: 1
- Object / Subsidiary: 1110 | BEAR | bank
- Free Form (3rd Acct. No.):
- Posting Edit: Type Code
- Fixed Asset Posting Edit Code:
- Account Level of Detail: 7
- Billable (Y/N): 2
- Budget Pattern Code: DNS
- Unit of Measure:
- Model/Consolidated Account:
- Alternate Object/Sub: |
- Cross Environment I/C Obj/Sub: 1110 |
- Repeat Data (Y/N):

At the bottom of the window, there is a status bar with the text: F5=Acct Mstr List F6=Chart Accts F15=Cat Codes F16=Exp Cat Cds F24=More

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

Account ID	00000108	bank
Company	00001	J.D. Edwards and Company
Bill Item Code		.
Category Code 002		.
Location		.
Floor		.
Category Code 005		.
Category Code 006		.
Category Code 007		.
Category Code 008		.
Category Code 009	W	Labor Account
Category Code 010		.
Category Code 011		.
Category Code 012		.
Category Code 013		.
Category Code 014		.
Category Code 015		.
Category Code 016		.
Category Code 017		.
Category Code 018		.
Category Code 019		.
Category Code 020		.

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

Set Up for European Union (EU) Reporting

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

- *Printing the EU Sales Listing*
- *Working with Intrastat Requirements*
- *Printing Value Added Tax (VAT) Reports*

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.

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 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.

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).

You might need to use a processing option to display the Tax ID field on the applicable form.

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

- *Setting Up Tax Rates and Areas for A/R* in the *Accounts Receivable Guide*
- *Setting Up Tax Rates and Areas for A/P* in the *Accounts Payable Guide*

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 table.

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.

The screenshot shows a window titled "[00051] - General User Defined Codes". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar are several icons. On the right side, there are input fields for "System Code" (00), "User Defined Codes" (CN), "Skip To Code" (GB), and "Country Codes". Below this is a section labeled "03 Character" containing a table with three columns: "Code", "Description", and "Description-2". The table lists various countries and their special handling codes. At the bottom, there is a status bar with function key definitions: "F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More".

Code	Description	Description-2
GB	United Kingdom	
Special Handling Code	006	Hard Coded Y/N N
GD	Grenada	
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	044	Hard Coded Y/N
GL	Greenland	
Special Handling Code	406	Hard Coded Y/N
GM	Gambia	
Special Handling Code	252	Hard Coded Y/N

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

Branch/Plant: 30

Item Number: 1001 Pen & Pencil Sets

Stocking Type: S Line Type:

G/L Class: IN40

Item Price Group: Sales Taxable: Y

Basket Reprice Group: Purchasing Taxable: Y

Order Reprice Group:

Backorders Allowed: Y Serial No. Required: N

Check Availability Y/N: Y Lot Status Code:

Shelf Life Days: Lot Process Type:

ABC Codes: C - C - C Commitment Method: 1

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

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.

System Code: 00

User Defined Codes: S

Skip To Code: HE

State & Province Codes

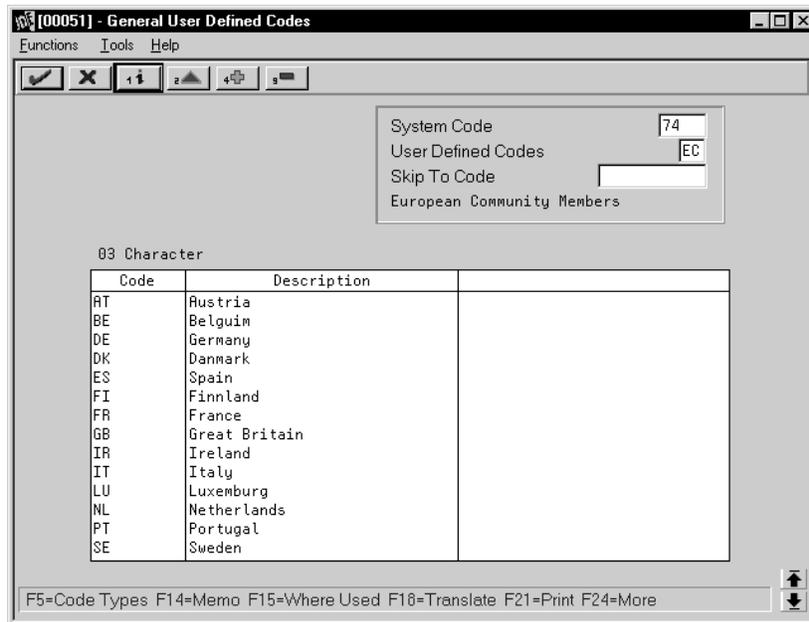
03 Character

Code	Description	Description-2
HE	Hessen	
Special Handling Code	06	Hard Coded Y/N N
HI	Hawaii	
Special Handling Code		Hard Coded Y/N
IA	Iowa	
Special Handling Code		Hard Coded Y/N
ID	Idaho	
Special Handling Code		Hard Coded Y/N
IL	Illinois	
Special Handling Code		Hard Coded Y/N
IN	Indiana	
Special Handling Code		Hard Coded Y/N
KS	Kansas	
Special Handling Code		Hard Coded Y/N

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

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.



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 table 74/NT. If you choose to set up the user defined codes table, you must enter values as follows:

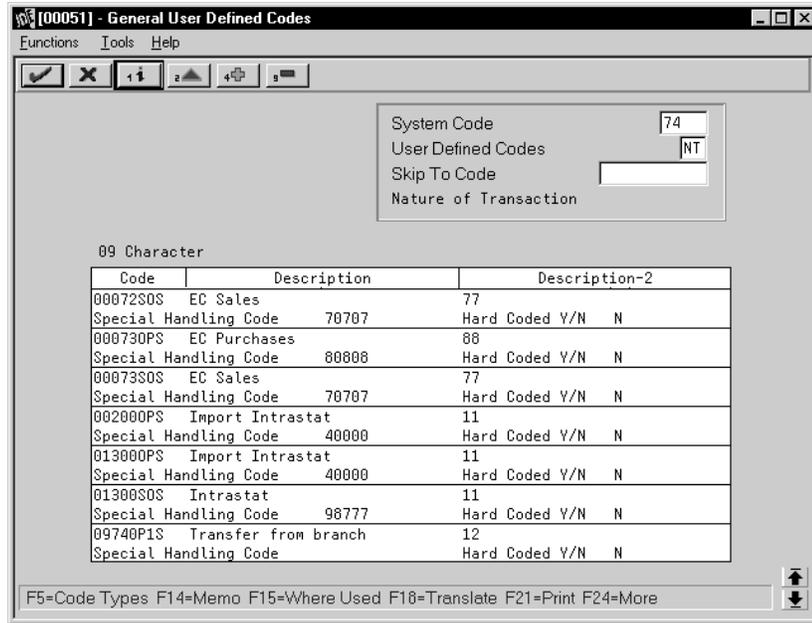
- Use the Code field to enter a concatenated value to identify the nature of the transaction. Enter the concatenation as:

Company Number, Line Type, Order Document Type

- Enter the nature of transaction codes in the Description-2 field.

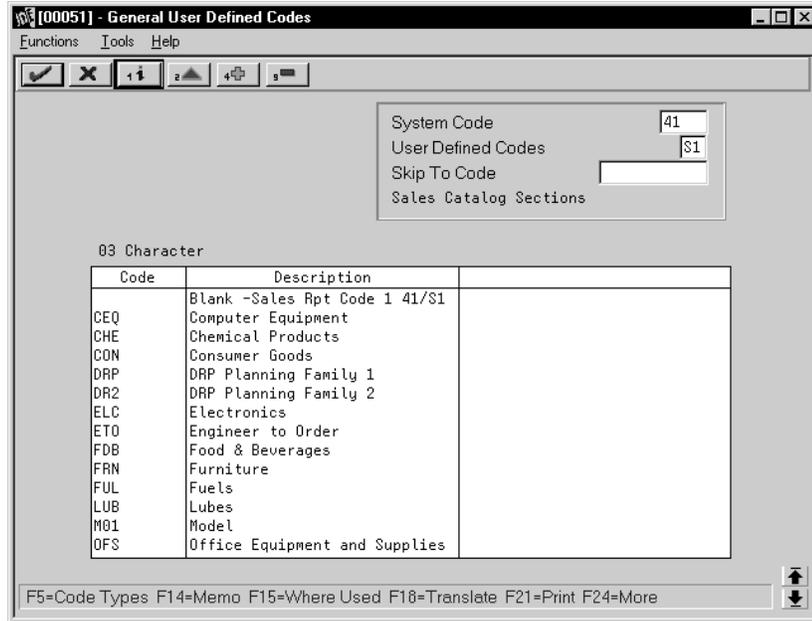
Set up nature of transaction codes for sales and purchases on user defined code tables 41/S1-S5 and 41/P1-P5.

- Access the detail information. Use the Special Handling Code field to specify the nature of VAT regime (or statistical procedure).



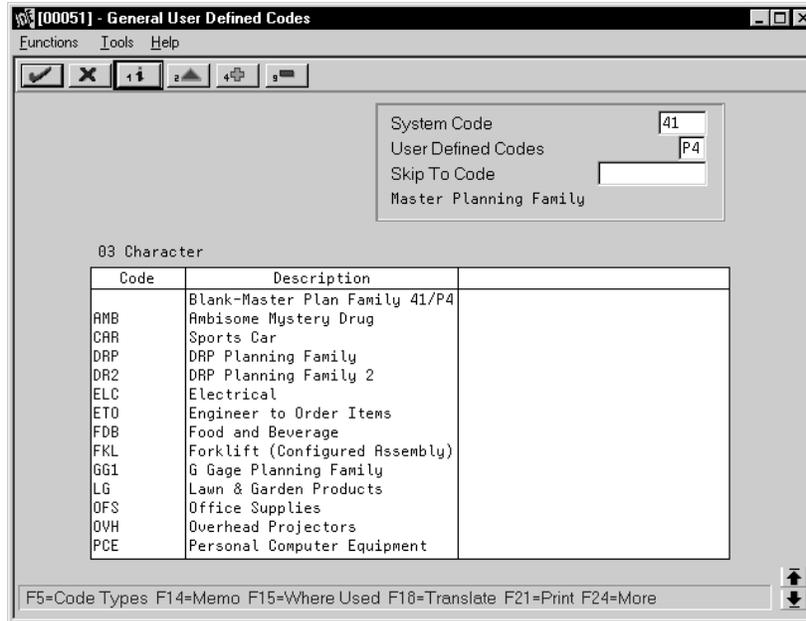
Nature of Transaction Codes, Sales Orders (41/S1-S5)

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



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

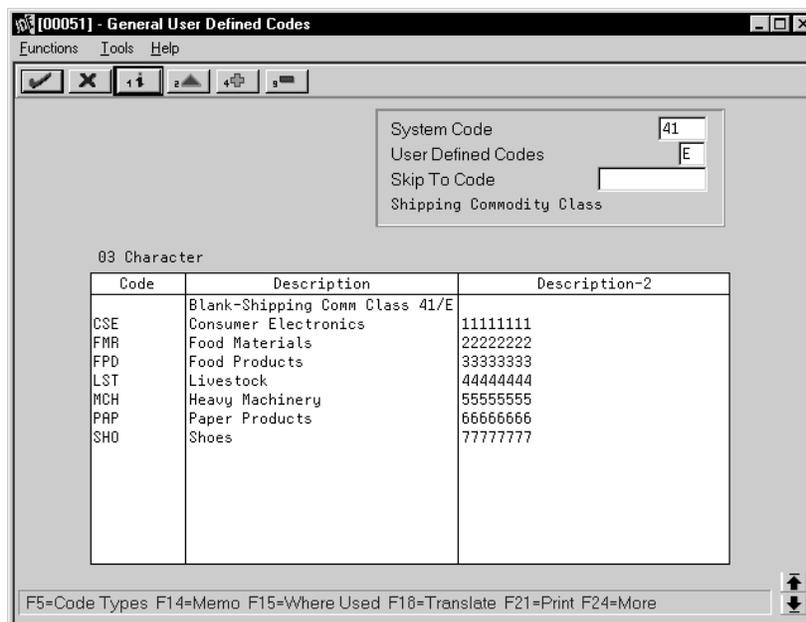
Use Nature of Transaction codes to identify whether the movement of a product is for sales, leases, or other reasons.



Commodity Codes (41/E)

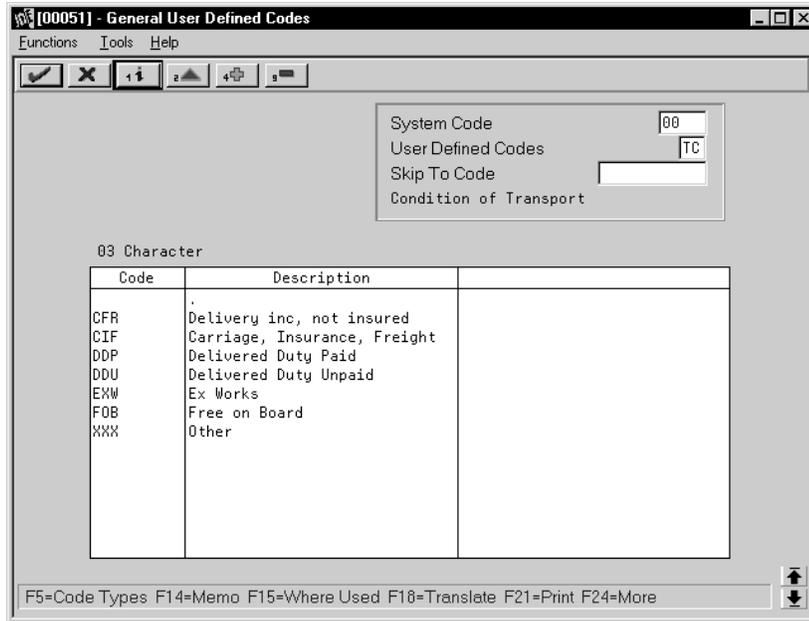
Use commodity codes to further identify the products that are dispatched from or arriving in your country. To comply with EU requirements, you must modify the second description field for these codes by entering the commodity code numbers required by the customs authorities.

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.



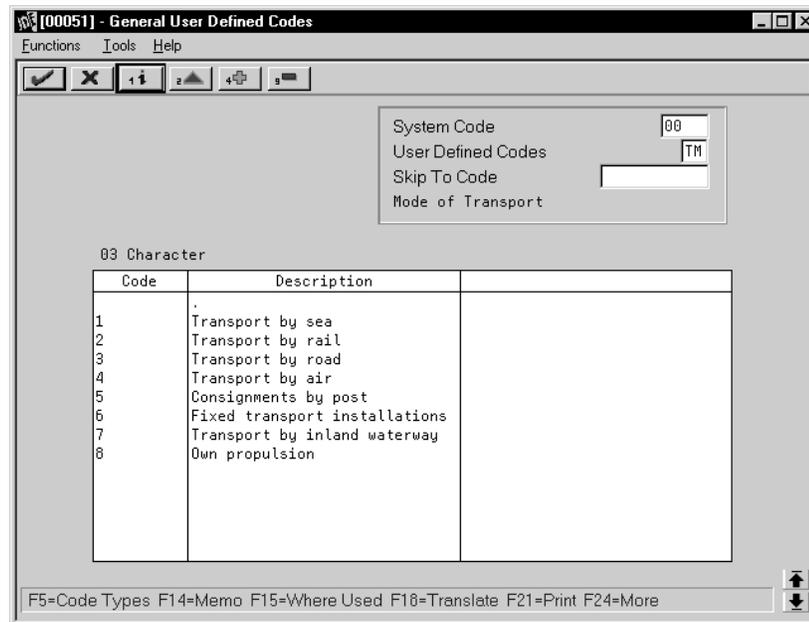
Conditions of Transport (00/TC)

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



Modes of Transport (00/TM)

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



Freight Handling Codes (42/FR)

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 table.

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.



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.

[00051] - General User Defined Codes

Functions Tools Help

System Code 42
 User Defined Codes FR
 Skip To Code
 Freight Handling Code

03 Character

Code	Description	Description-2
C	SMS Collect Inbound	
CF3	Delivery inc.not ins./T b road	CFR 3
F	FOB - Our Dock	FOB 1
F04	Freee on board/Transport b air	FOB 4
G	FOB - Their Dock	
P	Pickup with our Truck	EXW

F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More

What You Should Know About

Default conditions of transport

You can set up default conditions of transport on the Supplier Purchasing Instructions form. 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.

You access Supplier Purchasing Instructions from the Supplier Management menu.

Nature of Transaction codes

You can set up nature of transaction codes specifically for European Union reporting on user defined codes table 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 table you want the system to use to find the applicable information.

See *Working with Intrastat Requirements*.

Tax Requirements

About 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



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.



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:

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 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.

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.

Nonrecoverable input VAT Input VAT cannot be recovered on:

- Goods and services that are not necessary for running the business
- Expenses that are related to business entertainment
- Transport of persons
- Oil-based fuels and lubricants that are transformed and then resold
- Goods that are provided free of charge or at a substantially reduced price
- Purchase of cars
- Services related to goods that are normally excluded from the right of recovery

VAT returns If tax is payable, businesses must complete VAT returns on a quarterly basis to HM Customs and Excise.

You must pay any excess output VAT over input VAT at the time of filing.

VAT exemptions Certain types of supplies are exempt from VAT. Businesses can obtain a list of these items from the local tax office.

Enter Journal Entries with Tax

Entering Journal Entries with Tax



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

Example: Journal Entry with Tax

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

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

What You Should Know About

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.

See Also

► **To enter a tax inclusive journal entry**

On Journal Entry With VAT Tax

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 WorldSoftware, press Enter
 - In WorldVision, click Add

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>..... <i>Form-specific information</i></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>..... <i>Form-specific information</i></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>
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>..... <i>Form-specific information</i></p> <p>Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.</p>

Field	Explanation
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 table (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>..... <i>Form-specific information</i></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>

► To enter a tax exclusive journal entry

On Journal Entry With VAT Tax

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
 - In WorldVision, click Add

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

What You Should Know About

- Sales/Use/VAT Tax table (F0018)**

When you enter transactions using the Journal Entry with Tax program (P09106), the system automatically updates the Sales/Use/VAT Tax table. 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 *General Accounting Guide*

Processing Options for Journal Entry with Tax (P09106)

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

What You Should Know About Processing Options

Processing option 3

You can set the default format for this form. 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.

Print the EU Sales Listing

Printing the EU Sales Listing



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 table (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 table.

Before You Begin

- Enter VAT registration numbers and country codes for each customer. See *Setting Up for European Union (EU) Reporting*.

0018S	J.D. Edwards & Company		Page - 2
	EC Sales Listing		Date - 5/22/97
VAT Registration Number :	5555555		
Company : 00074	Model Italian Company	Reporting Period From :	01 / 96
	Italian22	To :	12 / 98
	Italian33		
	Italian44		
Branch ID :			
Telephone :	39 248-015568		
Telefax :			
Contact Person :			
Line Number	Country of Destination	Customers VAT Registration Number	Sales Amount in local Currency
1	IT	00258987456	110,589.07-
2	IT		741,311.32-
3	IT		30,220.46-
4	IT	00021577751	7,689.08-
5	IT	00265328975	1,680.67-
6	IT	00012548523	5,882.35-
7	IT		149.33-
8	IT	00213652359	12,580.43-

Processing Options for EU Sales Listing Report (P0018S)

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 :	_____

Work with Intrastat Requirements

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.

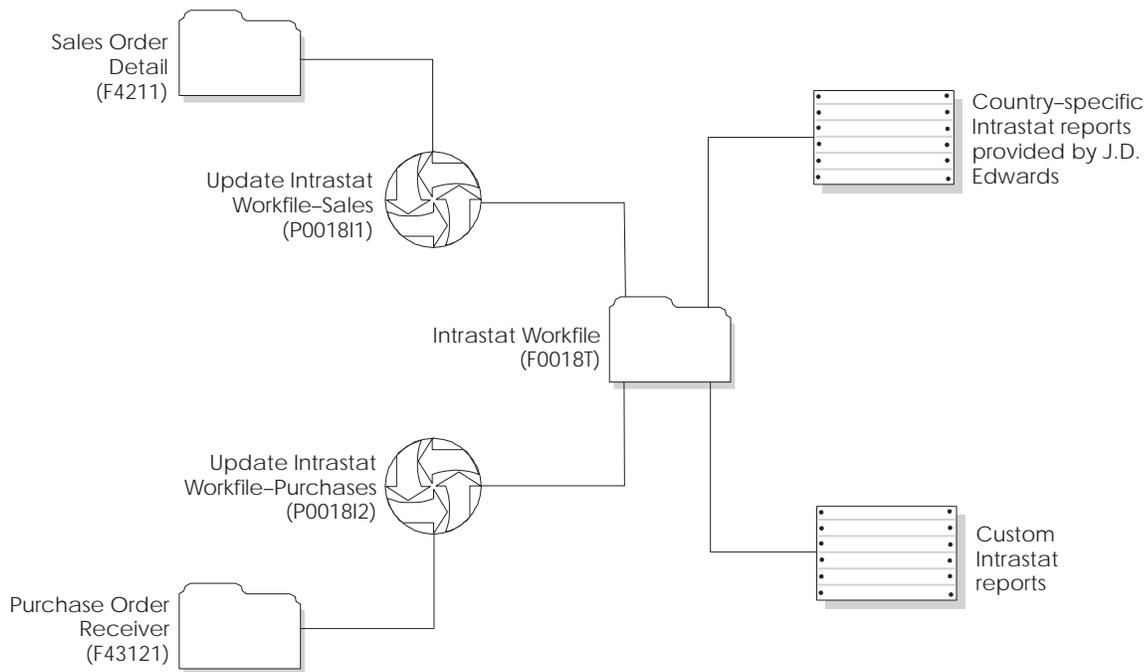


The information the Intrastat system tracks is based strictly on the actual, physical movement of goods between member countries of the European Union. Intrastat information *does not* apply to the movement of monetary amounts or placement of orders between member countries.

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.



Before You Begin

- Verify that you have set up the appropriate user defined codes for Intrastat reporting. See *Setting Up for European Union (EU) Reporting*.

Updating the Intrastat Workfile



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:

**Intrastat Workfile
Update – Sales**

Updates the Intrastat Workfile with sales information based on the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)

**Update Extra Tax File –
Purchases**

Updates the Intrastat Tax table 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 table for European Community Members (74/EC).



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.

What You Should Know About

- 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** 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 table (F0006).
- If the original country or origin is required information for your Intrastat reports, specify the Country of Origin in the Item/Branch Master table.
- Performance issues** 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:
- Specify your data selection as carefully as possible so that only the necessary records are written to the workfile
 - Update the Intrastat Workfile as part of your nightly operations

Revising the Intrastat Workfile



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 table

On Direct Extra Tax File Adjust

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"> P Accounts Payable documents R Accounts Receivable documents T Payroll documents I Inventory documents O Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents
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>

Printing the Intrastat Report



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.

Print Value Added Tax (VAT) Reports

Printing Value Added Tax (VAT) Reports



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 table (F0018).

Run the VAT Journal program to print a VAT report. The VAT report includes all the records in the Sales/Use/VAT Tax table 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 table. Each column can represent up to 12 different tax rates and areas. You can also specify whether a column contains taxable or tax amounts.

What You Should Know About

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.

Report sequence

You can sequence VAT reports by any field in the Sales/Use/VAT Tax table (F0018). The most common report sequence is as follows:

1. Company
2. Document Type
3. Document Number

See Also

- *Technical Foundation Guide* for more information about running, copying, and changing a DREAM Writer version

Processing Options for VAT Journals (P00320)

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. _____



Banking Requirements

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



Work with Bank Account Information

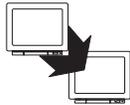
Working with Bank Account Information

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

Entering Bank Account Information for Your Company



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 table to send to the bank.

See Also

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

► **To enter bank account information for your company**

On G/L Bank Account Information

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 Form menu.

Entering Bank Account Information for Customers and Suppliers



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 table to send to the bank.

See Also

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



To enter bank account information for customers and suppliers

On Bank Account Cross Reference

Routing/Transit	Bank Number	Account No	Cn	Description	T
0100001602	00001258745			BCA ITALIA-MILANO	V

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:

What You Should Know About

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.

Work with Automatic Payments

Working with Automatic Payments

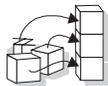
Use automatic payment processing to pay vouchers during your usual payment cycle. To process automatic payments, you assign formats to payment instruments. Then, you create payment groups. After you create your payment groups, you process automatic payments in the group. When you select the Write function 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

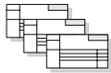
The following graphic illustrates working with the automatic payments process.

Step 1.



Assign format programs to payment instruments.

Step 2.



Create payment groups.

Step 3.



Review payment group. Edit report and payment analysis report (optional).

Step 4.



Work with payment groups.

See Also

- *Automatic Payment Processing* in the *Accounts Payable Guide*

Assigning Formats to Payment Instruments



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:

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.

Before You Begin

- Set up a code on user defined codes table 00/PY for each payment instrument that you use and user defined codes table 04/PP for your payment programs. See *Setting Up User Defined Codes for the United Kingdom*.

See Also

- *Working with the APACS Check Format*
- *Setting Up Payment Instruments (P0417)* in the *Accounts Payable Guide*

► To assign formats to payment instruments

On Payment Instrument Defaults

Skip To

OP PI	Description	Bank Account	Write Program	Register Program
	Default (A/R)		P04572	P04576
	Attachment Program P04573	Debit Stmt Program P04574		
	Write Vers Reg Vers	Debit Stmt Vers		
	B BACS (UK EFT) (A/R)		P04572U	P04576T
	Attachment Program P04573U	Debit Stmt Program P04574		
	Write Vers Reg Vers	Debit Stmt Vers		
	C Check - 8 3/4" (A/R)		P04572	P04576
	Attachment Program P04573	Debit Stmt Program P04574		
	Write Vers Reg Vers	Debit Stmt Vers		
	D Draft by Invoice (A/R)		P04572N	P04576N
	Attachment Program P04573	Debit Stmt Program P04574		
	Write Vers Reg Vers	Debit Stmt Vers		

Opt 9=Delete F4=Details F5=User Defined Codes F24=More Keys

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

What You Should Know About

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.

G/L payment dates for the BACS format

All dates, including the year 2000 dates, for the BACS table 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 table 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.

Processing Options for A/P Payments – APACS Checks (P04572U1)

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

Processing Options for A/P Payments – BACS (P04572B)

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. _____

Processing Options for A/P Payments – BACS Register (P04576T)

FOR SUBCONTRACT PAYMENTS:

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

Processing Options for A/P Payments – APACS Register (P04576)

FOR SUBCONTRACT PAYMENTS:

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

Processing Options for A/P Payments – UK Attachments (P04573U)

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

Creating a Payment Group



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

- *Creating Payment Groups* in the *Accounts Payable Guide*

Processing Options for Create Payment Groups (P04570)

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.

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.

Working with Payment Groups for Automatic Payments



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 *Accounts Payable Guide*

Processing Options for Work with Payments (P04257)

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. _____

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. _____

Work with the APACS Check Format

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

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.

```

*
*VOID *VOID *VOID *VOID *VOID *VOID *VOID
*VOID *VOID *VOID *VOID *VOID *VOID *VOID
John Smith Ltd
1 River Walk
Garden Terrace
Priory Street
London WC1 5JJ
060698 4545 PV 2472
John Smith Ltd*****
***** ***** ***** ONE ONE SEVEN
John Smith Ltd*****
1 River Walk
Garden Terrace
Priory Street
London WC1 5JJ
*

```

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.

```

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

```

Example 4: APACS Check Format

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

```

*****
*VOID *VOID *VOID *VOID *VOID *VOID *VOID
*****
John Smith Ltd 12/12/99
1 River Walk
Garden Terrace 4400
Priory Street
London WC1 5JJ 996
060698 7545 PV 2474 1 of 1
117.50
117.50
12/12/99
**ONE HUNDRED AND SEVENTEEN POUNDS 50P*****
*****
John Smith Ltd***** *****117-50**

```

What You Should Know About

Specifying a translation program for checks

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).

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.

See Also

- *Working with Automatic Payments*
- *Assigning Formats to Payment Instruments*

Processing Options for Print A/P Payments – UK (P04572U1)

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

Process Automatic Debits

Processing Automatic Debits



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 table (F7460)
- Generates debit information in the BACS format
- Generates statement reports for applicable customers
- Updates customers' accounts after collecting the appropriate funds

Before You Begin

- Set up the work day calendar. See *Setting Up Work Day Calendars for Financials*.
- On A/R Constants, specify Y in the Automatic Cash field. See *Setting Up Constants* in the *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 *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 *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 *Accounts Receivable Guide*.
- Verify that you have specified the Accounts Receivable Automatic Debit Number. See *Setting Up G/L Bank Account Information for the UK*.
- 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.



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 table that adheres to the BACS banking standards for automatic debits.

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 table.

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 table (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



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

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

What You Should Know About

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 table and then adds the number of days you specify in the processing option.

Processing credit amounts You can include credit amounts in your BACS table 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 (P03201)* in the *Accounts Receivable Guide*
- *Posting Invoices (P09800)* in the *Accounts Receivable Guide*

Processing Options for Automatic Debiting Build (P03575)

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. _____

DISCOUNT PROCESSING:

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:

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.)

Program Name _____
Program Version. _____

STATEMENT PRINT:

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.

COPY TO TAPE/DISKETTE:

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).

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.

BATCH PROCESSING:

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.
ZJDE0002 - For Summary JE's.
ZJDE0003 - For Detail JE's.

Note: verify the processing option values for the Batch Receipts version (P03550).

JOURNAL ENTRY CREATION:

15. Select G/L Entries Method:
' ' = Create summary total J.E.'s
'1' = Create detail J.E.'s, which will create one J.E. per deposit item.

BATCH CASH RECEIPTS PURGE:

16. Enter a '1' to purge the Batch Receipts Workfile (F0312) upon run completion. If left blank, the file will not be purged.
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.

BACS PROCESSING:

18. Enter a '1' if processing BACS. A report message will be issued if the processing date is a non-workday. _____

19. Enter the BACS processing date. _____

20. Enter the number of days to add to the processing date. This is used to calculate the BACS expiration date. _____

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.

Work with Logged Vouchers

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).

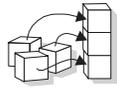
Information about logged vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Working with logged vouchers consists of:

- Entering logged vouchers
- Redistributing logged vouchers

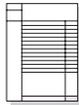
The following graphic illustrates the voucher logging process.

Step 1.



Set up AAls and processing option for voucher logging.

Step 2.



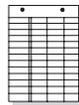
A/P data entry person enters logged vouchers.

Step 3.



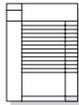
Logged Vouchers are distributed to appropriate people for approval and coding.

Step 4.



Vouchers are returned to A/P data entry clerk with correct G/L distribution.

Step 5.



A/P data entry person redistributes logged vouchers.

Example: Voucher Logging

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.

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:

Entry

Expense Suspense	A/P Trade
500	500

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

Redistribution

Expense Suspense	Expense
500	500

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:

Entry

Expense Suspense	A/P Trade Suspense
500	500

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

Redistribution

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

What You Should Know About

Reports

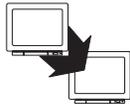
After you enter logged vouchers, you can print the Voucher Detail report to see vouchers that need to be redistributed. This report is similar to the Open A/P Details report.

See *Printing Open A/P Detail Reports* in the *Accounts Payable Guide*.

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 *Understanding AAI for A/P* in the *Accounts Payable Guide*
- Set up AAI item PP and, if you use the suspense trade account, item PQ. See *About AAI for A/P*.
- Assign an approver number to each supplier (optional)
- Run Update Approver/Category Code 7 (optional)

Entering Logged Vouchers



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

04105 - Voucher Logging Entry

Functions Tools Help

Prev Voucher

Supplier Number 4010 Voucher/Type/Co

Invoice Number 1697 Business Unit

" Amount 375.00 Payment Terms

" Date 11/07/97 Company 100

G/L Date 11/07/97 P.O. Number

Tax Amount Tax Expl Code

Taxable Amount Tax Area

Approver Number 6001 Serv/Tax Date

Remaining Amount Batch Number

..... Payment Schedule

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

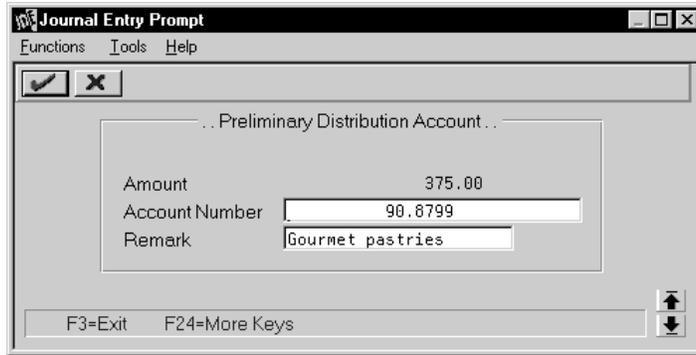
F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More

6. Follow the steps for entering a standard voucher.

See *Entering Standard Vouchers (P04105)* in the *Accounts Payable Guide*.

7. Complete the following optional field and press Enter.

- Approver Number



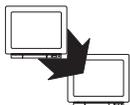
8. On Journal Entry Prompt, review and change the following fields (optional):
- Account Number
 - Remark

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 table (F0101) for validation purposes. <i>Form-specific information</i> 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.

Redistributing Logged Vouchers



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

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

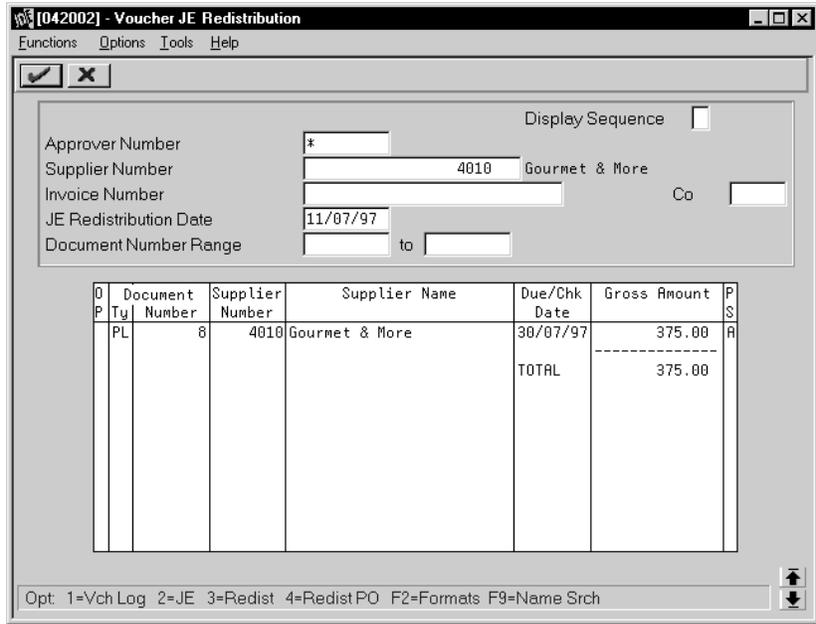
From Other Voucher Entry Methods (G04111), choose Voucher JE Redistribution

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.

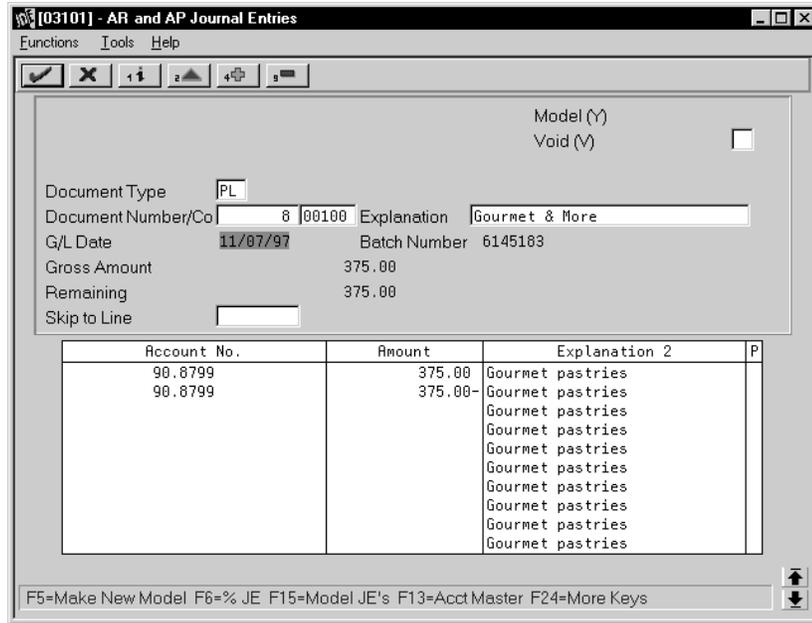
► **To redistribute a logged voucher**

On Voucher JE Redistribution



9. 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
10. Choose Redistribution for the voucher you want to redistribute.

Note that the original suspense account distribution is automatically reversed.



11. On AR and AP Journal Entries, complete the following fields:
 - Account Number
 - Amount
 - Explanation 2
12. In WorldVision, click the Change action.

What You Should Know About

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.

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.

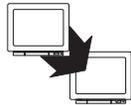
Redistributing a purchase order voucher

The voucher must originate in the Purchase Order Management system. To redistribute, choose Redistribute Purchase Order on Voucher JE Redistribution.

- *Processing Options for Voucher Entry (P04105)* in the *Accounts Payable Guide*

Process Bank Statements

Processing Bank Statements



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.

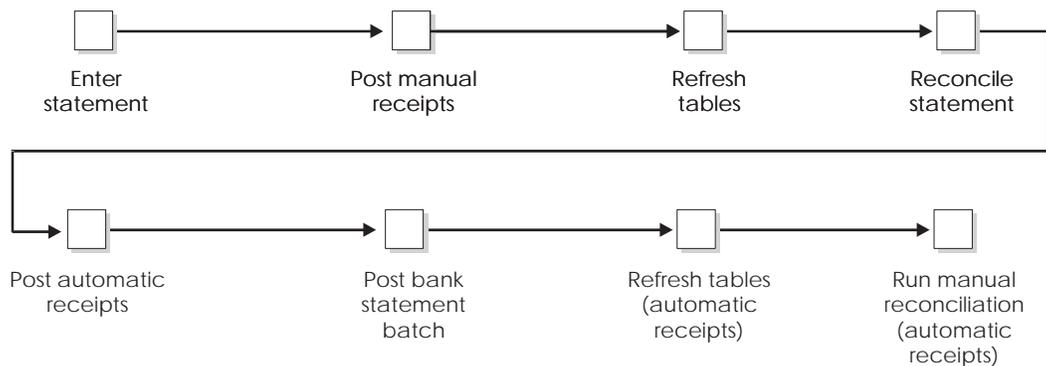
When you use J.D. Edwards base software to process your bank statements, the system accepts and clears transactions in the following tables:

- 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.



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

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 table (F0911R) by refreshing the reconciliation table.
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 table and manually reconcile if you have entered automatic receipts <i>and you are not using a transit account</i> .

What You Should Know About

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* in the *General Accounting II Guide* for specific instructions about processing bank statements



Subcontracting Requirements

About Subcontracting Requirements

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

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:

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.



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 withholdings to the Inland Revenue Service periodically.

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:

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.

Track Application and Certificate Information

Tracking Application and Certificate Information



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

The screenshot shows a software window titled "[744401] - Appl/Certificate Revisions". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with the following fields:

- Order Number: 9 000 00222 Contract Company
- Change Order: 000

Below the form is a table with the following data:

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

At the bottom of the window, there is a status bar with the text: "F2=Toggle Format F13=Create New Application(Apl. Format) F24=More".

- 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 form is blank.

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

The screenshot shows a software window titled "[744402] - Application/Certificate Revisi". The window contains a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is divided into two sections. The top section contains the following text:

Order Number 9 03 00222 Contract Company
 Change Order 000
 Appl/Cert Number 004
 Appl Date
 Cert Date

The bottom section contains a table with the following data:

Line Number	Extended Price	Remaining To Apply	Application Current Amt	Remaining To Certify	Certificate Current Amt
0.001	800.00	600.00		600.00	

At the bottom of the window, there is a status bar with the text: "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 form.
5. Choose Exit Program.

What You Should Know About

Alternate entry formats 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.

To do this, use the Switch Current/Cumulative Amt/Pct/Qty function key to change the format of the Application/Certification Revision form.

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.

Finalizing certification for a contract 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.

To finalize the certification for a contract, access the information for the contract on the Application/Certificate Revisions form and use the Mark Certification as Final function key.

Processing Options for Application/Certificate Revisions (P744401)

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. _____

Work with Vouchers for Subcontractors

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.

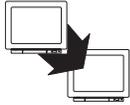
Working with payment vouchers for subcontractors includes the following tasks:

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

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 table. See *Entering Suppliers* in the *Accounts Payable Guide*.

Entering Vouchers in the A/P System for Subcontractors



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

Prev Voucher 2327
Contract Company

Supplier Number 222 Voucher/Type/Co 2327 PV 00001
Contract Company
Invoice Number 1697 Business Unit 1
" Amount 1,000.00 Payment Terms Pmt Instr
" Date 22/06/98 Company 00001
G/L Date 22/06/98 P.O. Number
Tax Amount 29.13 Tax Expl Code V
Taxable Amount 978.87 Tax Area LANELL
Serv/Tax Date 22/06/98

Remaining Amount Batch Number 6165857

..... Payment Schedule

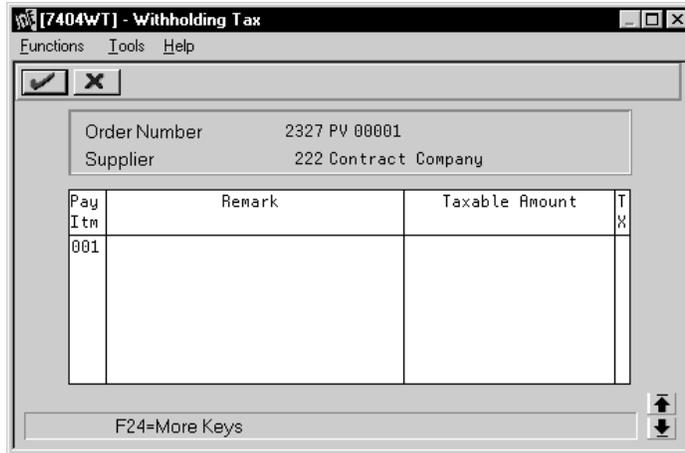
Pay Itm	Gross Amount	Discount Available	Payment Remark	Net Due Date	P %
001	1,000.00			22/07/98	%

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.

Account No.	Amount	Explanation 2	P
222.6020	970.87		

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.



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

See Also

- *Defining Accounts for Labor*
- *Processing Withholding Amounts for Subcontractors*
- *Working with Standard Vouchers in the Accounts Payable Guide*

Processing Options for Voucher Entry (P04105)

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:

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. _____

Entering Vouchers in the Procurement System for Subcontractors



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.

What You Should Know About

Identifying labor and non-labor vouchers

If you do not want the system to automatically identify vouchers as labor and non-labor, you can manually mark each voucher.

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.

See Also

- *Defining Line Order Types for Labor*
- *Processing Withholding Amounts for Subcontractors*
- *Voucher Processing* in the *Procurement Guide*

Processing Options for A/P Functional Server – UK (XT0411ZAUK)

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. _____

Process Withholding Amounts for Subcontractors

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)

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

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 table (F0401)
- Creates a new pay item for the withholding amount using the tax authority that is associated with the subcontractor in the Supplier Master table. 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.

Processing Options for Calculate UK Withholding Amounts (P740401)

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

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. _____

Processing Options for Calculate Withholding – A/P Checks (P04580)

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. _____

Work with Reports for Subcontractors

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 form
- Printing the SC35 form
- Printing the SC60 form
- Printing the 704 report

Printing Contractor Information



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

Processing Options for Report for Contractors (P740403)

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. _____

Printing the SC11 Form



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 totalled by certificate and submitted to the Inland Revenue Service on the SC11 form.

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 form provided by the Inland Revenue Service.

Processing Options for UK Inland Revenue – Form SC11 (P740404)

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. _____

Printing the SC35 Form



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 form.

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 form provided by the Inland Revenue Service.

Processing Options for UK Inland Revenue – Form SC35 (P740407)

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. _____

Printing the SC60 Form



From EMEA Localizations (G74), choose Subcontractor Processing

From Subcontractor Processing (G7411), choose Inland Revenue – Form SC60

Contractors are required to report all payments that are made to subcontractors and are subject to deductions. The information must be submitted to the Inland Revenue Service on the SC60 form.

To meet this requirement, run program P740406 to print a report of the payment information that you have on your system. You can print this information directly to the SC60 form provided by the Inland Revenue Service.

Processing Options for UK Inland Revenue – Form SC60 (P740406)

SELECTION CRITERIA

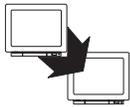
1. Enter the beginning date range for the payment period. _____

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. _____

Printing the 704 Report



From EMEA Localizations (G74), choose Subcontractor Processing

From Subcontractor Processing (G7411), choose Inland Revenue – Form 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 form.

Processing Options for UK Inland Revenue – Form 704 (P740408)

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. _____



Additional Business Practices

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



Print the Transaction Journal

Printing the Transaction Journal



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

09321

J.D. Edwards & Company
Transaction Journal

Page - . . . 4
Date - . . . 7/21/98

Company 100 Model Finan/Distrib Co (Mktg)
Tax ID
From 06/01/98 Thru 06/30/98

. . Document . .										Address	
Ty	Number	Co	Account Number	Description	Debit Amount	Credit Amount	Explanation	Number	Name		
PV	4155	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					
PV	4156	00000	100.2060	Furniture & Office Equipment	3,458.91			5830	Gilpin's Office Supply		
			100.4110	Accounts Payable-Trade		3,458.91					
PV	4216	00000	132.8155	Training Expenses	500.00		Travel -A/R Training	6000	Easter, Melvyn		
			100.4110	Accounts Payable-Trade		500.00					
PV	4252	00000	210.8360	Telephone Expense	1,465.61			5776	A T & T Long Distance		
			100.4110	Accounts Payable-Trade		1,465.61					
PV	4253	00000	400.8360	Telephone Expense	846.61			5776	A T & T Long Distance		
			100.4110	Accounts Payable-Trade		846.61					
PV	4254	00000	600.8360	Telephone Expense	1,006.74			5776	A T & T Long Distance		
			100.4110	Accounts Payable-Trade		1,006.74					
PV	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	Freight	6,718.00						
			100.4110	Accounts Payable-Trade		18,625.00					
PV	4277	00000	100.2060	Furniture & Office Equipment	15,967.62		32MB Main Storage	5864	IBM 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					
PV	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					
PV	4297	00000	210.8360	Telephone Expense	1,245.95			5805	Central Electric		
			100.4110	Accounts Payable-Trade		1,245.95					
PV	4299	00000	210.6170	Purchase Part Variance	500.55			4431	Dynamic Works Incorpor		
			100.4110	Accounts Payable-Trade		500.55					
PV	4300	00000	90.8350	Rent Expense	1,801.00			4002	E.Z. Rentals		
			100.4110	Accounts Payable-Trade		1,801.00					
PV	4301	00000	600.8350	Rent Expense	2,200.00			5821	Fremont Furnishings		
			100.4110	Accounts Payable-Trade		2,200.00					
PV	4303	00000	90.8350	Rent Expense	200.15			5856	Halliburton Services		
			100.4110	Accounts Payable-Trade		200.15					
PV	4381	00000	90.8175	Uniforms	5,581.93			1001	Edwards, J.D. & Compan		
			100.4110	Accounts Payable-Trade		5,581.93					
PV	4623	00000	90.8175	Uniforms	11,428.84			1001	Edwards, J.D. & Compan		
			100.4110	Accounts Payable-Trade		11,428.84					
PV	4914	00000	90.8175	Uniforms	8,909.24			1001	Edwards, J.D. & Compan		
			100.4110	Accounts Payable-Trade		8,909.24					
PV	5447	00000	90.8330	Insurance - General Liability	5,560.50			1001	Edwards, J.D. & Compan		
			90.8355	Maintenance & Repair	5,560.50						
			100.4110	Accounts Payable-Trade		11,121.00					
PV	8324	00100	90.8700	Miscellaneous Expenses	1,500.00		China, Silverware & Glassware	4010	Gourmet & More		
			100.4110	Accounts Payable-Trade		1,500.00					
PV	8329	00100	90.8665	Entertainment	825.00		Speciality Items	4010	Gourmet & More		
			100.4110	Accounts Payable-Trade		825.00					
PV	8330	00100	90.8740	Travel, Meals & Lodging			Travel Advance	4010	Gourmet & More		
			100.4110	Accounts Payable-Trade							

Processing Options for Transaction Journal (P09321)

DATE RANGE:

1. Enter the G/L date range to be processed:

From Date: _____

Thru Date: _____

ALTERNATE CHART OF ACCOUNTS:

2. To print the account number from the alternate chart of accounts, enter the Category Code in which it is defined ('21', '22', or '23'). Leave blank to print the account in Business Unit.Object.Subsidiary format.

Print Ledger Reports

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

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

Customer Ledger Report

7403013

J.D. Edwards & Company
Customer Ledger Report

Date - 5/22/97
Page - 2
From Date - 01/01/98
Thru Date - 12/31/98

Customer . . . 34201 Informazioni Management
Corso Vittorio Emanuele II, 452
00128 Roma

Tax ID

G/L	Do	Document	Description	Invoice	Debit	Credit	Amount	P Cur	Currency	Exchange
Date	Ty	Number	Operation	Date	Amount	Amount	Balance	C Cod	Amount	Rate
					Initial Balance		0			
06/30/98	RI	23	Invoice	06/06/98	56,420.00		56,420.00	D FRF		
06/30/98	RI	23	Invoice	06/06/98	56,420.00		112,840.00	D FRF		
06/30/98	RI	24	Invoice	06/07/98	2,500.00		115,340.00	D FRF		
06/30/98	RI	24	Invoice	06/07/98	2,700.00		118,040.00	D FRF		
06/30/98	RI	24	Invoice	06/07/98	2,500.00		120,540.00	D FRF		
06/30/98	RI	24	Invoice	06/07/98	2,700.00		123,240.00	D FRF		
06/30/98	RI	25	Invoice	06/10/98	23.69		123,263.69	D ITL	500.00	0.0004737
06/30/98	RI	25	Invoice	06/10/98	22.83		123,286.52	D ITL	482.00	0.0004737
06/30/98	RI	25	Invoice	06/10/98	23.69		123,310.21	D ITL	500.00	0.0004737
06/30/98	RI	25	Invoice	06/10/98	22.83		123,333.04	D ITL	482.00	0.0004737
06/30/98	RI	26	Invoice	06/15/98	10,000.00		133,333.04	D FRF		
06/30/98	RI	26	Invoice	06/15/98	10,000.00		143,333.04	D FRF		
07/07/98	RC	4849	Cash Receipts	07/06/98		112,840.00	30,493.04	D FRF		
07/07/98	RO	4849	Reversing or Void En	07/06/98	112,840.00		143,333.04	FRF		
07/15/98	RC	4850	Cash Receipts	07/15/98		20,000.00	123,333.04	D FRF		
Transaction Total					256,173.04	132,840.00	123,333.04			

Processing Options for Customer Ledger Report (P7403013)

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. _____

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

Supplier Ledger Report

7404014

J.D. Edwards & Company
Supplier Ledger Report

Date - 5/22/97
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	P Cur	Currency	Exchange
Date	Ty	Number	Operation	Number	Date	Amount	Amount	Balance	C Cod	Amount	Rate
						Initial Balance		0			
01/01/96	PV	38	Voucher	5	01/01/96		50,000.00	50,000.00-	ITL		
01/01/96	PV	42	Voucher	1125	01/01/96		5,000,000.00	5,050,000.00-	ITL		
01/01/96	PV	43	Voucher	4564	01/01/96		5,000,000.00	10,050,000.00-	ITL		
01/01/96	PV	44	Voucher	989	01/01/96		5,000,000.00	15,050,000.00-	ITL		
06/01/96	PV	37	Voucher	87	06/01/96		30,000.00	15,080,000.00-	ITL		
06/01/97	PL	5	Voucher Logging		01/01/98		50.00	15,080,050.00-	D ITL		
06/01/97	PL	6	Voucher Logging		01/01/98		44.44	15,080,094.44-	ITL		
06/01/97	PL	7	Voucher Logging		01/01/98		60.00	15,080,154.44-	D ITL		
06/01/97	PV	68	Voucher		05/01/97		15.00	15,080,169.44-	USD	6,000.00	0.2500000
06/01/97	PV	69	Voucher		01/01/97		217.50	15,080,386.94-	USD	87,000.00	0.2500000
06/01/97	PV	70	Voucher		01/01/97		50.00	15,080,436.94-	D ITL		
06/01/97	PV	71	Voucher		01/01/98		87,660.72	15,168,097.66-	D USD	6,000.00	1461.0120000
06/01/97	PV	72	Voucher		01/01/97		40.00	15,168,137.66-	D ITL		
06/01/97	PV	73	Voucher		05/01/97		50.00	15,168,187.66-	ITL		
06/01/97	PV	75	Voucher	501	01/01/95		6,000.00	15,174,187.66-	ITL		
06/01/97	PV	85	Voucher	84	01/01/98		6,000.00	15,180,187.66-	ITL		
06/01/97	PV	86	Voucher	4	06/01/97		5,000.00	15,185,187.66-	ITL		
06/01/97	PN	545	Manual Check			50.00		15,185,137.66-	D ITL		
06/01/97	PN	888	Manual Check			87,660.72		15,097,476.94-	D USD	6,000.00-	1471.0120000
06/01/97	PO	545	Void Check				50.00	15,097,526.94-	D ITL		
07/01/97	PR	5	Recurring Voucher		08/06/96		50.00	15,097,576.94-	ITL		
01/01/98	PV	5	Voucher		01/01/98		5,000.00	15,102,576.94-	D USD		
01/01/98	PV	5	Voucher	44	01/01/98		5,000.00	15,107,576.94-	D ITL		
01/01/98	PV	6	Voucher	88	01/01/98		5,000.00	15,112,576.94-	D ITL		
01/01/98	PV	7	Voucher	75	01/01/98		500.00	15,113,076.94-	D ITL		
01/01/98	PV	9	Voucher	8787	01/01/98		50.00	15,113,126.94-	D ITL		
01/01/98	PV	10	Voucher	10	01/01/98		30.00	15,113,156.94-	D ITL		
01/01/98	PV	11	Voucher	11	01/01/98		40.00	15,113,196.94-	D ITL		
01/01/98	PV	21	Voucher		01/01/98		50.00	15,113,246.94-	D ITL		
01/01/98	PV	30	Voucher		01/01/98		6.00	15,113,252.94-	D ITL		
01/01/98	PV	31	Voucher		01/01/98		6.00	15,113,258.94-	D ITL		
01/01/98	PV	41	Voucher	77	01/01/98		5,000,000.00	20,113,258.94-	D ITL		
01/01/98	PV	54	Voucher	878	01/01/98		5,000.00	20,118,258.94-	D ITL		
01/01/98	PV	117	Voucher	28	01/01/98		50.00	20,118,308.94-	D ITL		
01/01/98	PV	118	Voucher	66	01/01/98		20.00	20,118,328.94-	D ITL		
01/01/98	PV	120	Voucher	2	01/01/98	40.00	40.00	20,118,328.94-	D ITL		
01/01/98	PV	153	Voucher	21547	01/01/98		60.00	20,118,388.94-	ITL		
01/01/98	PV	154	Voucher	21547	01/01/98		40.00	20,118,428.94-	ITL		
01/01/98	PV	155	Voucher	555	01/01/98		40.00	20,118,468.94-	ITL		
01/01/98	PV	247	Voucher	AK5	01/01/98		80.00	20,118,548.94-	ITL		
01/01/98	PV	422	Voucher	987	01/01/98		8,000.00	20,126,548.94-	D USD		
01/01/98	PV	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-			

Processing Options for Supplier Ledger Report (P7404014)

DATE RANGE:

1. Specify "From" Date _____

2. Specify "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. _____

Print Open Amount Reports

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

Open Amount Report – Supplier

Number	Name	Fiscal ID	Co	Open Balance
7404026	J.D. Edwards & Company			
	Supplier Inventory Book – Positive			
	Supplier			
888	Jo Bloggs	00124567801	00074	500,000,000
2020	GO AWAY, N W. 123	00235164201	00074	156,570
2222	Bhaviks_Test_Supplier_Alpha_Nam	00025487441	00074	302,534,945
2727	Acme Drilling		00074	800,000
6767	supplier that has a name over 4	00321005982	00074	7,917,872,156,989
7002	JDE France	21548720012	00074	238,000,100
9751	George Ltd	00021147854	00074	1,000,000,000
11287	Invicta Plc	12111458021	00074	3,809,159,894
11877	team sports	54421540021	00074	500,000
11914	Peter Deely	33021998567	00074	17,507,400
11957	Not W/T Supplier	00258778987	00074	3,556,000
12028	Supplier 3	00235532333	00074	1,965,638
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	Bertolli - 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	Commision 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	Patel's Grocery		00074	450,000
1919867	SUPPLIER		00074	12,856,000
1919876	Elena	13132161321	00074	20,380,000
5724260	Prakash Parekh		00074	35,000
	00074	Italian Company		8,894,460,468,139

Processing Options for A/P Inventory Book (P7404026)

NEGATIVES BALANCES:

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

End

Open Amount Report - Customer

7403025	J.D. Edwards & Company	Page	-	1
	Customer Inventory Book - Positive	Date	-	5/22/97
. Client				
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	02124587451	00074	393,062
43060	suspended VAT		00074	4,700,000
20116	test cust	02654258452	00074	624,000
36581	test Draft	00215452145	00074	8,000
38130	void customer	00213652359	00074	1,500,000
37680	Auto Debit Cust	00258526547	00074	11,758,000
33013	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	22568945001	00074	3,300,000
13637	Draft Customer	00214111032	00074	14,922,000
32264	Duplicate Dafts Customer	00115852469	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	Ingallati, 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
11931	Telecom Ltd		00074	35,421,900
37057	Vera's Test Client ITL		00074	9,320
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

Processing Options for A/R Inventory Book (P7403025)

NEGATIVES BALANCES:

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

End

Appendices

Appendix A - Multiple Ledger Types

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

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.

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.

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.

User Defined Ledgers

To accommodate the need for multiple ledgers, J.D. Edwards software provides a user defined code table 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.

Appendix B - Translation Issues

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

- *Setting Up User Display Preferences*

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

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

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 *General Accounting I Guide*

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 table (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 *General Accounting I Guide*

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

- *Translating AAIs in the General Accounting I Guide*

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 form and select the Language Translation function. The system displays the Translate Payment Terms form.

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 table. 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 form. After you access the form, you can translate the description for the field into many different languages.

See Also

- *Translating User Defined Codes in the General Accounting I Guide*

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 form (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 form 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 Accounts Receivable Guide*

Glossary

Glossary

This glossary defines terms in the context of J.D. Edwards systems and the accompanying guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Formerly known as the *expedient method* and the *fast path method*. Contrast with *G/L method*.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's A/R transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional

period for year-end adjustments, and another additional period for audit adjustments.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

AZ ledger. The ledger type that the system uses for cash basis accounting.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

balance forward receipt application method. A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. See batch.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An e-mail message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to instruct the computer to perform a defined activity.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction and Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

EDI. Electronic Data Interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

e-mail. Electronic mail.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and

display field. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

file. See *table*.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

functional server. A central system location for standard business rules about entering documents such as vouchers,

invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Formerly known as the *tough/right method*. Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display

Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the system places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. The degree to which account information in the General Accounting system is summarized. The

highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged voucher. A voucher that is not applied to a specific expense account. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that sometimes appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

next numbers. A feature that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for

example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system. The system uses the password to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or an invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter “as of” dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss*.

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a

supplier record consists of information such as the supplier’s name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month’s) of recurring invoices or vouchers.

refresh. A process that updates a customer’s credit and collection information, such as Credit Analysis Refresh.

reset. The process of changing a payment from a next status of UPD (update) to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence ID. A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

submit. See *run*.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also known as a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application*.

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss*.

update payments. For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes that you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code type. The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards provides a number of these lists for each system. You can create and define lists of your own.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher*.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a program, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street or avenue.

worked. A code that indicates whether a customer's account has been reviewed and updated. For example, you work an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

Index

Index

A

A/P Functional Server – UK (XT0411ZAUK), processing options, 6–11
A/P Inventory Book (P7404026), processing options, 7–14
A/P Payments - Print Register program, 5–9
A/P Payments – APACS Checks (P04572U1), processing options, 5–12
A/P Payments – APACS Register (P04576), processing options, 5–13
A/P Payments – BACS (P04572B), processing options, 5–12
A/P Payments – BACS Register (P04576T), processing options, 5–13
A/P Payments – UK Attachments (P04573U), processing options, 5–13
A/R Inventory Book (P7403025), processing options, 7–15
About
 banking requirements, 5–1
 setup requirements, 3–1
 subcontracting requirements, 6–1
 tax requirements, 4–1
Account descriptions, B–2
Account Ledger for Reconciliation table, bank statements, 5–43
Account Ledger table, bank statements, 5–43
Accounting
 inflation, 2–2
 legislation, 2–1
 professional pronouncements, 2–1
 profit, 2–3
 regulation, 2–1
 tax-effect, 2–3
Accounts payable bank transfers, reviewing, 5–17
Accounts payable drafts, payment group version, 5–13
Accounts Receivable Ledger table, bank statements, 5–43
Alternate ledger type, A–1

APACS, format for checks, 5–9
Application/Certificate Revisions (P744401), processing options, 6–4
Applications and Certificates, 6–1
AR and AP Journal Entries form, 5–41
Association for Payment Clearing Services, 5–1, 5–21
 See also APACS
Attachments
 payment instrument defaults, 5–9
 payment instruments, 5–8
Automatic accounting instructions (AAIs)
 AAI descriptions, B–3
 journal entries with VAT, 4–7
Automatic Debiting Build (P03575), processing options, 5–31
Automatic debits, 2–6
 adjusting information, 5–30
 BACS format, 5–27
 final mode, 5–29
 formats, 2–6
 processing, 5–27
 programs, Germany, 5–29
 proof mode, 5–29
 protecting information, 5–30
 telephone, 5–27
Automatic payments, 5–7

B

BACS, electronic funds transfer (EFT), 2–6
BACS format
 automatic debits, 5–27
 payments, 2–6
Balance sheet, cost, 2–2
Bank account information
 entering for customers and suppliers, 5–5
 entering for your company, 5–3
Bank accounts, default for payment instrument, 5–8
Bank Statement Detail table, 5–43
Bank Statement Header table, 5–43

- Bank statements, 5-43
 - enter statement, 5-44
 - multiple currencies, 5-44
 - post automatic receipts, 5-44
 - post bank statement batch, 5-44
 - post manual receipts, 5-44
 - process flow, 5-43
 - processing, 2-6
 - reconcile statement, 5-44
 - refresh and reconcile, 5-44
 - refresh tables, 5-44
- Bank transfers, reviewing, 5-17
- Banking requirements, 2-6, 5-1
 - automatic debits, 2-6
 - bank statement processing, 2-6
 - business practices, 2-6
 - definition of localization category, 1-2
 - electronic funds transfer (EFT), 2-6
 - payment formats, 2-6
 - processing automatic debits, 5-27
 - processing bank statements, 5-43
 - working with the APACS check formats, 5-21
- Base software enhancements, 1-2
- Base solutions, translation, B-1
- Business environment
 - accounting regulation, 2-1
 - banking requirements, 2-6
 - fiscal requirements, 2-1
 - legislation, 2-1
 - professional pronouncements, 2-1
 - tax requirements, 2-4
- Business practices
 - banking requirements, 2-6
 - fiscal requirements, 2-1
 - tax requirements, 2-4
- Business unit descriptions, B-2

C

- Calculate UK Withholding Amounts (P740401), processing options, 6-15
- Calculate Withholding – A/P Check Processing (P04580), processing options, 6-16
- Calculation rules, setup, 3-11
- Chart of accounts
 - account descriptions, B-2

- translation capabilities, B-1
- Checks
 - APACS format, 5-9, 5-21
 - payment format, 2-6
 - payment instrument default, 5-9
 - payment registers, 5-9
 - Print A/P Payments - UK program, 5-21
- Client-specific enhancements, 1-2
- Collection
 - tax requirements, 2-4
 - value added tax (VAT), 2-4
- Commodity codes, 3-43
- Companies
 - nationalized, 2-2
 - publicly traded, 2-2
- Conditions of transport, 3-44
 - default, 3-46
- Cost balance sheet, 2-2
- Cost information, 2-2
 - cost balance sheet, 2-2
 - formats, 2-3
 - profit and loss account, 2-2
- Cost profit, 2-2
- Country-servers, 3-3
- Create Payment Groups (P04570), processing options, 5-14
- Currency ledgers, example, A-1
- Currency, foreign, EU currency union, 2-3
- Customer Ledger Report (P7403013), processing options, 7-9
- Customers, information on EU Sales Listing, 4-9
- Customs headquarters, value added tax (VAT) reports, 2-5

D

- Debit statements, payment instruments, 5-8
- Debits, automatic, 5-27
- Default, conditions of transport, 3-46
- Deferred taxation, 2-3
- Definitions of terms, g-7
- Depreciation ledgers, example, A-1
- Direct Extra Tax File Adjust form (P0018T), 4-16
- Directives, European Union (EU), 2-1
- Disclosure
 - current cost information, 2-2

current earnings per share, 2-2

Diskette

- automatic debits, 2-6
- electronic funds transfer (EFT), 2-6

Display preferences, setup, 3-3

Documents. *See* Reports

E

Earnings, disclosure, 2-2

EC (European Community). *See* European Union (EU)

EC Intrastat Tax table (F0018T). *See* Intrastat Tax table (F0018T)

EFT. *See* Electronic funds transfer

Electronic funds transfer (EFT), 2-6

- payment registers, 5-9

Enhancements

- base software, 1-2
- client-specific, 1-2

Entering

- logged vouchers, 5-39
- standard vouchers, 6-6

Entering a journal entry with tax

- gross amount, 4-4
- taxable amount, 4-6

Entering tax inclusive and exclusive journal entries, 4-3

- entering a journal entry with tax (gross amount), 4-4
- entering a journal entry with tax (taxable amount), 4-6

EU. *See* European Union

EU Sales Listing, 2-5

EU Sales Listing report, 4-9

- customer information, 4-9
- intra-union trade limit, 4-9

EU Sales Listing Report (P0018S), processing options, 4-10

European Community (EC). *See* European Union (EU)

European Union (EU)

- commodity codes, 3-43
- directives, 2-1
- Fourth Directive, 2-2
- freight handling codes, 3-45
- intrastat reports, 2-5

- nature of transaction codes, purchase orders, 3-42
- nature of transaction codes, sales orders, 3-42
- regulations, 2-1
- Sales Listing report, 2-5
- setup, 3-37, 4-11
- Single European Act of 1987, 4-1
- tax rates and areas, 3-38
- tax registration numbers, 2-5
- Treaty of Rome, 4-1
- user defined codes setup, 3-39

European Union reporting

- printing the EU Sales Listing, 4-9
- setup, 3-37
- working with tax reports, 4-1

F

Files. *See* Tables

Financial reporting, 2-3

Financial statements, 2-3

- format, 2-3

Fiscal requirements, 2-1

- business practices, 2-1
- definition of localization category, 1-1
- financial statements, 2-3
- inflation accounting, 2-2
- ledgers and journals, 2-2

Food, VAT rate, 2-4

Form, Journal Entry Prompt, 5-40

Formats

- AAIs for journal entries with VAT, 4-7
- APACS check formats, 5-21
- automatic debits, 2-6
- cost information, 2-3
- electronic funds transfer (EFT), 2-6
- financial statements, 2-3
- Journal Entry with VAT Tax form, 4-8
- payment, 2-6, 5-8

Forms

- Appl/Certificate Revisions, 6-2
- AR and AP Journal Entries, 5-41
- Data Entry, 3-28
- Define Your Own Data Type, 3-25
- Direct Extra Tax File Adjust (F0018T), 4-16
- Index of Model Journal Entries, 4-7

- Journal Entry With VAT Tax, 4-4, 4-6
- Revise single account, 3-34
- Tax Rules by Company (F0022), 3-12
- User Display Preferences, 3-4
- Voucher JE Redistribution, 5-41
- Work Day Calendar (P00071), 3-20
- Forth Directive, European Union (EU), 2-2
- Freight Handling codes, 3-45
 - conditions and modes of transport, 3-45
 - EU modification, 3-45
- Fuel, VAT rate, 2-4
- Funds transfer, electronic, 2-6

G

- Globalization
 - setting up user display preferences, 3-3
 - tax requirements, 1-2
- Goods and services
 - transaction limits, 2-4
 - VAT rate, 2-4

I

- Imports, VAT rate, 2-4
- Inclusive journal entries (with tax),
example, 4-3
- Income, taxable, 2-3
- Index of Model Journal Entries form, 4-7
- Industry-specific requirements, 1-2
- Inflation accounting, 2-2
- Input VAT, 4-2
- Intrastat report, 2-5, 4-18
- Intrastat Report – UK (P0018IE), processing
options, 4-19
- Intrastat system, 3-37, 4-11
- Intrastat Tax table (F0018T), information
upload, 4-13
- Intra-union trade limit, EU Sales Listing, 4-9
- Invoices, value added tax (VAT), 2-4

J

- Journal entries
 - AAIs for entries with VAT, 4-7

- example of tax inclusive entry, 4-3
- Journal Entry Prompt form, 5-40
- model entries with VAT tax, 4-4, 4-7
- Journal Entry with Tax (P09106), processing
options, 4-8
- Journal Entry With VAT Tax form, 4-4, 4-6
- Journal Entry with Vat Tax form, default
format, 4-8
- Journals
 - See also* Ledgers and journals
 - VAT Journals program, 4-21

L

- Ledger types
 - alternate, A-1
 - currency ledgers, A-1
 - depreciation ledgers, A-1
 - multiple, A-1
 - user defined ledgers, A-2
- Ledgers and journals, 2-2
- Legislation, accounting regulation, 2-1
- Localization
 - See also* Globalization
 - banking requirements, 1-2
 - base software enhancements, 1-2
 - client-specific enhancements, 1-2
 - defining the scope, 1-1
 - excluded categories, 1-2
 - fiscal requirements, 1-1
 - industry-specific requirements, 1-2
 - overview, 1-1
- Localized automatic debit process, 5-27
- Logged vouchers
 - entering, 5-39
 - example, 5-37
 - redistributing logged vouchers, 5-40
- Logging vouchers
 - Journal Entry Prompt form, 5-40
 - Voucher JE Redistribution form, 5-41
 - Voucher Logging Entry form, 5-39

M

- Magnetic tape
 - automatic debits, 2-6
 - electronic funds transfer (EFT), 2-6

- Model journal entries, VAT tax, 4-7
- Modes of transport, 3-44
- Multi-currency. *See* Multiple currencies
- Multi-language environments, translation issues, B-1
- Multiple currencies
 - bank statements, 5-44
 - Value Added Tax (VAT) report, 4-21
- Multiple ledger types, A-1

- N**

- Nature of Transaction codes
 - purchase orders, 3-42
 - sales orders, 3-42
- Noncumulative tax, 2-4
 - See also* Value added tax (VAT)
- Nonrecoverable input VAT, 4-2

- O**

- Operating profit, 2-2
- Order Line Type, defining for subcontract labor, 3-30
- Output VAT, 4-2

- P**

- Payment formats, 2-6
 - payment instruments, 5-8
- Payment groups
 - control information, 5-14
 - process information, 5-13
 - reviewing, 5-17
 - version for account payable drafts, 5-13
- Payment instruments
 - A/P Payments - Print Register program, 5-9
 - additional components, 5-8
 - APACS check formats, 5-21
 - attachments, 5-8
 - checks, 5-9
 - debit statements, 5-8
 - default setup, 5-8
 - defaults, 5-8
 - payment formats, 5-8
 - payment registers, 5-8
 - Print A/P Attachments - UK program, 5-9
- Payment registers
 - payment instrument defaults, 5-9
 - payment instruments, 5-8
- Payment terms, descriptions, B-3
- Payments, automatic, 5-7
- Post General Ledger, processing options, 3-18
- Power, VAT rate, 2-4
- Print A/P Attachments - UK program, 5-9
- Print A/P Payments - UK program, 5-21
- Print A/P Payments - UK (P04572U1), processing options, 5-26
- Printing contractor information, 6-1
- Printing the 704 Report, 6-4
- Printing the EU Sales Listing, 4-9
- Printing the Intrastat report, 4-18
- Printing the SC11 Form, 6-2
- Printing the SC35 Form, 6-3
- Printing the SC60 Form, 6-3
- Printing the transaction journal, 7-3
- Printing value added tax (VAT) reports, 4-21
- Process Automatic Debits program, 5-27
 - adjusting information, 5-30
 - final mode, 5-29
 - proof mode, 5-29
 - protecting information, 5-30
- Processing automatic debits, 5-27
- Processing bank statements, 5-43
 - enter statement, 5-44
 - post automatic receipts, 5-44
 - post bank statement batch, 5-44
 - post manual receipts, 5-44
 - reconcile statement, 5-44
 - refresh and reconcile, 5-44
 - refresh tables, 5-44
- Processing bank transfers, working with payment groups for bank transfers, 5-17
- Processing options
 - A/P Functional Server - UK (XT0411ZAU), 6-11
 - A/P Inventory Book (P7404026), 7-14
 - A/P Payments - APACS Checks (P04572U1), 5-12
 - A/P Payments - APACS Register (P04576), 5-13
 - A/P Payments - BACS (P04572B), 5-12

A/P Payments – BACS Register (P04576T), 5–13
A/P Payments – UK Attachments (P04573U), 5–13
A/R Inventory Book (P7403025), 7–15
Application/Certificate Revisions (P744401), 6–4
Automatic Debiting Build (P03575), 5–31
Calculate UK Withholding Amounts (P740401), 6–15
Calculate Withholding – A/P Check Processing (P04580), 6–16
Create Payment Groups (P04570), 5–14
Customer Ledger Report (P7403013), 7–9
EU Sales Listing Report (P0018S), 4–10
Intrastat Report – UK (P0018IE), 4–19
Journal Entry with Tax (P09106), 4–8
Post General Ledger, 3–18
Print A/P Payments – UK (P04572U1), 5–26
Report for Contractors (P740403), 6–2
Supplier Ledger Report (P7404014), 7–11
Transaction Journal (P09321), 7–5
UK Inland Revenue – Form 704 (P740408), 6–4
UK Inland Revenue – Form SC11 (P740404), 6–2
UK Inland Revenue – Form SC35 (P740407), 6–3
UK Inland Revenue – Form SC60 (P740406), 6–4
VAT Journals (P00320), 4–22
Voucher Entry (P04105), 6–8
Work with Payments (P04257), 5–17
Processing withholding amounts, 6–13
Professional pronouncements, 2–1
Profit
 accounting, 2–3
 cost, 2–2
 operating, 2–2
Profit and loss account, 2–2
Program IDs
 P03101 - AR and AP Journal Entries, 5–41
 P04105 - Voucher Entry, 5–39
 P041051 - A/P Voucher Logging - Journal Entry Prompt form, 5–40
 P042002 - A/P Voucher Journal Entry Redistribution, 5–41
Programs and IDs
 A/P Payments - Print Register, 5–9

default for payment instrument, 5–8
P00051, 3–7, 3–45
P00071 Work Day Calendar, 3–20
P0018T (Direct Extra Tax File Adjust), 4–16
P00923, 3–4
P03575GB, 5–27
P04572U, 5–21
P04572U1, 5–9
P04573U, 5–9
P04576, 5–9
P09106, 4–4, 4–6
P09203, 4–7
Print A/P Attachments - UK, 5–9
Print A/P Payments - UK, 5–21
Process Automatic Debits, 5–27
VAT Journals, 4–21
Pronouncements, professional, 2–1
Purchase Order Receiver (F43121), 4–13
Purchase orders, nature of transaction codes, 3–42
Purchases, Value Added Tax (VAT) report, 4–21

R

Rates, value added tax (VAT), 2–4
Redistributing, logged vouchers, 5–40
Registration number, taxes, 2–4
Registration numbers, taxes and EU members, 2–5
Regulations, European Union (EU), 2–1
Reminder notice text, translation, B–3
Report for Contractors (P740403), processing options, 6–2
Reports
 by date range, 7–3
 EU Sales Listing, 2–5, 4–9
 European Union tax reports, 4–1
 financial statements, 2–3
 Intrastat, 2–5, 4–11
 tax requirements, 2–5
 Transaction Journal, 7–3
 Value added tax (VAT), 4–21
 Voucher Detail, 5–38, 5–40
Requirements
 banking, 1–2, 2–6, 5–1
 fiscal, 1–1, 2–1

- industry-specific, 1–2
 - multiple ledger types, A–1
 - setup, 3–1
 - tax, 1–2
 - taxes, 2–4, 4–1
 - value added tax (VAT), 2–4
 - Reviewing payment groups for bank transfers, 5–17
 - Rules
 - calculation rules for tax and discounts, 3–11
 - tax for discounts, 3–9
 - tolerance rules for tax, 3–9
- S**
- Sales, Value Added Tax (VAT) report, 4–21
 - Sales Order Detail (F4211), 4–13
 - Sales orders, nature of transaction codes, 3–42
 - SC11 form, 6–2
 - SC35 form, 6–3
 - SC60 form, 6–3
 - Servers, country, 3–3
 - Services. *See* Goods and services
 - Setting up a payment group version for accounts payable drafts, 5–13
 - Setting up payment instrument defaults, 5–8
 - Setting up user defined codes for the UK, 3–7
 - Setting up user display preferences, 3–3
 - Setup
 - See also* System setup
 - tax rates and areas, 3–38
 - user defined codes for the European Union, 3–39
 - Setup requirements, 3–1
 - Setting up for subcontractors, 3–23
 - Setting up payment instrument defaults, 5–8
 - Setting up tax rules by company, 3–9
 - Setting up to update tax amounts, 3–17
 - Setting up user defined codes for the UK, 3–7
 - Setting up user display preferences, 3–3
 - Setting up workday calendars, 3–19
 - Single European Act of 1987, 4–1
 - Standards
 - APACS check formats, 5–21
 - Association for Payment Clearing Services (APACS), 5–1
 - Statistical Returns Listings. *See* Intrastat report
 - Subcontractors
 - applications and certificates, 6–1
 - defining accounts for labor, 3–34
 - entering vouchers for A/P, 6–6
 - entering vouchers for Procurement, 6–10
 - supplemental data, 3–23
 - tax withholding rules, 6–1
 - vouchers, 6–5
 - withholding amounts, 6–13
 - working with reports, 6–1
 - Supplemental data
 - defining a data type for subcontractors, 3–24
 - entering for subcontractors, 3–27
 - Supplier Ledger Report (P7404014), processing options, 7–11
 - System setup
 - European Union reporting, 4–1
 - payment group version for accounts payable drafts, 5–13
 - payment instrument defaults, 5–8
 - requirements, 3–1
 - subcontractors, 3–23
 - user defined codes, 3–7
 - user display preferences, 3–3
- T**
- Tables
 - Account Ledger for Reconciliation, 5–43
 - Accounts Ledger, 5–43
 - Accounts Receivable Ledger, 5–43
 - Bank Statement Detail, 5–43
 - Bank Statement Header, 5–43
 - F0018 (Sales/Use/VAT Tax), 3–17
 - F0311, 5–43
 - F03575BT, 5–29
 - F0911, 5–43
 - F0911R, 5–43
 - F0916, 5–43
 - F0916 (Bank Statement Header), 5–43
 - F0917, 5–43

- F0917 (Bank Statement Detail), 5–43
- F4211 (Sales Order Detail), 4–13
- F43121 (Purchase Order Receiver), 4–13
- Tax, rates and areas setup, 3–38
- Tax for discounts, rules, 3–9
- Tax requirements, 2–4, 4–1
 - business practices, 2–4
 - collection, 2–4
 - definition of globalization category, 1–2
 - entering tax inclusive and exclusive journal entries, 4–3
 - journal entries, 4–3
 - printing value added tax (VAT) reports, 4–21
 - reporting, 2–5
 - working with European Union tax reports, 4–1
- Tax rules by company, 3–9
- Tax Rules by Company (F0022), 3–12
- Taxable income, 2–3
- tax-effect accounting, 2–3
- Taxes
 - based on gross amount, 4–4
 - based on taxable amount, 4–6
 - deferred taxation, 2–3
 - EU Sales Listing, 4–9
 - invoice, 2–4
 - journal entries with tax, 4–3
 - journal entries with VAT tax, 4–7
 - noncumulative, 2–4
 - registration number, 2–4
 - report on purchases, 4–21
 - report on sales, 4–21
 - requirements, 2–4
 - rules by company, setup, 3–9
 - tax-only journal entries, 4–4
 - update amounts, 3–17
 - value added tax (VAT), 2–4, 4–2
- Telephone
 - automatic debit, 5–27
 - electronic funds transfer (EFT), 2–6
 - payment, 2–6
- Tolerance rules, setup, 3–9
- Transaction Journal, 7–3
- Transaction Journal (P09321), processing options, 7–5
- Translation, B–1
 - AAI descriptions, B–3
 - account descriptions, B–2
 - business unit descriptions, B–2

- user defined codes, B–3
- Translation issues, multi-language environments, B–1
- Treaty of Rome, 4–1
- TVA. *See* value added tax (VAT)

U

- UDC. *See* User Defined Code lists
- UK Inland Revenue – Form 704 (P740408), processing options, 6–4
- UK Inland Revenue – Form SC11 (P740404), processing options, 6–2
- UK Inland Revenue – Form SC35 (P740407), processing options, 6–3
- UK Inland Revenue – Form SC60 (P740406), processing options, 6–4
- United Kingdom
 - accounting regulation, 2–1
 - banking requirements, 2–6, 5–1
 - electronic funds transfer (EFT), 2–6
 - fiscal requirements, 2–1
 - legislation, 2–1
 - payment formats, 2–6
 - professional pronouncements, 2–1
 - setting up user defined codes, 3–7
 - tax requirements, 2–4, 4–1
- User defined code lists, Setting up user defined codes for the UK, 3–7
- User Defined Codes
 - commodity codes, 3–43
 - freight handling codes, 3–45
 - lists, translation, B–3
 - nature of transaction codes, purchase orders, 3–42
 - nature of transaction codes, sales orders, 3–42
 - set up for European Union, 3–39
- User defined codes, list of, 3–8
- User defined ledgers, reporting, A–2
- User Display Preferences form, 3–4

V

- Value added tax (VAT), 2–4, 4–2
 - collection, 2–4
 - customs headquarters, 2–5

- input, 4-2
- invoice, 2-4
- model journal entries, 4-7
- nonrecoverable input, 4-2
- output, 4-2
- rates, 2-4
- report, 2-5
- requirements, 2-4
- returns, 4-2
- VAT returns, 4-2
- Value Added Tax (VAT) report, 4-21
 - customizing information, 4-21
 - multiple currencies, 4-21
 - purchases, 4-21
 - sales, 4-21
 - sequence, 4-22
- VAT. *See* Value added tax
- VAT (value added tax), registration numbers
 - customers, 3-38
 - suppliers, 3-38
 - your companies, 3-38
- VAT Journals (P00320), processing options, 4-22
- VAT Journals program, 4-21
- VAT of sales, 4-2
- Voucher Detail Report, 5-38, 5-40
- Voucher Entry (P04105), processing options, 6-8
- Vouchers
 - Voucher JE Redistribution form, 5-41
 - Voucher Logging Entry form, 5-39
 - working with logged vouchers, 5-35
- Working with payment groups for bank transfers, 5-17
 - reviewing payment groups, 5-17
- Working with reports for subcontractors, 6-1
- Working with supplemental data for subcontractors, 3-23
- Working with the APACS check formats, 5-21

W

- Withholding amounts, 6-14
- Work Day Calendar form (P00071), 3-20
- Work with Payments (P04257), processing options, 5-17
- Workday calendars, setup, 3-19
- Working with accounts payable drafts, setting up a payment group version, 5-13
- Working with bank account information, 5-3
- Working with European Union tax reports, 4-1
 - printing the EU Sales Listing, 4-9
- Working with logged vouchers, 5-35

