

# Global Solutions: France

Solutions Internationales : France



JD Edwards®



Item #A81LEAFL9803



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# Welcome

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## About this Guide

This guide is a country-specific supplement to J.D. Edwards Combo Guides. 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.

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## Glossary

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## 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 France

## About Business in France

France is a leading advocate of national uniform accounting and a member of the European Union (EU). The recognized sources of financial accounting standards in France are the Plan Comptable Général (PCG) 1982 and the written law (Code de Commerce).

The Plan Comptable Général, implemented to promote the consolidation of French companies and to foster the French acceptance of world-class accounting and reporting standards, provides for French businesses:

- A mandatory national uniform (statutory) chart of accounts
- Definitions and explanations of terminology
- Explanations of the form of entries when recording special transactions
- Which accounts to debit and credit when recording special transactions
- Principles of valuation
- Standard formats for financial statements
- Acceptable cost accounting methods

The Code de Commerce constitutes a unique framework for general accounting principles that are applicable to all commercial companies, individuals, and juridical entities. The Code de Commerce does not refer directly to the Plan Comptable Général, but contains identical standards regarding:

- Permanent accounting obligations
- Accounting principles
- Principles on valuation of goods
- Annual accounts preparation and presentation principles
- Consolidated accounts preparation and presentation principles
- Accounting and financial information
- External audits



By international standards, these accounting and financial reporting provisions are extensive. For example, businesses are required to:

- Take annual inventories of assets and liabilities
- Provide accounting records that serve as legal proof and verification, as well as a basis for decision-making
- Adhere to the Code de Commerce

### Permanent General Obligations

One consequence of national uniform accounting is that official registration of all accounting records is required. Journals, inventory records and other key accounting documents must be serially numbered and signed at a governmental commercial registry. Special rules apply to computerized records, which are required to include prescribed identifications, such as serial numbering and dating.

### Fiscal Requirements

French fiscal requirements affect fundamental business practices regarding:

- Ledgers and journals
- Financial statements
- Computer-based systems
- Valuation of assets
- Depreciation
- Foreign currency



- 
- Additional reporting requirements and practices

Standard accounting conventions, such as consistency, materiality, and realization, are observed in France. All legal reporting is submitted to the Direction Générale des Impôts (French Income Revenue Service) once a year, usually in March. To comply with this requirement, all businesses in France must maintain the following ledgers and journals:

<b>Livre Journal (General Journal)</b>	The general journal report shows day-to-day transactions. Each page must be initialed by the commercial courts.
<b>Grand Livre (General Ledger)</b>	This general ledger report is organized by the French chart of accounts and shows debit and credit columns.
<b>Liasse fiscale</b>	These fiscal reports are a collection of annual financial statements. The collection includes details of balance sheet captions. Each page must be initialed by the commercial courts.

The Trial Balance is not a mandatory document, but it is an audit tool that internal and external auditors can request.

All businesses must produce a monthly general journal and general ledger that is prepared in accordance with the statutory chart of accounts. These accounts must be maintained in French and use the terminology and standard account numbers that are defined in the Plan Comptable Général.

Financial reporting is the domain of the state. Financial statements generally include statements of changes in financial positions. Notes to financial statements, including their format and sequence, are prescribed by the Plan Comptable Général and allow for standardized financial ratio development procedures.

<b>Balance sheet</b>	Balance sheet headings are classified by function rather than by liquidity. Distinctions between long-term and short-term are provided only in the notes.  Legal reserves are set up in balance sheets by appropriating retained earnings until the legal reserve reaches 10 percent of legal capital.  Foreign exchange translation difference accounts are common on French balance sheets.
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**Income statement**

Revenues and expenses are classified by origin and are systematically analyzed in three main categories:

- Operating revenue and expenses (including prior year items)
- Financial revenues and expenses (including write-down of securities)
- Exceptional revenues and expenses (including nonoperative and nonfinancial items and, in consolidated statements, accounting entries that are booked for tax purposes)

**Social balance sheet**

Companies with 300 or more employees are required to publish a social balance sheet which describes, analyzes, and reports on such things as:

- Training
- Industrial relations
- Health and safety conditions
- Wage levels
- Employee benefits
- Other relevant work environment conditions

The Balance Sheet and the Income Statement are summary documents submitted with an Attachment. An Attachment is a document that provides:

- Additional information that is necessary to complete the summary documents
- Any necessary explanation for a better comprehension of the Balance Sheet and Income Statement
- Presentation of the Balance Sheet and Income Statement in a different form

Businesses in France are required to authenticate all mandatory documents based on two regimes:

- Common right (manual system)
- Derogatory (computerized information system)

The use of computerized information systems is permitted only if all documents are numbered and dated at the time of input and retained to provide a full audit trail.

Computer-based systems in France are subject to specific requirements designed to facilitate tax and other audits. These requirements include:

- The right of access to documentation
- Durability and legibility of output data

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- Existence of written supporting documents for input data
  - Adequacy of audit trails

In France, acquired assets are recorded based on the following costs:

- Acquisition cost (for purchased goods)
- Market value (for free goods)
- Manufacturing cost (for manufactured goods)

The historical cost principle is observed, although revaluations to the current values of property, plant and equipment, and other long term investments are permitted.

Businesses observe the following guidelines for asset valuation:

**Inventories**

Inventories are normally stated at the moving-average cost that is reduced by a provision if the market value is lower at the balance sheet date.

Tax regulations require use of the first in, first out (FIFO) method of determining cost. However, the moving average cost method is also acceptable in individual company financial statements.

The use of the last in, first out (LIFO) method is not permitted in unconsolidated financial statements or for tax purposes, but can be used in consolidated financial statements.

**Plant and machinery**

Plant and machinery are stated at historical cost less accumulated depreciation. Depreciation is calculated using the straight-line or declining balance methods.

In France, tax laws allow for depreciation amounts that are not always related to actual costs. Consequently, depreciation and amortization expenses require special accounting measurement considerations. The following depreciation guidelines apply:

- Straight-line depreciation is the basic method.
- Fiscal depreciation (*amortissement dégressif*) can be used to apply a constant rate to the acquisition price of the asset in the first year and then, in the second year, to the asset's residual value. You determine the constant rate by multiplying the linear rate by a coefficient that varies based on the duration of the life of the asset.
- Declining balance method can be used for certain assets that are purchased new and have a useful life of at least three years.

- Accelerated depreciation (*amortissement dérogatoire*) might be authorized in certain circumstances.

Foreign currency receivables and payables are translated into French francs at closing rates and the translation difference is debited or credited to a special balance sheet account. As a result, unrealized gains have no effect on income. Unrealized losses give rise to a provision for exchange losses except in the case of hedging. Foreign currency translation rules allow both the temporal and the current rate methods.

### European Common Currency

The European Union (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 European Union.

The currency union will be introduced over the following three phases:

#### **Phase A**

The European heads of government will decide which countries qualify for joining the currency union. In phase A, money and capital markets will have volatile periods.

#### **Phase B**

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

In phase B, 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, the bank 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 a single currency.

#### **Phase C**

The euro will become legal tender. In phase C, 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 be listed in both currencies.

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

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You can use the J.D. Edwards Double-Entry Accounting system to enter, review and report on accounting information in a debit/credit format.

The Double-Entry Accounting system includes the following reports:

- Debits/Credits Trial Balance by Business Unit
- Debits/Credits Trial Balance by Category Code
- G/L by Category Code (Statutory Account)
- Transactions Journal

Other French reporting requirements and practices include:

**D.A.S. 2 reporting**

The D.A.S. 2 report is used for declaring the different types of fees that a company pays during the fiscal year. Fees listed on this report include those for legal services, sales commissions, and so on. Businesses in France are required to declare the fees on an official form by January 31 for the previous fiscal year.

**Clients Douteux reporting**

In France, a special account exists in class 4 as a subset of account 41 – Trade Accounts Receivable. The account, 416, is used for doubtful clients and client accounts in litigation. When a bad debt is recognized, the receivable amount, including any value added tax (VAT), is transferred to account 416.

The Clients Douteux (Bad Debts) report is not a fiscal or mandatory report, but is used as a tool for managing bad debts. The report lists client accounts that have been transferred to account 416.

## Tax Requirements

### Collection

Companies in France are required to collect the following taxes:

**Value added tax (VAT)** Value added tax, or VAT (*taxe sur la valeur ajoutée*, or TVA), is a noncumulative tax that is imposed at each stage of the production and distribution cycle.

In France, the taxpayer is liable for output VAT and input VAT. Output VAT is included on sales. Input VAT is included in the purchase of goods, equipment, and services. Output VAT can be offset against any input VAT. Businesses can also postpone the declaration of VAT in certain circumstances.

**Stamp taxes** Stamp taxes are levied on the following:

- Bills of exchange
- Promissory notes
- Receipts for payments in cash
- Paper used to draft agreements
- Stock exchange transactions

## Reporting

Companies in France are required to submit the following tax reports:

**French VAT Report** VAT reports access the information that you need to complete official tax declaration forms and reconcile the VAT accounts. You can use the information from VAT reports to differentiate between the transactions that are subject to the ordinary VAT regime and the transactions that are subject to the VAT on receipts and payments regime.

**Intrastat Report** Intrastat reports (formerly called Statistical Returns Listings) list details about product dispatches and arrivals among countries that belong to the European Union.

**European Union (EU) Sales Listing** The EU Sales Listing provides the following information about intra-union trade:

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

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## Banking Requirements

Common French banking practices include:

### **Draft processing**

A draft is a promise to pay a debt. Businesses in France use the following types of drafts:

- *Lettre de Change* – sent by supplier to client
- *Billet à ordre* – sent by client to supplier
- *Warrant* – billet à ordre that is guaranteed by security on goods

### **Electronic automatic debiting**

Electronic automatic debiting is the automatic collection of funds from a customer's bank account and application against outstanding invoices.

### **Electronic funds transfer**

*Virements magnetiques* are used to transfer funds between bank accounts with an electronic file for the electronic funds transfer (EFT).

### **Payment formats**

French payment formats include:

- *Virements papier* (paper transfer)
- *Cheque*







## Setup Requirements

### About Setup Requirements

To process business transactions in France, you must set up your system to meet specific French requirements.

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

- Setting up user display preferences
- Setting up user defined codes for France
- Setting up an alternate chart of accounts
- Setting up the offset method for posting
- Setting up for European Union (EU) reporting

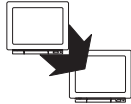




# Set Up User Display Preferences

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## 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 fully use 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 to the system which country server to use.

You can also set up user display preferences to utilize other features in J.D. Edwards 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 E - 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. Click Inquire to display user preferences
  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>

Field	Explanation
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>
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"> <li>• If an asterisk is entered (*), a blank is used for the date separator.</li> <li>• If left blank, the system value is used for the date separator.</li> </ul>
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 France

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## Setting Up User Defined Codes for France

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

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.

You set up the following user defined codes to process business transactions in France:

**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 codes for print and tape programs are available for France:

- P04572F1, bank tape
- P04572F2, print payments

**Ledger types – ETAFI interface (system 74, type FI)**

Set up user defined codes to identify any ledger types in addition to the AA ledger type that you want to process using the ETAFI interface.

See *Working with the ETAFI Interface*.

**Ledger types (system 74, type LT)**

Set up user defined codes to identify each ledger that you use. You can use the codes to specify a ledger type when you run General Ledger and Trial Balance reports. For example, you might set up codes to identify:

- Corporate ledger
- Local ledger
- Foreign currency ledger

**VAT on receipt/payment (system 74, type TX)**

Set up user defined codes to identify the tax rates codes that are applicable to VAT on receipts and VAT on payments. You can use these codes to associate different VAT rates with transactions that are subject to the VAT Payable on Payment and VAT Receivable on Receipt regimes.

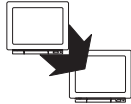
See *Printing VAT Reports for Payments and Receipts*.



# Set Up An Alternate Chart of Accounts

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## Setting up an Alternate Chart of Accounts



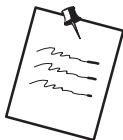
From General Accounting (G09), choose Organization and Account Setup

From Organization and Account Setup (G09411), choose Accounts by Business Unit

You can define the local chart of accounts in the Account Master table (F0901) by object and subsidiary, or in category codes 21, 22, and 23. This setup may depend on the use of your corporate chart of accounts, especially if your company is multi-national.

You can set up an alternate chart of accounts if your corporate reporting requirements are different than the local reporting requirements of the country in which you are doing business. For example, if you set up the local chart of accounts by object and subsidiary, but you need to provide fiscal reports that reflect a chart of accounts that is different from your local chart of accounts, you can set up and maintain an alternate chart of accounts in category codes 21, 22, and 23.

Whether you define the local chart of accounts by object and subsidiary, or in category codes 21, 22, and 23, the accounts that you set up in the category codes are referred to in J.D. Edwards software as “alternate descriptions” of your accounts.



The software identifies individual accounts in your chart of accounts based on a system-assigned number that is unique for each account. This number is referred to as the Account Short ID. The Account Short ID is the key the system uses to distinguish between accounts when you access, change, and delete account information in any J.D. Edwards tables. The system stores the short identification number in data item AID.

In France, for example, local businesses are required to use a legal, or statutory, chart of accounts (PCG82 - Plan Comptable Général). The French statutory chart of accounts uses a decimal-based numbering system, with 10 account classes as follows:

### **Balance Sheet**

The following account classes are included on the Balance Sheet:

- Class 1: Capital Accounts and Borrowings and Long Term Debt
- Class 2: Fixed Assets and Long Term Investments and Assets
- Class 3: Inventories
- Class 4: Receivables, Payables and related accounts with third parties
- Class 5: Cash and Marketable Securities

### **Income Statement**

The following account classes are included on the Income Statement:

- Class 6: Expenses
- Class 7: Income and Revenue

### **Other**

The following account classes are reserved for other reporting purposes:

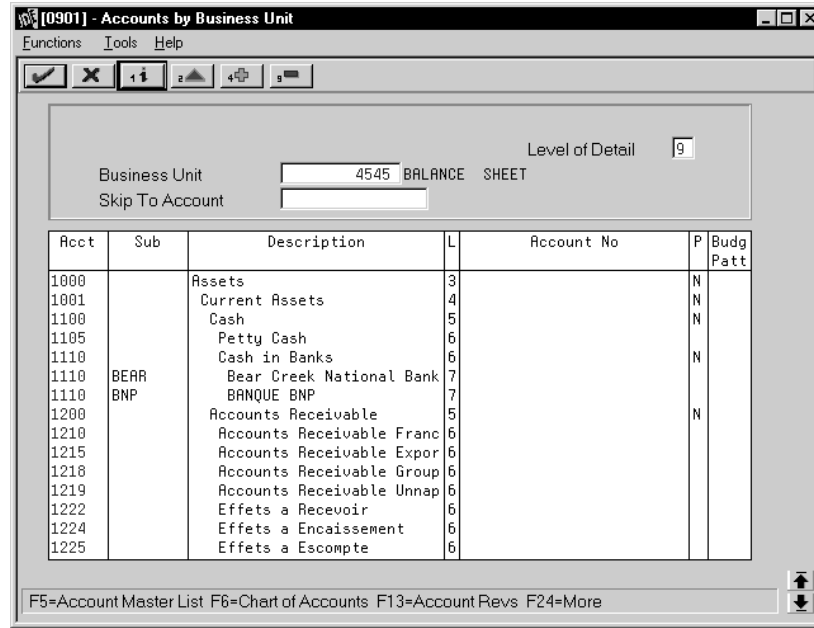
- Class 8: Special Accounts - generally commitments that are not recorded on the Balance Sheet, and so on
- Class 9: Analysis Accounts - does not directly concern general accounting and fiscal statement preparation
- Class 0: Currently not used

Accounts are organized in classes, subclasses, sub-subclasses, and so on. For example:

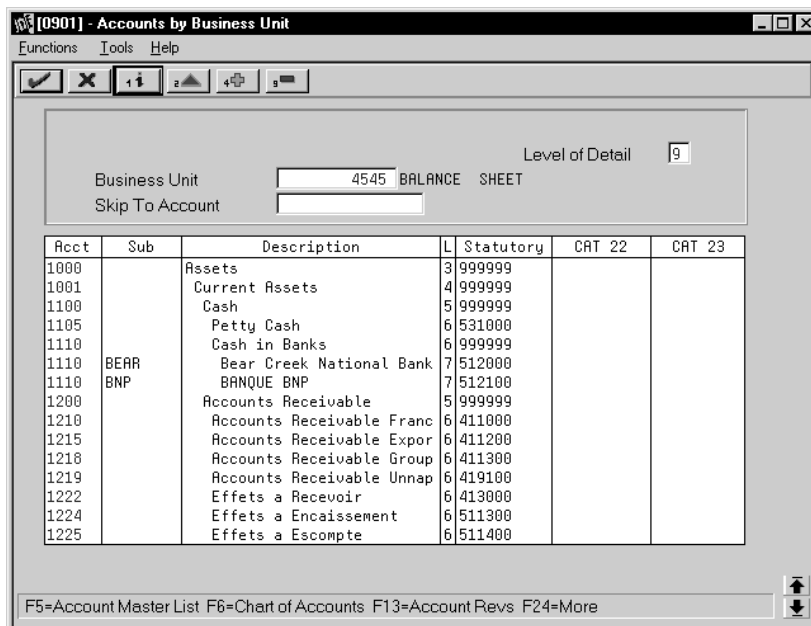
- Class: 4 - Receivables and Payables
- Subclass: 40 - Payables, 41 - Receivables
- Sub-Subclass: 419 - Advances Received from Customers, Discounts, and Refunds
- Sub-sub-subclass: 4191 - Advances Received on Orders

► To set up an alternate chart of accounts

On Accounts by Business Unit



1. Choose the Expanded Category Codes/3rd Account Formats function.



2. To specify a business unit, complete the following field:

- Business Unit

3. To enter an alternate chart of accounts, complete the following fields:

- Account
- Subsidiary
- Description
- Level
- Category Code 21 (Statutory)
- Category Code 22
- Category Code 23

---

<b>Field</b>	<b>Explanation</b>
Object Account	The object account portion of a general ledger account. The term “object account” refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

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Field	Explanation														
Account Level of Detail	<p>A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example:</p> <table style="margin-left: 20px;"> <tr><td>3</td><td>Assets, Liabilities, Revenues, Expenses</td></tr> <tr><td>4</td><td>Current Assets, Fixed Assets, Current Liabilities, and so on</td></tr> <tr><td>5</td><td>Cash, Accounts Receivable, Inventories, Salaries, and so on</td></tr> <tr><td>6</td><td>Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on</td></tr> <tr><td>7</td><td>Petty Cash – Dallas, Petty Cash – Houston, and so on</td></tr> <tr><td>8</td><td>More Detail</td></tr> <tr><td>9</td><td>More Detail</td></tr> </table> <p>Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.</p> <p>..... <i>Form-specific information</i> .....</p> <p>In the Level of Detail field at the top of the Account Structure by BU screen, enter a level of detail (LOD) number. This limits the account information to accounts whose LOD is equal to or greater than the LOD you specify. Leave this field blank to display all LODs. After you press Enter to inquire on a business unit, the level of detail appears in the L field next to each account.</p>	3	Assets, Liabilities, Revenues, Expenses	4	Current Assets, Fixed Assets, Current Liabilities, and so on	5	Cash, Accounts Receivable, Inventories, Salaries, and so on	6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on	7	Petty Cash – Dallas, Petty Cash – Houston, and so on	8	More Detail	9	More Detail
3	Assets, Liabilities, Revenues, Expenses														
4	Current Assets, Fixed Assets, Current Liabilities, and so on														
5	Cash, Accounts Receivable, Inventories, Salaries, and so on														
6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on														
7	Petty Cash – Dallas, Petty Cash – Houston, and so on														
8	More Detail														
9	More Detail														

**See Also**

- *Appendix C - Alternate Chart of Accounts* for more information about maintaining an alternate chart of accounts
- *Reviewing Your Chart of Accounts* in the *General Accounting I Guide*



# Set Up the Offset Method for Posting

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## Setting Up the Offset Method for Posting

You designate the type of offsetting entries that the system creates for A/R and A/P offset and discount accounts when you post invoices and vouchers to the general ledger.

Businesses in France are required to maintain a record of all accounting entries in the General Journal (*Livre Journal or Journal Général*). These entries must be recorded in the General Journal chronologically by the date on which the entries are posted to the General Ledger. The offset methods that you select on the Accounts Receivable Constants form and the Accounts Payable Constants form determine how the system prints the General Journal report.

Setting up the offset method for posting includes the following tasks:

- Setting up the automatic offset method for A/R
- Setting up the automatic offset method for A/P

### Example 1: Automatic Offset Method D

To print detailed accounting entries in chronological order and a debits and credits format, set the automatic offset method to the D method. When you use offset method D, the system creates an offset entry for each detail record. (Gross amount, discount amount, and tax accruals are separate offset entries.)

The following example illustrates how the system creates the offsetting entries.

Document Type	Account	Amount
PV (Voucher)	Cost of Goods Sold	1500 (DR)
PV (Voucher)	Cost of Goods Sold	2500 (DR)
PD (Credit Note)	Cost of Goods Sold	1000- (CR)
AE (Automatic Entry)	A/P Trade	4000 (DR) 1000- (CR)



J.D. Edwards recommends posting transactions in France using offset method D. When you post transactions using offset method D, the system creates offsetting entries in both a debit and credit format with a debit and a credit total rather than a cumulative total.

### Example 2: Automatic Offset Method B

If you use offset method B, you can use the Transaction Journal to justify the centralized automatic entries that the system creates when you run the General Journal Report.

Currently, French businesses are not legally required to provide a detailed journal to justify the offset to the bank account for each payment or receipt. If multiple payments and receipts are made on the same bank account, it is acceptable to print one cumulative entry for the bank account.



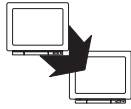
When you post using offset method B, the system creates a cumulative automatic entry that does not include debit and credit totals. J.D. Edwards recommends that if offset method B is used to post transactions in France, procedures should be established to control the entry of different types of transactions, such as invoices and debit notes, in the same batch for posting.

The following report shows a journal entry that the system created as an automatic offset using the batch method (B). The system uses the batch number for the document number of the automatic offset.

09801			J.D. Edwards & Company		Page	1			
Batch Type	- I	General Ledger Post - Invoice Entry		Date	10/20/95				
Batch Number	- 107945								
Batch Date	- 10/20/95								
Posting Journal									
Post Out of Balance :									
Create Intercompany Settlements: Y									
Do Document Ty	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	Amounts Debit Credit		LT	Units	
RI	2084 06/15/98	00100	Contract Sales Edwards, J.D. & Company	USD 210.5030		7,012.12-	AA		
RI	2085 06/15/98	00100	Contract Sales Edwards, J.D. & Company	USD 210.5030		9,319.65-	AA		
AE	107945 06/30/98	00100	Trade Accounts Receiv Post Offset by Batc I 00107945	USD 100.1210	17,524.00		AA		
AE	107945 06/30/98	00100	Sales & Use Tax Payab Post Offset by Batc I 00107945	USD 100.4433		1,192.23-	AA		
Batch Total						17,524.00	17,524.00-	AA	



► **To set up the automatic offset method for A/R**



From Accounts Receivable (G03), enter 29

From Accounts Receivable Setup (G0341), choose Accounts Receivable Constants

On Accounts Receivable Constants

The screenshot shows the 'Accounts Receivable Constants' window for company '000000 JDEdwards'. The settings are as follows:

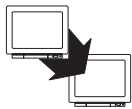
Company	000000 JDEdwards		
Delinquency Notice (Y/N)	Y		
Print Statement (Y/N)	Y		
Auto Receipt (Y/N)	Y		
Auto Receipt Algorithm	U		
Age as of Date (Blank=Today's Date)			
Aging Method (1,2,3)	1		
Date Aging Based On	D		
Aging Days(999 = Infinity)			
Beginning	30- thru	0 thru	30 thru 60
thru	90 thru	120 thru	150 thru 999
Batch Control Required (Y/N)	N		
Manager Approval of Input (Y/N)	N		
Offset Method (D, S, Y, or B)	D		
G/L Interface (Y/N)	Y		

F24=More Keys

1. To locate a specific company, complete the following field:
  - Company
2. To specify the offset method, complete the following field:
  - Offset Method

Field	Explanation
Offset Method (D, S, Y, or B)	<p>The method for automatically generating an offset entry when it is posted to the general ledger. Valid codes are:</p> <p>D Create an offset entry for each detail record (gross amount, discount amount, and tax accruals are separate offset entries)</p> <p>S Create a summarized offset for each detail record (gross amount, discount amount and tax accruals are combined into one offset entry)</p> <p>Y Create one offset per document (multiple items)</p> <p>B Create one offset for each batch.</p> <p>The system creates offsets against actual amount and multi-currency ledger types only.</p>

► **To set up the automatic offset method for A/P**



From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0341), choose Accounts Payable Constants

On Accounts Payable Constants

Complete the following field:

- Offset Method

## See Also

- *Printing the General Journal Report*
- *Setting Up A/R Constants in the Accounts Receivable Guide*
- *Setting Up A/P Constants in the Accounts Payable Guide*

## What You Should Know About

### **Running the Bank Journal**

If you select offset method D, the system creates one single offset for each payment or receipt. When you run the Bank Journal, the journal will list each detailed entry on the bank account in G/L date order.



# Set Up for European Union (EU) Reporting

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## 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 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

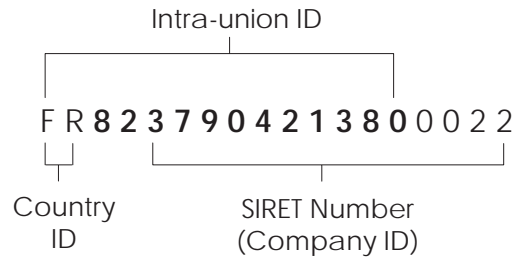
### See Also

- *Printing the EU Sales Listing*
- *Working with Intrastat Requirements*
- *Printing VAT Reports for Payments and Receipts*

## Entering VAT Registration Numbers

To export goods free of value-added (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. The VAT number in the following example appears in bold.

### Example: VAT Registration Number for France



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 about each company. 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 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)

You can 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 is a toolbar with 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.

**[41026] - Item Branch/Plant Information**

Functions Tools Help

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:

ABC Codes: C - C - C Lot Process Type:

Margin Maintenance (%): Commitment Method: 1

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)

You can 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.

**[00051] - General User Defined Codes**

Functions Tools Help

System Code: 00

User Defined Codes: S

Skip To Code: HE

State & Province Codes

03 Character

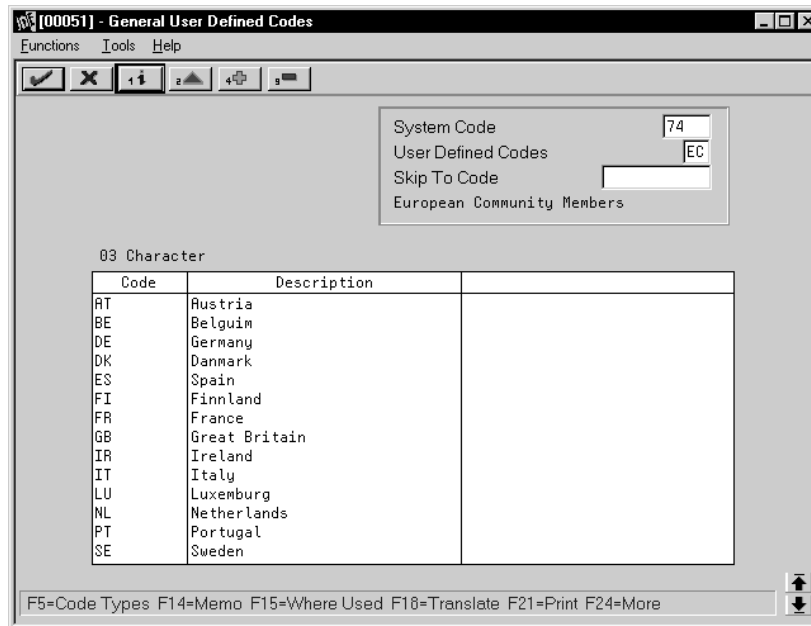
Code	Description	Description-2
HE	Hessen	
Special Handling Code	06	Hard Coded Y/N N
HI	Hawaii	
Special Handling Code		Hard Coded Y/N
IA	Iowa	
Special Handling Code		Hard Coded Y/N
ID	Idaho	
Special Handling Code		Hard Coded Y/N
IL	Illinois	
Special Handling Code		Hard Coded Y/N
IN	Indiana	
Special Handling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

You can 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 the values as follows:

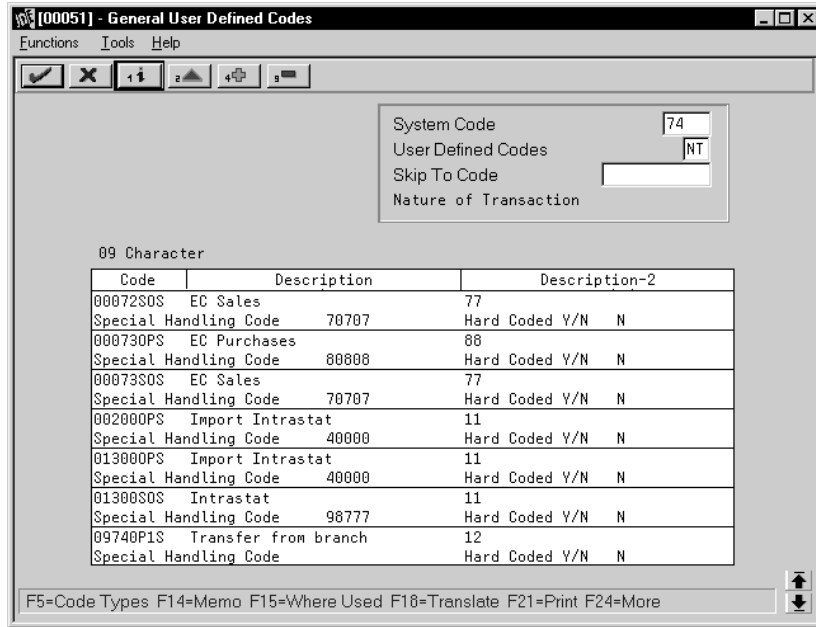
- Use the Code field to enter a concatenated value to identify the nature of the transaction. Enter the concatenation as follows:

Company Number, Line Type, Order Document Type

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

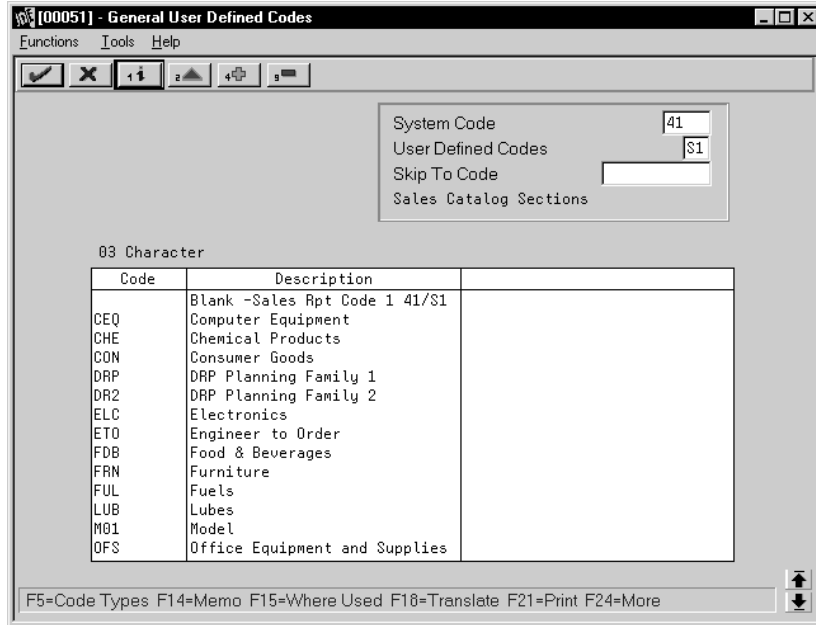
Set up the nature of transaction codes for sales and purchases on user defined code tables 41/S1-S5 and 41/P1-P5.

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



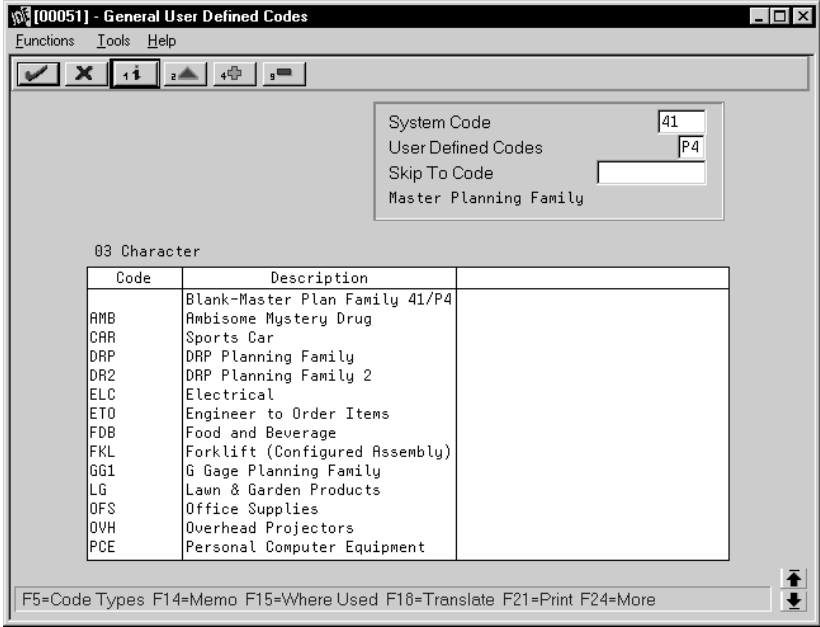
### Nature of Transaction Codes, Sales Orders (41/S1-S5)

You 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)

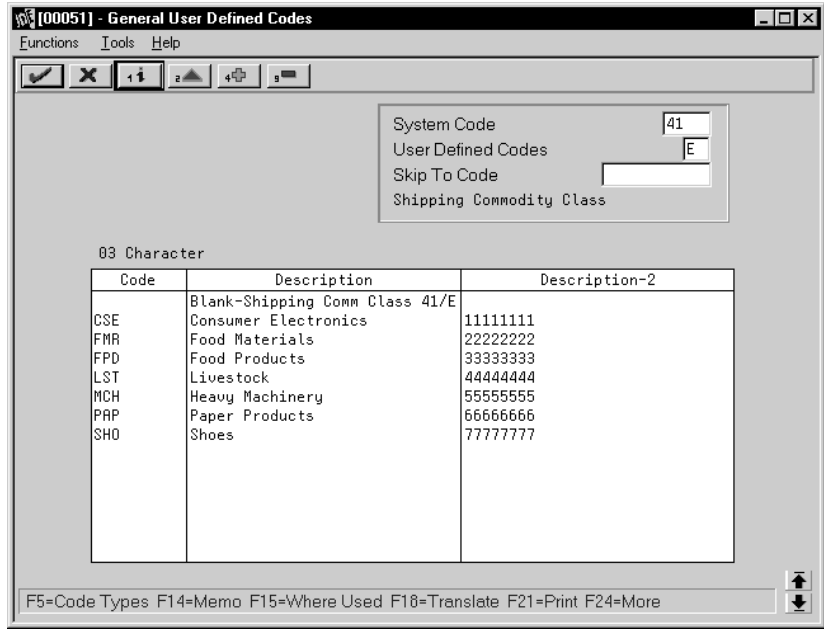
You use Nature of Transaction codes to identify whether the movement of a product is for sales, leases, or other reasons.



### Commodity Codes (41/E)

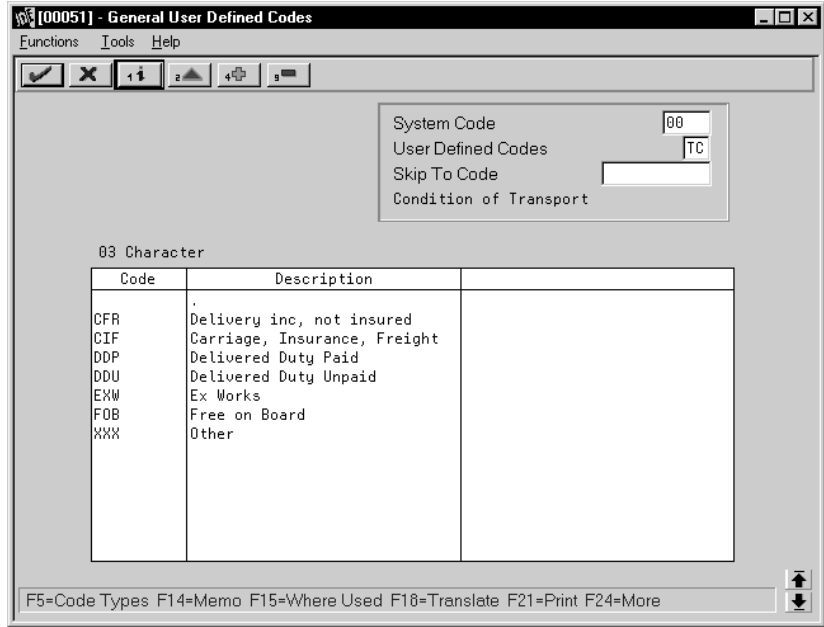
You use Commodity codes to further identify the products that are dispatched from or arriving in your country. To comply with EU requirements, you must modify the second description field for these codes by entering the commodity code numbers required by the customs authorities.

You 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.



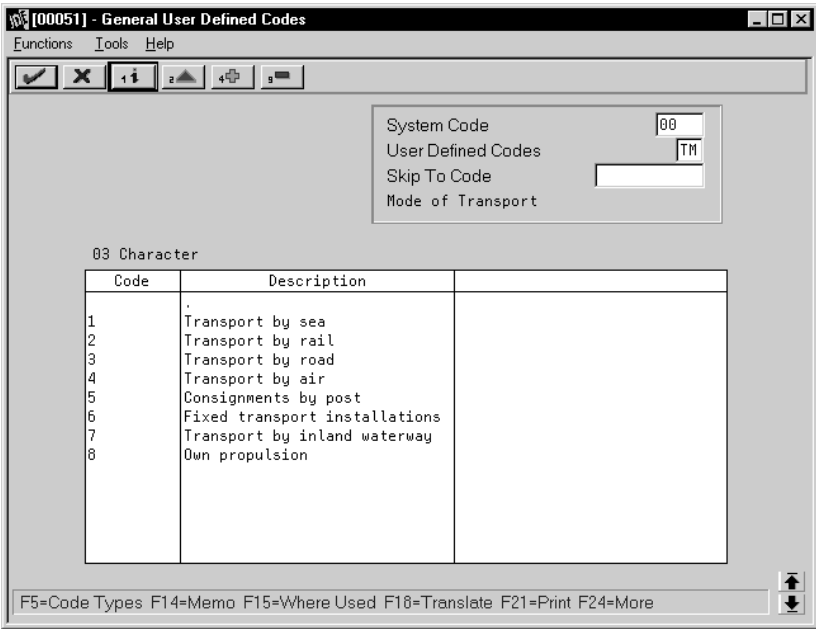
### Conditions of Transport (00/TC)

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.



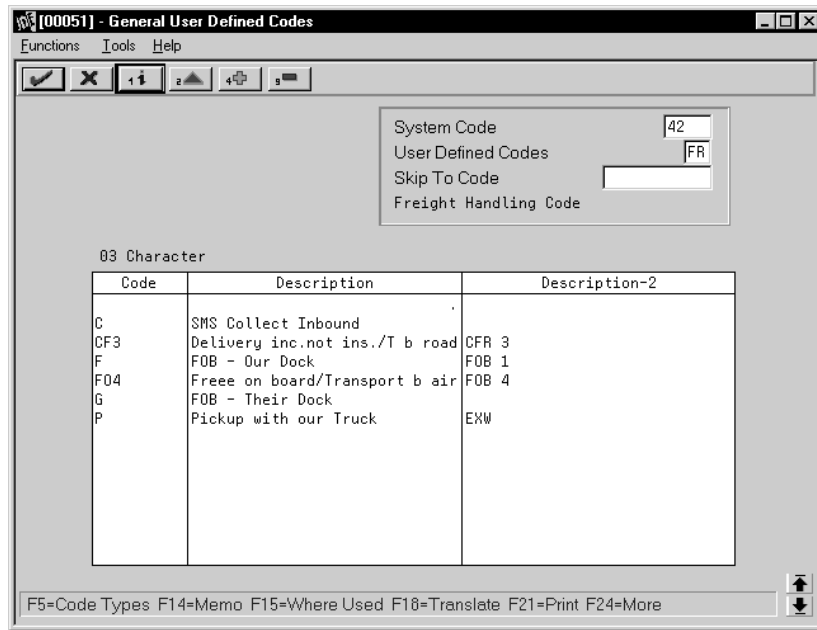
### Freight Handling Codes (42/FR)

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.



## 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 the Supplier Purchasing Instructions from the Supplier Management menu.

### Nature of Transaction codes

You can set up the 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*.



# Fiscal Requirements

## About Fiscal Requirements

In France, businesses are required to use a legal, or statutory, chart of accounts. The French statutory chart of accounts uses a decimal-based numbering system, with ten account classes. In addition, the French accounting system responds to legal obligations that must be fulfilled at each year's end and throughout the years a company is in business. Often, this local reporting system is different from the reporting system that many organizations use to manage business on a day-to-day basis.

J.D. Edwards solutions for fiscal requirements in France include the following tasks:

- Working with the D.A.S. 2 report
- Printing the French General Ledger report
- Printing the French Trial Balance report
- Printing the General Journal report
- Printing the Transaction Journal report
- Working with the ETAFI interface







## Work with the D.A.S. 2 Report

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### Working with the D.A.S. 2 Report

Businesses in France can use the D.A.S. 2 report to declare the different types of fees that are paid during the fiscal year. The report lists fees for legal and consulting services, sales commissions, and so on. Businesses in France are required to declare these fees on an official form by January 31 for the previous fiscal year.

You can use J.D. Edwards software to identify the voucher pay items that represent the fees that you must declare on the D.A.S. 2 report. To do this, define values for Category Code 7 that represent the different types of fees that your company pays. Then, use a processing option to activate Category Code 7 on the Voucher Entry form. When you enter vouchers for fees, use Category Code 7 to identify each type of fee.

When you are later ready to declare the fees for the French authorities, you can run a World Writer report to analyze the vouchers. The report should list the following information for each type of fee:

- Supplier
- Total gross amount paid
- Detail amount

#### See Also

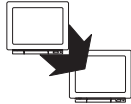
- *Entering Standard Vouchers (P04105) in the Accounts Payable Guide*



# Print the French General Ledger Report

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## Printing the French General Ledger Report



From EMEA Localizations (G74), choose French Reports

From French Reports (G093151), choose an option under the General Ledger Reports heading

You can print a General Ledger report that accommodates specific French reporting needs. You can use the report for internal and external audits to validate your local accounting system.

The French General Ledger report includes:

- Debit and credit account totals
- Balance forward
- French account formats (object.subsidiary or category codes)

The reports are also designed with specific business objectives, such as the following information:

- Accumulation of multiple ledger type transactions
- Accounting logic (by object.subsidiary or category code) versus analytical logic (by Business Unit)

The traditional format and content of a General Ledger report in France varies from the general ledger reports that J.D. Edwards provides in the base software solution. For example, the French General Ledger report includes the following information:

- A balance forward for each account
- A period debit and credit total for each account
- A total balance
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

In addition, the French General Ledger report has the following features:

- Contains all of the transactions that are printed on the general journal report.
- Can be used for the opening and auditing of the company accounts with the same control totals as the journal report. The accounts and totals are used as a basis to establish the trial balance.
- Is required for audit controls. The report is used to validate the information in the legal reports (*liasse fiscale*).
- Can be run by object and subsidiary or by category code, depending on whether your accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

### What You Should Know About

#### **Accumulating ledger types for one account**

You can print General Ledger reports for a single ledger type by specifying the ledger type in the processing options. To print reports that accumulate up to three ledger types for the same accounts, set up the ledger types that you want to accumulate on user defined codes table 74/LT. Then specify the table in the processing options.

### Before You Begin

- Set up the ledger types on which you want to report in the user defined codes table 74/LT. See *Setting Up User Defined Codes for France*.

# French General Ledger Report by Object.Subsidiary

7409C1		J.D. Edwards & Co.		General Ledger by Object		Page No. . . . 3					
Company . . . . . 1 J.D. Edwards & Company						Date - . . . 8.08.96					
G/L	Document Do	Sub-	S	Explanation	Explanation	Ref	R R . . . . . Transactions . . . . .				
Date	Number	Ty	ledger T	Name	Remark	2	C V				
						Debit	Credit				
						Balance	P Batch B				
						LT C	Number T				
				Balance Forward	1005	another account	1.380.000,00	1.380.000,00			
							Posted	1.380.000,00	1.380.000,00		
							Unposted	100,00	100,00		
				Account . . . . .	1005	another account	1.380.000,00	1.380.000,00			
				Balance Forward	1103	adding an account		1.380.000,00	1.380.000,00-		
								Posted	1.380.000,00	1.380.000,00-	
								Unposted			
				Account . . . . .	1103	adding an account		1.380.000,00	1.380.000,00-		
				Balance Forward	1105	Petty Cash	.703.672.768.527,44	41.071.943,18	.703.631.696.584,26		
03.03.98	2	PV		Millhollin Distributing Cor			4.874,32			AA	00094199
03.03.98	54	PV		Millhollin Distributing Corp			370,76			AA P	00079291
03.03.98	56	PV		Millhollin Distributing Corp			5.561,42			AA P	00079431
03.03.98	57	PV		Millhollin Distributing Corp			9.269,03			AA P	00079431
01.03.98	99	PV		Millhollin Distributing Corp			370,76			AA P	00081390
03.03.98	131	PV		Millhollin Distributing Corp			1.521,29			AA P	00082681
03.03.98	132	PV		Millhollin Distributing Corp			3.707,61			AA P	00082681
03.03.98	133	PV		Millhollin Distributing Corp			27,73			AA P	00082681
03.03.98	8650	PV		Millhollin Distributing Corp			30.000,00			AA	00079438

## Processing Options for General Ledger by Object (P7409C1)

REPORTING PERIOD:

1. Beginning month: (mandatory) \_\_\_\_\_  
Beginning year: (mandatory) \_\_\_\_\_

Ending month: (mandatory) \_\_\_\_\_  
Ending year: (mandatory) \_\_\_\_\_

LEDGER TYPE SELECTION:

2. Enter the requested Ledger Type. \_\_\_\_\_  
The default is 'AA'. For multiple  
Ledger Types, enter the User Defined  
Codes table in which they are  
listed. System Code: \_\_\_\_\_  
Record Type: \_\_\_\_\_

SUBLEDGER INFORMATION:

3. Enter '1' to print the Subledger and  
Subledger Type on the report. Leave  
blank to omit these columns. \_\_\_\_\_

BUSINESS UNITS:

4. Enter '1' to print the Business Unit  
on the report. Leave blank to omit  
this column. \_\_\_\_\_

5. Enter the model Business Unit to use  
to retrieve the account descriptions.  
By default, the transaction  
description will be printed. \_\_\_\_\_

POSTING:

6. Enter '1' to print unposted  
transactions. Leave blank to print  
only posted transactions. \_\_\_\_\_

7. Enter '1' to print a total for  
posted transactions and a total for  
unposted transactions. By default,  
these totals will not be printed. \_\_\_\_\_

ZERO BALANCES:

8. Enter '1' to print the accounts with  
a zero balance in the period and year  
requested. By default, these accounts  
will not be printed. \_\_\_\_\_

FORMAT SELECTION:

9. Enter '1' to print the G/L  
Registration Number and Currency  
Code instead of Batch Number and  
Batch Type. \_\_\_\_\_

PROOF OR FINAL MODE:

10. Enter '1' to run the report in final  
mode. In final mode, only records  
that have been printed in final mode  
on the Trial Balance report  
(P7409C3) will be printed. \_\_\_\_\_

# French General Ledger Report by Category Code

7409C2		J.D. Edwards & Co.										Page No. . . . . 2		
		General Ledger by Cat. Code 21 - Print										Date - . . . . 8.08.96		
												From 05 98 To 06 98		
Company . . . . . 70 Model Multi-National Corporate														
G/L	Document	Do	Sub-	S	Business	Explanation	Ref	R	R	Transactions	Balance	P	Batch	
Date	Number	Ty	ledger	T	Unit	Name	C	V	Debit	Credit	LT	C	Number	T
Balance Forward . .														
05.05.98	72	AE	00000001	A		70 Post Due To Acct 00000072P1			75.743.091,24	47.483.365,92			28.259.725,32	AA P 00085845
05.05.98	72	PI				70 zz Millhollin Distributing Cor Computer Check	00002500			1.371,79				AA P 00085845
11.05.98	649	RI				7011 JDE Europe				28.628,21				AA P 00001962
12.05.98	418	AE				70 JDE Europe			139,17	4.513,35				AA P 00001984
12.05.98	418	PV				7001 JDE Europe			1.464,98	871,66				AA P 00001984
15.05.98	655	RI				7011 Euromart				2.089,85				AA P 00001982
15.05.98	763	RI				7011 International Enterprises Catering Supplies				7.000,00				AA P 00003146
17.05.98	426	AE				70 JDE France				153,54				AA P 00001985
17.05.98	426	PV				7001 JDE France			307,08					AA P 00001985
17.05.98	614	AE				70 JDE France				52.722,02				AA P 00003489
17.05.98	614	PV				7001 JDE France			10.866,68					AA P 00003489
19.05.98	436	PL				70 JDE Europe			705,12	705,12				AA P 00002003
22.05.98	433	AE				70 European Motors				233,57				AA P 00001985
22.05.98	433	PV				7001 European Motors			467,14					AA P 00001985
25.05.98	760	RI				7011 International Transport Consulting Services				5.000,00				AA P 00003146
30.05.98	602	RI				7011 International Enterprises				27.630,87				AA P 00003058
31.05.98	1962	AE				70 Post Offset by Batch I00001962			5.370,89	857,54				AA P 00001962
31.05.98	1975	AE				70 Post Offset by Batch R00001975				2.793,53				AA P 00001975
31.05.98	1982	AE				70 Post Offset by Batch I00001982			2.089,85					AA P 00001982
31.05.98	3058	AE				70 Post Offset by Batc I 00003058			40.205,65					AA P 00003058
31.05.98	3146	AE				70 Post Offset by Batch I00003146			10.905,00	2.405,00				AA P 00003146
									Posted	72.521,56	136.976,05			64.454,49-
									Unposted					
Total Period Transactions . . 05/98										72.521,56	136.976,05			64.454,49-
									Posted	5.177.802,39	5.665.884,68			488.082,29-
									Unposted	70.637.810,41	41.954.457,29			28.683.353,12
Period End Total . . . . . 05/98										75.815.612,80	47.620.341,97			28.195.270,83

## Processing Options for General Ledger by Category Code (P7409C2)

REPORTING PERIOD:

1. Beginning month: (mandatory) \_\_\_\_\_  
Beginning year: (mandatory) \_\_\_\_\_

Ending month: (mandatory) \_\_\_\_\_  
Ending year: (mandatory) \_\_\_\_\_

LEDGER TYPE SELECTION:

2. Enter the requested Ledger Type.  
The default is 'AA'. For multiple  
Ledger Types, enter the User Defined  
Codes table in which they are  
listed. System Code: \_\_\_\_\_  
Record Type: \_\_\_\_\_

ALTERNATE CHART OF ACCOUNTS:

3. Enter the first Profit and Loss  
account for the alternate chart of  
accounts. \_\_\_\_\_

4. Enter the Category Code used for the  
alternate chart of accounts.  
(R021, R022 or R023) \_\_\_\_\_

SUBLEDGER INFORMATION:

5. Enter '1' to print the Subledger and  
Subledger Type on the report. Leave  
blank to omit these columns. \_\_\_\_\_

BUSINESS UNITS:

6. Enter '1' to print the Business Unit  
on the report. Leave blank to omit  
this column. \_\_\_\_\_

POSTING:

7. Enter '1' to print unposted  
transactions. Leave blank to print  
only posted transactions. \_\_\_\_\_

8. Enter '1' to print a total for the  
posted transactions and a total for  
the unposted transactions. By default  
these totals will not be printed. \_\_\_\_\_

ZERO BALANCES:

9. Enter '1' to print the accounts with  
a zero balance in the requested  
period. By default, these accounts  
will not be printed. \_\_\_\_\_

DREAM WRITER VERSION:

10. Enter the DREAM Writer Version  
of the General Ledger report  
program (P7409C2A) to run.  
By default, the version will be  
'XJDE0001'. Depending on which  
category code is used, the DREAM  
Writer version of this program has  
a different data selection. \_\_\_\_\_

REPORT SELECTION:

11. Enter '1' to print the G/L \_\_\_\_\_



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Registration Number and Currency  
Code instead of Batch Number and  
Batch Type.

PROOF OR FINAL MODE:

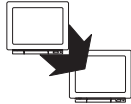
12. Enter '1' to run the report in final mode. In final mode, only records that have been printed in final mode on the Trial Balance report (P7409C4) will be printed.
-



# Print the French Trial Balance Report

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## Printing the French Trial Balance Report



From EMEA Localizations (G74), choose French Reports

From French Reports (G093151), choose an option under the Trial Balance Reports heading

You can print a trial balance report that accommodates specific French reporting needs. You can use the report for internal and external audits to validate your local accounting system.

The French Trial Balance report provides:

- Debit and credit account totals
- Balance forward amounts
- French account formats (object.subsidiary or category codes)

The reports are also designed with specific business objectives, such as the following information:

- Accumulation of multiple ledger type transactions
- Accounting logic (by object.subsidiary or category code) versus analytical logic (by Business Unit)

The traditional format and contents of a trial balance report in France varies from the trial balance reports that J.D. Edwards provides in the base software solution. The French Trial Balance report includes:

- A total for each account and subtotals for account classes
- Transaction detail in debit and credit format
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

You can run the French Trial Balance report by object and subsidiary or by category code, depending on whether your accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

## Before You Begin

- Set up the ledger types on which you want to report in the user defined codes table 74/LT. See *Setting Up User Defined Codes for France*.

## See Also

- *Setting Up an Alternate Chart of Accounts*

# French Trial Balance Report by Object.Subsidiary

7409C3

J.D. Edwards & Co.  
Trial Balance by Object

Page - . . . . 3  
Date - . . . . 8.08.96

Company . . . . . 1 J.D. Edwards & Company  
Fiscal Year . . . . . 98  
G/L Period . . . . . 3

Account	Description	Balance Foreward Previous	Debit	Period Transactions Credit	Total	Debit	Credit	Cumulative YTD Total
Class Total . . . . . 10						20.000,00		20.000,00
1105 .	Petty Cash	1.377,00	89.785,80		89.785,80	.703.672.859.690,24	201.609,42	.703.672.658.080,82
1110 .	ABC						422,22	422,22-
1110 .	BEAR Bear Creek National Bank	98.966,00	246.611,35	86.016,77	160.594,58	2.714.228,66	389.382,22	2.324.846,44
1110 .	BEF BEF-monetary						6.215,00	6.215,00-
1110 .	FIB Bear Creek National Bank	1.999,54	6.000,00		6.000,00	20.003,50	6.020,80	13.982,70
1110 .	FRANCE First Bank of Paris					16.000,00		16.000,00
1131 .	Certificates of Deposit					100,00	100,00	
1133 .	Treasury Bills					51.000,00	16.000,00	35.000,00
1137 .	Savings Accounts					200.500,00		200.500,00
Class Total . . . . . 11		102.343,00	349.397,15	86.016,77	263.380,38	.703.675.877.745,08	639.749,66	.703.675.237.995,42
1210 .	Trade Accounts Receivable	59.853,00-	5.063.459,00	7.007,50	5.056.451,50	5.191.730,51	70.623,50	5.121.107,01
1211 .	Tenant Receivables	321,00				321,00		321,00
1222 .	Drafts Receivable	1.190,00	2.554,00	1.100,00	1.454,00	3.744,00	1.100,00	2.644,00
1224 .	Remittances Receivable		500,00	700,00	200,00-	500,00	700,00	200,00-
1234 .	BBBB Bear Creek National Bank			4.600,00	4.600,00-	5.120,00	24.505,00	19.385,00-
1240 .	VAT Recoverable	1.330,00				1.604,95	79,83	1.525,12
1291 .	Intercompany Accounts	2.223,00				3.825,92	5.138,61	1.312,69-
1299 .	Credit Note Reimbursement S					11,14		11,14
Class Total . . . . . 12		54.789,00-	5.066.513,00	13.407,50	5.053.105,50	5.206.857,52	102.146,94	5.104.710,58
1342 .	.02200 Premium Time					200,00		200,00
1360 .	.02200 testventory		5.000,00		5.000,00	5.000,00		5.000,00
Class Total . . . . . 13			5.000,00		5.000,00	5.200,00		5.200,00
1555 .	adding an account						6.550,00	6.550,00-
Class Total . . . . . 15							6.550,00	6.550,00-
1890 .	Other Prepaid Expenses		100,00	100,00		100,00	111,14	11,14-
Class Total . . . . . 18			200,00	200,00		200,00	211,14	11,14-
Class Total . . . . . 1		47.554,00	5.421.110,15	99.624,27	5.321.485,88	.703.681.110.002,60	748.657,74	.703.680.361.344,86
2020 .	Buildings			100,00	100,00-	5.500,00	.567.890.123.556,00	.567.890.118.056,00-
Class Total . . . . . 20				100,00	100,00-	5.500,00	.567.890.123.556,00	.567.890.118.056,00-
Class Total . . . . . 2				100,00	100,00-	5.500,00	.567.890.123.556,00	.567.890.118.056,00-

### Processing Options for Trial Balance by Object (P7409C3)

REPORTING PERIOD:

1. Enter the accounting period and the fiscal year. Leave blank to use the period and fiscal year of the Financial Reporting Date.

Period: \_\_\_\_\_  
Year: \_\_\_\_\_

LEDGER TYPE SELECTION:

2. Enter the requested Ledger Type. The default is 'AA'. For multiple Ledger Types, enter the User Defined Codes table in which they are listed.

System Code: \_\_\_\_\_  
Record Type: \_\_\_\_\_

MODEL BUSINESS UNIT:

3. Enter the model Business Unit to be used for retrieving the account descriptions. By default, the transaction descriptions will be used.

\_\_\_\_\_

ZERO BALANCE:

4. Enter '1' to print the accounts with a zero balance in the requested period. By default, these accounts will not be printed.

\_\_\_\_\_

TOTALING LEVEL:

5. Enter the totaling level for the account (1 to 4 characters). The default level is 2.

Example: totaling level 2 =  
          class total       (1)  
          sub-class total   (10)

\_\_\_\_\_

PROOF OR FINAL MODE:

6. Enter '1' to run the report in final mode. CAUTION: The report can be run in final mode ONLY ONCE for the selected period and fiscal year. The transactions printed will not appear again on subsequent executions.

\_\_\_\_\_

# French Trial Balance Report by Category Code

7409C4		J.D. Edwards & Co.				Page - . . . . 3	
Company . . . . . 70 Model Multi-National Corporate		Trial Balance by Category Code 21				Date - . . . . 8.08.96	
Fiscal Year . . . . 98		Period End Balance . . . . .		Period Transactions . . . . .		Cumulative YTD. . . . .	
G/L Period No. . . . 3		Previous	Debit	Credit	Total	Debit	Credit
Account	Description						Total
		25,00-	1.463,28	10.964,21	9.500,93-	5.056.420,90	428.951,69-
	Class Total . . . . .	25,00-	1.463,28	10.964,21	9.500,93-	5.056.420,90	428.951,69-
	Class Total . . . . .	25,00-	1.463,28	10.964,21	9.500,93-	5.056.420,90	428.951,69-
40400	Customers		10.490,98	7.018,32	3.472,66	27.695,66	14.382,68
	Class Total . . . . . 40		10.490,98	7.018,32	3.472,66	27.695,66	14.382,68
	Class Total . . . . . 41		161,28		161,28	434,28	434,28
44440	Suppliers		2.062,91	1.591,27	471,64	2.181,56	7.883,74-
	Class Total . . . . . 44		2.062,91	1.591,27	471,64	2.181,56	7.883,74-
	Class Total . . . . . 45			525,27	525,27-		1.609,33
	Class Total . . . . . 4		12.715,17	9.134,86	3.580,31	30.311,50	5.323,89
55550	Current account		2.763,53	2.062,91	700,62	423.945,71	421.882,80
	Class Total . . . . . 55		2.763,53	2.062,91	700,62	423.945,71	421.882,80
	Class Total . . . . . 5		2.763,53	2.062,91	700,62	423.945,71	421.882,80
	Balance Sheet Accounts . . . . .	25,00-	16.941,98	22.161,98	5.220,00-	5.510.678,11	1.745,00-
Company . . . . . 00070	Model Multi-Natio	25,00-	16.780,70	21.636,71	4.856,01-	5.510.243,83	569,95-
	General Total . . . . .	25,00-	16.780,70	21.636,71	4.856,01-	5.510.243,83	569,95-

## Processing Options for Trial Balance by Category Code (P7409C4)

### REPORTING PERIOD:

1. Enter the accounting period and the fiscal year. Leave blank to use the period and fiscal year of the Financial Reporting Date.

Period: \_\_\_\_\_  
Year: \_\_\_\_\_

### LEDGER TYPE SELECTION:

2. Enter the requested Ledger Type. The default 'AA'. For multiple Ledger Types, enter the User Defined Codes table in which they are listed.

System Code: \_\_\_\_\_  
Record Type: \_\_\_\_\_

### ALTERNATE CHART OF ACCOUNTS:

3. Enter the first P&L account for the alternate chart of accounts. \_\_\_\_\_
4. Enter the category code used for the alternate chart of accounts. (R021, R022 or R023) \_\_\_\_\_

### ZERO BALANCES:

5. Enter '1' to print the accounts with a zero balance in the requested period. By default, these accounts will not be printed. \_\_\_\_\_

### TOTALING LEVEL:

6. Enter the totaling level for the account (1 to 4 characters). The default level is 2. \_\_\_\_\_  
Example : totaling level 2 =  
          class total       (1)  
          sub-class total   (10)

### PROOF OR FINAL MODE:

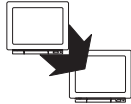
7. Enter '1' to run the report in final mode. CAUTION: The report can be run in final mode ONLY ONCE for the selected period and fiscal year. The transactions printed will not appear again on subsequent executions. \_\_\_\_\_



# Print the General Journal Report

---

## Printing the General Journal Report



From EMEA Localizations (G74), choose French Reports

From French Reports (G093151), choose General Journal

According to commercial law and the French 1982 Chart of Accounts, businesses in France are required to maintain a record of all accounting entries in the General Journal (*Livre Journal or Journal Général*). These entries must be recorded in the General Journal chronologically by the date on which the entries are posted to the General Ledger. Within the same date, order the entries by:

- Time order in which the entries are entered or posted, or
- Type of transaction, such as purchase, sale, and miscellaneous expense
- Account number order

Businesses also have the option to use the General Journal program to centralize all the accounting entries that are recorded in auxiliary journals (*Système Centraliseur*). In this case, the entries in the General Journal are a monthly summary of the detailed entries in the auxiliary journals. The guidelines for recording accounting entries in the auxiliary journals is the same as for the General Journal. That is, all entries must be in chronological order. The General Journal can be divided into as many auxiliary journals as the business requires, for example:

- Purchases journal
- Sales journal
- Cash journal

Based on the legislation of the General Chart of Accounts, base the summary of the General Journal program on debits and credits and not on a cumulative balance. In addition, businesses can summarize the journal under the condition that all documents that are required to verify the daily entries are kept on file.

The format of the General Journal, although not exhaustively defined by the law, should be, in the case of an information system, in the form of “electronic documents” that are printed on a report. The “electronic documents” should offer all of the guarantees in terms of disallowing the modification or deletion of the accounting entries once the entries have been validated.

The General Journal must be kept in French. No other languages are allowed. In addition, all accounting entries must be represented in the local currency (French francs). It is possible to keep the General Journal in euros, but only if a double accounting system in French francs is also maintained. In some cases, it is possible to have specific transactions in a foreign currency with the conversion in French francs at the end of the fiscal year.

When you run the General Journal program, the system prints:

- Prints a report of all the entries in the General Ledger Transactions table in chronological order. The entries are the same entries that are printed on the General Ledger report, but sorted by G/L date rather than account.
- Prints the entries in detail with one line for each account and one line for each document number and type.

Additional features of the General Journal report include:

- Option to print by period and fiscal year or by date range
- Ability to accumulate multiple ledger types
- Inclusion of the company in the header
- Option to print by object and subsidiary or category code
- User defined report totals, including:
  - General total
  - Total by company
  - Total by period
  - Total by batch type or batch type
- User defined date sequencing, including:
  - Sequence by G/L date, document number and document type
  - Sequence by batch, document number and document type

### Before You Begin

- Verify that you have the correct offset method selected in the Accounts Receivable Constants. See *Setting Up A/R Constants* in the *Accounts Receivable Guide*.

## What You Should Know About

**Justifying offset entries** If you use offset method B, you can use the Transaction Journal to justify the centralized automatic entries that the system creates when you run the General Journal Report.

Currently, businesses are not legally required to provide a detailed journal to justify the offset to the bank account for each payment or receipt. If multiple payments and receipts are made on the same bank account, it is acceptable to print one cumulative entry for the bank account.

See *Printing the Transaction Journal*.

**Auditing accounting entries** The General Journal is a listing of all transactions that is designed to meet very specific ledger requirements. The journal is not designed to be used as an auditing tool.

J.D. Edwards provides several DREAM Writer reports in the base software that you can use to audit your accounting entries, including:

- Invoice Journal (P03305)
- Receipts Journal (P03212)
- Vouchers Journal (P04305)
- Payments Journal (P04311)
- Unposted General Journal (P09301)
- General Journal by Batch (P09301)
- General Journal by Account (P09311)
- Transactions Journal (P09321)

**Selecting document types and batch types** The document type is the type of entry or transaction. Examples of document types include:

- AE – Automatic entries
- PV – Voucher
- RA – Adjustment

Batch types identify the type of journal. Examples of batch types include:

- V – Purchases Journal
- I – Sales Journal
- D – Allocations Journal

## Processing Options for General Journal (P7409C5)

### REPORTING PERIOD:

1. Enter the beginning and ending year and period, or beginning and ending date.

Beginning Period . . . . . \_\_\_\_\_  
 Beginning Year . . . . . \_\_\_\_\_

Ending Period. . . . . \_\_\_\_\_  
 Ending Year. . . . . \_\_\_\_\_

- OR -

Beginning Date . . . . . \_\_\_\_\_  
 Ending Date. . . . . \_\_\_\_\_

LEDGER TYPE SELECTION:

2. Enter the requested Ledger Type. \_\_\_\_\_  
 The default is 'AA'. For multiple  
 Ledger Types, enter the User Defined  
 Codes table in which they are  
 listed.

System Code . . . . . \_\_\_\_\_  
 Record Type . . . . . \_\_\_\_\_

ACCOUNT NUMBER TO PRINT:

3. The default account to print is the \_\_\_\_\_  
 Object/Subsidiary. To print the  
 alternate account number, enter the  
 category code where it is stored  
 ('21', '22' or '23').

OPTIONAL COLUMNS:

4. Enter '1' to print these columns \_\_\_\_\_  
 on the report:  
     Business Unit . . . . . \_\_\_\_\_  
     Subledger . . . . . \_\_\_\_\_

SUMMARIZATION OF ENTRIES:

5. Enter '1' to summarize entries to \_\_\_\_\_  
 the same Account in multiple  
 Business Units. Leave blank to  
 print in detail. In either case,  
 debits and credits on the same  
 account will not be summarized.

MODEL BUSINESS UNIT:

6. If the Object/Subsidiary account is \_\_\_\_\_  
 being printed, enter a model Business  
 Unit from which to retrieve the  
 account description. If left blank,  
 the transaction account description  
 will be used. If you are using the  
 account in category code 21, 22, or  
 23, the description from the User  
 Defined Code table will be used.

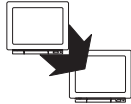
PROOF OR FINAL MODE:

7. Enter '1' to run the report in final \_\_\_\_\_  
 mode. In final mode, only records  
 that have been printed in final mode  
 on the Trial Balance report (P7409C3  
 or P7409C4) will be printed.

# Print the Transaction Journal

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## 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 report. 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, 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.

You can print the Transaction Journal by object and subsidiary, or by category code.

# Transaction Journal

09321		J.D. Edwards & Company				Page - . . . 2				
		Transaction Journal				Date - . . . 25/07/97				
Company		100 Model Finan/Distrib Co (Mktg)								
Tax ID		523645108								
From		01/06/98 Thru 30/06/98								
. . . Document . . .		G/L								
Ty	Number	Co	Date	Account Number	Description	Debit Amount	Credit Amount	Explanation	Address Number	Name
PL	597	00100	30/06/98	90.8799	General Contra/Clearing Acct	4,550.50		Office Supplies	5830	Gilpin's Office Supply
			30/06/98	100.4110	Accounts Payable-Trade		4,550.50			
PL	5263	00000	30/06/98	90.8799	General Contra/Clearing Acct	7,342.92		Software License	1001	Edwards, J.D. & Company
			30/06/98	100.4110	Accounts Payable-Trade		7,342.92			
PL	8325	00100	30/06/98	90.8799	General Contra/Clearing Acct	375.00		Gourmet pastries	4010	Gourmet & More
			30/06/98	100.4110	Accounts Payable-Trade		375.00			
PM	10019	00100	01/06/98	100.1227	Employee Receivables	100.00		Employee Receivable	7508	Mai, Tien
			01/06/98	100.4110	Accounts Payable-Trade		100.00			
PM	10020	00000	30/06/98	90.8720	Office Supplies Expense	600.00			1002	Edwards & Edwards
			30/06/98	100.4110	Accounts Payable-Trade		600.00			
PM	10613	00100	15/06/98	100.1105	Petty Cash	1,500.00		Petty Cash Replenishment	16846	Bear Creek National Bank
			15/06/98	100.4110	Accounts Payable-Trade		1,500.00			
PM	11037	00100	30/06/98	90.8665	Entertainment	275.00		Coffee cart	4012	Central Perk
			30/06/98	100.4110	Accounts Payable-Trade		275.00			
PM	11038	00100	30/06/98	90.8700	Miscellaneous Expenses	175.00		Coffee for Training Center	4012	Central Perk
			30/06/98	100.4110	Accounts Payable-Trade		175.00			
PM	11039	00100	30/06/98	90.8700	Miscellaneous Expenses	100.00		Coffee Syrups	4012	Central Perk
			30/06/98	90.8700	Miscellaneous Expenses	145.00		Flavored Coffees		
			30/06/98	90.8700	Miscellaneous Expenses	120.00		Large Coffee Mugs		
			30/06/98	100.4110	Accounts Payable-Trade		365.00			
PR	626	00000	30/06/98	210.8720	Office Supplies Expense	104.00		Monthly Supply Contr.	4005	A & D Parts Company
			30/06/98	100.4110	Accounts Payable-Trade		104.00			
PR	627	00000	30/06/98	210.8670	Dues & Subscriptions	59.55		Monthly Subscription	5910	New York Times
			30/06/98	100.4110	Accounts Payable-Trade		59.55			
PR	8326	00100	30/06/98	90.8665	Entertainment	1,200.00		Pastries for Corp. Center	4010	Gourmet & More
			30/06/98	100.4110	Accounts Payable-Trade		1,200.00			
PV	578	00100	30/06/98	100.1110.BEAR	Bear Creek National Bank	250.00			1001	Edwards, J.D. & Company
			30/06/98	100.4110	Accounts Payable-Trade		250.00			
PV	587	00000	30/06/98	529.6110	Tools Expense	4,200.00			4005	A & D Parts Company
			30/06/98	529.6120	Prime Cost of Goods	3,150.00				
			30/06/98	529.6130	Scrap	2,155.00				
			30/06/98	529.6140	Freight	2,995.00				
			30/06/98	100.4110	Accounts Payable-Trade		12,500.00			
PV	596	00000	30/06/98	190.6110	Tools Expense	2,491.68			5928	Percentage Tools
			30/06/98	190.6120	Prime Cost of Goods	3,737.53				
			30/06/98	190.6110	Tools Expense	2,846.11				
			30/06/98	190.6120	Prime Cost of Goods	3,383.09				
			30/06/98	100.4110	Accounts Payable-Trade		12,458.41			
PV	602	00100	30/06/98	90.8685	Legal, Accounting & Other	1,500.00		Consulting Services	5418	Balboa & Creede
			30/06/98	100.4110	Accounts Payable-Trade		1,500.00			
			30/06/98	100.4110	Accounts Payable-Trade	300.00				
PV	603	00100	30/06/98	400.8740	Travel, Meals & Lodging	250.00		6/5-7 Hotel/Dallas	6744	Harrison, Blake
			30/06/98	400.8740	Travel, Meals & Lodging	95.00		6/5-7 Meals/Dallas		
			30/06/98	400.8740	Travel, Meals & Lodging	45.00		6/5-7 Transp/Dallas		
			30/06/98	400.8740	Travel, Meals & Lodging		250.00	6/5-7 Hotel/Dallas		
			30/06/98	400.8740	Travel, Meals & Lodging		95.00	6/5-7 Meals/Dallas		
			30/06/98	400.8740	Travel, Meals & Lodging		45.00	6/5-7 Transp/Dallas		
			30/06/98	100.4110	Accounts Payable-Trade	1,100.00	1,100.00			

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## 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.

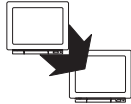




# Work with the ETAFI Interface

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## Working with the ETAFI Interface



From EMEA Localizations (G74), choose French Reports

From French Reports (G093151), choose ETAFI Interface

You can use J.D. Edwards localization software and the PC package Etats Financiers Financial Reports (ETAFI) to generate all the liasse fiscale reports that are required by French authorities. These reports include Balance Sheet and Income Statements reports.

J.D. Edwards provides a DREAM Writer program that creates a table containing all the information required for the Liasse Fiscale reports. The program generates the balance sheet and income statement information for the table in the format that is required by the French authorities. The program also prints a report that shows the number of accounts that were created in the ETAFI table.

The ETAFI table includes the following information, where N is the date that you specify in the processing options for the program:

- Account number
- Account description
- Balance at fiscal year end (N)
- Debit and credit amounts
- Balance forward, plus debits and minus credits
- Balance at N-1
- Balance at N-2
- Balance at N-3

The first time you use the ETAFI Interface program, the following scenarios are possible:

- Your company has J.D. Edwards historical data for multiple fiscal years in the account transaction table. When you run the ETAFI Interface program, you select the transactions of the previous fiscal years by specifying the fiscal year and period in the processing options. You also clear the processing option that allows balance forwards. When the program runs, the balance forward amounts of the previous fiscal years are updated directly into ETAFI.
- Your company does not have J.D. Edwards historical data for multiple fiscal years in the account transaction table. When you run the ETAFI Interface program, you specify previous fiscal years directly in the processing options.



The member name that you specify in the DREAM Writer processing options will be created if it does not exist. If you do not specify a member name, the program uses *F7409FI*. Regardless of the member name that you specify, if the member exists, it will be cleared at the beginning of the ETAFI process and then repopulated with the new data.

## Before You Begin

- If you want to process ledgers in addition to ledger type AA, verify that you have set up these ledger types on user defined codes table 74/FI. See *Setting Up User Defined Codes for France*.

## What You Should Know About

### **Multiple companies**

If you define multiple companies in the data selection, the program creates only balances by account.

### **Existing ETAFI interface**

If you already have your own custom ETAFI interface, but you decide to use the interface program that is provided by J.D. Edwards, note the following scenarios:

- You select up to three previous fiscal years. In this case, all adjustments need to have been made on both the J.D. Edwards and ETAFI sides. If not, you should expect unbalanced accounts and differences in the data.
- You select only the current period from J.D. Edwards. The previous fiscal years have already been uploaded into ETAFI through the interface.

## Processing Options for ETAFI Interface (P7409FI)

### ACCOUNTING PERIOD AND FISCAL YEAR:

1. Enter the date OR the accounting period and fiscal year to select the data. If left blank, the current accounting period and fiscal year will be used.

Date : \_\_\_\_\_  
 OR  
 Period : \_\_\_\_\_  
 Year : \_\_\_\_\_

### LEDGER TYPE:

2. Enter the User Defined Codes table containing the ledger types to process. If left blank, only ledger type AA will be processed.

System Code : \_\_\_\_\_  
 Record Type : \_\_\_\_\_

### PROFIT AND LOSS ACCOUNTS:

3. Enter the range of accounts to select the Profit and Loss Accounts. If left blank, the automatic accounting instructions GLG6 to GLG12 will be used as defaults.

Beginning Account: \_\_\_\_\_  
 Ending Account : \_\_\_\_\_

### FRENCH CHART OF ACCOUNTS:

4. Enter one of the following values to indicate where the French Chart of accounts is defined:  
 1 - in object  
 2 - in object.subsidiary  
 21,22,23 - in category code

\_\_\_\_\_

### MODEL BUSINESS UNIT:

5. Enter the model business unit to retrieve the account description.

\_\_\_\_\_

### BEGINNING BALANCE:

6. Enter the number of fiscal years for which the beginning balance needs to be loaded (maximum 3 years). By default, no previous year beginning balance will be retrieved.

\_\_\_\_\_

### ACCOUNTS WITH ZERO BALANCE:

7. Enter 1 to select only the accounts with an active balance. The default zero and will select all of the accounts.

\_\_\_\_\_

### MULTI-MEMBER FILE:

8. Enter the name of the member to be created in the file F7409FI. If left blank F7409FI will be used as default

\_\_\_\_\_





# Tax Requirements

## About Tax Requirements

France 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.

Businesses in France must adhere to EU requirements. Generally, day-to-day activities for businesses in France are the same as those for business in countries that are nonmembers.

It is becoming a common business practice for companies in France to have a fiscal representative in the EU countries in which they do business. This allows the companies to declare the taxes in France that are sent to and paid in the country in which they have the fiscal representation. Fiscal representation allows taxes to be paid in that country's currency. For example, if a French company does business in Germany, the company can use German tax rates on the declaration of taxes and pay the taxes in German marks to the German revenue service.

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

- Entering journal entries with tax
- Printing the EU sales listing
- Working with Intrastat requirements
- Printing the tax detail report
- Printing VAT reports for payments and receipts



## About Value Added Tax (VAT)

The value added tax (known as *taxe sur la valeur ajoutée* or *TVA* in France) has been in its present form since 1968. VAT is a noncumulative tax imposed at each stage of the production and distribution cycle.

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. The amount of VAT is determined by applying specific rates to the net selling prices of certain goods and services, such as:

- Reduced rate – Food, water, medical supplies and books
- Standard rate – All other supplies of goods and services
- Other – Medical supplies subject to reimbursement by Social Security, and certain press supplies

### **Input VAT**

Input VAT is the VAT paid by the purchaser of goods and services. If the purchasers are subject to VAT of sales (output VAT), they can offset the input VAT they owe against any output VAT that they owe.

Input VAT is generally recovered 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

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**VAT Returns**

VAT returns must be completed for each month on a special form (CA3) and filed with the local tax office between the 15th and 24th day of the following month.

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

In France, the taxpayer is liable for output VAT and input VAT. output VAT is included on sales. Input VAT is included in the purchase of goods, equipment, and services. Output VAT can be offset against any input VAT. Businesses can also postpone the declaration of VAT in certain circumstances.

It is advantageous for a business to postpone the declaration of VAT payable as long as possible. Certain services are subject to a special fiscal regime that allows you to declare the VAT when payment is made as opposed to when the voucher is recorded. This regime is also valid for accounts receivable transactions where VAT is recognized at the time of receipt instead of at the time of invoicing.

To be exempt from VAT, your business must work within the following guidelines:

- Goods must be physically moved to another EU country
- Customers must have VAT identification codes
- Invoices must show applicable VAT numbers
- Goods cannot be of a special category, such as vehicles

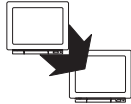




# Enter Journal Entries with Tax

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## 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 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 tasks:

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

### Before You Begin

- Set up the applicable tax rates, areas, and authorities. See *Setup Activities* in the *Tax Reference Guide*.

### 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

- *Working with Basic Journal Entries (P09101)* in the *General Accounting Guide*

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

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On Journal Entry With 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	The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments.
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>

Field	Explanation
Tax Ex Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.
Tax Area	<p>A user-defined code that identifies a tax or geographical 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.</p> <p>Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate.</p>

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

On Journal Entry With 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

- |  |   |
|--|---|
| <b>Sales/Use/VAT Tax table (F0018)</b>   | 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.   |
| <b>Automatic accounting instructions</b> | The AAIs for journal entries with VAT are in the format GTyyyy, where yyyy is the G/L offset for the tax authority.<br><br>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. |
| <b>Model journal entries</b>             | 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

- *Working with 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 one 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 EC VAT Processing

From EC VAT Processing (G00211), choose EC Sales Listing

Businesses in the European Union that exceed the local limit of intra-union trade must submit the EU Sales Listing to their customs authorities 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 provides the following information about customers:

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

The EU Sales Listing 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.

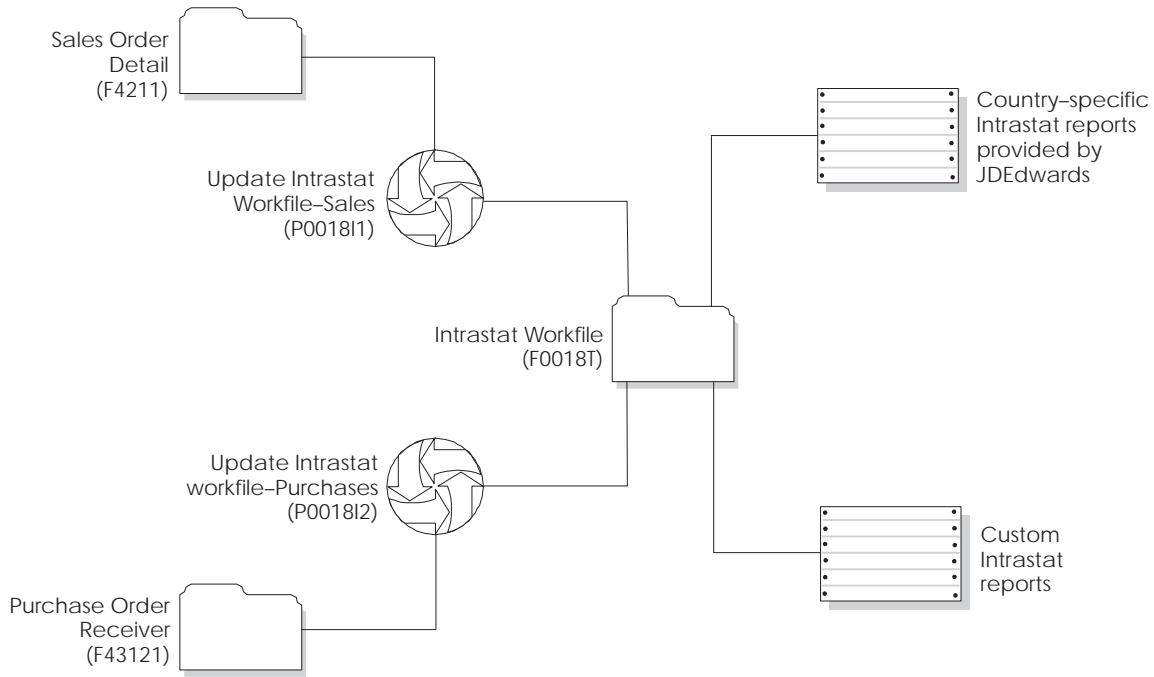


The information that the Intrastat system tracks is based strictly on the actual, physical movement of goods between member countries of the European Union. Intrastat information does not apply to the movement of monetary amounts or placement of orders between member countries.

Working with Intrastat requirements consists of the following tasks:

- Updating the Intrastat workfile
- Revising the Intrastat workfile
- Printing the Intrastat report

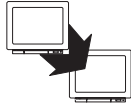
The following graphic illustrates the Intrastat reporting process.



### 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 EC VAT Processing

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

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 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. Codes for both countries must be included 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 assign all your inventory items the appropriate commodity code information and all 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).

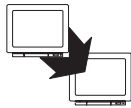
If the original country or origin is required information for your Intrastat reports, specify the Country of Origin in the Item/Branch Master table.

**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 EC VAT Processing

From EC 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 enter information in the Intrastat Tax table**

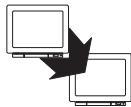
On Direct Extra Tax File Adjust

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

Field	Explanation
Order Suffix	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.
Line Number	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.

## Printing the Intrastat Report



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

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

From EC VAT Processing (G00211), choose an option under the Country Specific Intrastat heading

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 European Union members, report formats vary from country to country. J.D. Edwards base software includes Intrastat report formats for:

- 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.





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## Processing Options for French Format Intrastat Report (P0018IF)

BRANCH ID:

1. Enter the Branch ID to print on the report.

\_\_\_\_\_

REPORTING PERIOD:

2. Enter the reporting period to print on the report heading   Period :  
  Year:

\_\_\_\_\_

\_\_\_\_\_

PRINT IN SUMMARY:

3. Enter a '1' to print summary only.  
A default of blank will print all details.

\_\_\_\_\_

PRINT FORMAT:

4. Enter the format to be printed :  
    '1' Arrival of Goods  
    '2' Expedition of Goods

\_\_\_\_\_

DECLARATION LEVEL:

5. Enter the level of declaration.

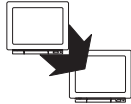
\_\_\_\_\_



# Print the Tax Detail Report

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## Printing the Tax Detail Report



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

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

In France, you can print the Tax Detail report to help you complete your VAT return forms. The report lists the actual tax data by company and order type for each Tax Rate/Area you have set up for your system.

The Tax Detail report prints the detail tax information in the Tax Detail table (F0018).

# Tax Detail Report

0018P

J.D. Edwards & Co.  
Tax Detail Report

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Date - 8/08/96

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Tax Area			Document				Dates		Address					
Rate Code	Description	Gross Amount	Taxable Amount	Tax	Number	Ty	Co.	Itm	Service	G/L	Ex	O	Number	
C206E	A/R VAT on Receipt	5,000.00-	4,145.94-	854.06-	7790	RI	71	001	01/01/95	01/01/95	V		1920557	French VAT Custome
C206E	A/R VAT on Receipt	6,000.00-	4,975.12-	1,024.88-	7791	RI	71	001	01/01/95	01/01/95	V	*	1920557	French VAT Custome
C206E	A/R VAT on Receipt	500.00-	414.59-	85.41-	7672	RI	71	002	04/30/95	05/31/95	V		1920516	Anne Marie Pericau
C206E	A/R VAT on Receipt	135.00-	112.00-	23.00-	7671	RI	71	002	04/30/95	05/31/95	V	*	1920515	M. Sopena
Tax Rate/Area. .		11,635.00-	9,647.65-	1,987.35-										
C206	A/R VAT on Debits	1,000.00-	829.19-	170.81-	7672	RI	71	001	04/30/95	04/30/95	V		1920516	Anne Marie Pericau
C206	A/R VAT on Debits	135.00-	112.00-	23.00-	7671	RI	71	001	04/30/95	05/31/95	V	*	1920515	M. Sopena
C206	A/R VAT on Debits	5,000.00-	4,145.94-	854.06-	1	RI	71	001	01/01/96	01/01/96	V		1920557	French VAT Custome
C206	A/R VAT on Debits	2,000.00-	1,658.37-	341.63-	5	RI	71	001	01/01/96	01/01/96	V	*	1920557	French VAT Custome
Tax Rate/Area. .		8,135.00-	6,745.50-	1,389.50-										
Invoice		19,770.00-	16,393.15-	3,376.85-										
D206E	A/P VAT on Paymen	800.00	663.35	136.65	11248	PV	71	002	04/30/95	05/31/95	V		1920513	Hotel Cecilia
D206E	A/P VAT on Paymen	1,800.00	1,492.54	307.46	11249	PV	71	002	04/30/95	05/31/95	V		1920514	Hotel Sevres
D206E	A/P VAT on Paymen	2,389,159.20	1,981,060.70	408,098.50	11250	PV	71	001	04/30/95	06/30/95	V		1920517	Germain Constructi
D206E	A/P VAT on Paymen	2,600.00		2,600.00	11252	PV	71	001	04/30/95	04/30/95	VT		1920513	Hotel Cecilia
D206E	A/P VAT on Paymen	323.00	323.00	323.00	11253	PV	71	001	04/30/95	04/30/95	VT		1920514	Hotel Sevres
D206E	A/P VAT on Paymen	618.00	3,000.00	618.00	11256	PV	71	001	04/30/95	04/30/95	VT		1920513	Hotel Cecilia
Tax Rate/Area. .		2,395,300.20	1,986,539.59	412,083.61										
D206	A/P VAT on Debits	1,500.00	1,243.78	256.22	11248	PV	71	001	04/30/95	04/30/95	V		1920513	Hotel Cecilia
D206	A/P VAT on Debits	6,000.00	4,975.12	1,024.88	11249	PV	71	001	04/30/95	04/30/95	V	*	1920514	Hotel Sevres
D206	A/P VAT on Debits	3,000.00	2,487.56	512.44	3	PV	71	001	01/01/96	01/01/98	V		1920558	French Vendor for
D206	A/P VAT on Debits	6,300.00	5,223.88	1,076.12	2	PV	71	001	01/01/97	01/01/97	V		1920558	French Vendor for
Tax Rate/Area. .		16,800.00	13,930.34	2,869.66										
Voucher		2,412,100.20	2,000,469.93	414,953.27										
Model Multi-Natio		2,392,330.20	1,984,076.78	411,576.42										
Grand Total		2,392,330.20	1,984,076.78	411,576.42										

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## Processing Options for Tax Detail Report (P0018P)

Enter a '1' to flag the detail records  
as having been printed. \_\_\_\_\_

Select the format you wish to print.  
(e.g. Enter 1 to print Detail report) \_\_\_\_\_

1. Print Detail Tax Report
2. Print Summary Tax Report



# Print VAT Reports for Payments and Receipts

---

## Printing VAT Reports for Payments and Receipts



From EMEA Localization (G74), choose French VAT Processing

From French VAT Processing (G00214), choose VAT Reports

VAT is usually due at invoice entry and posting time. However, it is advantageous for a company to postpone the declaration of VAT that is due in the future. If the services and goods on the vouchers received are subject to this fiscal regime, it is possible to declare VAT when the payment is made as opposed to when the voucher is recorded. The same is true when you process Accounts Receivable. You can recognize VAT when you receive payment rather than when you record the invoice.

VAT reports for payments and receipts provide the information that you need to complete official tax declaration forms and reconcile VAT accounts. You can use the information from VAT reports to differentiate between transactions that are subject to the ordinary VAT regime, and transactions that are subject to the VAT Receivable on Receipts and VAT Payable on Payments regimes.

The program that generates VAT reports for payments and receipts selects only the transactions that have been entered with a tax explanation code of V or VT (VAT). The program produces a report that highlights the transaction detail of those invoices for which VAT has been declared at receipt and payment time.

If you postpone declaring VAT for specific transactions, you should note the following:

- The VAT Receivable on Receipt and VAT Payable on Payment regimes are applicable only to identifiable services and construction works.
- For the VAT Receivable on Receipt regime, the VAT amount should be accounted for when a receipt is recorded for the invoice. In the case of a partial receipt, only the VAT for the received amount should be recognized. In the case of drafts, the actual receipt should be considered as received at the draft due date and not at the receipt date.
- For the VAT Payable on Payment regime, the VAT amount should be accounted for when the vouchers are paid. In case of a partial payment, only the VAT for the paid amount should be recognized. In the case of drafts, the actual receipt should be considered as received at the draft due date, and not at the receipt date.

You should run VAT reports for each fiscal period. The VAT report shows the following VAT detail for each tax rate:

- VAT Receivable on Debit (normal VAT processing)
- VAT Receivable on Receipt (special regime)
- VAT Payable on Debit (normal VAT processing)
- VAT Payable on Payment (special regime)

The VAT Report program includes the following functionalities:

<b>Transaction selection</b>	You can select transactions entered with a tax rate that is defined in the user defined codes table 74/TX and print them on the VAT report.
<b>Partial receipts and payments</b>	<p>You can process partial receipts and payments. The system identifies the pay item records for which VAT has already been received or paid. The VAT report shows these records in two columns:</p> <ul style="list-style-type: none"><li>• Tax Already Declared</li><li>• Tax To Declare</li></ul>
<b>Summary of taxes</b>	The VAT report shows a summary of taxes to declare by tax rate at the bottom of each report (Accounts Payable and Accounts Receivable).
<b>Transaction listing</b>	The VAT report shows a listing of all transactions by tax rate and a Tax to Declare column.
<b>Drafts processing</b>	The VAT report shows the VAT due at the draft due date.
<b>Proof and final modes</b>	<p>You run the program in proof mode to print a report that you can review before running the program in final mode.</p> <p>Final mode prints a report and updates applicable tables. Final mode also flags the transactions so that the VAT amount is printed in the Tax Already Paid column for the next period, as opposed to the transactions whose VAT is printed in the Tax To Declare column for the current period.</p>



## Before You Begin

- Set up the values in the user defined codes table 74/TX to define the VAT Rate Codes that you want to use to identify deferred VAT for Receipts and Payments. See *Setting Up User Defined Codes for France*.
- Set up the RT\* and PT\* automatic accounting instructions (AAIs). The system uses these AAIs to offset and report on the transactions that you enter with a tax rate defined in the user defined codes table 74/TX. The tax rates identify which accounts are subject to a special VAT regime.

# VAT Report

7400C1		JDEdwards and Company				Page - 3					
		VAT Report				Date - 21.10.97					
71 - Model Multi-National France						From 01.05.98 To 31.12.98					
. . . . .Tax Information. . . . .		. . . . .Document . . . . .		. . . . .Dates. . .							
Rate Code	Ex	Description	Gross Amount	Taxable	Taxes	Ty Number	Itm Service	G/L	Tax to declare	Address Number	Alpha Name
C206E	V	A/R Vat On Receipts	8,000.00-	6,633.50-	1,366.50-	RI	37 001	05.05.98 05.05.98	1,366.50-	14779	Richardsons Store 9898989898989
	V		6,000.00-	4,975.12-	1,024.88-	RI	37 002	05.05.98 05.05.98	1,024.88-	14779	Richardsons Store 9898989898989
	V		2,000.00-	1,658.37-	341.63-	RI	37 003	05.05.98 05.05.98	341.63-	14779	Richardsons Store 9898989898989
	V		8,000.00-	6,633.50-	1,366.50-	RI	58 001	05.05.98 05.05.98	1,366.50-	14779	Richardsons Store 9898989898989
	V		6,000.00-	4,975.12-	1,024.88-	RI	59 001	05.05.98 05.05.98	1,024.88-	14779	Richardsons Store 9898989898989
	V		6,000.00-	4,975.12-	1,024.88-	RI	60 001	05.05.98 05.05.98	341.63-	14779	Richardsons Store 9898989898989
		Invoice	36,000.00-	29,850.73-	6,149.27-				5,466.02-		
		A/R Vat On Receipts	36,000.00-	29,850.73-	6,149.27-				5,466.02-		
D206E	V	A/P VAT ON PAYMENTS	9,000.00	7,462.69	1,537.31	PV	37 001	05.05.98 05.05.98	1,537.31	37671	Main Supplier
	V		4,000.00	3,316.75	683.25	PV	38 001	05.05.98 05.05.98	683.25	37671	Main Supplier
	V		9,000.00	7,462.69	1,537.31	PV	39 001	05.05.98 05.05.98	854.06	37671	Main Supplier
		Voucher	22,000.00	18,242.13	3,757.87				3,074.62		
		A/P VAT ON PAYMENTS	22,000.00	18,242.13	3,757.87				3,074.62		
		Model Multi-National Fr	14,000.00-	11,608.60-	2,391.40-				2,391.40-		
			14,000.00-	11,608.60-	2,391.40-				2,391.40-		

71 - Model Multi-National France  
Tax

. . . Document Ty	. . . Address Number	. . . Receipt Number	. . . Type	Gross Amount	Taxable Amount	Non-Taxable Amount	Tax	Tax Rate	Ex Service	. . . Dates . . . . .		Tax To Declare
										G/L	Already Declared	
RI	37 001	14779		8,000.00	6,633.50		1,366.50	C206E	V	05.05.98	05.05.98	
	37 001	14779	RC	8,000.00					V	05.05.98	05.05.98	1,366.50
RI	37 002	14779		6,000.00	4,975.12		1,024.88	C206E	V	05.05.98	05.05.98	
	37 002	14779	RC	6,000.00					V	05.05.98	05.05.98	1,024.88
RI	37 003	14779		2,000.00	1,658.37		341.63	C206E	V	05.05.98	05.05.98	
	37 003	14779	RC	2,000.00					V	05.05.98	05.05.98	341.63
RI	40 002	Invoice		16,000.00	13,266.99		2,733.01		V	05.05.98	05.05.98	
	40 002	14779		9,000.00	7,462.69		1,537.31	C206E	V	05.05.98	05.05.98	2,733.01
	40 002	14779	RC	9,000.00					V	05.05.98	05.05.98	1,537.31
RI	41 002	Invoice		9,000.00	7,462.69		1,537.31		V	05.05.98	05.05.98	
	41 002	14779		6,000.00	4,800.00		1,200.00	C106E	V	05.05.98	05.05.98	1,537.31
	41 002	14779	RC	6,000.00					V	05.05.98	05.05.98	1,200.00
RI	41 003	14779		3,000.00	2,487.56		512.44	C206E	V	05.05.98	05.05.98	
	41 003	14779	RC	3,000.00					V	05.05.98	05.05.98	512.44
RI	42 001	Invoice		9,000.00	7,287.56		1,712.44		V	05.05.98	05.05.98	
	42 001	14779		4,000.00	3,316.76		683.24	C206E	V	05.05.98	05.05.98	1,712.44
	42 001	14779	RC	80.00					V	05.05.98	05.05.98	13.66
RI	44 001	Invoice		80.00	3,316.76		683.24		V	06.06.98	06.06.98	
	44 001	14779		8,000.00	6,633.50		1,366.50	C206E	V	06.06.98	05.05.98	13.66
	44 001	14779	RC	8,000.00					V	06.06.98	05.05.98	1,366.50
RI	45 001	Invoice		8,000.00	6,633.50		1,366.50		V	05.05.98	05.05.98	
	45 001	14779		8,000.00	6,633.50		1,366.50	C206E	V	05.05.98	06.06.98	1,366.50
	45 001	14779	RC	8,000.00					V	05.05.98	06.06.98	1,366.50
RI	48 001	Invoice		8,000.00	6,633.50		1,366.50		V	05.05.98	05.05.98	
	48 001	14779		28,000.00	23,217.24		4,782.76	C206E	V	05.05.98	05.05.98	1,366.50
	48 001	14779	RC	28,000.00					V	05.05.98	05.05.98	4,782.76
RI	48 001	Invoice		28,000.00	23,217.24		4,782.76		V	05.05.98	06.06.98	
	48 001	14779		28,000.00	23,217.24		4,782.76		V	05.05.98	06.06.98	4,782.76
	48 001	14779	RC	28,000.00					V	05.05.98	06.06.98	4,782.76
RI	49 001	Invoice		28,000.00	23,217.24		4,782.76		V	06.06.98	06.06.98	
	49 001	14779		6,000.00	4,975.12		1,024.88	C206E	V	06.06.98	06.06.98	4,782.76
	49 001	14779	RC	2,000.00					V	06.06.98	06.06.98	341.63
	49 001	14779	RC	1,000.00					V	06.06.98	06.06.98	170.81
RI	51 001	Invoice		3,000.00	4,975.12		1,024.88		V	05.05.98	05.05.98	
	51 001	14779		7,000.00	5,804.31		1,195.69	C206E	V	05.05.98	05.05.98	512.44



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## Processing Options for VAT Report for Payments and Receipts (P7400C1)

PROOF OR FINAL:

1. Enter a '1' to run in final mode. \_\_\_\_\_  
If left blank, the report will be  
run in proof mode.

DATES:

2. Select the G/L dates range to be  
processed:  
Beginning date: \_\_\_\_\_  
Ending date: \_\_\_\_\_

COMPANY SELECTION:

3. Select the company for which the VAT  
on receipts/payments process needs  
to be run. A company code MUST be  
entered in this processing option. \_\_\_\_\_

USER DEFINED CODES:

4. Enter the table containing the VAT  
rate codes on receipts (A/R) to be  
processed. A User Defined Codes  
table MUST be entered in this  
processing option.

System Code: \_\_\_\_\_  
Record Type: \_\_\_\_\_

5. Enter the table containing the VAT  
rate codes on payments (A/P) to be  
processed. A User Defined Codes  
table MUST be entered in this  
processing option.

System Code: \_\_\_\_\_  
Record Type: \_\_\_\_\_

DREAM WRITER VERSIONS:

6. Enter the DREAM Writer version for  
the VAT on receipts print program  
(P7400C2). If left blank, 'XJDE0001'  
will be used. \_\_\_\_\_
7. Enter the DREAM Writer version for  
the VAT on payments print program  
(P7400C3). By default the 'XJDE0001'  
version will be used. \_\_\_\_\_





# Banking Requirements

## About Banking Requirements

In France, businesses frequently accept and remit drafts for payment, and automatically debit customer bank accounts.

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

- Working with bank account information
- Working with advanced payment terms
- Working with automatic payments
- Processing drafts
- Processing automatic debits







# Work with Bank Account Information

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## Working with Bank Account Information

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

The account information you enter must be accurate to avoid service charges from the bank. J.D. Edwards software validates the Relevé d'Identité Bancaire (R.I.B.), including the bank account and transit numbers according to the standards set by the French banking authorities.

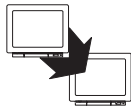
Working with bank account information consists of the following tasks:

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

### Before you Begin

- Verify that your user display preference is set to FR (France). The user display preference must be set for the online bank identification validation of the R.I.B. to take place.

## Entering Bank Account Information for Your Company



From Accounts Receivable (G03), enter 29

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

To process bank transactions, such as EFT's, for France, you must enter bank account information for your own company.

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

On G/L Bank Account Information

1. To enter the bank information, complete the following fields:

- G/L Bank Account Number
- Description
- Address Number
- Control Digit
- Bank Transit
- Pre-Note Option Code
- Bank Account Number
- Float Days - Receivables
- Checking or Savings Account
- SWIFT Code

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>• Standard account number (business unit.object.subsidiary or flexible format)</li> <li>• Third G/L number (maximum of 25 digits)</li> <li>• 8-digit short account ID number</li> <li>• Speed code (not currently available in OneWorld)</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Address Number – Input (Mode Unknown)	<p>The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).</p>
Bank Account – Control Digit	<p>This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).</p>
Transit Number – Bank	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p>
Pre-Note Option Code	<p>The code used to override the Pre-Note processing for electronic funds transfers. Valid values are:</p> <ul style="list-style-type: none"> <li>blank Use the Pre-Note code assigned to the supplier.</li> <li>1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.</li> </ul>
Bank Account Number – Customer	<p>The customer's bank account number, usually found on the bottom of the customer's check.</p>
Float Days for Checks – Receivables	<p>The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p>
Checking or Savings Account	<p>A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>blank checking account</li> <li>0 checking account</li> <li>1 savings account</li> </ul> <p>For OneWorld, designate whether the account is checking or savings with a check mark.</p>
SWIFT Code	<p>The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.</p>

## See Also

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

## Entering Bank Account Information for Customers and Suppliers



From Accounts Receivable (G03), enter 29

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

### ► To enter bank account information for customers and suppliers

On Bank Account Cross Reference

Routing/Transit	Bank Number	Account No	Cn	Description	T
3000200544	0000739990V		34	French Bank	V

1. To locate a customer or supplier, complete the following field:
  - Address Number
2. To enter bank account information, complete the following fields:
  - Transit Number - Bank
  - Bank Account Number
  - Bank Account Control Digit (optional)
  - Description
  - Record Type - Bank Transit

## See Also

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

## 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.

**Bank Account Exception Report** In addition to the online validation, you can run the Bank Account Exception Report (P00310) to verify that your account information is correct. When you run the report, the system verifies the account numbers based on a control digit (Clé RIB – Relevé d'Identité Bancaire) and the bank transit number.



# Work with Advanced Payment Terms

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## Working with Advanced Payment Terms

You use payment terms to ensure that both the seller and the buyer agree on when a payment is due for goods or services rendered. Payment terms can range from simple to complex, depending on the policy of your organization. For example, you might set up a simple payment term, such as 1/10, net 30, to encourage early payment. You might also set up a more complex payment term to allow an invoice or a voucher to be split into multiple payments with a different discount percentage for each payment.

Working with advanced payment terms consists of the following tasks:

- Setting up due date rules
- Setting up workday calendars (optional)
- Setting up advanced payment term codes
- Setting up installment payments (optional)
- Working with payment terms for multi-tiered discounts (optional)

Payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers. A due date can either be a net due date or a discount due date.

Because of the complex and diverse ways of calculating due dates, you can set up due date rules using various components to calculate a due date. For example, you can specify that the system add 10 days to the based on date, which might be the G/L date, when calculating the discount due date of an invoice.

After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. You can specify a due date rule as either a discount due date or a net due date. This enables you to link the rules together with a discount percent to define the following:

- Default payment term code for a customer or supplier
- Payment term code of a specific invoice or voucher

The system stores payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)
- Accounts Payable Ledger (F0411)

## Setting Up Due Date Rules



From Accounts Receivable (G03), enter 29

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

From Payment Terms Revisions (G00141), choose Due Date Rule Revisions

Before you set up specific payment terms, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

A due date rule can consist of any of the following components:

<b>Based on Date</b>	This date can be an invoice date, G/L date, a service tax date, and so on.
<b>Months to Add</b>	This component is the number of months that the system adds to the based on date.
<b>Days to Add</b>	This component is the number of days that the system adds to the based on date.
<b>Fixed Date</b>	This component is the same date every month, such as the 10th or 15th of each month.
<b>Workday Calendar</b>	This component is a calendar that you can use to ensure that the due date is on a Workday.
<b>Workday Rule</b>	This component is a rule that you can use to ensure that, if a due date is on a non-workday, the system ignores the date classifications or moves the date forward or backward to an actual working day. It also determines whether to count non-workdays when calculating the due date.



**Date Range**

This component is a range of days that the system uses in conjunction with other components.

By using a combination of these components, you can set up a variety of payment terms. For example, you might set up date rules as follows:

- Use the invoice date as the based on date and add one month. For example, if the date of the invoice is June 25th, the due date is July 25th.
- Use the G/L date as the based on date, and add one month and five days. For example, if the G/L date is June 12th, the due date is July 17th.
- Use the G/L date as the based on date, set up a day range, specify a number of days to add to the day range and a month to add. For example, if the G/L date is June 2nd, the month to add is 1, and the date ranges are the:
  - 1st through the 10th, add 5 days
  - 11th through the 31st, use the 31st as the fixed date

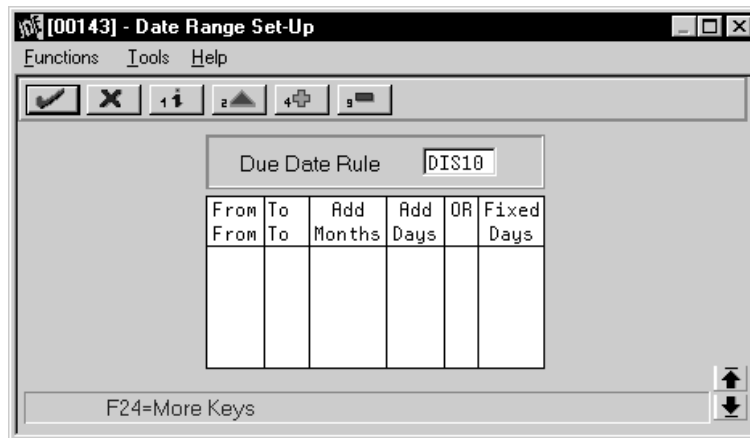
Since the based on date is within the first date range, the system adds five days and one month to the last day in the day range. Therefore, the due date for the payment is July 15th. This is commonly known as a “swing payment term,” and is most often used in Germany.

► **To set up due date rules**

On Due Date Rule Revisions

Date Rule	Description	Base Date	Mth Add	Days Add	Fix Days	Calendar	Dy Rl	Range Tier
.	last tier for multi-tiered							
DIS10	10% discount	1		10			10 2	
F09M1	Fix 09 Month 1		1		9		10 3	
F10M1	Fix 10 Month 1		1		10		10 1	R
F11M1			1		11			
F20TX	20 days - tax date	3		30				
MT	Multi Tiered Discount	1						T
NET30	Due Date net 30	1		30			10 2	
NTIER	NET TIER RULE		10					
RSS1	text for rss1							T
RSS2	text for rss2		36					
TEST		1		7				
TIER	Tiered Due date Rule						10 2	T
15DAY	Fifteen day discount	1		15			10 2	
5PEOM	5th Prox/End of Month	1						R

1. Complete the following fields:
  - Date Rule
  - Description
2. To define how the system calculates the due date, complete any of the following fields:
  - Based on Date
  - Months to Add
  - Days to Add
  - Fix Days to Use
3. To specify information about a workday calendar, complete the following fields:
  - Calendar
  - Workday Rule
4. To set up a date range as part of your due date rule, choose the Date Range option next to the rule.



5. On Date Range Setup, complete the following fields:
  - From Day Range
  - To Day Range
6. Complete the following optional fields and press Enter:
  - Add Months
  - Add Days
  - Fixed Days
7. Choose the Update function to update and redisplay the due date rule.

Field	Explanation
Date Rule	The due date rule that the system uses to determine the installment due date of an invoice. You define due date rules on the Due Date Rule Revisions form.
Description	A user defined name or remark. Use this field to describe the customer or class of customers who will use the execution list.
Based on Date	The initial date from which the net due date and discount due date is calculated.  NOTE: The based on date attached to the net due date rule and the discount due date rule is applicable for the first installment only for installment payment terms. Each subsequent installment will use the previously calculated net due date as the basis for calculating the next due date.
Months to Add	This field indicates the number of months to add to the based on date to determine the net due date or the discount due date.
Days to Add	This field indicates the number of days to add to the based on date to determine the discount or net due date.
Fixed Days	This indicates the fixed day which will be used during the date calculation.
Calendar	The calendar name to be used in Workday calculations. It will be validated against the Workday table (F0007).
Workday Rule	A code that controls how the system determines the due date when the due date falls on a non-working day. The Workday rule operates in conjunction with the fixed days, add days, and date range.  Valid values: <ul style="list-style-type: none"> <li>blank When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday.</li> <li>1 When calculating the due date, omit non-working days. If the due date falls on a non-working day, move the due date forward to the next working day.</li> <li>2 When calculating the due date, use actual days. If the due date falls on a non-working day, move the due date forward to the next working day.</li> <li>3 When calculating the due date, do not omit non-working days. If the due date falls on a non-working day, move the due date back to the last working day.</li> </ul>
From Day	This field indicates the lower value of a day range. The allowable values are 1 to 31. This must be lower than the To Day value.

<b>Field</b>	<b>Explanation</b>
To Day	This field indicates the upper value of a day range. The allowable values are 1 to 31. This must be greater than the From Day value.

## What You Should Know About

### **Date ranges**

If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, days to add, or a fixed date. If you do not specify a month to add, days to add, or a fixed date, the system assigns the due date as the last day of the range.

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

The ranges must not overlap, and they must include a full month (days 1 through the 31st).

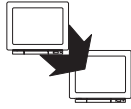
Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed days number. However, you can specify the number of months to add with the number of days to add or the fixed days.

The system adds the days to add, months to add, and fixed days to the last day in the range on the Due Date Rule Revision form. To determine the date range, the system adds the days to add, months to add, and fixed days to the based on date.

### **See Also**

- *Setting Up Workday Calendars*

## Setting Up Workday Calendars



From Accounts Receivable (G03), enter 29

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

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

When setting up due date rules for your payment terms, you can set up workday calendars. These calendars enable you to specify the actual workdays, weekends, holidays, and so on, of your organization. You can set up multiple calendars and reference the name of one in the due date rule.

After you set up a workday calendar, you specify which action to take if the system calculates the due date on a non-workday. You do this on the Due Date Rule Revisions form. For example, you can instruct the system to:

- Ignore non-workdays when counting the days to calculate the due date and not allow the due date to occur on a non-workday.
- Use the workday after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the workday before the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the previous Friday.

If you specify a workday rule, you can adjust the payments due date to correspond with your working days. For example, you can prevent unintended “grace periods” that might occur if the due date falls on a Saturday and your business is closed. In addition, you can specify that the payment is due in 30 working days instead of 30 calendar days.

## ► To set up Workday calendars

On Work Day Calendar

1. Complete the following fields:
  - Branch
  - Calendar Year
  - Calendar Month

The calendar for the month and year displays twice. The left portion of the form shows the numerical days, and the right portion of the form shows the workdays and non-workdays.

2. In the right portion of the form, change the default values as necessary for each day of the week.

## What You Should Know About

### Specifying the type of day

Some examples of the type of day you can specify on the calendar are:

- W (Workday)
- E (weekend)
- H (holiday)
- S (shut-down)

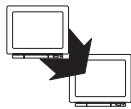
**The Workday Calendar program (P00071)**

The Workday Calendar program is a Manufacturing program. On the Workday Calendar form, the Branch field refers to a Branch/Plan (business unit). You can only set up a workday calendar for a valid business unit. After you add a workday calendar, you can specify the calendar on the Due Date Revisions form.

Only valid business units from the Business Unit table (F0006) can be added to the Workday Calendar table (F0007).

**See Also**

- *Setting Up Due Date Rules* for information about specifying workday rules

**Setting Up Payment Term Codes**

From Accounts Receivable (G03), enter 29

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

From Payment Terms Revisions (G00141), choose Advanced Payment Terms

You can set up codes for various payment terms, which determines the net due dates, discounts, and discount due dates for your invoices and vouchers. This makes entering invoices and vouchers more efficient.

When you enter a customer or supplier record, you specify the payment term code that the customer or supplier uses most frequently. Then, when you enter the invoice or voucher, you can either:

- Accept the default payment term code or
- Designate a different payment term code

**Payment Term Codes**

When you set up a payment term code, you can use a one-, two- or three-character combination of the following codes:

- Alphabetic (A - Z)
- Numeric (1 - 999)
- Special characters (including blank)

You should set up a blank code for the most commonly used payment terms. If you do this, you must also set up a nonblank code for the same payment terms in case you need to change a supplier's payment terms later.

For example, you have a supplier with a payment terms code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank, you must use a nonblank code, such as N for net 30 days.

### Before You Begin

- Set up the necessary due date rules that the system uses to calculate net due dates and discount due dates. This enables the system to link the rule to a specific payment term. See *Setting Up Due Date Rules*.

### ▶ To set up payment term codes

On Advanced Payment Terms

The screenshot shows a window titled "[00145] - Advanced Payment Terms" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar is a "Skip To Payment Term" field. The main area contains a table with the following data:

0 P	Payment Term	Description	Net Due Date Rule	Disc. Due Date Rule	Disc Perc	Inst Present
	DBM	5 15 net 30 terms	NET30	15DAY	.05000	N
	DHL	Testx advanced terms	F10M1	F10M1		Y
	D01	test advanced terms	F09M1	F10M1	.05500	N
	D10	discount 10 n30	F09M1	F10M1	.05500	N
	GER	English	F10M1	F10M1	.99000	Y
	MON	Monica's Test payment term	F20TX	F20TX	.20000	N
	MT	multi-tiered	TEST	MT	.10000	N
	RLY	test advanced payment terms	TEST	F20TX	.20000	N
	RS1	test tier	RSS2	RSS1	.50000	N
	SAB	Common	F10M1	F10M1	.90000	N
	TIR	test tier	NTIER	TIER	.90000	N
	TSA	test tsa	F10M1	F10M1		N
	TSB	test tsb	F10M1	F10M1	.75000	N
	TSC	test tsc	F10M1	F10M1		N
	TSD	test tcd	F10M1	TIER	.90000	N

At the bottom of the window, there is a status bar with the text: "Opt:1=Installments 9=Dlt F5=Updt w/Redsply F15=Due Date Rules F24=More Keys".

1. Complete the following fields:
  - Payment Term
  - Description (optional)
2. To attach a due date rule to the payment term, complete the following fields:
  - Net Due Date Rule
  - Discount Due Date Rule



3. To specify a discount percentage for the invoice, complete the following field:
  - Discount Percentage

Field	Explanation
Payment Terms	<p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example:</p> <pre> blank Net 15 1      1/10 net 30 2      2/10 net 30 N      Net 30 P      Fixed day of 25th Z      Net 90                     </pre> <p>This code prints on customer invoices.</p>
Description – Payment Terms	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rules Revisions form.
Discount Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rules Revisions form.
Disc Perc	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.

## What You Should Know About

**Simple payment terms** You define simple payment terms using the Payment Term Revision form. If you want to set up an advanced payment term, you must use the Advanced Payment Term form.

The system displays both simple and advanced payment terms on the Payment Term Revision form, but the Advanced Payment Term form displays only advanced payment terms. (Advanced payment terms are payment terms that include a net due date and discount due date information.)

## Setting Up Installment Payments



From Accounts Receivable (G03), enter 29

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

From Payment Terms Revisions (G00141), choose Installment Payment Revisions

Instead of a customer or you paying all of an invoice or voucher at one time, you can might arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following list describes two examples of installment payment terms:

**Equal payments with a discount due date**

You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

**Unequal payments with a discount due date**

You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a five percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

## ► To set up installment payments

On Installment Payment Revisions

Payment Term

Description

No. of Equal Payments

Discount Percent  (default)

Disc. Due Date Rule  (default)

Net Due Date Rule  (default)

Sequence Number	Percent of Installment	Discount Percent	Disc Rule	Net Rule

F5=Update w/Redisplay F15=Due Date Rules F24=More Keys

1. Complete the following fields:
  - Payment Terms
  - Description (optional)
2. To set up equal installment payments with the same due date rules, complete the following fields in the header area:
  - Number of Equal Payments
  - Discount Percent
  - Discount Due Date Rule
  - Net Due Date Rule
3. To set up unequal installment payments or to apply different due date rules, complete the following fields for each installment in the detail area:
  - Sequence Number
  - Percent of Installment
  - Discount Percent
  - Discount Due Date Rule
  - Net Due Date Rule

<b>Field</b>	<b>Explanation</b>
No. of Equal Payments	This field indicates the number of equal installments to be initially generated by the system. Using default values, the system uses this fast path method to create equal installments.
Discount Percent	The default value for the percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02. Note, this field is only available the first time that installments are entered for a payment term. It is the value which will initially be replicated for the generated installments.
Disc. Due Date Rule	The default value of the discount due date rule that the system uses when generating equal installments.  Note: This field is only available for use when first generating new equal installments for a payment term.
Net Due Date Rule	The default value for the Net Due Date rule when generating equal installments. Note, this field is only available for use when first generating new equal installments for a payment term.
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.
Percent of Installment	The percentage of the invoice that is going to be split to generate one installment. The total of all installments must add up to 100.00 % of the invoice total amount. This is different than the split payment concept where the split is a fixed percent. Here you create installments using variable percentages. If the percent of the installment is 20%, you enter it as 20.
Discount Percent	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.

## What You Should Know About

### **Verifying installment payments**

To verify that installment payments are attached to the appropriate payment term, locate the payment term on Advanced Payment Term Revisions and choose the Update function.

## Working with Payment Terms for Multi-Tiered Discounts

You can set up payment terms that allow for multiple discount percentages for invoices or vouchers. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days.

After you set up payment terms for multi-tiered discounts, you can assign the payment terms to the applicable vouchers or invoices. Then you run the multi-tiered batch update program to recalculate the discount available and the due date for your vouchers or invoices. The system changes the discount percent based on the number of days that have passed and the current tier.

For example, you could put the Update A/R Invoice Batch program in your sleeper routine so that it runs nightly. Then you can set up a multi-tiered payment term for which the first tier is 30 percent for 10 days and the second tier is 20 percent for 20 days. You assign the payment term to an invoice.

When the invoice is 11 days old and the multi-tiered batch update program is run, the system replaces the discount amount at 30 percent with the discount amount at 20 percent. The discount due date becomes 20 days from the date of the invoice. In the Accounts Payable system, the net due date is changed to 20 days from the date of the voucher.



Multi-tiered payment terms can be used only by companies that set the tax rule for calculating tax on gross (including discount) to “yes”. Vouchers and invoices that are generated by companies with the tax rule for calculating tax on gross (including discount) set to “no” are not processed by the multi-tiered batch update programs because the programs cannot update the discount amount without changing the tax amounts. Unless the multi-tiered batch update programs process the documents, the vouchers and invoices do not move to the next tier and the due dates and discount percent remain the same unless manually changed.

### Before You Begin

- Verify that your company tax rules are set up correctly. See *Setting Up Tax Rules by Company for A/R (P0022)* in the *Accounts Receivable Guide*.
- Set up or choose the net due date rule that you will use for your multi-tiered payment term.
- Set up a payment term code for your multi-tiered payment term.

Working with payment terms for multi-tiered discounts consists of the following tasks:

- Setting up a multi-tiered due date rule
- Updating the discount available for multi-tiered terms

### Setting Up a Multi-Tiered Due Date Rule



From Accounts Receivable (G03), enter 29

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

From Payment Terms Revisions (G00141), choose Due Date Rule Revisions

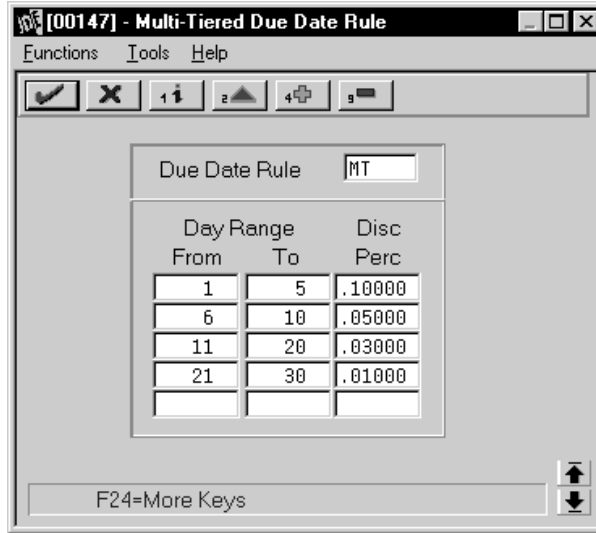
Set up multi-tiered due date rules for payment terms that allow multiple discount percentages.

#### **To set up a multi-tiered due date rule**

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On Due Date Rule Revisions

1. Complete the following fields:
  - Date Rule
  - Description
2. To define how the system calculates the due date, complete any of the following fields:
  - Based on Date
  - Months to Add
  - Days to Add
  - Fix Days to Use
3. To specify information about a Workday calendar, complete the following fields:
  - Calendar
  - Workday Rule
4. Choose the Add Multi-Tiered Information option.



5. Complete the following fields:

- Day Range From
- Day Range To
- Discount Percent

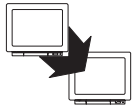
Field	Explanation
From Day	Enter the from day value for the first tier. This must be equal to 1 as it is the first tier.
To Day	Enter the day value for the end day of the first tier. This must be greater than the from day value for this tier. There must be no overlaps and no gaps.
Discount % – Payment Terms	The percent of the total invoice that will be discounted if the invoice is paid within the discount period specified by the first tier. This is entered as a decimal, for example, a 2% discount is .02.

### What You Should Know About

**Date ranges**

Multi-tiered due date rules cannot include date ranges. You can set up a date rule with a range or a tier, but not both.

## Updating the Discount Available for Multi-Tiered Terms



From Accounts Receivable (G03), enter 29

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

From Payment Terms Revisions (G00141), choose an option under the Multi-Tiered Batch Updates heading

To update the discount available for invoices and vouchers that you assign multi-tiered discount payment terms, you run the multi-tiered batch update programs. The update programs recalculate the discount available for your vouchers or invoices.

When you run the batch update program, the program selects invoices and vouchers with multi-tiered payment terms. The system verifies that the available discount is correct by multiplying the gross amount by the discount percentage for the correct tier. The system determines the correct tier based on the “based on date” and the number of days that have past. If the amount is not correct, the system will update the due date and the discount amount.

### What You Should Know About

#### **Changing discount amounts or due dates**

If you want to permanently change the discount amount or the due date to something other than a multi-tiered payment term, you must change the payment term field in the voucher or the invoice. If you change only the discount amount or the due date, and you do not change the payment term for the invoice or voucher, the next time you run the multi-tiered batch update program, the system will recalculate these values to fit into the tier.

#### **Calculating due and discount dates for A/R**

In Accounts Receivable, the system uses a net due date (data item DDNJ) and a discount due date (data item DDJ). The system calculates the net due date based on the net due date rule and the discount due date based on the discount due date rule. If the discount due date rule is a multi-tiered payment term, the system uses the “to day” of the current tier to calculate the discount due date. When the batch update program is run, the system determines that the discount amount is incorrect for the date. The system recalculates the discount and changes the discount due date to the right “to day.” The system does not check to verify that the net due date is after the discount due date. You should monitor this when selecting discount and net due date rules for your payment terms.



**Calculating due and discount dates for A/P**

In Accounts Payable, the system uses only one due date (data item DDJ). The system uses data item DDJ to store the discount due date, although on the form, the field name is Net Due Date. The system does not store the value from the net due date rule in the Accounts Payable Ledger (F0411). Even after the last "to day" from the multi-tiered payment term has passed, the system does not update DDJ with the date from the net due date rule.

**Processing Options for Update Multi-Tiered A/R (P005142)**

TAX PROCESSING:

1. Enter a '1' to indicate that Tax Information should not be printed. \_\_\_\_\_

AS OF DATE:

2. Enter the "As of" date to process. The batch program will calculate the discount as if the current date were this date. If left blank the system date will be used. \_\_\_\_\_



# Work with Automatic Payments

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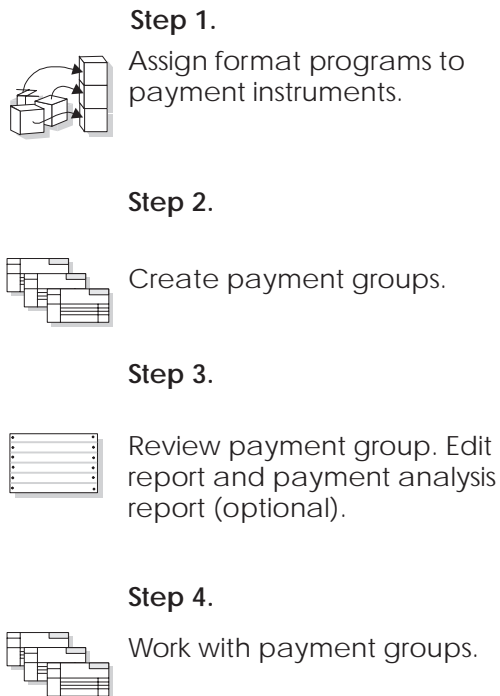
## Working with Automatic Payments

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 the working with automatic payments process:



## 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, magnetic tapes, 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.
- 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 France:

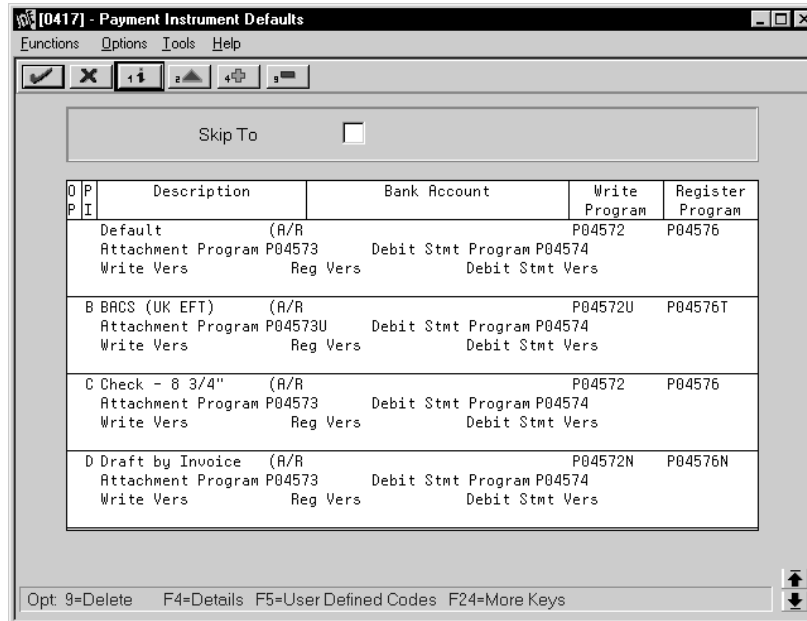
<b>Payment formats</b>	Use the following programs to generate payment formats for France: <ul style="list-style-type: none"><li>• P04572F1 for electronic transfers (<i>virements</i>)</li><li>• P04572F2 for checks (<i>lettre chèque</i>)</li></ul>
<b>Registers</b>	Use program P04576 to generate the registers for both electronic transfers and checks for France.
<b>Attachments</b>	Use the following programs to generate attachments for France: <ul style="list-style-type: none"><li>• P04573 for electronic transfers</li><li>• P04573F for checks</li></ul>
<b>Debit statements</b>	Use program P04574 to generate the debit statements for electronic transfers and checks for France.

### 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 France*.

## ► To assign formats to payment instruments

On Payment Instrument Defaults



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

## What You Should Know About

### **Specifying a different version**

You can specify different versions of the payment format and register programs that you set up for your payment instrument defaults. To do this, access the processing options for the Work with Payment Groups program (P04257). Enter the versions that you want to use in processing options 7 and 11.

### **French electronic funds transfer (EFT) format**

The French EFT format (generation program P04572F1) consists of a fixed length record that includes 160 characters. The information included in the EFT table includes:

- Header record – Information about the company that is ordering the payment.
- Detail record – Information about the suppliers that are to receive the payment and the payment amount. The EFT table can include as many detail records as there are payments in the payment group.
- Total record – Total amount of the transfer.

The generation program also includes the sender's bank identification number on the header, detail, and total records, as required by the Banque de France. You can specify this identification number in the processing options for the program or set up the number in the G/L bank account information you enter for your company.

See *Working with Bank Account Information*.

### **G/L payment date for French EFT format**

The system writes the G/L payment date to the electronic funds transfer table in the DDMMY format, where Y is the last digit of the year. For example, July 07, 1997 is written to the table as 07077.

### **Bank transit codes for French EFT format**

The system writes the bank transit number of your company to the header record and the bank transit number of the supplier to the detail record of the EFT table. In both records, the bank transit number is split into the Bank Identification Number (5 digits) and the Branch Identification Number (5 digits).

### **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.

**See Also**

- *Setting Up Payment Instruments in the Accounts Payable Guide*

**Processing Options for A/P Payments – French Bank Tape (P04572F1)**

PROCESSING MODE:

1. Enter a '1' to print a paper Funds Transfer Order. If left blank a Electronic Funds Transfer (EFT) file will be created. \_\_\_\_\_

TAPE INFORMATION:

2. Enter one of the following to load information to the reference field of the detail record.  
' ' = payment document number  
'1' = vendor number  
'literal comment'  
\_\_\_\_\_
3. Enter the Sender's Bank ID number (6 pos.). If left blank, the Bank Account Bank System User Number (BACS) will be used. Please note that if this field is blank on the tape, the tape will be rejected by the bank clearing house.  
\_\_\_\_\_
4. Enter the Sender's Fiscal Identification (15 positions). This can be either the SIRET code (1 + 14 digits) or another code (2 + code).  
\_\_\_\_\_
5. Enter the City to be loaded into the payment records.  
\_\_\_\_\_

BANK TAPE:

6. Enter the following default values:  
Device Name . . . . . \_\_\_\_\_  
Tape Density. . . . . \_\_\_\_\_  
Label Name. . . . . \_\_\_\_\_  
Blocksize . . . . . \_\_\_\_\_  
New Volume Name . . . . . \_\_\_\_\_  
New Owner ID. . . . . \_\_\_\_\_  
File Name . . . . . \_\_\_\_\_



### Processing Options for A/P Payments – French Checks (P04572F2)

ADDRESS FORMAT:

1. Enter an override address format to use for the payee and/or company addresses. If left blank, the country format will be used.

\_\_\_\_\_

PAYMENT INFORMATION:

2. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

\_\_\_\_\_

3. Enter the City to print on the Payment.

\_\_\_\_\_

PRINT INFORMATION:

4. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'.

\_\_\_\_\_

### Processing Options for A/P Payments – 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 – Attachments (P04573)

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

- *Grouping Vouchers for Payment* 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. \_\_\_\_\_

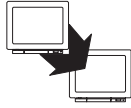
21. Enter the DREAM Writer version number of the Calculate Withholding program to be run. If left blank, version ZJDE0001 will be used. \_\_\_\_\_

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
- After you 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. \_\_\_\_\_





# Process Drafts

---

## Processing Drafts

Payment by draft is a common business practice in France. A draft is a representation of a promise to pay a debt. Its existence changes the legal nature of the underlying liabilities or assets.

Drafts are payment instruments that involve direct communication between the bank of the payer and the bank of the payee. A draft must be classified, tracked, and reported separately from other types of obligations, such as checks and transfers. Clients might require both manual and automatic draft processing. These processes consist of three to five steps, depending on the country or client requirements.

In France, drafts can be remitted on paper or electronically. When a draft is remitted to the bank, the bank charges a commission fee for processing the draft. The commission fee is subject to VAT. If the draft is discounted, the bank calculates its fee based on the actual due date. The fee for discounting is also subject to VAT. You must create manual journal entries for these VAT entries.

Invoices and vouchers that are subject to settlement by draft are distinguished from other types of transactions in the system by a special payment instrument type. You can specify a payment instrument type on the customer master or on the invoice/voucher entry form.

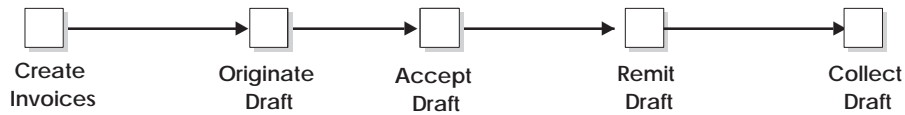
## Accounts Receivable Drafts

Businesses in France use the following accounts receivable drafts:

- Lettre de change
- Billet à ordre

The lettre de change is sent from the supplier to the customer and requires customer acceptance. The billet à ordre is sent from the customer directly to the supplier and does not require any acceptance.

The Accounts Receivable system provides an effective way to process drafts receivable. The following information pertains only to the flow of accounts receivable draft processing.



### Creating Invoices

A customer purchases goods or services from you. You use the Standard or Speed Invoice Entry form to create and then post an invoice. When you post the invoice, the system debits accounts receivable and credits sales.

At this point in the process, the invoice is open. No draft exists.

Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Payment Instrument	Pay Status
RI	1234	10,000	D	A

The account postings and the balances in the general ledger for the journals are as follows:

<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">A/R Trade</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">10,000</td> </tr> </table>	A/R Trade	10,000	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Sales Account</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">10,000</td> </tr> </table>	Sales Account	10,000
A/R Trade					
10,000					
Sales Account					
10,000					

### Printing the Draft (Optional)

Either you or your customer can originate the draft. The draft shows the amount to be paid, the due date, banking information, and, possibly, information about the invoices.

If you originate the draft, you can include invoices or statements. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached. Printing the draft has no effect on the general ledger.

Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Statement Number	Print Y/N
RI	1234	10,000	10005	Y

### Accepting the Draft

The draft cannot be legally enforced until your customer accepts it. After your customer accepts the draft, you enter and post the draft, whether it is manual or automatic.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing and returning it to you
- Originating, printing, signing, and sending the draft to you

For automatic (pre-authorized) drafts, the draft is considered accepted by prior agreement without a response from your customer.

At this point in the process, the system closes the invoice. The draft has been created and accepted.

The system creates a journal entry to debit drafts receivable and credit an A/R trade account. You post the journal entry.

Customer Number 7001							
Doc Type	Invoice Number	Invoice Amount	Print Y/N	Pay Status	Pay Instr	Match-ing Doc	Match-ing Number
RI	1234	10,000		P	2	R1	10005
R1	10005	10,000	Y	D	2	2	2

The account postings and the balances in the general ledger for the journals are as follows:

<table style="margin: auto;"> <tr> <td style="text-align: center;">A/R Trade</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">10,000</td> </tr> </table>	A/R Trade	10,000	<table style="margin: auto;"> <tr> <td style="text-align: center;">Drafts Receivable</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">10,000</td> </tr> </table>	Drafts Receivable	10,000
A/R Trade					
10,000					
Drafts Receivable					
10,000					

### Remitting the Draft

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either on magnetic tape or by printing a register. When you remit the draft, the system creates a journal entry to credit drafts receivable and debit drafts remitted. You post the journal entry.

You arrange to collect funds from the draft in one of the following ways:

- Wait until the funds become available on the due date that is specified on the draft.
- Request an advance from your bank before the due date of the draft (discounting). Typically, banks charge interest when they advance funds for a draft before its due date.



You can use either the paper draft remittance program (P03570) or the Magnetic Draft Remittance (P03572) to remit drafts. When you use the Magnetic Draft Remittance program, the program generates a table (F03572) that corresponds to the French banking standards (AFB) for magnetic drafts (LCR Magnetiques).

NOTE: You can use either the paper draft remittance program (P03570) or the Magnetic Draft Remittance (P03572) to remit drafts. When you use the Magnetic Draft Remittance program, the program generates a table (F03572) that corresponds to the French banking standards (AFB) for magnetic drafts (LCR Magnetiques).

Customer Number 7001					
Doc Type	Invoice Number	Invoice Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

The account postings and the balances in the general ledger for the journals are as follows:

Drafts Receivable <hr style="width: 80%; margin: 0 auto;"/>   10,000	Drafts Remitted <hr style="width: 80%; margin: 0 auto;"/>   10,000
--	--

### Collecting the Draft

Your bank collects the funds for the draft from the customer's bank on the due date on the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both the supplier and the customer recognize the transfer of cash.

When you update the status of the draft in your records to show that it was collected, the system creates a journal entry to credit drafts remitted and debit a cash account. You post the journal entry.

Customer Number 7001				
Doc Type	Invoice Number	Invoice Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

The account postings and the balances in the general ledger for the journals are as follows:

Drafts Remitted	Cash Bank Account
10,000	10,000

### What You Should Know About

**Unpaid draft processing** There are times, after the draft has already been accounted for as collected, that the bank rejects the draft (usually because the client’s account is overdrawn).

You can account for unpaid drafts by choosing the Automatic Reversing Entries or Automatic NSF Entries functions on the draft entry form.

When you account for unpaid drafts, the system creates a matching document type to close the original document. The original invoice is reopened. When you post the batch, the system creates the following journal entry:

- Cash Bank Account (CR)
- A/R Trade (DR)

You can also account for unpaid drafts at the remittance phase by choosing Automatic Reversing Entries or Automatic NSF Entries on the receipts entry form. In this case, when you post the batch, the system creates the following journal entry:

- Drafts Remitted (CR)
- A/R Trade (DR)

### **Payor reference**

When you use electronic drafts, you can indicate a payor reference on the draft file that is remitted to the bank. According to French banking standards, this reference must always be right-justified. If it is fewer than 10 characters. It includes zero placeholders.

J.D. Edwards reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks. When not used, the field should remain blank.

The reference field is included on the following forms and reports:

- Drafts Entry (P03103)
- Drafts Revisions (P03150)
- Magnetic drafts remittance reports (P03572)

Although the reference field is a generic field that can contain up to 25 characters, only 10 characters can be used for the French payor reference number.

## **Accounts Payable Drafts**

The Accounts Payable system also provides a way to process drafts. The following information pertains only to the flow of Accounts Payable draft processing.

### **Creating a Draft**

To create drafts, you select the vouchers that you want to include in a payment control group for drafts. Vouchers that are subject to settlement by draft are distinguished from other types of transactions in the system by the payment instrument type D.

When you create drafts, you use the Write function in Work with Payment Groups to print the drafts. You use the Update function to:

- Change the pay status of an original voucher from # (in process) to P (paid).
- Create a matching document with a document type of P1. This matching document closes the original voucher.
- Create a new original document. The new document should have a document type of P1 with a pay status of D to indicate that the draft has been created.

When you create drafts, you can use a processing option to submit the payment batch to post. When you submit the batch to post, the system creates journal entries that debit the A/P trade account and credit the drafts payable account.

The system uses AAI item PDx to identify the general ledger account to use for drafts payable.

### Paying a Draft

When a draft has been paid by your bank and cash has been transferred, you must identify the paid draft in your system by selecting the draft for payment. When you select the draft for payment, the system closes the draft and creates a batch for posting.

The following graphic shows how the system uses the document type and document number information to group the entries that are related to the original voucher. The graphic shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	456	50,000		
	PV	457	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155
Create draft	P1	155	100,000		

### Posting Outstanding Drafts

After a draft has been paid, you post it to the general ledger. The system selects drafts with a pay status of draft selected, then generates and posts journal entries that debit drafts payable and credit the payables bank account. The system also changes the pay status of the draft to paid and generates a post report.

### Writing Payments

When you write payments, the system does the following:

- Changes the “next status” of the payment group from WRT (write) to UPD (update).
- Creates and prints drafts using control information for payment groups.

### Updating the A/P Ledger

When you update payments to the A/P ledger, the system creates the following documents:

- A matching document with a document type of P1, which closes the voucher.

- An original document with a document type of P1 and a pay status of D (draft accepted). This document is the draft, which replaces the original voucher.

### Closing Drafts

When you know a draft has been paid, you select it so that you can then post it to the general ledger. When you select it, you change the pay status of the draft from D (draft accepted) to # (draft selected).

### Posting Outstanding Drafts

After a draft has been paid, you post it to the general ledger. The system changes drafts with a pay status of # (draft selected) to P (draft paid). The system then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

### Example: Paying Drafts

The following chart shows how the system uses the document type and document number information to group the entries related to the original voucher. The table shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	456	50,000		
	PV	457	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155
Create draft	P1	155	100,000		

### See Also

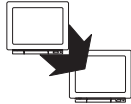
- *Accounts Receivable Guide* for more information about the tasks involved in accounts receivable draft processing
- *About A/P Draft Processing* in the *Accounts Payable Guide*
- *Selecting Paid Drafts (P04260)* in the *Accounts Payable Guide*
- *Posting Outstanding A/P Drafts (P04803)* in the *Accounts Payable Guide*



# Process Automatic Debits

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## 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

You can use the automatic debit process to automatically debit (that is, withdraw funds from) a customer's bank account. When you use the automatic debit process, you can:

- Identify those customers who have agreed to the automatic debit process
- Select the customers' invoices that are due
- Update customers' accounts after collecting the appropriate funds

### Before You Begin

- Contact the bank to acquire the software package they use to transfer files electronically. You can also customize the Copy to Tape program (P03579) to copy transfer information to a PC document. You can then use the bank's PC software to communicate directly with the bank.
- 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 A/R Constants, specify Y in the Automatic Cash field. See *Setting Up Constants* in the *Accounts Receivable Guide*.

Run the Automatic Debiting program to process automatic debits. You can use proof or final mode to select A/R invoices that are subject to payment by direct debiting.

### **Proof mode**

When you choose proof mode, the program:

- Prints a report showing the selection of invoices that will be included in the automatic debit process
- Does not update the A/R Ledger table

Optionally, you can exclude invoices from automatic debiting using Speed Status Change.

### **Final mode**

When you choose final mode, the program:

- Updates the selected invoices as paid
- Creates a batch to post receipts to the Account Ledger table (F0911)
- Prints a final report of processed invoices
- Creates a diskette file for the bank in the French format (F03575F)

You can use a processing option to print a customer statement of those invoices that are debited.



When you run the Automatic Debiting program to process French automatic debits, you must specify program number *P03575FD* in processing option 10. This program generates a bank file (F03575F) that corresponds to the French banking standards for automatic debits.

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

## What You Should Know About

### 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 over this amount will not be selected. \_\_\_\_\_

Note: The processing options above must be specified in the currency of the Bank Account.

### **Data Selection for Processing Automatic Debits**

J.D. Edwards recommends that you process automatic debits by company. The receipts that are applied to the selected invoices are generated for the G/L bank account of the company.



## Additional Business Practices

### About Additional Business Practices

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

- Printing ledger reports
- Printing open amount reports
- Managing bad debts
- Processing multiple currencies







# Print Ledger Reports

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## Printing Ledger Reports

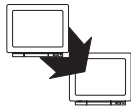
You print ledger reports to review the detail of the transactions between your company and your customers and suppliers. When you print customer and supplier ledger reports for France, the system prints the transactions in the accounting format that is generally used by French companies, with debit and 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



From EMEA Localization (G74), choose French Reports

From French Reports (G093151), choose Customer Ledger Report

The customer ledger report for France 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 the same as 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 (RiBa) 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



From EMEA Localization (G74), choose French Reports

From French Reports (G093151), choose Supplier Ledger Report

The supplier ledger for France 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 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



From EMEA Localization (G74), choose French Reports

From French Reports (G093151), choose an option under the A/P – A/R Ledgers heading

Businesses in France are required to report customer and supplier open amounts at year-end. To do this, print open amount reports for your customers and suppliers. You are required by French law to include these reports as attachments to the Balance Sheet.

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 the following amounts and records:

- 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

A/P  
Inventory

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



# Manage Bad Debts

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## Managing Bad Debts

In the French chart of accounts, a special account exists in class 4 as a subset of account 411000 - Trade Accounts Receivable. Account 416000 is used for doubtful clients and client accounts in litigation. When a bad debt is recognized, the receivable amount, including any VAT, is transferred to account 416.

When you recognize a client account as a bad debt, you create the necessary accounting entries between account 416000 - Bad Debts (*Clients Douteux*) and account 411000 - Trade Accounts Receivable (*Clients*).

To process bad debts, use one of the following methods:

- G/L offset transfer
- Payment status modification

### G/L Offset Transfer Method

Use the G/L offset transfer method to transfer invoices from the trade accounts receivable account to the bad debts account. To do this, use the chargeback procedure in the cash receipts program. When you use the chargeback procedure, you close the invoice by opening a new document (document type RB). You can manually change the G/L offset for the new document to the bad debts account (416000).

You can use this method to create one new document per invoice, or one new document for all of the invoices that you want to transfer to the bad debts account.

If you create one document for multiple invoices, you can associate bad debts with document type RB. Otherwise, it is important to keep in mind that document type RB might identify other types of chargebacks in addition to bad debts.

To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the customer master record for the client. The disadvantage of this method is that the system will not include the original data relative to that client's invoices on any accounts receivable reports that you print. This might not be a disadvantage if you are accustomed to tracking this information using online inquiries.

## Payment Status Modification Method

You can modify the payment status for invoices that are considered bad debts. To do this, you must create a specific payment status code for bad debts, such as X. To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the Customer Master record for the client.

If you use the payment status modification method and indicate the credit message D on the Customer Master record, you must:

- Modify the data selection for your A/R Open Detail and Summary reports so that invoices identified as bad debts (with payment status X) are excluded.
- Create report versions to report on clients identified as “bad debts.”
- Manually enter a reversing journal entry at the end of the month to offset the difference between the Trade Accounts Receivable account and the Bad Debts account. You can print this information on Trial Balance report by G/L Offset. Use data selections to include only records with the payment status for bad debts (X).

The advantage of the Payment Status Modification method is that you can maintain the information in the system relative to the original invoice, and you can easily access and update bad debt information. The disadvantages are that the setup phase is more complex, and that you are required to make a monthly manual entry. However, J.D. Edwards recommends this solution if you need to keep the original invoice information to process delinquency notices.

# Process Multiple Currencies

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## Processing Multiple Currencies

Companies that do business internationally are often faced with additional accounting needs. This arises from doing business in different currencies and having to follow different reporting and accounting requirements. To process and report on transactions in multiple currencies, a company that operates internationally must:

- Convert foreign currencies into the local currency
- Convert different local currencies into one currency for reporting and comparisons
- Adhere to regulations that are defined in the countries in which the company operates
- Reevaluate currencies due to changes in exchange rates

J.D. Edwards software provides the following multi-currency functionality throughout most base applications:

- Conversion from one currency to another
- Restatement of multiple currencies to consolidate into one currency
- Revaluation of currencies due to changes in exchange rates

J.D. Edwards software handles multiple currencies by storing each currency in a different ledger, as follows:

<b>AA ledger</b>	Domestic transactions are posted to the AA ledger.
<b>CA ledger</b>	Foreign transactions are posted to the CA ledger.
<b>XA ledger</b>	Alternate currency transactions, if used, are posted to the XA ledger.

## About Multi-Currency Features

You can designate a specific currency for the following:

- Company
- Account
- Address book record

## Data Entry in Foreign or Domestic Currency

You can enter all transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions. For foreign entries, there is real-time conversion of foreign amounts to domestic amounts.

## Daily Exchange Rate Table

Set up the Daily Exchange Rate Table to utilize the following multi-currency features:

<b>Default exchange rates</b>	When you enter a transaction, the system supplies the exchange rate from the Daily Exchange Rate table.
<b>Exchange rates for individual contracts</b>	You can specify exchange rates for individual customers and suppliers.
<b>Spot rates</b>	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from the Daily Exchange Rate table.

## Intercompany Settlements

You can enter transactions that cross company and currency boundaries. The system automatically generates the multi-currency intercompany settlements.

## Gain and Loss Recognition

Gain and loss recognition features include:

<b>Realized gains and losses</b>	Entries that represent exchange rate realized gains and losses are automatically created at the time of cash receipt or entry.
<b>Unrealized gains and losses</b>	You can print a report to analyze open receivables and payables for booking unrealized gains and losses at the end of the month. Optionally, you can set up your system to create these entries automatically.

## Detailed Currency Restatement

Detailed currency restatement features enable you to:

- Maintain a dual set of accounting books, one in the domestic (local) currency and one in an alternate stable currency.
- Restate amounts at the transaction level for a specified range of accounts.

## Balance Currency Restatement

Consolidate balance into a common currency. A user-specified ledger type determines where the system creates the new restated balances. In addition, you can set up an exchange table and conversion specifications according to standard restatement practices.

## “As If” Currency Repost

Restate all transactions to a new ledger type using one exchange rate instead of the individual rates that were associated with each transaction over the course of time. The “as of” currency repost features eliminates the exchange rate fluctuation for financial analysis.





# Appendices



# Appendix A - Annual Close Procedure

## About the Annual Close Procedure

A fiscal year is considered active for a company when its beginning date is defined in the company setup.

For example, if the beginning date of a fiscal year for a company is 01/01/98, fiscal year 98 is *active* on January 01, 1998.

To change the active fiscal year, you must change the beginning date of the year. For example, in order to make fiscal year 99 active, the beginning date of the fiscal year must start on 01/01/99 (if the first month of the fiscal year is January).

Co	Name	D No	Begin Year	Cur Per	Cur Cod	Curr ency	Comp Id	Detl Rstm
00000	J.D. Edwards & Company	R 12	01/01/98	6	USD			Z
00001	A Model Financial Co (Trng)	R 12	01/01/98	12	USD			
00002	Infinite Healing	R 12	01/01/98	6	USD			Z
00007	A Model Payroll Company	R 12	01/01/98	4	USD			
00050	A Model Construction Mgmt Co	R 12	01/01/98	6	USD			
00060	A Model Financial Reporting Co	R 12	01/01/98	3	USD			
00070	Model Multi-National Corporate	R 12	01/01/98	6	BEF		W	
00071	Model Multi-National France	R 12	01/01/98	6	FRF		W	
00072	Model Multi-National Germany	R 12	01/01/98	6	DEM		W	
00073	Model Multi-National UK	R 12	01/01/98	6	GBP		W	
00074	Model Multi-National Italy	R 12	01/01/98	6	ITL		W	
00075	Model Multi-National Colombia	R 12	01/01/98	6	COP			Z
00076	Model Multi-National Singapore	R 12	01/01/98	6	SGD		W	
00077	A Model Canadian Payroll Co	R 12	01/01/98	4	CAD			
00078	Model Multi-National Egypt	R 12	01/01/98	6	EGP		W	
00100	Model Finan/Distrib Co (Mktg)	R 12	01/01/98	6	USD			
00150	DIA Property Management Co	R 12	01/01/98	1	USD			
00151	Gateway Partnerships/Assets	R 12	01/01/98	6	USD			



It is impossible to record entries from the previous fiscal year for the active fiscal year.

## Annual Close Procedure

J.D. Edwards' annual close procedure for a fiscal year includes the following phases:

- Activating the new accounting period
- Creating adjusting entries for the period close
- Running the final period close

### Phase 1: Activating the New Accounting Period

To complete the first phase, fiscal year N must be active, providing that you want to record entries on the previous fiscal year (N) and the new fiscal year (N+1). Consequently, J.D. Edwards recommends that you activate fiscal year N+1 in conjunction with the closing of the last period of fiscal year N.

Running a fiscal year closing procedure, called "period pre-closing," is also recommended in order to set up the balance forward amounts to carry over to the first period of fiscal year N+1. This takes place if the final fiscal year closing has not been run before reporting the first period of the new fiscal year. (This is a common occurrence.)

### Phase 2: Creating Adjusting Entries for the Period Close

During the second phase, you must record the last adjusting entries of the fiscal year N to proceed with the final closing of fiscal year N.

You can use one of two solutions to record the last adjusting entries for fiscal year N.

#### Reopening Fiscal Year N

In this case, you are required to reactivate fiscal year N by using the start date for fiscal year N and setting up the last period as the active year and period (General Accounting system only).

J.D. Edwards recommends using a specific document type (for example J9 = year closing entries). After you post the last adjusting entries for fiscal year N, you must reactivate fiscal year N+1 and the current period.

J.D. Edwards also recommends that the last adjusting entries for fiscal year N be made by the same person and be protected from other General Accounting system users, although this is not mandatory.

With this solution, entering records on the previous fiscal year (N) is easily protected.

### Without Reopening Fiscal Year N

This solution allows for entering records on the last day of the fiscal year N with the specific document type of ##(A7.3) or && (A8.1), without having to reopen fiscal year N. If you choose this solution, you must post these entries in the usual way.



With this solution, it is difficult to set up security on the record entry for the previous fiscal year.

### Phase 3: Running the Final Period Close (available as of A72 and A73LG)

Before running the final period closing, verify that the following steps have been completed:

- Print the necessary reports.
- Print the Trial Balance, the General Ledger, and the General Journal in FINAL mode.

This process identifies the transactions as already printed in final mode for the fiscal year that you are closing and prevents the reports from being run again in final mode for the same fiscal year.

CAUTION: This process can be run only once in final mode. However, the reports can be run as many times as required in proof mode, even after final mode has been run.

- Completely back up your environment.

At this point in the annual close procedure, J.D. Edwards recommends that you back up your entire environment for fiscal auditing purposes. The backup is very important because you can be asked, during a tax audit of your information system, to provide reproductions of your reports (General Ledger or other) as well as your accounting system's electronic data files.

After you verify that the preliminary steps have been completed, run the final period close.

When you run the final period close, the program computes the year's income and updates the balance forward amounts for fiscal year N+1.



The new (N+1) fiscal year's beginning balance date must already be active.



# Appendix B - Technical Procedures

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## Technical Procedures for Saving, Storing, and Restoring Data

This document includes the definitions of the procedures used to save, store, and restore data in J.D. Edwards software.

### Production Environment Definitions

A production environment is a group of libraries that define a consistent database from a software application standpoint.

Only one production environment is needed to use the software in production. However, several additional production environments can be defined for various purposes, such as:

**Development**

A development environment can be used for the development and unit testing of specific programs. For example, a development environment might be used for creating interface programs or adapting existing programs to a company's specific needs.

**Testing**

A test environment is a test location for new or modified functionality. A test environment also allows for testing advanced or alternative setup.

**Pre-production**

A pre-production environment allows for the real scale testing of custom programs or functionality not yet used. The setup can be shared with the production environment. Only the transaction data is separated. In this case, tests cannot take place without a setup change. Implementation of this type of environment depends on the internal procedure for validating new added-on functionality, usually performed by end users.

## Creating an Environment

An environment consists of several libraries. Source tables and executable objects are located in different libraries. Data tables should be distributed among three libraries; this table separation is not required but is strongly recommended.

The first library, or security library, contains user profiles, access and product's internal security definition tables. This library is common to all environments.

The second library will gather all of the technical setup data. This data is considered relatively stable.

The third library contains all transaction data.

## Example of Library Organization for Each Environment

### **Production environment**

QTEMP IBM Temporary Library  
CLTOBJ Custom Objects Library  
JDFOBJ J.D. Edwards Objects Library  
CLTCOM Custom Common Library  
CLTDTA Custom Data Library  
SECURITY Security Library  
CLTSRC Custom Source Library (optional)  
JDFSRC J.D. Edwards Source Library (optional)  
QGPL IBM General Purpose Library

### **Test environment**

QTEMP IBM Temporary Library  
TSTOBJ Custom Objects Test Library  
CLTOBJ Custom Objects Library  
JDFOBJ J.D. Edwards Objects Library  
TSTCOM Technical Setup Library  
TSTDTA Data Library  
SECURITY Security Library  
QGPL IBM General Purpose Library



**Development  
environment**

QTEMP IBM Temporary Library  
DEVOBJ Development Object Library  
TSTOBJ Custom Objects Test Library  
CLTOBJ Custom Objects Library  
JDFOBJ J.D. Edwards Objects Library  
TSTCOM Technical Setup Library  
TSTDTA Data Library  
SECURITY Security Library  
DEVSRJ Development Source Specific Library  
TSTSRC Test Source Specific Library  
CLTSRC Source Specific Library  
JDFSRC J.D. Edwards Source Library (optional)  
QGPL IBM General Purpose Library

The Technical Foundation class and its associated documentation provides further detail regarding the environment install procedure.

## Data Backup Procedures

You must do data backups must be done using standard IBM tools: using the SAVLIB command or going through the IBM BACKUP menu.

### IBM Recommendations for Backups

- The recommended frequency of AS400 system data backups is provided by IBM. Generally, the frequency depends on the transaction volume of the company.
- It is important to monitor the material quality of data backups. Recommended drive cleaning frequency and support renewal are specified by the manufacturer.
- A printed document that details the contents of the backup must support any data backup. The printed document provides a verification of the backup.
- Data backups must be stored in a safe place. You must protect yourself against theft, flooding, fire, and so on.

### J.D. Edwards Recommendations for Backups

#### Daily Backup

You must perform a daily backup must be performed for the entire set of production environment libraries. No user should be connected to the production environment while the backup is being performed, except for sophisticated backup systems that use a separate machine or “Backup.”

Library backups for other environments depend on different criteria, including:

- Machine availability
- Backup capability (drive type)
- Environment utilization (obviously, it is essential to do a backup of the development library on a daily basis if archive development is in progress)
- Environment contents (for example, if the test environment is a similar copy of the production environment at a certain date, the backup of this environment is not necessary)
- If the test environment is used to test the implementation of a new setup, it is important to perform a backup of the environment

Daily backup supports can be reused periodically. The minimum recommended period between reuses is two weeks. However, if data input is mainly taking place around month’s end, it is preferable to work over a two-month backup cycle.

NOTE: No partial library backup is possible. This type of backup is unusable. See paragraph regarding restoration.

### Minimal Backup Procedure

If the operator realizes in the morning that the overnight backup malfunctioned, it is recommended to do a manual backup using the following procedure:

- To prevent users from connecting themselves to the environment, temporarily rename the production environment (menu G944, option 5 - see the Technical Foundation Guide). Only the user in charge of maintenance can access the environment.
- The WRKOBJLCK AS400 command on table F0005 of the production transaction library identifies users who are already connected. Ask users to disconnect themselves from the system. Backup can start only after making sure that no user is connected.
- The WRKACTJOB AS400 command on the JDE batch subsystem identifies active batch jobs. The backup will start only after these jobs have terminated. If jobs are printing, the operator can cancel them.
- Run backup (SAVLIB command, QSECOFR user profile). It is important to know the backup runtimes involved in order to decide what must be saved. The ideal backup covers all production environment libraries. To minimize backup runtime, it is possible to perform a backup of the transaction data library only. Since other libraries are relatively stable, data loss if data restoration is needed should be minimal and easily recovered.
- When the backup run is nearing completion, the operator can rename the production environment back to its original name and must inform users that they can signon.

### Monthly Backup

You must keep monthly backup tapes for a specified amount of time.

**End of month backup**      The first monthly backup consists of storing the daily backup tape of the last day of the month. If an integrity problem occurs in the database, this type of backup can be used to identify the time when the problem occurred.

**End of fiscal period back up**      A second monthly backup must be performed after the accounting closing of the period (general accounting closing).

### Annual Backup

Two annual backups are recommended as follows:

<b>End of year backup</b>	A backup of all production libraries on the last day of the calendar year.
<b>End of fiscal year backup</b>	A backup of all production libraries after the fiscal year's final closing.

## Data Restoration Procedures

### Global Restore

If a serious problem causes partial or total loss of data in the system, the recommended restore procedure follows:

- Restore all libraries from the data backup. Use IBM standard procedure (RSTLIB command).
- If all data entered since the last backup are lost and must be reentered, then follow this procedure:
  - For data entered from a hard copy document, it is important to organize these documents by data entry day in order to simplify the reentry procedure.
  - For data entered from telephone information (nonaccounting entries, such as invoices), if the entries have not been printed, the data could be completely lost. In this case, it is recommended to implement a procedure for printing entries when taking information on the phone to maintain a hard-copy version of all data entered. (This could be as simple as a screen print.)
  - For batch entry (such as automated cash receipts from alternate sources), you must restart the interface. The interface could be requested again to the originating source.

NOTE: Implementation of system and software security should minimize these types of errors.

### Partial Restore

If only one table has been damaged, for example because of user error, then evaluate the consequences or a partial restore.

- If the table is a setup table, consider reestablishing the situation in restoring only that table. However, it is necessary to thoroughly test to validate this principle.
- If the table is an accounting transaction table (journal entries or account balances), running a partial restore is strongly discouraged.

## Accounting Data Storing Procedures

### Accounts Payable Transaction Data

You can store the accounts payable transaction data as follows:

- Option 14 from menu G0431 runs a process that purges the Accounts Payable transaction tables. Purge processes data with a posting date that is lower than the expiration date that you define.

The following Accounts Payable data is purged:

- Paid invoices with a posting date that is the same as or lower than the expiration date.
- Payments with a posting date that is the same as or lower than the expiration date.

The purged data is placed in the following separate tables:

- F0411P - Invoices
- F0413P - Payments
- F0414P - Matching data

Save these tables, and then delete them from the system.

### Accounts Receivable Transaction Data

You can store the accounts receivable transaction data as follows:

- Option 14 from menu G0331 runs a process that purges the Accounts Receivable transaction tables. Purge processes data with a posting date that is lower than the expiration date that you define.
- The following accounts receivable data is purged:
  - Paid invoices with a posting date that is the same as or lower than the expiration date.
  - Payments with a posting date that is the same as or lower than the expiration date.
- The purged data is placed in the following separate table:
  - F0311P - Invoices, payments and matching data



The storage of accounts payable and accounts receivable data is not associated with the storage of general accounting data. That is, when you store the accounts payable and accounts receivable data, you *do not* automatically store the general accounting as part of the process. J.D. Edwards strongly recommends that you store general accounting data *before* you store the data of auxiliary accounting systems. It is possible to store general accounting data for a fiscal year without storing the corresponding data in the auxiliary accounting systems.

### Address Book Data (Supplier and Customer Information)

You can delete information in the Address Book if the auxiliary accounting systems do not contain any active transactions associated with the supplier or customer information that you are deleting. Consequently, if the company has not needed a supplier since the last storing date, purging the auxiliary data can mean the deletion of the supplier's information without a trace. To avoid the situation, proceed as follows:

- Run reports to identify Address Book records without transactions before proceeding with the storing procedure, using option 21 from menu G0131. You can delete Address Book records through this option.
- Run reports after the purge of transaction tables is complete.

Compare the two lists to help identify Address Book records that are not used anymore. The tiers should have a specific search criteria assigned to them (see the security chapter in the *Technical Foundation Guide*) to avoid any untimely deletion.

### Storing General Accounting Data

You can store general accounting data on a fiscal year basis. Data storage can only take place on a closed period. Data storage can be processed in two different ways:

- Option 14 from menu G09317 purges a period's entries and stores them in a table named F0911xx, where xx is the completed fiscal year.
- Option 15 from menu G09317 purges the account balance records of a period and stores them in a table named F0902xx, where xx is the completed fiscal year.

You must save the stored F0911xx and F0902xx tables, and then delete them from the system.

## Retrieving Stored Data

It is possible to reinsert stored data into the database at any time (provided that there is enough space on the system). To retrieve stored data, use the following procedure:

- Restore the stored tables on the system
- Make an additional copy of the stored tables to the corresponding database table:
  - F0411P to F0411
  - F0413P to F0413
  - F0414P to F0414
  - F0311P to F0311
  - F0911xx to F0911
  - F0902xx to F0902

## Storing Data and Software Upgrades

A software upgrade causes changes in the database setup. If a data store takes place before a software version upgrade, the procedure to retrieve stored data does not apply. In order to use procedure to retrieve stored data, a conversion of the stored table through the upgrade tools (UPGRADE) is required. You can use the versions upgrade tools to retrieve stored data.

NOTE: You can upgrade stored tables at a different time than the upgrade of the production environment.

## Computerized Tax Audit

During a tax audit of an information system for a fiscal year that has been stored, you will be asked to provide the auditor with the production environment compliant with the audited period. To meet this requirement, restore all production libraries from the backup of the end of the fiscal year in a separate environment.

If a software upgrade has been implemented in the meantime, it will be necessary to keep both versions on the system.





## Appendix C - Alternate Chart of Accounts

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In addition to the corporate chart of accounts you set up in the Account Master table (F0901), you can define an alternate chart of accounts using category codes 21, 22, and 23.

### Data Integrity

If you use an alternate chart of accounts, the question of the integrity of your accounting data is very important. To help maintain the integrity of accounting data, consider the following examples.

#### Example: Account Defined Only in the Account Master Table

You might create an account in the Account Master table without defining a corresponding alternate account. If you do, when transactions are entered for the account in the Account Master table, any reporting measures that are based on the alternate chart of accounts are incomplete.

J.D. Edwards suggests that you establish an internal procedure to audit the integrity of the data entered. For example, you can run a Financial Enterprise Report Writer (Financial ERW) report that provides the following information:

Ledger Type (AA Actual Amounts)	DR	CR
Total Alternate Accounts (A)	DR	CR
Total Other/Corporate Accounts (B)	DR	CR
General Total (A + B)	DR	CR

Run the report on a daily or weekly basis, depending on the volume of your transactions.

### **Example: Account Defined Only in the Alternate Chart of Accounts**

You might create an alternate account using category codes 21, 22, and 23 without defining a corresponding account in the Account Master table.

In this case, no actual transactions can be entered for the account. In J.D. Edwards software, you cannot enter accounts with an alternate account number.

### **Example: Account Deleted from the Alternate Chart of Accounts**

You might delete an alternate account from the User Defined Codes table that has active transactions and balances. When you do, the system does not display an error message to indicate that active transaction information is attached to the account.

J.D. Edwards recommends that you establish an internal procedure to restrict the access to the user defined codes tables to a few individuals who are responsible for system setup. These individuals should understand how category codes and accounts are related.

In Version A7.3 software, a new security feature called “User Defined Codes by User ID” exists to prevent alternate accounts from being inadvertently deleted. You can implement this new feature to define security for specific user defined codes and users.

### **Example: Reorganization of Accounts in the Chart of Accounts**

If you need to reorganize your chart of accounts, you might remove a category code or move an alternate account from category code 21, 22, or 23 to a different object account. You might also delete an alternate account, or move it to a different object account in the Account Master table (F0901).

J.D. Edwards recommends that you establish an internal procedure to restrict the access to the Account Master table (F0901) to a few individuals who are responsible for system setup. These individuals should understand how category codes and accounts are related.

An additional recommended security feature is to journal the Accounts Master table and to audit all modifications to its records in a live production environment.

### **See Also**

- *Setting Up an Alternate Chart of Accounts*

## Appendix D - Multiple Ledger Types

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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 E - Translation Issues

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### 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*





## Appendix F - Value Added Tax (VAT) Return Form

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In France, the taxpayer is liable for output VAT and input VAT. You must report VAT to officials. VAT returns must be completed monthly on a special form and filed with the local tax office between the 15th and 24th day of the following month.

You can use J.D. Edwards localized software to run French VAT reports. The reports provide the information that you need to complete official tax declaration forms and reconcile the VAT accounts. You can use information from VAT reports to differentiate between transactions that are subject to the ordinary VAT regime and transactions that are subject to the VAT Receivable on Receipts and VAT Payable on Payments regimes.

An example of the French VAT Return form follows.

### See Also

- *About Value Added Tax (VAT)*
- *Printing VAT Reports for Payments and Receipts*



N° 30-2947  
 MODÈLE OBLIGATOIRE  
 (Article 287 du C.G.I.)



DIRECTION GÉNÉRALE DES IMPÔTS

N° 3310 CA 3

**TAXE SUR LA VALEUR AJOUTÉE (ET TAXES ASSIMILÉES)**  
**DÉCLARATION MENSUELLE OU TRIMESTRIELLE - RÉGIME RÉEL NORMAL**  
**MINI RÉEL**

**PÉRIODE DE DÉCLARATION** Ne pas omettre de préciser la période

Mois de ..... 19.....  
 ou ..... trimestre 19.....

Numéro d'identification intracommunautaire  
 0001 ..... Code activité .....

N° d'identification de l'établissement (SIRET) .....

**PAIEMENT, DATE, SIGNATURE**

*Dater et signer*

À .....

Le .....

Signature : .....

Téléphone (facultatif) : .....

Établir impérativement les chèques à l'ordre  
 du TRÉSOR PUBLIC

Paiement par mandat, virement postal, virement bancaire,  
 obligation cautionnée : cocher la case correspondante.

4  Virement bancaire    5  Mandat, vir. postal    6  Obligation cautionnée

RÉSERVÉ À L'ADMINISTRATION		
<b>Somme :</b>	<b>Date :</b>	<b>Pénalités</b>
.....	N° R. ....	Taux 5%    9005
dont OC :	N° R. 30 ....	Taux %    9006
.....	N° d'opération ....	Taux %    9007

**CADRE RÉSERVÉ À LA CORRESPONDANCE**

Rayer les indications  
 imprimées par ordinateur  
 qui ne correspondent plus  
 à la situation exacte de l'entreprise  
 (dénomination, activité, adresse,  
 régime d'imposition...)  
 et signaler ci-contre  
 le changement intervenu.

NOM, PRÉNOMS : .....  
 (ou dénomination)

ACTIVITÉ : .....  
 (profession)

ADRESSE : .....

.....

Date de réception .....

Recette	Numéro de dossier	Clé	Période	C.D.I.	Insp.	Régime
---------	-------------------	-----	---------	--------	-------	--------

N° 3310 CA 3 - IMPRIMERIE NATIONALE 5 403312 GFF 60 | | - Juillet 1995 - G 2

## Appendix F - Value Added Tax (VAT) Return Form

A MONTANT DES OPÉRATIONS RÉALISÉES			
OPÉRATIONS IMPOSABLES (H.T.)		OPÉRATIONS NON IMPOSABLES	
01	Ventes, prestations de services .....		
02	Autres opérations imposables .....		
03	Acquisitions intracommunautaires ..... (dont ventes à distance et/ou opérations de montage : .....)	0031	
04	Exportations hors CEE .....	0032	
05	Autres opérations non imposables .....	0033	
06	Livraisons intracommunautaires.....	0034	
B DÉCOMPTÉ DE LA TVA À PAYER			
OPÉRATIONS IMPOSABLES (lignes 1 à 3 ventilées par taux)		Base hors taxe	Taxe due
07	Taux 18,6 % .....	0200	
08	Taux 5,5 % .....	0100	
09	Anciens taux .....	0900	
10	Opérations imposables à un taux particulier (décompte effectué sur annexe 3310 A) .....	0950	
11	Opérations réalisées dans les DOM.....	0920	
12			
13	TVA antérieurement déduite à reverser (pour les redevables RSI crédit au 31-12 dont le remboursement a été demandé) .....	0600	
14	<b>Total (lignes 07 à 13)</b> .....		
15	<b>Dont TVA sur acquisitions intracommunautaires</b> .....	0035	
DÉDUCTIONS			
16	Biens constituant des immobilisations .....	0703	
17	Autres biens et services .....	0702	
18	Autre TVA à déduire .....	F	
19	Report du crédit apparaissant ligne 24 de la précédente déclaration.....	8001 F	
20	<b>Total des lignes 18 + 19</b> .....	0701	
21	<b>Total des lignes 16 + 17 + 20</b> .....		
<i>Indiquer ici le pourcentage de déduction applicable pour la période</i> % <input style="width: 50px;" type="text"/>			
CRÉDIT		TAXE À PAYER	
22	Crédit de TVA (ligne 21 – ligne 14) .....	0705	
23	Remboursement demandé sur formulaire n° 3519 joint .....	8002	
24	Crédit à reporter ligne 19 de la prochaine déclaration .....	8003	
25	TVA nette due (ligne 14 – ligne 21) .....		
26	Taxes assimilées calculées sur annexe n° 3310 A .....	9979	
27	Sommes à imputer y compris acompte congés .....	9989	
28	Sommes à ajouter y compris acompte congés .....	9999	
<b>Total à payer</b> .....			

La loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés, garantit aux déclarants un droit d'accès et de rectification pour les données les concernant auprès du centre des Impôts dont ils relèvent.



## Appendix G - Inventory Transactions

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### Generally Accepted Accounting Practices in the U.S. and France

Based on generally accepted accounting principles (GAAP) in the United States, the expense due to the purchase of an inventory item is recognized only at the time of sale (the balance of the cost of sales account). The U.S. GAAP and the J.D. Edwards standard solution imply an accounting principle of permanent inventory. That is, each inventory transaction generates an accounting entry.

In France, the purchase must be recognized in a purchase account. It is customary to periodically identify the difference between the initial inventory and the final inventory and post an offset entry to a stock variation account.

### Accounting Schemes

#### Final Stock Mode

Event	U.S. GAAP		French GAAP	
	Debit	Credit	Debit	Credit
<b>Reception of goods</b>	Stock	Received not vouchered	Purchase	Received not vouchered
<b>Supplier invoice</b>	Received not vouchered	Accounts payable trade	Received not vouchered	Accounts payable trade
<b>Sale</b>	A/R trade	Sales	A/R trade	Sales
	Cost of sales	Stock	Not available	Not available
<b>Final stock</b>	Not available	Not available	Stock*	Stock variation*

\*The entry can be inverted if the final stock is lower than the initial stock.

## Permanent Inventory

Event	U.S. GAAP		French GAAP	
	Debit	Credit	Debit	Credit
<b>Reception of goods</b>	Stock	Received not vouchered	Purchase	Received not Vvouchered
<b>Supplier invoice</b>	Received not vouchered	Accounts payable trade	Received not vouchered	Accounts payable trade
<b>Sale</b>	A/R trade	Sales	A/R trade	Sales
	Cost of sales	Stock	Stock variation	Stock

Note the following about the final stock mode and permanent inventory schemes:

- The entry for final stock in the Final Stock Mode scheme does not exist in the Permanent Inventory scheme.
- The offsetting entry for the stock account is *always* the stock variation account.
- The cost of sales (U.S. GAAP) is equal to purchase plus or minus the stock variation (French GAAP).

## J.D. Edwards Solution

When goods are received, the system uses automatic accounting instructions (AAIs) to generate a single entry in the appropriate account. The French GAAP requires an additional entry.

You can use two tools within J.D. Edwards standard solution to generate the second entry:

- FASTR
- Allocations

The purchase of stock for a given period corresponds to the inventory entries of the same period. For clients working with a standard price, J.D. Edwards recommends using the Chart of Accounts to distinguish between the purchase at standard price and the variation. You can use the business unit or the object to achieve this distinction.

## Example: Chart of Accounts

Description	U.S. Account	French Account	Level of Detail
Stock	1400		5
Raw materials	1410	3110	7
Finished goods	1420	3550	7
Accounts Payable	4100		5
A/P trade	4110	4011	7
Received not vouchered	4115	4081	7
Gross Margin	5000		4
Total sales	5001		5
Gross sales	5010	7011	7
Discount	5020	7091	7
Cost of Sales	6000		5
Purchases at standard price	6010	6011	7
Variation of standard price	6011	6011	7
Variation of stock (raw materials)	6012	6031	7
Variation of stock (finished goods)	6013	7135	7

## Automatic Accounting Instructions (AAIs)

### Stock Entries

These entries are reserved for stock transactions that are not related to a purchase or a sale, such as inventory issues, transfers, and adjustments.

AAI	Description	Object	Description
TRI/4122	Adjustments	1410	Stock
TRO/4124	Adjustments	6031	Stock variation
PINV/4152	Inventory	1410	Stock
PEXP/4154	Inventory	6031	Stock variation

### Purchase Entries

AAI	Description	Object	Description
OPI/4310	Reception of stocked raw materials	6010	Purchase
OPN/4315	Reception of non-stocked items	xxxx	Purchase of non-stocked Items
OPR/4320	Reception	4115	Received not vouchered*
OPV/4330	Variation of standard price	6011	Variation of standard price
OPP/4335	Variation of standard price	6011	Variation of standard price
OPX/4340	Variation of currency	xxxx	Variation of currency

\*The offsetting entry for this account is generated through the AAI PCxxxx.

### Sales Entries

AAI	Description	Object	Description
SOC/4220	Sales	6013	Stock variation finished goods
SOS/4230	Sales	5010	Sales*
SOI/4240	Sales	1420	Stock
SOT/4250	Sales	xxxx	Taxes*

\*The offsetting entry for the A/R Trade account is generated by the AAI RCxxxx.



### Indexed Allocations (G0923)

Use allocations to generate accounting entries for the entry of stock based on the purchase account at standard price.

Set up your allocations as follows:

<b>Recurring Frequency</b>	MO
<b>Method</b>	U
<b>Using MTD/YTD</b>	M
<b>Offsetting Entries</b>	6031 Stock valuation
<b>FROM</b>	6010 Purchase
<b>Ledger Type</b>	AA
<b>Index or Rate</b>	1
<b>TO</b>	1410 Stock
<b>Ledger Type</b>	AA

You can minimize the setup required for allocations by using a transit account. For example, if you have several accounting branches, you can use the following alternative:

<b>Offsetting Entries</b>	<b>Transit Account</b>
<b>FROM</b>	6010 Purchase
<b>Ledger Type</b>	AA
<b>Index or Rate</b>	1
<b>TO</b>	1410 Stock
<b>Ledger Type</b>	AA
<b>FROM</b>	6010 Purchase
<b>Ledger Type</b>	AA
<b>Index or Rate</b>	-1
<b>TO</b>	6031 Stock variation
<b>Ledger Type</b>	AA



# Glossary



# Glossary

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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.



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