Japan-Specific Features
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Japan Help Topics

Overview

The following Help topics contain information about NetSuite features that are specific to Japanese business setting and requirements only.

General NetSuite features are covered in other chapters and topics.

General Setup

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<th>Functional Area</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Setting Up Japan-specific Preferences</td>
<td>Set up your company and user preferences in NetSuite with support for Japanese language, calendar, address, currency formats, and time zone.</td>
</tr>
<tr>
<td>Mobile Devices</td>
<td>Configuring NetSuite for iPhone</td>
<td>Configure NetSuite localization settings for iPhone.</td>
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Accounting

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Feature</th>
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<tbody>
<tr>
<td>General Accounting</td>
<td>Using Japanese Accounting Periods</td>
<td>The NetSuite Japan edition provides pre-defined accounting periods that meet the requirements of common Japanese business practices.</td>
</tr>
<tr>
<td>Banking</td>
<td>Meeting Japanese Banking Requirements</td>
<td>The NetSuite Japan edition supports Japanese bank account information and enables you to handle customer and vendor bank account information for use in transactions or payments.</td>
</tr>
<tr>
<td>Taxation</td>
<td>Consumption Tax Overview - Japan</td>
<td>In Japan, consumption tax is a nationwide tax levied on the sale and lease of domestic goods and services, and on foreign goods collected from bonded areas. Japanese businesses are responsible for collecting this tax from companies and consumers that purchase their goods and services.</td>
</tr>
<tr>
<td></td>
<td>Japan Tax Report</td>
<td>The Japan Tax Report enables you to accomplish your company's tax return.</td>
</tr>
<tr>
<td></td>
<td>Deductible Purchase Tax Calculation for Japan</td>
<td>Automatically calculate deductible purchase taxes on purchase-related transactions. A Deductible Tax &amp; Taxable Sales Ratio Calculation Form is provided.</td>
</tr>
</tbody>
</table>
### Japan-Specific Features

#### Functional Area

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Japanese Balance Sheet (New)</strong></td>
<td>The Japanese Balance Sheet Report shows a summary of assets, liabilities, and equity in a particular month, quarter, or year. The report is presented in the prescribed layout.</td>
</tr>
<tr>
<td><strong>Japanese Equity Change Report</strong></td>
<td>The Japanese Equity Change Report is used by Japanese companies to inform the government about any change in equity during a specified fiscal year. The report is presented in the prescribed format and is submitted to the government as a PDF file.</td>
</tr>
</tbody>
</table>

#### Fixed Assets Management

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation Methods</td>
<td>Fixed Assets Management in NetSuite supports Japanese language and you can define your own fixed assets depreciation methods.</td>
</tr>
</tbody>
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#### Order Management

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Japanese Invoice Summary</strong></td>
<td>The invoice summary (formerly called item detail statement (IDS)), is a consolidated invoice covering a billing period. The invoice summary can include invoices and credit memos as well as canceled and closed sales orders.</td>
</tr>
<tr>
<td><strong>Using Tegatas</strong></td>
<td>Receive payments (receivable tegata) from customers using tegatas, which are a traditional form of payment in Japan. Tegatas are very similar to promissory notes. Tegatas usually have a maturity date that is several weeks or possibly months in the future. On the maturity date, the full amount of the tegata becomes collectable.</td>
</tr>
<tr>
<td><strong>Payment Gateway</strong></td>
<td>Integrate with a local payment gateway service provider, Veritrans, to accept credit card payments from customers.</td>
</tr>
<tr>
<td><strong>Important:</strong> VeriTrans gateway integration is temporarily unavailable in NetSuite 2019.1 due to an ongoing VeriTrans security upgrade. To continue processing credit card payments, use other payment processing profiles. For more information, see the help topic Transitioning to a New Gateway and Disabling the Old Gateway.</td>
<td></td>
</tr>
<tr>
<td><strong>Japanese Billing Cycle and Payment Terms</strong></td>
<td>In Japan, most companies use a billing cycle based on the closing date and the payment due date. Similar to credit card payments, companies agree on a closing date with customers before starting business transactions.</td>
</tr>
</tbody>
</table>
Overview

Vendors, Purchasing and Receiving

<table>
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<tr>
<th>Functional Area</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Payments</td>
<td>Using Tegatas</td>
<td>Make payments to vendors (payable tegata) using tegatas, which are a traditional form of payment in Japan. Tegatas are very similar to promissory notes. Tegatas usually have a maturity date that is several weeks or possibly months in the future. On the maturity date, the full amount of the tegata becomes collectable.</td>
</tr>
<tr>
<td>Japan Payment Formats</td>
<td></td>
<td>Pay vendor bills and employee expenses Japan by generating payment files formatted using the Zengin payment file specifications of the Zengin Payment Clearing Network of banks.</td>
</tr>
</tbody>
</table>

SuiteCommerce

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Feature</th>
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<tr>
<td>SuiteCommerce Advanced (SCA)</td>
<td>SuiteCommerce and OneWorld</td>
<td>Set up SCA for a particular locale and for OneWorld.</td>
</tr>
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<td>SuiteCommerce InStore (SCIS)</td>
<td>SuiteCommerce InStore Administrator's Overview</td>
<td>Set up SCIS for a particular locale.</td>
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Required SuiteApps

<table>
<thead>
<tr>
<th>SuiteApp</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Installing the Japan Localization SuiteApp</td>
<td>Provides Japan-specific features that support Japanese billing cycle, defining payment terms, and customization and generation of Japanese invoice summary.</td>
</tr>
<tr>
<td>International Tax Reports</td>
<td>Provides VAT/GST reports and online reporting generated in the local format for ease and accuracy of submission, sales and purchase reports by tax code, and pre-configured tax codes when a new nexus is created.</td>
</tr>
<tr>
<td>Electronic Bank Payments</td>
<td>Provides Japanese payment formats to enable businesses to pay vendor bills and employee expenses, and receive payments from customers in Japan.</td>
</tr>
<tr>
<td>Payment Gateway</td>
<td>Provides integration with VeriTrans credit card payment gateway for Japan.</td>
</tr>
</tbody>
</table>
Japan-Specific Features

Important: VeriTrans gateway integration is temporarily unavailable in NetSuite 2019.1 due to an ongoing VeriTrans security upgrade.

To continue processing credit card payments, use other payment processing profiles. For more information, see the help topic Transitioning to a New Gateway and Disabling the Old Gateway.

NetSuite Japan Edition and Account Setup

The NetSuite Japan (JP) edition has the user interface in Japanese and has feature capabilities specific to Japanese business setting and requirements. It includes additional accounting features to meet specialized Japanese business needs. To know more about localized editions of NetSuite including that for Japan, as well as setting up NetSuite accounts and subsidiaries, refer to the following Help topics:

- Set up NetSuite OneWorld
  - Creating Subsidiary Records
- Setting Up Japan-specific Preferences

Upon creation of a Japanese subsidiary in NetSuite OneWorld, the system automatically adds default Japanese accounts to your chart of accounts. The Japanese accounts are based on the Japanese Industrial Standard (JIS) X 0406:1984. These default accounts are also already included in NetSuite Japan edition.

For more information, see the help topic Chart of Accounts Management.

Note: The SuiteApp NetSuite for Outlook, is currently not supported by NetSuite Japan edition.

Setting Up Japan-specific Preferences

In NetSuite, set up your company and personal user preferences specific to doing business in Japan.

Japan-specific Company Preferences

Make sure that your NetSuite role has the appropriate permissions to enable features and set up company preferences specific to Japan.

To set up Japan-specific Company Preferences:

1. In NetSuite, go to . On the Company subtab of the Enable Features page, under International, do the following:
   - Check the Multi-language box if you want to use NetSuite in more than one language.
   - Check the Multiple Currencies box if you want to use NetSuite for multiple currencies.
   - Click Save.
2. Go to . Set up the regions, prefectures or provinces in Japan. For more information, see the help topic Setting Up States, Provinces, and Counties.
3. Go to . Enter your company information and do the following:

   Japan-Specific Features
a. In the Country/State/Province field, ensure that the following Japanese Prefectures or Provinces are set up:
   - Hokkaido (Hokkaido)
   - Aomori, Iwate, Miyagi, Akita, Yamagata, Fukushima (Tohoku)
   - Ibaraki, Tochigi, Gunma, Saitama, Chiba, Tokyo, Kanagawa (Kanto)
   - Niigata, Toyama, Ishikawa, Fukui, Yamanashi, Nagano, Gifu, Shizuoka, Aichi (Chubu)
   - Mie, Shiga, Kyoto, Osaka, Hyogo, Nara, Wakayama (Kansai)
   - Tottori, Shimane, Okayama, Hiroshima, Yamaguchi (Chugoku)
   - Tokushima, Kagawa, Ehime, Kochi (Shikoku)
   - Fukuoka, Miyazaki, Nagasaki, Kumamoto, Kagoshima, Saga, Oita, Okinawa (Kyushu)
   Select a prefecture or province.

b. In the Currency Locale field, select Japan (Japanese), with the Japanese yen currency symbol.

c. Click Save.

For more information, see the help topic Configuring Company Information.

Japan-specific User Preferences

You can set up your personal user preferences specific to Japan.

To set up Japan-specific User Preferences:

1. In NetSuite, go to .

2. On the Set Preference page, go to the General subtab. In the Localization section, set the following Japan-specific preferences:
   a. In the Language field, select a ### (Japanese).
   b. In the Search Sorting field, select Language Specific if you want sorting to follow the alphabetical order of the language you selected.
   c. In the Language for the Help Center field, you can also select ### (Japanese).
   d. If you are using a OneWorld account and defined an accounting context in Setup > Company > Preferences > General Preferences (Administrator), this dropdown list appears. Select a local accounting context if you want to view the chart of accounts structure and names in the language that you selected.
   e. In the Time Zone field, select either Japan Standard Time or JST (##### Nihon Hyōjunji, or ##### Chūō Hyōjunji). This is 9 hours ahead of UTC (i.e. it is UTC+09:00).
   f. In the Calendar System field, select Japanese Imperial Calendar. The imperial date format is required for some government documents and applications used in Japan.
   g. Check the Use Furigana Field box if you want to sort lists of records by the Furigana field. The Furigana field is only available on records in the NetSuite Japan edition when you select Japanese as the Language preference.
   h. Click Save.

3. You can also set Shift-JIS as the character encoding for CSV exports of lists, reports, and searches. Shift-JIS, the most widely used format in Japan.
   On the Set Preference page, go to the Analytics subtab. In the Export section, in the CSV Export Character Encoding field, select Shift_JIS.
Setting Up Japan-specific Preferences

For more information on analytics preferences in NetSuite, see the help topic Analytics Personal Preferences.

For more information on localizing preferences in NetSuite, see the help topic General Personal Preferences.

SuiteCloud Features and SuiteApps

To enable and use Japan-specific features, you must enable some SuiteCloud features and install relevant SuiteApps.

In NetSuite, go to . On the SuiteCloud subtab of the Enable Features page, enable the following features:

- SuiteBuilder
- SuiteScript
- Custom plug-ins

For more information about SuiteCloud features, see the help topic SuiteCloud Features

In addition, the following SuiteApps must be installed to enable Japan-specific features:

- Japanese Invoicing Features – Provides invoicing features specifically for Japan.
- International Tax Reports – Provides VAT/GST reports and online reporting generated in the local format for ease and accuracy of submission, sales and purchase reports by tax code, and pre-configured tax codes when a new nexus is created. Also provides deductible purchase tax calculation and reports for Japan.
- Electronic Bank Payments – Provides Japanese payment formats to enable businesses to pay vendor bills and employee expenses, and receive payments from customers in Japan.
- Payment Gateway – Provides integration with VeriTrans credit card payment gateway for Japan.

For more information about SuiteApps, go to SuiteApps.

Important: VeriTrans gateway integration is temporarily unavailable in NetSuite 2019.1 due to an ongoing VeriTrans security upgrade.

To continue processing credit card payments, use other payment processing profiles. For more information, see the help topic Transitioning to a New Gateway and Disabling the Old Gateway.

If your company uses NetSuite across multiple subsidiaries and countries, you should know more about NetSuite OneWorld, see the help topic Introduction to NetSuite OneWorld.

Displaying Currency

Japanese yen require the use of integers, without decimal fractions; it is usually displayed as ¥123, but not as ¥123.45. For this reason, the NetSuite user interface generally displays currency amounts in yen using integers.

The decimal precision of a currency is determined by the value selected for Format on the Currency record. For example, the United States (English) format has 2 decimal places and the Japan (Japanese) format has 0 decimal places. Decimal precision cannot be edited in the user interface. If you need a different decimal precision, contact NetSuite Customer Support for assistance.

For more information, see the Help topics Currency Decimal Precision, Currency Management and Setting a Base Currency.
Translation for Custom Elements for Japan

The NetSuite Japan edition provides multi-language capability for NetSuite custom elements. Depending on your user language preferences, you can see labels or values in your own language in the user interface.

Custom elements supported are:

- Custom Lists
- Custom Fields
- Custom Subtabs
- Custom Item Options
- Custom Records

⚠️ **Important:** To use this feature, you must enable the Multi Language feature in Setup > Company > Enable Features.

For more information about how to enter translations for custom elements, refer to Multi-Language Names and Descriptions.

Japanese Address Form

The Japanese address form provided by the Japan Localization SuiteApp uses the NetSuite custom address form format.

To enable the system to display the Japanese address form on Japanese records:

1. Go to Customization > Forms > Address Forms.
2. Edit the custom address form named **NS Japan Address** to assign it to Japan.
3. Click **Save**.

Whenever the Japan Localization SuiteApp gets updated in your account, you will need to assign the form to Japan. The current system behavior is to revert to the default address template each time the SuiteApp is updated in your account.

Meeting Japanese Banking Requirements

The NetSuite Japan edition provides several Japan-specific features designed to meet the requirements of common Japanese banking practices and processes:

**Japanese Bank Account Information**

Because Japanese businesses often use bank wire transfers to make payments, the bank account record stores the following information:

- Bank name
- Bank branch code
- Bank account number

**Default Bank Account for Customers and Vendors**

You can store default bank account information for each customer or vendor, and print this information on bills and invoices.

For information about receivable tegata and payable tegata, see Using Tegatas.
If you use the NetSuite Electronic Payments SuiteApp, read the following help topics:

- Japan Payment Formats
- Setting Up Company Bank Records in Japan
- Setting Up Bank Records of Vendors in Japan
- Setting Up Bank Records of Employees in Japan
- Setting Up Bank Records of Customers in Japan
- Setting Up Bank Records of Partners in Japan

Using Japanese Accounting Periods

The NetSuite Japan edition provides the following pre-defined accounting periods that meet the requirements of common Japanese business practices:

- Quarters – This option divides the year into three-month sub-periods.
- Calendar Months – This option divides the year into twelve calendar sub-periods.
- 4 Weeks – This option divides the year into thirteen four-week sub-periods.
- 4-4-5 Weeks – The year, with 52 weeks, consists of a series of four sub-periods that follow this pattern. This option defines a quarter with the first two months as seven-day, four-week months, while the third month is defined as having five weeks of seven days each.

Japan Tax Topics

NetSuite provides the capability to calculate consumption taxes in Japan.

**Note:** Reverse Charge reporting on imports is currently not supported in Japan.

To begin using tax features, do the following:

- Set your tax preferences. See Setting Up Consumption Tax - Japan.
- Set up the rounding method and precision. See Setting Tax Rounding Methods - Japan and Selecting Precision Settings - Japan.
- Set tax rounding preferences for customers and vendors. See Setting Tax Rounding Preferences for a Customer or Vendor - Japan.

To use tax reports for Japan, read the following topics:

- Japan Tax Report
- Deductible Purchase Tax Calculation for Japan
  - Purchase Tax Calculation Methods
  - Tax Categories for Individual Calculation of Deductible Purchase Tax
  - Purchase Tax by Tax Category Report
  - Deductible Tax & Taxable Sales Ratio Calculation Form

Meeting Japanese Consumption Tax Requirements

The NetSuite Japan edition provides Japan-specific features designed to meet Japanese tax requirements.

Japan Tax Preferences
You can use several preferences when configuring Japanese tax nexuses, including the following:

- **Tax Rounding Method** - Select whether you want round off, round down, or round up when you calculate tax. This is necessary because you must express Japanese yen using integers, you cannot express yen in less than a whole integer. For example, you can have 100 yen, but not 100.2 yen.
- **Print Tax Code Summary on Sales Forms** - Check this box if you want to include a summary of the taxes paid per tax code on printed transaction forms.
- **Foreign Trade** - Check this box if your company conducts trade with foreign companies or individuals.
- **Tax Reporting Cash Basis** - Check this box if your company reports its tax liability on a cash basis, rather than an accrual basis.
- **Display Tax Registration Number in Web Store** - Check this box to allow customers to enter their Tax Registration Numbers when checking out of your Web store.
- **Tax Code for International Sale** - Choose the default tax code for orders placed by international customers.
- **Tax Code Lists Include** - Select whether you want tax codes, tax groups or both to appear on transactions. The Tax Code Lists Include preference does not apply to journals.
- **Tax Calculation Type** - Select tax calculation method whether you want for your accounting procedures.

**Tax Codes**

Tax codes determine how much tax is paid on each transaction line item. You can combine tax codes to define tax groups.

**Japanese Tax Groups**

Tax groups offer the ability to track multiple tax control accounts. Each tax code within a tax group can have a different control account, which enables you to accurately account for taxes owed to each tax jurisdiction.

**Tax Rounding Setting per Entity**

You can specify how NetSuite should round decimals when calculating Japanese taxes.

- Round off
- Round down
- Round up when you calculate tax.

**Item Prices Include or Exclude Tax**

You can select an option to automatically calculate the tax on an Item and then include that tax in the Item's price that NetSuite displays to customers.

**Consumption Tax Reports**

The following tax reports are available:

- Tax Form
- Tax on Sales
- Tax on Purchase

For more information about working with consumption tax, see [Consumption Tax Overview – Japan](#).

**Consumption Tax Overview – Japan**

In Japan, consumption tax is a nationwide tax levied on the sale and lease of domestic goods and services, and on foreign goods collected from bonded areas. Japanese businesses are responsible for collecting this tax from companies and consumers that purchase their goods and services.
Consumption tax is not collected on non-taxable, tax-free, and tax-exempt transactions such as foreign transactions, donations, investments, welfare-related transactions, exports, international transportation, and services to foreign companies.

**Important:** The current consumption tax rate is 8%. See the help topic Managing Tax Rate Changes.

The consumption tax period for individuals is the calendar year from January 1 to December 31. For companies, the tax period matches the fiscal year.

Please see your tax consultant for details and advice.

### Setting Up Consumption Tax - Japan

You can select company-wide rounding settings, rounding methods, and precision settings for consumption tax. For more information, see Selecting Precision Settings - Japan and Setting Tax Rounding Methods - Japan.

### Tax Preferences for Japan

Perform the following steps to set up taxes in your account.

**To set company-wide consumption tax preferences:**

1. Go to Setup > Accounting > Taxes > Set Up Taxes.
2. If you have more than one tax nexus, click the Japan subtab.
3. **Enable Tax Lookup on Sales and Purchases** – This box is checked by default to enable NetSuite to determine appropriate tax codes to use on sales and purchases. Clear this box if you do not want NetSuite to determine the correct tax code based on the shipping address of the customer or vendor. If you use SuiteScript to query third party tax services, clear this box.
4. **Print Tax Code Summary on Sales Forms** – Check this box if you want to include a summary of the taxes paid per tax code on printed transaction forms such as estimates, sales orders, and sales invoices. The tax code summary is shown only if two or more tax codes are used on the transaction.
   
   If you check this box, make sure that you choose your preferred PDF layout for transaction type forms.
   
   To set your transaction form PDF layout preferences, go to Customization > Forms > Transaction Form PDF Layouts.
   
   If the **Preferred** box for Transaction Layout with Tax Summary is checked, NetSuite shows the tax summary as a separate element at the bottom of the form, above the totals. If you choose any of the standard or classic transaction type layouts, NetSuite shows the tax summary in the main body of the form as part of the columns element. For more information about transaction form PDF layouts, see the help topic Customizing Transaction Form PDF Layouts.
5. **Foreign Trade** – Check this box if your company conducts trade with foreign companies or individuals.
6. **Tax Reporting Cash Basis** – Check this box if your company reports its tax liability on a cash basis rather than an accrual basis.
7. **Display Tax Registration Number Field in Web Store** – The label for this field varies depending on the specific name of a country's business tax identification number. Check this box to enable customers to enter their tax identification numbers when checking out of your web store.
8. **Tax Rounding Level** – Specify the tax rounding level for this nexus:
   - If you select Item Line Level, tax is rounded per line.
If you select **Transaction Level**, the rounding is applied at the tax total level, using this formula: \( \text{round (Subtotal x Tax Rate)} = \text{Tax Total} \).

For more information about tax rounding level, see the help topic Setting Tax Rounding Levels, Methods, and Precision Settings.


10. **Default Tax Code** – Choose the default tax code the system will use in your transactions if no tax code has been predefined for the customer or items.

    **Important**: The **Default Tax Code** field is mandatory. NetSuite OneWorld prevents you from saving the Set Up Taxes page if a nexus does not have a value in the **Default Tax Code** field. Look for the nexus with the missing information by clicking each country nexus subtab. Select the default tax code for the nexus, and click **Save**.

    **Warning**: Tax codes associated with inactive tax control accounts are not available for selection when you create or edit a transaction record. Therefore, existing default tax codes associated with the inactive tax control account will no longer be valid. When you inactivate a tax control account, be sure to change the default tax codes on the affected nexuses, item records, customer records, and vendor records. Alternatively, you can reactivate the tax control account. For more information, see the help topic Tax Control Accounts Overview.

11. **Tax Code Lists Include** – Select whether you want tax codes, tax groups, or both, to appear on transactions. The Tax Code Lists Include preference does not apply to journals.

    **Warning**: It is critical to specify the rounding precision and rounding method for tax values based on the requirements of your tax authority. Failure to do so can result in incorrect tax amounts being reported.

    **Important**: Currently, it is not possible to specify the rounding precision or rounding method using CSV import, web service, or mass update. You must either specify these values on the Setup > Accounting > Setup Taxes page under the subtab for the country, or check the **Allow override rounding setting per Entity** box to specify rounding settings for each customer and vendor.

12. In the **Tax Rounding Precision** field, select from the following values:

    - 1 and Below (default)
    - 10 and Below
    - 100 and Below

13. In the **Tax Rounding Method** field, select from the following values:

    - Round Down (default)
    - Round Off
    - Round Up

14. To apply rounding precision to the Japanese Yen, check the **Apply rounding precision setting if currency precision is not 0** box. This setting also applies to other currencies that do not use decimal fractions.

    If the **Apply rounding precision setting if currency precision is not 0** box is checked, NetSuite will round every value in the specified currency, which means this preference overrides all other rounding preferences. The following scenarios illustrate this behavior:
If the **Apply rounding precision setting if currency precision is not 0** box is checked, and the **Tax Rounding Level** field is set to **Transaction Level**, the system ignores the transaction level rounding because the amount is already rounded based on the currency.

If the **Apply rounding precision setting if currency precision is not 0** box is checked, and the **Allow override rounding setting per Entity** box is checked, the system ignores the rounding setting specified on the entity record.

15. In the **Preferred Tax Agency** field, select the tax agency to which you pay tax.

If you have the Advanced Taxes feature enabled in your account, the **Preferred Tax Agency** field is shown on the **Tax** subtab. You can also use the **Field Naming** subtab to edit the field names displayed on forms, and in columns on search results, lists, and reports. See the help topic Customizing Tax Fields on Transaction Forms.

### Tax Control Accounts for Japan

The following accounts track consumption tax by default:

- Tax on Sales (Liability)
- Tax on Purchase (Asset)
- Tax Payable (Liability)

### Tax Codes for Japan

The following tax codes are set up by default, and are mandatory for generating consumption tax reports:

- **Taxable (default)** – domestic, for-profit transactions by individuals or companies in Japan
- **Non Taxable** – foreign transactions, donations, and investments
- **Tax Exempt** – exports, international transportation, and services to foreign companies
- **Tax Free** – welfare related transactions

### Setting Tax Rounding Methods - Japan

You can select a tax rounding method at the company level, or set it for each customer or vendor individually.

On the Set Up Taxes page, if the **Allow override rounding setting per Entity** box is not checked, tax amounts will follow the tax rounding method and precision defined for the country nexus, no matter what tax rounding method and precision have been set for customers and vendors. If tax rounding preferences are not defined on the entity record, the system uses the preferences defined for the country nexus.

#### Example of Rounding Methods

The following table shows the consumption tax amount corresponding to the rounding method selected.

If an item is priced at ¥893, the consumption tax on the item is ¥44.65.

<table>
<thead>
<tr>
<th>Rounding Method</th>
<th>Consumption Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round Off</td>
<td>¥45</td>
</tr>
<tr>
<td>Round Down</td>
<td>¥44</td>
</tr>
</tbody>
</table>
Setting Tax Rounding Preferences for a Customer or Vendor - Japan

The rounding preferences you define on the Set Up Taxes page determine the default rounding settings for customers and vendors.

If the Allow Override Rounding Setting per Entity preference is enabled, you can set the tax rounding method and precision for each customer or vendor individually.

To set the tax rounding method and precision for a customer or vendor, open the customer or vendor record. On the Financial subtab, set the method and precision in the Tax Rounding Precision and Tax Rounding Method fields.

If the Allow override rounding setting per Entity box is not checked, tax amounts will follow the tax rounding method and precision defined for the country nexus, no matter what tax rounding method and precision have been set for customers and vendors. If tax rounding preferences are not defined on the entity record, the system uses the preferences defined for the country nexus.

For more information see Selecting Precision Settings - Japan and Setting Tax Rounding Methods - Japan.

Selecting Precision Settings - Japan

You can select the level of tax rounding precision at the company level, or set it for each customer or vendor individually.

On the Set Up Taxes page, if the Allow override rounding setting per Entity box is not checked, tax amounts will follow the tax rounding method and precision defined for the country nexus, no matter what tax rounding method and precision have been set for customers and vendors. If tax rounding preferences are not defined on the entity record, the system uses the preferences defined for the country nexus.

Example of Rounding Precision Settings

The following table shows the consumption tax amount corresponding to the rounding precision selected if the rounding method selected is round down.

If an item is priced at ¥73,489, the consumption tax on the item is ¥3674.45.

<table>
<thead>
<tr>
<th>Rounding Precision</th>
<th>Consumption Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and Below</td>
<td>¥3,674</td>
</tr>
<tr>
<td>10 and Below</td>
<td>¥3,670</td>
</tr>
<tr>
<td>100 and Below</td>
<td>¥3,600</td>
</tr>
</tbody>
</table>

Japan Tax Report

The Japanese tax form provided by NetSuite includes only the section of the consumption tax report that shows the tax amounts. When you run this report for a selected period, NetSuite calculates the amounts automatically, and displays them on the form. You can edit some of the fields as necessary.
Important: NetSuite calculates the values generated by the tax report. However, for rows 19 and 20, you must manually calculate the values if you are reporting taxes for transactions that have the old rate of 5% and the new rate of 8%. For details on how to calculate values for rows 19 and 20, refer to the instructions in the Consumption Tax Filing Guidance (Japanese) provided by the National Tax Agency.

To understand what should go into each box of the Japan Tax Report, see What goes into each box – Japan Tax Report.

To see the Japan Tax Report:

1. Go to Reports > VAT/GST > Tax Form.
2. Select a tax period.
3. If you are using OneWorld, select a subsidiary.
4. If the Multi-Book Accounting feature is enabled in your account, select the accounting book for this report.
5. Click Print.

   If you change the report filters, be sure to click Refresh to display the new values.

For information about other Japan-specific reports used for tax, read the following topics:
What goes into each box – Japan Tax Report

Refer to the following table to understand the values that should go into each box of the Japan Tax Report (see Japan Tax Report).

<table>
<thead>
<tr>
<th>Label</th>
<th>No.</th>
<th>Calculation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax base (sales)</td>
<td>1</td>
<td>The prescribed method is to take the total gross sales figure (inclusive of tax) and calculate the net amount backwards. Then, round down the net sales to the nearest 1,000.</td>
</tr>
<tr>
<td>Consumption tax (national rate only)</td>
<td>2</td>
<td>The net amount as calculated in Box 1, multiplied by the national consumption rate</td>
</tr>
<tr>
<td>Tax adjustment for excess deduction</td>
<td>3</td>
<td>Free text</td>
</tr>
<tr>
<td><strong>Deductible tax:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deductible tax on purchases</td>
<td>4</td>
<td>This amount represents tax paid on purchases. The value comes from Box 20.</td>
</tr>
<tr>
<td>Tax relating to refunds and other charges</td>
<td>5</td>
<td>Free text</td>
</tr>
<tr>
<td>Tax relating to bad debt</td>
<td>6</td>
<td>Free text</td>
</tr>
<tr>
<td>Subtotal of deductible tax</td>
<td>7</td>
<td>Box 4 + Box 5 + Box 6</td>
</tr>
<tr>
<td>Tax refundable for insufficient deduction</td>
<td>8</td>
<td>Box 7 – Box 2 – Box 3</td>
</tr>
<tr>
<td>Balance</td>
<td>9</td>
<td>Box 2 + Box 3 – Box 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rounded down to the nearest 100</td>
</tr>
<tr>
<td>Interim payments</td>
<td>10</td>
<td>Default value = 0 (editable)</td>
</tr>
<tr>
<td>Amount of tax payable</td>
<td>11</td>
<td>Box 9 – Box 10</td>
</tr>
<tr>
<td>Refundable interim payments</td>
<td>12</td>
<td>Box 10 – Box 9</td>
</tr>
<tr>
<td><strong>If this is an amended return:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previously determined amount of tax</td>
<td>13</td>
<td>Free text</td>
</tr>
<tr>
<td>Balance of tax payable</td>
<td>14</td>
<td>Default value = 0 (editable)</td>
</tr>
<tr>
<td><strong>Taxable sales ratio:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The amount of the transfer value of taxable assets, etc.</td>
<td>15</td>
<td>Net amount of all taxable sales including exempt</td>
</tr>
<tr>
<td>The amount of the transfer value of assets, etc.</td>
<td>16</td>
<td>Net amount of all taxable sales (Box 15) + nontaxable sales</td>
</tr>
</tbody>
</table>
### Japan Specific Features

<table>
<thead>
<tr>
<th>Label</th>
<th>No.</th>
<th>Calculation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consumption tax as local consumption tax base:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax refundable for insufficient deduction</td>
<td>17</td>
<td>Free text</td>
</tr>
<tr>
<td>Balance</td>
<td>18</td>
<td>Value of Box 9</td>
</tr>
<tr>
<td><strong>Transferable amount:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount refundable</td>
<td>19</td>
<td>Value of Box 17 x 25%</td>
</tr>
<tr>
<td>Amount of tax payable</td>
<td>20</td>
<td>The system uses 25% as the calculation basis for all periods up to March 2014. For all tax periods from April 2014, the system uses the 17/63 ratio for all transactions (including those having old tax rate). Users will have to manually review the tax reports by tax code, and manually calculate and then enter the correct figure here. This is because the system is unable to determine the split between the old and new rates.</td>
</tr>
<tr>
<td><strong>Transferable interim payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferable interim payments refundable</td>
<td>21</td>
<td>Default value = 0 (editable)</td>
</tr>
<tr>
<td>Transferable tax payable</td>
<td>22</td>
<td>Box 20 – Box 21 (if positive)</td>
</tr>
<tr>
<td>Transferable interim payments refundable</td>
<td>23</td>
<td>Box 21 – Box 20 (if negative)</td>
</tr>
<tr>
<td><strong>If this is an amended return:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferable amount for previously determined tax</td>
<td>24</td>
<td>Free text</td>
</tr>
<tr>
<td>Transferable amount for balance of tax payable</td>
<td>25</td>
<td>Default value = 0 (editable)</td>
</tr>
<tr>
<td><strong>Total of consumption and local consumption taxes (payable or refundable)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>26</td>
<td>Box 26 = (Box 11 + Box 22) – (Box 8 + Box 12 + Box 19 + Box 23)</td>
</tr>
<tr>
<td>For amended return:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box 26 = Box 14 + Box 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Box 26 is refundable, enter a minus (-) sign.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Deductible Purchase Tax Calculation for Japan**

**Important:** Starting April 1, 2012, Japanese companies can deduct all purchase tax amounts only if their taxable sales are more than 95% and their annual sales are less than 500M JPY.

The Deductible Purchase Tax Calculation feature enables you to do the following:

- Automatically calculate deductible purchase tax using the individual calculation method
- Automatically calculate deductible purchase tax using the bulk proportional method
- Run the Purchase Tax by Tax Category report, to see purchase tax amounts and view the related transactions or journal entries
- Run the Deductible Tax & Taxable Sales Ratio Calculation Form, and modify report values if necessary
This feature requires the Japan Localization SuiteApp. This SuiteApp is already installed in newly provisioned Japan edition NetSuite accounts. If you want to install it in a different account, see Installing the Japan Localization SuiteApp.

Before you can use this feature, the following NetSuite features must be enabled: A/P, Purchase Order, Vendor Return, and Expense Report.

The Purchase Tax by Tax Category report and the Deductible Tax & Taxable Sales Ratio Calculation Form can be accessed by standard NetSuite Accountant and Accountant (Reviewer) roles that use the Accounting Center.

For more information, read the following topics:

- Purchase Tax Calculation Methods
- Tax Categories for Individual Calculation of Deductible Purchase Tax
- Purchase Tax by Tax Category Report
- Deductible Tax & Taxable Sales Ratio Calculation Form

**Purchase Tax Calculation Methods**

On the Deductible Tax & Taxable Sales Ratio Calculation Form, you select one of these calculation methods:

- Individual Calculation Method
  
  Formula: Deductible purchase tax amount = ((A) + ((C) * % of Taxable Sales)

- Bulk Proportional Method
  
  Formula: Deductible purchase tax amount = Total purchase tax amount * % of taxable sales

The bulk proportional method is simpler than the individual calculation method. However, due to the tax regulation in Japan, if you choose bulk proportional method, you have to use this method for at least two years.

**Note:** Please see your tax consultant for details and advice.

**Tax Categories for Individual Calculation of Deductible Purchase Tax**

Typically, this is how a Japanese business would classify tax payables:

1. Purchase tax only for taxable sales transactions – This refers to tax paid for purchases that will be used for taxable sales transactions. Examples are consumption tax paid for the following:
   - Inventory item for sale
   - Raw materials or any other materials used for the production of inventory items for sale
   - Transportation costs, PR/advertising costs, outsourcing costs incurred in the production of inventory items for sale

2. Purchase tax only for non-taxable sales transactions – This refers to tax paid on purchases or expenses that will be used for non-taxable transactions. For example:
   - Costs incurred from development of land for sale (Sale of land is non-taxable.)
   - Costs incurred from construction of apartments for rent (Rent is non-taxable.)

3. Purchase tax for both taxable and non-taxable transactions – This refers to tax paid on purchases or expenses commonly used for both taxable and non-taxable transactions. This tax category is set after purchase. For example:
Using Tax Categories on Transactions and Journal Entries

In Japan edition NetSuite accounts, the Tax Category field is shown on purchase orders, vendor bills, vendor return authorizations, vendor credits, expense reports, and journal entries.

To apply the individual calculation method when calculating the deductible purchase tax amount, you must select a tax category on your purchase transactions or journal entries.

The following predefined tax categories are available for selection in the Tax Category field:

- Taxable – Refund
- Taxable – Import
- Taxable – Import Tax
- Non-Taxable – Refund
- Non-Taxable – Import
- Non-taxable – Import Tax
- Common – Refund
- Common – Import
- Common – Import Tax
- Local Tax for Import
- Not Applicable

Using Custom Tax Categories

The Administrator role can rename the predefined categories, or create custom tax categories.

Purchases with custom tax categories are not included in the generated Deductible Tax & Taxable Sales Ratio Calculation Form. To get the tax amounts of those transactions, run the Purchase Tax by Tax Category report, which displays the tax amounts for each tax category. Then, modify the values on the Deductible Tax & Taxable Sales Ratio Calculation Form to include the tax amounts from the custom tax categories.

To create a tax category:

1. Go to Customization > Lists, Records, & Fields > Record Types.
2. Click New Record on the Tax Category row.
3. On the New Tax Category page:
   1. Enter a name for the tax category.
   2. Select a main tax category.
   3. Select a purchase type.
   4. Click the Refund box if this tax category is for refunds.
4. Click Save.

To edit a tax category:

1. Go to Customization > Lists, Records, & Fields > Record Types.
2. Click List on the Tax Category row.
3. Click the Edit link of the tax category.
5. Click Save.

Purchase Tax by Tax Category Report

**Note:** This report requires the Japan Localization SuiteApp.

To see the tax amounts for each tax category used on your purchases, run the Purchase Tax by Tax Category report.

**To generate the Purchase Tax by Tax Category report:**
1. Go to Reports > Financial > Purchase Tax by Tax Category.
2. Select a date range.
3. Click **Refresh** to generate the report.
4. You can also click any of the following:
   - **Print** – To print the report
   - **Email** – To email the report
   - **Schedule** – To create a schedule to automatically email the report
   - **Export - CSV** – To export the report as a CSV file
   - **Customise** – To create and save a custom version of the report
   - **Options** – To change viewing and printing preferences
   - **Expand** – To view all top levels and sublevels of the report
   - **Collapse** – To view only top levels of the report
   - **Graph** – To display a graph of current report results

See the help topic Working with Report Results for more information.
Deductible Tax & Taxable Sales Ratio Calculation Form

**Note:** This tax form requires the Japan Localization SuiteApp.

To help you with your c-tax filing, generate the Deductible Tax & Taxable Sales Ratio Calculation Form.

Although this form provided by NetSuite is designed to look like the official declaration form, its purpose is to help you get the tax amounts calculated by NetSuite. The official declaration form is still required for submission to the tax office. Go to the website of the National Tax Agency Japan to download the official declaration form.

Purchases with custom tax categories are not included in the generated Deductible Tax & Taxable Sales Ratio Calculation Form. To get the tax amounts of those transactions, you must run the Purchase Tax by Tax Category report, which displays the tax amounts for each tax category. And then, you can modify the values on the Deductible Tax & Taxable Sales Ratio Calculation Form to include the tax amounts from the custom tax categories.

**To view the Deductible Tax & Taxable Sales Ratio Calculation Form:**

1. Go to Reports > Financial > Deductible Tax & Taxable Sales Ratio Calculation Form.
2. Select a calculation method.
3. If you are using OneWorld:
   a. Select a **Subsidiary**.
   b. If you want a consolidated report that includes child subsidiaries, check the **Group** box.
4. Select a tax period.
5. Click **Refresh** to generate the report.

**Note:** You can modify values on the form if you want to include tax amounts for transactions with custom tax categories.

6. Click **Print** to save the report as a PDF file.
Note: Save the file on your computer because the PDF is not automatically saved in the NetSuite file cabinet.

Japanese Invoicing

NetSuite provides localized features designed to meet Japanese invoicing requirements. Japanese invoicing features are included in the Japan Localization SuiteApp. For information, read the following topics:

- **Meeting Japanese Invoicing Requirements**
  - Japanese Billing Cycle and Payment Terms
  - Setting Up Japanese Payment Terms

- **Japanese Invoice Summary**
  - Setting Up Auto-Generated Invoice Summary Numbers
  - Specifying Customers Who Use Invoice Summaries
  - Specifying Transactions for Inclusion in an Invoice Summary
  - Setting Up Japanese Holidays to Validate Payment Due Dates
  - Generating a Japanese Invoice Summary
  - Regenerating an Invoice Summary for a Customer
  - Invoice Summary PDF File Naming
  - Invoice Summary Generation Errors
  - Applying a Customer Payment to an Invoice Summary
Customizing the Japanese Invoice Summary XML Template

Using Japan-Specific Reports

See also:

Japanese Invoicing Features
Installing the Japan Localization SuiteApp

Note: The Japan Localization SuiteApp can be installed in OneWorld accounts with Japanese subsidiaries.

For information about other NetSuite features you can use for Japan, see Japan Help Topics.

Meeting Japanese Invoicing Requirements

Japanese invoicing features are included in the Japan Localization SuiteApp, which is installed by default in NetSuite Japan edition accounts.

For more information, read the following topics:

Japanese Billing Cycle and Payment Terms
Setting Up Japanese Payment Terms
Japanese Invoice Summary

Japanese Invoicing Features

Important: To use Japanese invoicing features, you should install the Japan Localization SuiteApp. This SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, do not install the Japan Localization SuiteApp.

The Japan Localization SuiteApp provides the following features that support Japanese invoicing:

- Multiple payment terms to manage a Japanese customer’s billing cycle – See Japanese Billing Cycle and Payment Terms.
- Japanese holiday checking for payment due date – See Setting Up Japanese Holidays to Validate Payment Due Dates
- Customizable XML template for generating a Japanese Invoice Summary – See Customizing the Japanese Invoice Summary XML Template.
- Invoice Summary Collection Calendar Report – See Invoice Summary Collection Calendar Report

For information on roles and permissions, see Roles and Permissions for Using Japanese Invoicing.

To include Japan Localization custom fields on custom forms, see Including Japan Localization Custom Fields in Custom Forms.

Installing the Japan Localization SuiteApp

Important: Before using Japanese invoicing features in the Japan Localization SuiteApp, you must enable Custom Records on your account. To enable the Custom Records feature, go to Setup > Company > Enable Features > SuiteCloud.

The Japan Localization SuiteApp is already installed in newly provisioned Japan Edition NetSuite accounts. If you need to install the SuiteApp, perform the following steps.
Prerequisites

The following SuiteCloud features must be enabled in your account:

- Custom Records
- Custom Transactions
- Advanced PDF/HTML Templates
- Server SuiteScript

A return email address on the Company Information page is required before installing the SuiteApp.

For more information on enabling SuiteCloud features, see the help topics Enabling Features and SuiteCloud Features.

To install the Japan Localization SuiteApp:

1. Go to Customization > SuiteBundler > Search & Install Bundles.
2. Click Advanced.
3. In the Keywords field, enter “Japan Localization”, or 265558, the Bundle ID.
4. In the Location field, enter Production Account.
5. Click Search. Japan Localization, Bundle ID 265558, should appear in the search result.
6. Click the Japan Localization link.
7. On the Bundle Details page, click Install.

The Japan Localization SuiteApp is a managed bundle and is automatically updated whenever there are improvements or new features added.

For more information about installing SuiteApps, see the help topic Installing a Bundle.

Japan Localization SuiteApp Limitations and Best Practices

The following are the current limitations of the Japan Localization SuiteApp, as well as the best practices for using the features.

Compatibility with SuiteTax Feature

The Japan Localization SuiteApp does not support the SuiteTax feature yet. Limitations will be observed in the following scenarios:

- If you enabled SuiteTax first, you will not be able to install the Japan Localization SuiteApp.
- If you installed the Japan Localization SuiteApp first, and then enabled SuiteTax, the Invoice Summary Generation page will display an error and you will not be able to generate invoice summaries. Also, you will not be able to generate the Purchase Tax by Tax Category Report and the Deductible Tax & Taxable Sales Ratio Calculation Form.

Limitation with AutoCash and Installment Payments

The AutoCash and Installment Payments features are not supported by the Japan Localization SuiteApp. Transactions created using the AutoCash and Installment Payments features will not be included in the invoice summary search and generated report.
Japanese Payment Terms and Default Due Date in Transactions

The payment terms provided by the Japan Localization SuiteApp on the Payment Terms subtab of a customer record, is different from the terms of payment defined in the Terms field on the Financial subtab of a customer record, or the Billing subtab of a transaction record. These payment terms must not be used or applied at the same time. If you want to apply the Japan Localization payment terms to set the default Due Date in a transaction, the Terms field on the customer record Financial subtab or on the transaction record Billing subtab must not have a value. Otherwise, the system may get the value in the Terms field and incorrectly apply it to the default Due Date field in the transaction, instead of the value specified in the Japan Localization payment terms.

For non-Japanese customers, payment terms are defined in the Terms field on the Financial subtab of a customer record. Terms are based on the number of days before the payment is due. However, this field does not apply to Japanese customers.

The Japan Localization SuiteApp has yet to support the Multi-Subsidiary Customer feature. This means, the Terms field on the Financial subtab can possibly have a value. In this case, it is not recommended that you use the invoice summary if the Multi-Subsidiary Customer feature is enabled, which may produce incomplete results.

In addition, Terms in the Accounting Lists must not be set up as ‘Preferred’. If the Preferred box is checked in any of the terms, it will be applied to the default Due Date field in the transaction for all customers of all subsidiaries, overriding any defined Japanese payment term set up on the customer record. To disable any preferred Term, go to Setup > Accounting > Accounting Lists, and then select Term from the Type field. On the Term page, edit the Preferred term by clearing the Preferred box and saving the term.

Invoice Summary Generation

- Invoice summary generation is processed by a scheduled script. When you click Generate, a generation request will be queued for processing. The script will process the new request as soon as the queue becomes available.

  Warning: Do not cancel the invoice summary generation script queued on the Scheduled Script Status page while it is in Pending state. Canceling the queued generation script locks the invoice summary processing batch, and you will be unable to generate a new one for the same set of search criteria.

Processing time depends on the volume of transactions included for the selected period. For example, based on the following conditions, the estimated processing time is about one hour:
- The invoice summary contains 5,000 transactions
- Each transaction has only one transaction line

To prevent slow processing time, it is recommended that you reduce the volume of transactions included in an invoice summary by selecting a customer in the customer search filter. If you do not specify a customer on the Generate Invoice Summary page, the search result will include all customers associated with the subsidiary or company.

- The values in the Generate Invoice Summary page are displayed in the currency of the selected subsidiary.
- If the invoice summary is generated using the default multicurrency template provided by NetSuite, the values in its PDF file are shown in the currency of the selected subsidiary. However, the formatting is dependent on the setup of the account's parent company. The following are factors that affect the formatting:
  - Base country
Japanese Invoicing

- NetSuite edition
- Currency
- Number format
- To generate an invoice summary for transactions in a closed accounting period, you must first enable the Allow Non-G/L Changes option for that period.

Invoice Summary Regeneration

You cannot use the regenerate function for invoice summaries created with the earlier version of the Japan Localization SuiteApp (Bundle ID 15580).

Accepting Payments for Invoice Summaries

On the Customer Payment page, when you select a customer in the Customer field, the system displays a warning that you are about to leave the page and that the transaction has not been saved. This is normal behavior. Click Leave this Page to continue working on the transaction.

If the number of transactions lines on the Customer Payment page exceeds 10,000, you may receive a session timeout error. To prevent timeout errors for customers with a high volume of transactions in the period, it is recommended that you apply the payment in batches, or use the filters to narrow the search result.

Invoice summaries with open invoices are available for selection when applying a customer payment on the Customer Payment page. Available invoice summaries for selection include those that were created prior to version 2.00.0 of the Japan Localization SuiteApp.

Custom Fields

Custom fields included in the Japan Localization SuiteApp are shown on forms if the subsidiary or company is Japanese. These custom fields cannot be hidden on custom forms because the visibility of the fields is dependent on the country of the subsidiary or company.

Including Japan Localization Custom Fields in Custom Forms

The Japan Localization SuiteApp supports the NetSuite standard customer, vendor and employee records, as well as the transaction forms for invoice, credit memo, bill and expense report.

You can also use your own customized forms for entities and transactions. However, you must add the custom fields that come with the Japan Localization SuiteApp to your custom forms.

Add the following field to custom customer forms:
- Use Invoice Summary
- Due Date Adjustment

Add the following fields to custom invoice forms:
- Include in Invoice Summary
- Closing Date
- Invoice Summary Transaction

Add the following fields to credit memos:
■ Include in Invoice Summary
■ Invoice Summary Date

**Note:** The Invoice Summary Date field pertains to the Closing Date.

■ Invoice Summary Due Date
■ Invoice Summary Transaction

Add the Due Date Adjustment field to custom vendor forms.
Add the Closing Date field to vendor bills.
Add the Due Date Adjustment field to custom employee forms.
Add the Closing Date field to expense reports.

**To include Japan Localization custom fields on a custom customer form:**

1. Go to Customization > Forms > Entry Forms.
2. Click the Edit link of the custom customer form to which you want to add the field.
3. Click the Fields subtab.
4. Click the Payment Terms subtab.
5. Check the Show box of the following fields, and select Normal in the Display column:
   ■ Use Invoice Summary
   ■ Due Date Adjustment
6. Click Save.

**To include Japan Localization custom fields on a custom invoice form:**

1. Go to Customization > Forms > Transaction Forms.
2. Click the Edit link of the custom invoice form to which you want to add the fields.
3. On the custom form page, click the Screen Fields subtab.
4. Check the Show box of the following fields, and select Normal in the Display column:
   ■ Include in Invoice Summary
   ■ Closing Date
5. Check the Show box of the Invoice Summary Transaction field, and select Inline in the Display column.
6. Click Save.

**To include Japan Localization custom fields on a custom credit memo form:**

1. Go to Customization > Forms > Transaction Forms.
2. Click the Edit link of the custom credit memo form to which you want to add the fields.
3. On the custom form page, click the Screen Fields subtab.
4. Check the Show box of the following fields, and select Normal in the Display column:
   ■ Include in Invoice Summary
   ■ Invoice Summary Date
   ■ Invoice Summary Transaction
5. Check the Show box of the Invoice Summary Due Date field, and select Inline in the Display column.
6. Click Save.
To include Japan Localization custom fields on a custom vendor form:

1. Go to Customization > Forms > Entry Forms.
2. Click the Edit link of the custom vendor form to which you want to add a field.
3. Click the Fields subtab.
4. Click the Payment Terms subtab.
5. Check the Show box of the Due Date Adjustment field, and select Normal in the Display column.
6. Click Save.

To include Japan Localization custom fields on a custom bill form:

1. Go to Customization > Forms > Transaction Forms.
2. Click the Edit link of the custom bill form to which you want to add a field.
3. On the custom form page, click the Screen Fields subtab.
4. Check the Show box of the Closing Date field, and select Inline Text in the Display column.
5. Click Save.

To include Japan Localization custom fields on a custom employee form:

1. Go to Customization > Forms > Entry Forms.
2. Click the Edit link of the custom employee form to which you want to add a field.
3. Click the Fields subtab.
4. Click the Payment Terms subtab.
5. Check the Show box of the Due Date Adjustment field, and select Normal in the Display column.
6. Click Save.

To include Japan Localization custom fields on a custom expense report form:

1. Go to Customization > Forms > Transaction Forms.
2. Click the Edit link of the custom expense report form to which you want to add a field.
3. On the custom form page, click the Screen Fields subtab.
4. Check the Show box of the Closing Date field, and select Inline Text in the Display column.
5. Click Save.

Japanese Billing Cycle and Payment Terms

In Japan, most companies use a billing cycle based on the closing date and the payment due date. Similar to credit card payments, companies agree on a closing date with customers before starting business transactions.

The payment due date is fixed, which means that the number of days between the closing date and the payment due date varies, depending on how many days each month has. The payment due date is a combination of the day and month. You can edit and change the payment due date as needed.

You can define multiple payment terms for a Japanese customer, vendor or employee. This enables you to manage a customer’s, vendor’s or employee’s billing cycle depending on the business need.

Payment terms that you define for a customer, vendor or employee are applied to corresponding transactions. Payment terms defined for a customer are applied to its invoices, sales orders, and credit memos. Those defined for a vendor are applied to its bills. And payment terms defined for an employee are reflected in the employee’s expense report.
Customer transactions dated from the next day after the closing date of the previous payment term up to the closing date of the current payment term, are listed in a billing statement, which is sent to the customer at the end of the billing cycle. In NetSuite, this billing statement is the invoice summary. The invoice summary is generated and sent only to customers. This is not applicable to vendors and employees.

**Note:** When applying Japanese payment terms, you must disable any other payment terms that may affect the setting of the default due date in the transaction. For more information, see Japanese Payment Terms and Default Due Date in Transactions

To create payment terms, see the following topics:
- Setting Up Japanese Payment Terms
- Adding Japanese Payment Terms Using Import Methods

## Setting Up Japanese Payment Terms

Payment terms are set up on the **Payment Terms** subtab of customer, vendor, and employee records. You can define multiple payment terms.

**Note:** Before creating and applying Japanese payment terms, you must disable any other payment terms for non-Japanese customers, because they may affect Japanese customer and transaction records. For more information, see Japanese Payment Terms and Default Due Date in Transactions

You can add Japanese payment terms through the user interface, importing a CSV file, or using SuiteScript or web service. See Adding Japanese Payment Terms Using Import Methods.

You can define Japanese payment terms for multi-subsidiary vendors that has at least one Japanese subsidiary assigned to them.

### To define the payment terms for a Japanese customer, vendor or employee:

1. Edit or create a customer, vendor or employee record.
2. Go to the **Payment Terms** subtab.
3. Add one or more payment terms by doing the following:
   a. In the **Closing Date** column, select a date on which the billing period ends every month. You can select any date in a month, or you can select the value *End of the Month*. End of Month can have either 29, 30, or 31 as closing dates because the end date is different in some months. You can add more dates by clicking New at the top of the dropdown list.
   b. In the **Payment Due Date** column, select the date of the month when payment is due. You can select any of the following values:
      - 1
      - 5
      - 10
      - 15
      - 20
      - 25
      - Last Day of the Month
      You can add more dates by clicking New at the top of the dropdown list.
c. In the **Payment Due Month** column, select a month when payment is due. You can select any of the following values:
   - This month
   - Next month
   - Month following the next
   - 3 (every third month)
   - 6 (every 6th month)

   You can add more options by clicking New at the top of the dropdown list. On the Payment Due Month page, the Value field indicates the number of months from the month a transaction is created, which the system assigns the payment due month. For example, specifying 12 assigns the payment due month as every 12th month starting from the month that a transaction is created.

   d. Click **Add**. You can add as many payment terms as needed.

      **Example**

      If the customer’s, vendor’s or employee’s billing cycle ends on the 20th of each month, and payment is due at the end of the month following the next, then you set up the following payment terms:

      - Closing Date = 20
      - Payment Due Date = Last Day of the Month
      - Payment Due Month = Month following the next

4. Click **Save**.

   The payment terms, the closing date and payment due date that you defined for the customer, vendor or employee, will be automatically applied to all their transactions. Payment terms defined for a customer are applied to its invoices, sales orders, and credit memos. Those defined for a vendor are applied to its bills. And payment terms defined for an employee are reflected in the employee’s expense report.

   For more information on the different payment terms on the customer record, see Payment Terms in the Customer Record in Including Japan Localization Custom Fields in Custom Forms.

### Adding Japanese Payment Terms Using Import Methods

You can use CSV import, SuiteScript and web service to add payment terms to Japanese customer records. If a customer has multiple payment terms, you can be more flexible in managing the billing cycles and payment due dates of that customer.

**Important:** Invoice summaries can be sent to customers that have the **Use Invoice Summary** box checked on the **Payment Terms** subtab of the customer record. You cannot save a customer record with the **Use Invoice Summary** box checked if there are no payment terms defined.

**To add Japanese payment terms using CSV import:**

1. Create a customer saved search of all the customers to which you want to add payment terms. In defining the results of the search, be sure to include the **internalId** column or the **Name** column.
2. Save and run the search.
3. Export the search result as a CSV file.
4. Edit the CSV file and add the following columns:
   - Payment Due Date
   - Payment Due Month
   - Closing Date

5. Enter values in the columns for each customer. You can use the name or internal Id as a reference type.

6. Save the CSV file.

7. Go to Setup > Import/Export > Import CSV Records, and follow the Import Assistant steps.

8. Import Assistant Step 1 (Scan & Upload CSV File):
   a. In the Import Type field, select Custom Records,
   b. In the Record Type field, select Payment Term.
   c. Select the CSV file to upload.
   d. Click Next.

9. Import Assistant Step 2 (Import Options):
   a. For Data Handling, choose Add.
   b. Click Next.

   If you are importing only one file, the system directs you to Step 4.

10. Import Assistant Step 4 (Field Mapping):
    a. Provide field mappings for the following fields:

    ![Field Mapping Diagram]

    b. Click Next.

11. Import Assistant Step 5 (Save Mapping and Start Import):
    a. Enter values in the Import Map Name and Description fields.
    b. Click Save & Run.

For more information about using the Import Assistant, see the help topic Importing CSV Files with the Import Assistant.

For more information about saved searches, see the help topic Saved Searches.

For more information about using SuiteScript to work with payment terms, see the help topics What You Can Do with the SuiteScript API and Custom Transaction.

For more information about using web service to work with payment terms, see the help topics SOAP Web Services Overview and Custom Record Type.

### Setting Up Japanese Holidays to Validate Payment Due Dates

Previously, the Japan Localization SuiteApp used a web service to check if the payment due date you selected on an invoice is a Japanese holiday. The current implementation of the holiday checking for due date introduces a setup page for non-operational days or holidays.
The Administrator or a custom role granted access permission to holiday recordsmust manually set up the holidays. Any date can be defined as a non-operational day or holiday. After creating holiday records, an administrator must assign them to Japanese subsidiaries that have holiday checking enabled.

Holiday checking is enabled by default on the Company Information page and on Japanese subsidiary records.

Holiday checking applies to invoices and credit memos that have the Include in Invoice Summary box checked.

If due date adjustment is enabled, the payment due date you set are automatically adjusted by the system if the date falls on a holiday or weekend.

**Note:** The Japan Localization SuiteApp includes the Japanese holidays for 2015 only. You must set up holidays for subsequent years.

**To set up Japanese holidays:**

1. **Be sure that the audience for the holiday validation script is set to all roles by performing the following steps**
   a. Go to Customization > Scripting > Script Deployments.
   b. Click the Edit link of the Holiday/Non-Operational Day Retrieval SU script.
   c. Check the Select All box next to the Roles field.
   d. Click Save.

   **Note:** This step to define the script audience is required only in accounts using the Japan Localization SuiteApp. If you have already performed this step, you do not need to do it again each time you set up Japanese holidays.

   For more information, see the help topics Steps for Defining a Script Deployment and Defining Script Audience.

2. **Set up holiday display names. See Setting Up Japanese Holiday Display Names.**
   See also Including Translations for Japanese Holiday Display Names.

3. **Create holiday records. See Creating Japanese Holiday Records.**

4. **Assign holidays to Japanese subsidiaries. See Assigning Holidays to Japanese Subsidiaries.**

The following table shows how the system uses the holiday display name, holiday record, Use Holiday Checking box, and Holidays subtab.

<table>
<thead>
<tr>
<th>Holiday Display Name List page</th>
<th>Go to Customization &gt; Lists, Records, &amp; Fields &gt; Lists &gt; Holiday Display Name List.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays defined on the Holiday Display Name List page will be available for selection in the Display Name dropdown list on the Holiday record. You can enter translations for the holiday names if the Multi-Language feature is enabled.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holiday record</th>
<th>Go to Setup &gt; Holidays &gt; Holiday &gt; New.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday records are custom records used to validate the payment due date on invoices. The holiday record defines the date of the holiday (day, month, and year).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use Holiday Checking box and Holidays subtab</th>
<th>Go to Setup &gt; Company &gt; Company Information. If you have a OneWorld account, go to Setup &gt; Company &gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the <strong>Use Holiday Checking</strong> box is checked and Due Date Adjustment is enabled, the system performs automatic checking and adjustment of a due date that falls on a holiday. The <strong>Holidays</strong> subtab determines the holidays that the subsidiary will use to validate the payment due date.</td>
<td></td>
</tr>
</tbody>
</table>
Setting Up Japanese Holiday Display Names

Holidays defined on the Holiday Display Name List page will be available for selection in the Display Name dropdown list on the Holiday record. You can enter translations for the holiday names if the Multi-Language feature is enabled.

The following are recommendations and steps for setting up Japanese holiday display names.

Recommendations for Setting Up Japanese Holiday Display Names

- It is recommended that you add the date, or at least the year, as a prefix or suffix on all holiday display names. This will let you see the date when adding holidays to the Subsidiary or Company Information page.

To set up holiday display names:

2. Click the list named Holiday Display Name List.
3. To add a holiday display name:
   a. Enter a holiday name in the Values column under the Values subtab.
   b. Click Add.
   c. If the Multi-Language feature is enabled, enter translations in the Translation column. The availability of the language fields for entering translations depends on the languages you have set up on the General Preferences page (Setup > Company > General Preferences).
   d. Click Save.
4. To edit a holiday display name:
   a. Click the name in the Value column.
   b. Edit the holiday display name.
c. Click OK.

5. To edit a translation of the holiday display name:
   a. Click the value in the Translation column for the holiday you want to edit.
   b. Edit the translation fields.
   c. Click Done to close the Translation window.
   d. Click OK.

   For more information, see Including Translations for Japanese Holiday Display Names.

6. To remove a holiday display name:
   a. Click the holiday display name.
   b. Click Remove.

   Note: You cannot remove a holiday name that is associated with a holiday record.

7. Click Save.

Including Translations for Japanese Holiday Display Names

Adding translations for holiday names is optional. Perform the following steps if you want users to see translated holiday names depending on the language they specified on their Set Preferences page.

To include translations for the holiday display names:

1. Enable the Multi-Language feature by doing the following:
   a. Go to Setup > Company > Enable Features.
   b. On the Company subtab, check the Multi-Language box.
   c. Click Save.

2. Add languages by doing the following:
   a. Go to Setup > Company > General Preferences.
   b. On the Languages subtab, add languages.
   c. Click Save. The Translation column of the Holiday Display Name List page will show the language fields where you can enter the translations for a holiday name. The availability of the language fields depends on the languages you have set up on the General Preferences page.

Creating Japanese Holiday Records

Holiday records are custom records used to validate the payment due date on invoices. The holiday record defines the date of the holiday (day, month, and year).

The following are recommendations and steps for creating holiday records.

Recommendations for creating Japanese holiday records:

- It is recommended that when creating a holiday record, the value you enter in the Name field is the same as the value in the Holiday Display Name field. This will let you see and sort all the holidays for a specific year in the list view.
- When setting up holidays for multiple years, you can use one of the following methods:
  - Reuse holiday display names and holiday records by editing the dates and names.
  - Create new holiday display names and holiday records for each year.
To create Japanese holiday records:

1. Go to Setup > Holidays > Holiday > New.
2. In the Name field, enter a name for the holiday record. The name can be the same as the display name.
3. In the Display Name field, select a holiday display name.
4. In the Date field, select the date of the holiday.
5. Click Save, or click Save & New.

   If you check the Inactive box, the system cannot use this holiday for validating the payment due date.

   If you want to permanently delete a holiday, edit the holiday record and select Delete from the Actions menu.

   **Note:** You cannot delete a holiday record that is associated with a subsidiary.

Assigning Holidays to Japanese Subsidiaries

If you add dates to the holiday display names, it will help you in determining which holidays have already been added, or need to be added, to a subsidiary.
Following are the steps for adding holidays to the Holidays subtab on Japanese subsidiary records.

**To assign holidays to a Japanese subsidiary:**

1. Go to Setup > Company > Subsidiaries.
2. Click the Edit link of a Japanese subsidiary.
3. Verify that the **Use Holiday Checking** box is checked.
   - If you want to disable the holiday checking feature for the subsidiary, clear the box.
4. Click the **Holidays** subtab.
5. Add holidays that you want the subsidiary to use for validating the payment due date:
   - a. Select a holiday from the dropdown field.
   - b. Click **Add**.
6. To remove a holiday:
   - a. Click the holiday name.
   - b. Click **Remove**.
   - If you do not want a holiday to be available to any subsidiary, you can edit the holiday record, and either delete it or make it inactive.
7. Click **Save**. Repeat these steps for each Japanese subsidiary.

**Note:** If you do not have a OneWorld account, a holiday is automatically added to the **Holidays** subtab of the Company Information page after you save a holiday record. To remove a holiday, you must delete the holiday record.

---

**Setting Up Automatic Adjustment of Payment Due Date that Falls on a Holiday or Weekend**

Payment due dates that fall on a holiday or weekend are detected by the system and can be automatically adjusted depending on the settings that you select in the **Due Date Adjustment** field, under Payment Terms, on a customer, vendor or employee record, and depending on the holidays that are set up. You can make the system adjust payment due dates that fall on a holiday or weekend, to the previous business day or next business day. You can also choose to retain the payment due date, without adjustment. The default value of the Due Date Adjustment field is No Change.

**To set up automatic adjustment of Payment Due Date falling on a holiday or weekend:**

1. Edit a customer, vendor or employee record.
2. Go to the **Payment Terms** subtab. In the **Due Date Adjustment** field, select either Next Business Day, Previous Business Day, or No Change. The default value is No Change.

**Note:** When the Japan Localization SuiteApp was upgraded to version 3.0, the Due Date Adjustment field was set to blank for existing customers. But the value No Change will be applied when transactions are created for those customers. When the Japan Localization SuiteApp is upgraded to version 2018.2, the Due Date Adjustment field will also be set to blank in existing vendor and employee records. But No Change will be applied when transactions are created for those vendors or employees.

3. Click **Save**.
Automatic adjustment of payment due dates that fall on a holiday or weekend will be applied to customer invoices and credit memos with Include in Invoice Summary checked. The same adjustment is applied to bills and expense reports only if payment terms, the closing date and due date, are set up in the vendor and employee record. You can still override an automatically adjusted due date on a transaction by manually changing the default value.

**Automatic Calculation and Adjustment of Closing Date and Payment Due Date on Transactions**

The system automatically calculates the closing and payment due dates on transactions based on the payment terms defined on their corresponding customer, vendor or employee records. These entity records must have defined payment terms to trigger automatic calculation of closing and due dates on their transactions, while for invoices and credit memos, Include in Invoice Summary must also be checked.

Upon creation of transactions for entities with defined payment terms, the system automatically calculates the closing date nearest the transaction date as well as its corresponding payment due date. For example, an invoice created for a customer with defined payment terms will set automatic calculation of closing date and due date on that invoice. The same automatic calculation is set for the closing date and due date of a bill created for a vendor with payment terms, or an expense report created for an employee with payment terms. This is applied in all transactions of entities with payment terms, even if the transaction is created through the user interface, CSV import, SuiteScript or web service.

If you want to move the transaction to a different billing period, you can change the closing date in an invoice and credit memo to a different date, and the system will automatically calculate its corresponding payment due date. The automatic calculation of the payment due date based on the selected closing date does not prevent you from changing the payment due date. When changing the due date, the closing date must be on or after the transaction date, and the same as the closing date in the payment terms. These are validated in every calculation; otherwise, an error is displayed and you will not be able to save the transaction.

Editing invoices with Include in Invoice Summary box checked triggers automatic calculation if you change the customer or transaction date. Automatic calculation is also applied in a new invoice created as standalone, from sales order or estimate, or copied from an old invoice.

Likewise, for credit memos with Include in Invoice Summary checked, the same automatic calculation is performed for the Invoice Summary Date and Invoice Summary Due Date, based on the payment terms. The Invoice Summary Date in a credit memo corresponds to the Closing Date in an invoice, and the Invoice Summary Due Date corresponds to the Due Date. You can change the Invoice Summary Due Date to specify a different date, provided that is it on or after the transaction date.

You cannot edit the closing date on bills and expense reports.

**Japanese Invoice Summary**

The invoice summary (formerly called item detail statement (IDS)), provided by the Japan Localization SuiteApp, is a consolidated invoice covering a billing period, which your company can send to your customers. The invoice summary can include invoices and credit memos as well as canceled and closed sales orders. You only need to send a customer one invoice summary per billing period, instead of invoices for every sale transaction. Therefore, your customers will only have to pay the amount in the invoice summary one time, which saves them the effort and bank transfer charges in paying multiple bills.

You can include in an invoice summary as many invoices and credit memos as well as closed and canceled sales order as needed, provided that the Include in Invoice Summary box is checked in the transaction record, and the Use Invoice Summary box is also checked in the customer record.
Credit memos created within a billing period, either as standalone ones or from an invoice or return authorization, are included in the invoice summary. The total amount of credit memos is indicated in the Total Credits This Period column in the Summary table of the generated PDF file of the invoice summary.

Multiple currencies can be supported in one invoice summary.

You also have the option to include in a current invoice summary, the overdue invoices from a previous invoice summary.

The invoice summary record and PDF file are generated using a scheduled script. When generation is completed, the system sends you an email notification with a link to the generated PDF file.

The time it takes to process generation and load the Generate Invoice Summary page depends on the volume of transactions.

As a custom transaction type, the invoice summary is saved as a record, with a System Notes subtab that tracks changes.

If multiple customers are included in generation, multiple invoice summary records will be created, one record for each customer. But only one PDF file will be created containing all customers. You can open an invoice summary record of a customer to regenerate it.

Roles and Permissions for Using Japanese Invoicing

By default, the following roles have access to invoice summary transaction records, and can generate or regenerate invoice summaries:

- Accountant
- CFO
- Administrator

However, any role can be customized to work with invoice summary records and their generation or regeneration. See Customizing Roles to Access Invoice Summary Records and to Generate or Regenerate Them.

By default, the Administrator can set up Japanese holidays. However, any role can be customized to set up Japanese holidays. See Customizing Roles to Set up Japanese Holidays.

By default, the following roles have access to the Invoice Summary Collection Calendar report:

- Accountant
- Accountant (Reviewer)
- Bookkeeper
- CFO
- Administrator

Customizing Roles to Access Invoice Summary Records and to Generate or Regenerate Them

Custom roles can be granted access to invoice summary records and to the script deployments used in generating and regenerating them.

Granting Permission to Generate Invoice Summaries

To use the Generate Invoice Summary page, a role must have the following:
- Permission to edit Invoice, Sales Order, and Credit Memo transactions.
- Permission to edit invoice summary transaction records.
- At least the permission to view Subsidiaries list.
- Access to the script deployment for generating an invoice summary.
- When the role was created, the User Subsidiary option was chosen under Subsidiary Restrictions, on the Role page.

  If the Selected option was chosen, the subsidiaries of employees that will generate an invoice summary must be specified in the Selected Subsidiaries list. To do this, go to Setup > Setup Manager > Users/Roles > Manage Roles. Click the Customize or Edit link of the role. On the Role page, under Subsidiary Restrictions, from the Selected Subsidiaries list, select the subsidiaries of employees that will generate an invoice summary.

Having permission to edit invoices, sales orders, and credit memos ensures that the system will display complete search results on the Generate Invoice Summary page.

Having permission to edit invoice summary transaction records is required, because when an invoice summary is generated, the system updates the Invoice Summary Document field on the record by adding a link to its PDF file. Users cannot edit the fields on the invoice summary transaction record.

**To grant permission to edit transactions and to the subsidiaries list:**

1. Go to Setup > Users/Roles > Manage Roles.
2. Click the Customize link next to the role that you want to customize.
3. Click the Permissions subtab, and under the Transactions subtab
   a. Ensure that the following transactions have either Edit or Full permission level:
      - Invoice
      - Sales Order
      - Credit Memo
   b. Click the blank line at the bottom of the list, select Invoice Summary in the Permission column, select Edit in the Level column, and click Add.
4. Under the Permissions subtab, click the Lists subtab.
5. Click the blank line at the bottom of the list, select Subsidiaries in the Permission column, select View (or higher) in the Level column, and click Add.
6. Click Save.

**To grant access to the script deployment for generating an invoice summary:**

1. Go to Customization > Scripting > Script Deployments.
2. Click the Edit link of the following script deployment:

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitelet</td>
<td>Japan IS Generation Search Form SU</td>
<td>customdeploy_is_generation_search_su</td>
</tr>
<tr>
<td>Suitelet</td>
<td>Japan IS Generation Result Form SU</td>
<td>customdeploy_is_generation_result_su</td>
</tr>
<tr>
<td>Suitelet</td>
<td>Japan IS Drilldown SU</td>
<td>customdeploy_is_drilldown_su</td>
</tr>
</tbody>
</table>
3. On the Audience subtab of the script deployment, add the roles that you want to give access to. Multiple roles can be added by pressing Ctrl and clicking the roles.
4. Click Save.
Granting Permission to Regenerate Invoice Summaries

To be able to regenerate an invoice summary, a role must have the following:

- Permission to edit the invoice summary transaction record.
- Access to the script deployment that regenerates the invoice summary.

Having the permission to edit the invoice summary transaction record allows the role to click the Regenerate button. But the fields cannot be edited. When an invoice summary is regenerated, the system updates the Regenerated Invoice Summary field on the transaction record by adding or updating the link to its PDF file.

**To grant permission to edit invoice summary transaction records:**

1. Go to Customization > Lists, Records, & Fields > Transaction Types.
2. Click Invoice Summary.
3. Click the Permissions subtab.
4. In the Role column, add the custom roles that you want to give access to.
5. In the Level column, select Edit.
6. Click Save.

**To grant access to the script deployment for regenerating an invoice summary:**

1. Go to Customization > Scripting > Script Deployments.
2. Click the Edit link of the following script deployment:
<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Event</td>
<td>JP Invoice Summary UE</td>
<td>customdeploy_suitel10n_jp_ids_ue</td>
</tr>
</tbody>
</table>
   3. On the Audience subtab of the script deployment, add the roles that you want to give access to. Multiple roles can be added by pressing Ctrl and clicking the roles.
   4. Click Save.

Granting Permission to View the Invoice Summary Transaction Record

Grant custom roles the permission to view invoice summary transaction records. When an invoice summary is generated, the Invoice Summary Transaction field will have a link to the invoice summary record.

**To grant permission to view the invoice summary transaction record:**

1. Go to Customization > Lists, Records, & Fields > Transaction Types.
2. Click Invoice Summary.
3. Click the Permissions subtab.
4. In the Role column, add the custom roles that you want to give access to.
5. In the Level column, select View.
6. Click Save.

Customizing Roles to Set up Japanese Holidays

To set up Japanese Holidays, a role must have the following:
Permission to Holiday custom records.

At least the permission to edit Subsidiary records, so they can add or remove holidays that are applicable for a subsidiary.

To grant permission to access holiday records and the subsidiaries list:

1. Go to Setup > Users/Roles > Manage Roles.
2. Click the Customize link next to the role that you want to customize.
3. Click the Permissions subtab, and then click Custom Record.
   a. Under the Record column, click the field at the bottom of the list and select Holiday from the dropdown list.
   b. Under the Level column, click the corresponding field and select Full from the dropdown list.
   c. Click Add.
4. Click Lists.
   a. Under the Permission column, click the field at the bottom of the list and select Subsidiaries from the dropdown list.
   b. Under the Level column, click the corresponding field and select Edit or a higher permission level from the dropdown list.
   c. Click Add.
5. Click Save.

Setting the Preferred Form for the Invoice Summary Record

Set the Japan Invoice Summary form as the preferred form for the Invoice Summary Transaction record to ensure that fields are displayed properly.

To set the preferred form for the invoice summary transaction record:

1. Go to Customization > Forms > Transaction Forms.
2. Check the Preferred box for the Japan Invoice Summary Form.
3. Click Submit.

Setting Up Auto-Generated Invoice Summary Numbers

An administrator can define the auto-generated numbering for invoice summaries. On the Auto-Generated Numbers page, an administrator can set up the numbering of the invoice summary custom transaction type either by subsidiary or by location.

Note: The auto-generated numbering setup applies only to invoice summaries generated using version 2.00.0 or later versions of the Japan Localization SuiteApp. Auto-generated numbers will not affect invoice summaries that were created prior to version 2.00.0 of the Japan Localization SuiteApp.

To set up auto-generated numbers for the invoice summary transaction type:

1. Go to Setup > Company > Auto-Generated Numbers (Administrator).
2. Click the **Document Numbers** subtab.

3. Enter values in the columns for the Invoice Summary type. See the following table for a description of each column.

4. Click **Save**.

<table>
<thead>
<tr>
<th>Column</th>
<th>Default Value</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>Blank</td>
<td>Prefix is optional.</td>
</tr>
<tr>
<td>Suffix</td>
<td>Blank</td>
<td>Suffix is optional.</td>
</tr>
<tr>
<td>Minimum Digits</td>
<td>Blank</td>
<td>Enter the lowest number of digits you want in your auto-generated numbering code. Valid values range from 0–20. For example, if you enter 4, an automatically generated number of 1 would become 0001.</td>
</tr>
<tr>
<td>Initial Number</td>
<td>Blank</td>
<td>The initial number does not apply to sequences associated with subsidiary or location. If you do not enter a value in the Initial Number field, the sequence starts at 1. If you want to continue the numbering sequence, enter the initial number that you want to use. The initial value cannot be set to a number lower than the current number.</td>
</tr>
<tr>
<td>Use Subsidiary</td>
<td>Disabled</td>
<td>This column appears only in OneWorld accounts.</td>
</tr>
<tr>
<td>Use Location</td>
<td>Disabled</td>
<td>This column appears only if the Locations feature is enabled.</td>
</tr>
<tr>
<td>Current Number</td>
<td>Blank</td>
<td>This field is auto-populated by the system. This read-only field shows the number of the most recently created transaction instance.</td>
</tr>
<tr>
<td>Allow Override</td>
<td>Disabled</td>
<td>The Allow Override preference enables you to edit the numbers on records that serve as the record name. To prevent duplicate transaction numbers, make sure that the Allow Override box is clear.</td>
</tr>
</tbody>
</table>

**Note:** If you choose to auto-number by subsidiary, you cannot auto-number by location.

To use subsidiary-specific numbering, check the **Use Subsidiary** box.

On each **Subsidiary** page, click the **Document Numbers** subtab, and specify the initial number that you want the subsidiary to use for the Invoice Summary transaction type.

On the **Set Up Auto-Generated Numbers** page, the value in the transaction **Prefix** field serves as the subsidiary identifier in transaction numbers for all transaction types. If the transaction **Prefix** field does not include a value, the system ignores the subsidiary's initial number. In these cases, the system numbers the instance as part of a sequence that is not subsidiary-specific.

**Note:** If you choose to auto-number by subsidiary, you cannot auto-number by location.

To use location-specific numbering, check the **Use Location** box.

On each **Location** page, click the **Document Numbers** subtab, and specify the initial number that you want the location to use for the Invoice Summary transaction type.

On the **Set Up Auto-Generated Numbers** page, the value in the transaction **Prefix** field serves as the location identifier in transaction numbers for all transaction types. If the transaction **Prefix** field does not include a value, the system ignores the location's initial number. In these cases, the system numbers the instance as part of a sequence that is not location-specific.

**Note:** If you choose to auto-number by subsidiary, you cannot auto-number by location.
Japanese Invoicing

<table>
<thead>
<tr>
<th>Column</th>
<th>Default Value</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Disabled</td>
<td>The Update column is used to auto-generate numbers for records that have not been previously numbered. If you change the initial number for a record type and then check the Update box, auto-generated numbering will assign the new number to the next record created but will not renumber existing records. You cannot check the Update box if you have checked the Locations box or the Subsidiaries box.</td>
</tr>
</tbody>
</table>

Important: Enabling override may cause skipped numbers and duplicate numbers.

For more information about setting up and using auto-generated numbers, read the following topics:

- Set Auto-Generated Numbers
- Using Subsidiary-Specific Transaction Auto-Numbering
- Using Auto-Generated Numbering for Transactions

Setting the Invoice Summary Template

When you install the Japan Localization SuiteApp, it includes invoice summary templates that can be directly used or customized for application in invoice summary generation. After installing the SuiteApp, the default invoice summary templates are saved in Documents > Files > File Cabinet > SuiteBundles > Bundle 265558 > Invoice Summary Templates folder. The templates are default_multi_currency_template.xml, and default_template.xml. The default_multi_currency_template.xml can be used if the transactions you want to include in the invoice summary use currencies other than Japanese yen.

You must select an invoice summary template before generating the invoice summary. If you are using a OneWorld account, edit a Japan subsidiary whose customers you want to include in the invoice summary, and then in the Invoice Summary Template field, select an invoice summary template. If you are not using of a OneWorld account, the Invoice Summary Template field is available on the Company Information page. Without a specified invoice summary template, an error will be encountered in invoice summary generation. You can create your own invoice summary templates or customize the default templates from the SuiteApp. For more information, see Customizing the Japanese Invoice Summary XML Template.

Specifying Customers Who Use Invoice Summaries

If you want to send a Japanese customer an invoice summary instead of individual invoices, check the Use Invoice Summary box on the Payment Terms subtab of the customer record.

Customer records with the Use Invoice Summary box checked, must have at least one set of payment terms defined. If no payment term is defined, you cannot save the customer record. See Setting Up Japanese Payment Terms.

If Use invoice Summary is checked on the customer record, the Include in Invoice Summary box in the customer's invoices, credit memos and sales orders will be checked by default. The customer and its transactions with Include in Invoice Summary checked, will be included when an invoice summary is generated.

If Use Invoice Summary is not checked on the customer record, and you generate an invoice summary, the customer and its transactions will not be included in the search result.

As support for multi-subsidiary customer in OneWorld accounts, the Use Invoice Summary box is also available on customer records with Japan as secondary subsidiary. However, this has limitations when
Specifying Transactions for Inclusion in an Invoice Summary

You can indicate on a Japanese customer’s invoice, credit memo, or closed and canceled sales order record, whether that transaction should be included in an invoice summary.

On a transaction record, check the Include in Invoice Summary box to include that transaction in the invoice summary when generated. The box is checked by default on the transaction record of a customer that uses invoice summaries. For more information, see Specifying Customers Who Use Invoice Summaries.

You can manually clear the Include in Invoice Summary box to exclude the transaction from the invoice summary. You can set the value of the Include in Invoice Summary box when creating or updating invoices or credit memos through the user interface, CSV import, script, or web service.

After the invoice summary is generated, the system updates the Invoice Summary Transaction field on the transaction by adding a link to the invoice summary record.

Note: Although a transaction has the Include in Invoice Summary box checked, you should still verify if the associated customer record uses invoice summary and has payment terms. If the Use Invoice Summary box on the customer record is cleared or payment terms are missing, problems in subsequent processing may be encountered. For example, a credit memo created from an invoice of a customer whose record does not use invoice summary, will not be included in invoice summary generation.

Furthermore, if Include in Invoice Summary on the transaction is checked, the system automatically validates and calculates the closing date and payment due date on the transaction based on the transaction date and date values specified in the payment terms. This is applied to all transaction records with Include in Invoice Summary checked, even if Use Invoice Summary in the customer record is not enabled.

The different scenarios for including customer and transaction records in the invoice summary are shown in the following table.

<table>
<thead>
<tr>
<th>Use Invoice Summary in customer record checked?</th>
<th>Include in Invoice Summary in transaction record checked?</th>
<th>Automatic validation and calculation of closing date and payment due date in transaction?</th>
<th>Transaction included in invoice summary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>No (initially checked by default, then manually cleared)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>Yes (initially cleared by default, then manually checked)</td>
<td>No (You must re-enter the transaction date or closing date in an invoice or credit memo to enable automatic calculation and validation, but only if there are payment terms set up in the customer record.)</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

| Japan-Specific Features |
As support for multi-subsidiary customer in OneWorld accounts, transactions of customers with Japan as secondary subsidiary can also be included in the invoice summary. However, this has limitations when accepting payments from multi-subsidiary customers in Transactions > Customers > Accept Customer Payments. On the Apply subtab, you must manually check the Apply box of the invoices in the list that you want to apply the payment to.

**Adding Field Values to the Invoice Summary Output**

Values from custom or standard transaction fields can be added to the invoice summary output.

**To Add Field Values to the Invoice Summary Output:**

1. Create a transaction saved search. You can use as reference the existing Invoice Summary Transaction Search included with the SuiteApp. Your new transaction saved search must have columns that specify the fields whose values you want to include in the invoice summary output. Ensure that the saved search is public, so that it will be displayed as an option in the Statement Search field. For more information on creating a saved search, see the help topic **Defining a Saved Search**.

2. If you are using a OneWorld account, open a subsidiary record whose customers you want to include in the invoice summary. In the **Statement Search** field on the subsidiary record, specify the saved search. If you are not using a OneWorld account, the Statement Search field is on the Company Information page.

3. Edit the invoice summary template to add new placeholders for the field values that the statement search will return. For more information, see **Customizing the Japanese Invoice Summary XML Template**.

4. Save the changes. The field values you added will be included when you generate an invoice summary.

**Generating a Japanese Invoice Summary**

Before generating an invoice summary, you must first determine the customers whom you need to generate an invoice summary for. The Generate Invoice Summary page has search fields where you can enter criteria to search for customers. Go to Transactions > Customers > Generate Invoice Summary.

To generate an invoice summary for transactions in a closed accounting period, you must first enable the **Allow Non-G/L Changes** option for the closed period. So that when generating an invoice summary, the system can update the invoice summary fields on transactions by adding links to the invoice summary record and PDF file. If the Allow Non-G/L Changes option is not enabled in the closed period, when you generate an invoice summary for transactions in that period, the system will not be able to add the links.

Invoice summary generation is processed by a scheduled script. If the system is still processing a previous invoice summary generation request when you clicked Generate, your recent request will be queued. The script will process your request as soon as the earlier invoice summary generation is completed.

**Note:** The Multi-Queue feature is not yet supported by the Japan Localization SuiteApp.

A transaction is prevented from being included in more than one invoice summary, because it is not possible to generate an invoice summary if an earlier generation process, with has the same subsidiary and closing date, is in progress. In this case, an error message is displayed, indicating the name of the user who performed the previous invoice summary generation. Try generating the invoice summary later, after the previous generation with the same criteria is completed.

If you are not using a OneWorld account, you cannot generate an invoice summary if an earlier generation process for the same closing date is still in progress, even if it is for a different customer.
To generate a Japanese invoice summary:

1. Using the Classic Center, go to Transactions > Customers, and at the bottom of the list, click Generate Invoice Summary.
   
   If you are using the Accounting Center, go to Customers > Accounts Receivable.
   
   If you are using the Sales Center, go to Customers > Transactions.

2. On the Generate Invoice Summary page, specify the following search criteria for transactions to be included in the invoice summary:
   
   a. If you are using a OneWorld account, in the Subsidiary field, select a subsidiary whose customers you want to generate an invoice summary for. Change the default value of the Subsidiary field, which initially indicates your subsidiary.
      
      You must first specify a value for the Subsidiary field before the Customer field.
   
   b. In the Customer field, select a customer. You can select only one customer at a time.
      
      Another option is to select a customer saved search from the Customer Saved Search field. To use this field, you must have created a customer saved search and select it. Or, you can select the ready-made Japan Customer Saved Search, which comes with the Japan Localization SuiteApp.
      
      You can only specify a value for either the Customer field or Customer Saved Search field, not both. If both Customer Saved Search and Customer fields are left blank, the search result will display the transactions of all customers that belong to the subsidiary you selected.
      
      If you are using a OneWorld account, clicking Search without selecting any customer will include in the search result all customers associated with the subsidiary. If you are not using a OneWorld account, and did not specify a customer, the search result will include all customers.
   
   c. In the Closing Date field, specify the closing date. Enter a date, or pick a date using the calendar icon next to the field. The Closing Date you selected is indicated as the Statement Date in the search results page.
      
      If a value you selected for a search filter causes an error or if there are no search results, click Return to Search Criteria to edit the filters and select a different subsidiary or closing date.
   
   d. (Optional) If you want to include in the invoice summary customers with no invoices, credit memos or closed or canceled sales orders created in the current billing period, check the Include Customers With No Current Invoices and Credit Memos box. Only customers with closing date in their payment terms that is the same as the closing date used in the search filter will be included. Generating an invoice summary even if there are no transactions in the current billing period can be useful if you want to inform a customer about any of the following:
      
      - an unpaid balance from previous a billing period,
      - payments received in the current billing period (full payment or overpayment), or
      - no recent transactions (no unpaid balance from previous billing or payments received in the current billing period).
   
   e. (Optional) If you want to include overdue invoices, those not paid on or before the due date, check the Include Overdue Invoices box. If this box is checked, overdue invoices from the previous invoice summary that are open as of the closing date and whose transaction closing date is the same as the closing date of the payment term, will be included. In case of partial payments, only the unpaid amount is displayed in the Invoice Details section of the generated invoice summary PDF file.
      
3. Click Search.
4. On the search results page, review the list of customers and the following details:
   a. The Statement Date indicates the same date you selected in the Closing Date field on the Generate Invoice Summary page. You can edit the date value if necessary.
   b. To open a list of customer transactions, click the amount under the column of the transaction type (Invoices, Credit Memos, or Closed and Canceled Sales Orders) that you want to view. A transactions list is displayed, with the Type column indicating the transaction type.
   c. To exclude a transaction from the invoice summary, go to the list of transactions and click the transaction you want to exclude. On the transaction record, clear the Include in Invoice Summary box.

   **Note:** After editing a transaction, the list of transactions shown on the Generate Invoice Summary page does not get refreshed automatically. However, you can perform a search again to view an updated list before generating the invoice summary.

5. After confirming the customers and transactions that you want to include in the invoice summary, click Generate.

   NetSuite sends you an email indicating that invoice summary generation was completed.

   An invoice summary transaction record is automatically created for each customer included in the invoice summary. The record contains details about the customer's name, closing date, invoice summary number, a link to the invoice summary template, a link to the invoice summary document, and a list of the customer transactions.

   One PDF file of the invoice summary is created, containing all customers that you chose to include in the invoice summary.

   PDF files are automatically saved in the Invoice Summaries folder in the File Cabinet, Documents > Files > File Cabinet. PDF file names are system-generated based on a naming convention. For more information, see Invoice Summary PDF File Naming. A link to the PDF file is included in the invoice summary transaction record and in the email message sent to you.

   The Invoice Summary Transaction field on an invoice record that was included in the invoice summary, will have a link to the invoice summary transaction record.

   To regenerate an invoice summary, see Regenerating an Invoice Summary for a Customer.

   For more information about working with invoices and invoice summaries for Japanese customers, read the following topics:

   **Regenerating an Invoice Summary for a Customer**

   You can regenerate an invoice summary transaction record of a customer, created in a previous generation process, if the amount, quantity, or unit price in a customer's transaction were changed after generating the original invoice summary.

   When you click Regenerate on an invoice summary record of a customer, the system does the following:

   - Regenerates the invoice summary PDF file to reflect the updated amounts.
   - Adds a link to the new invoice summary PDF in the Regenerated Invoice Summary field on the record. You can click the link to download the PDF file and then save it to your computer.

   **Note:** You can regenerate an invoice summary repeatedly, and the system overwrites the previously regenerated PDF. The Invoice Summary number does not change.

   For information about roles and permissions, see Roles and Permissions for Using Japanese Invoicing.
To regenerate an invoice summary for a customer:

1. Open an invoice summary transaction record of a customer, created in a previous generation process. Do any of the following:
   - From the Invoice Summary Transactions list:
     - Using the Classic Center, go to Transactions > Customers > Invoice Summary. If you are using the Accounting Center, go to Customers > Accounts Receivable > Invoice Summary. If you are using the Sales Center, go to Customers > Other Transactions > Invoice Summary.
     - Find the invoice summary record that you want to regenerate and open it by clicking the View link.
   - From an invoice record:
     - On an invoice record, the Invoice Summary Transaction field indicates the invoice summary number that you can click to open the invoice summary record.
2. On the invoice summary record, click Regenerate.

**Note:** It takes a few seconds (about 5-7 seconds) for the system to complete the regeneration and display the regenerated invoice summary PDF file.

If the invoice summary record contains fewer than 500 transaction lines, the regenerated PDF file is displayed on a new browser tab. If the invoice summary record contains more than 500 transaction lines, it is not displayed. Successfully regenerated PDF files are automatically saved in the File Cabinet. The system sends you an email indicating that regeneration is completed. The email contains a link to the PDF file saved in the File Cabinet. The system also updates the link to the PDF file in the Regenerated Invoice Summary field.

**Invoice Summary PDF File Naming**

Generated invoice summary PDF files follow a naming convention. The following are examples of file names and the details they indicate:

- **20150510_TokyoSub_15.pdf** – The file name of a generated invoice summary PDF consists of the invoice date, subsidiary name, and processing ID, if a subsidiary was specified on the Generate Invoice Summary page.
- **20150510_InvoiceSummary15.pdf** – This file name consists of the invoice date and invoice summary generation batch number, if a customer was specified on the Generate Invoice Summary page.
- **20150510_InvoiceSummary12_REGEN** – This is the file name of a regenerated invoice summary PDF, consisting of the statement date, invoice summary number, and the suffix REGEN, which means regenerated. Subsequent regeneration overwrites the content of the file, but the file name does not change.

After generating an invoice summary, you can go to Documents > Files > File Cabinet, and open the Invoice Summaries folder, where the generated PDF file is automatically saved. A link to the PDF file is also included in the email message that NetSuite sends you after successful invoice summary generation. The system also updates the invoice summary record by adding links to open or download its corresponding PDF file.

**Invoice Summary Generation Errors**

Errors can occur during the generation of the invoice summary record, or during creation of its PDF file. When the system encounters an error, NetSuite sends an email with error details, to the user who initiated the process.
The email also has instructions to resolve a known error, which may require an Administrator role. Immediately inform your account administrator of any encountered error.

If an error is not fixed, the system will not be able to process subsequent requests to generate an invoice summary for the same subsidiary and closing date. If another user tries to generate an invoice summary using the same subsidiary and closing date filters, that user will encounter an error.

The following table indicates the errors that may occur when generating the invoice summary.

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing Template</td>
<td>The selected Invoice Summary template could not be found.</td>
<td>Choose a different template on the Generate Invoice Summary page and try generating the invoice summary again. If you cannot select another template, or if you cannot use any of the other available templates on the Generate Invoice Summary page, inform your account administrator of the problem. Only users with an Administrator role can upload templates to the File Cabinet. Invoice summary templates must be uploaded to: Documents &gt; Files &gt; File Cabinet &gt; SuiteBundles &gt; Bundle 265558 &gt; Invoice Summary Templates folder.</td>
</tr>
<tr>
<td>Missing Payment Terms</td>
<td>The customer does not have any payment terms on the customer record.</td>
<td>Add payment terms to the customer record, and try generating the invoice summary again. Note: Currently, a limitation in NetSuite makes it possible to delete the customer’s payment terms if the customer record is opened in view mode.</td>
</tr>
<tr>
<td>Modified Transaction List</td>
<td>A transaction was deleted from the system while creation of the Invoice Summary PDF file is in progress.</td>
<td>Try generating the invoice summary again using the same filters.</td>
</tr>
<tr>
<td>Unparseable Template</td>
<td>The Invoice Summary template contains elements with malformed character data or markup.</td>
<td>Choose a different template on the Generate Invoice Summary page and try generating the invoice summary again. If you cannot select another template, or if you cannot use any of the other available templates on the Generate Invoice Summary page, inform your account administrator of the problem. To be able to generate an invoice summary, the template must consist of well-formed character data or markup. Only users with an Administrator role can upload templates to the File Cabinet. Invoice summary templates must be uploaded to: Documents &gt; Files &gt; File Cabinet &gt; SuiteBundles &gt; Bundle 265558 &gt; Invoice Summary Templates folder.</td>
</tr>
<tr>
<td>Transaction Outside the Accounting Period</td>
<td>The Transaction Date of one or more transactions you selected does not fall within the current Accounting Period.</td>
<td>Set up the Accounting Period to match the Transaction Date or modify the transactions so that they fall within the Accounting Period, and then try generating the invoice summary again.</td>
</tr>
</tbody>
</table>
### Japan-Specific Features

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
</table>
| Undeployed Scheduled Script for Invoice Summary Generation | The Invoice Summary Record Creator script is not deployed. | To fix this error, an administrator must perform the following steps:  
1. Go to Customization > Scripting > Script Deployments.  
2. Expand the Filters area if the filters are not displayed.  
3. In the Status filter, select Scheduled.  
4. Click the Edit link of the Invoice Summary Record Creator script.  
5. Check the Deployed box.  
6. Click Save.  
7. Go to the Generate Invoice Summary page and generate the invoice summary again using the same filters. |
| Undeployed Scheduled Script for Invoice Summary Regeneration | The Regenerate Invoice Summary Record script is not deployed. | To fix this error, an administrator must perform the following steps:  
1. Go to Customization > Scripting > Script Deployments.  
2. Expand the Filters area if the filters are not displayed.  
3. In the Status filter, select Scheduled.  
4. Click the Edit link of the Invoice Summary Regeneration SS script.  
5. Check the Deployed box.  
6. Click Save.  
7. Go to the Generate Invoice Summary page and generate the invoice summary again using the same filters. |

| Errors Outside the SuiteApp | An unexpected error has occurred: (NSERROR) | Contact NetSuite Customer Support. |

### Applying a Customer Payment to an Invoice Summary

When accepting a customer payment, select the invoice summary that the payment should be applied to. You can also view the invoice summary numbers associated with the invoices on the payment sublist. However, this Invoice Summary Number column is not displayed by default. Each user must customize the payment sublist to display the Invoice Summary Number column. This setup needs to be done only once. When the column has been set up, it is always displayed when you open a customer payment page.

**To customize the payment sublist to show the Invoice Summary Number column:**

1. Go to Transactions > Customers > Accept Customer Payments.  
2. On the Apply subtab, click Customize.  
3. On the Customize Sublist page, on the Additional Columns subtab, check the Invoice Summary Number box.  
   The Invoice Summary Number column is now displayed every time you open a customer payment page.
To apply a customer payment to an invoice summary:

1. Go to Transactions > Customers > Accept Customer Payments > List.
2. Click the Edit link of the customer that you want to accept payments from, or click New to create a new Payment record.
3. Enter values in the required fields.
4. In the Apply to Invoice Summary field, select the invoice summary number to which this payment should be applied. Only open invoice summaries that are available in the dropdown list.

   **Note:** NetSuite automatically checks the Apply box for invoices that are included in the selected invoice summary number, while disabling Auto Apply. The invoice summary number of those invoices are displayed in the Invoice Summary Transaction column.

5. If there are individual invoices that you want to apply this payment to, check the Apply box for those invoices.

   **Note:** The marked invoices will not be included in the invoice summary. NetSuite treats them as individual invoices to which the amount on the payment record is also applied.

6. Click Save.

In case you need to reconcile any customer payments, you can open the Customer Payment record and view the invoice summary numbers associated with the invoices.

When the invoice summary is generated, the total of customer payments and deposits are included. Total advance payments from customers that are recorded as Customer Deposits are indicated under Payments Received This Period in the invoice summary record, and in a column with the same label in its PDF file.

Customizing the Japanese Invoice Summary XML Template

**Note:** The Japan Localization SuiteApp 2.00.0 supports only invoice summary templates created in FreeMarker syntax.

Using the default templates from NetSuite as a guide, you can create custom templates. Your custom templates should be uploaded in the same folder as the default template in the File Cabinet, to make them available for selection when you generate invoice summaries.

Templates must be uploaded to Documents > Files > File Cabinet > SuiteBundles > Bundle 265558 > Invoice Summary Templates folder. Then, add your template files.

To use your custom template, be sure to select it in the Invoice Summary Template field on a Japan subsidiary record for OneWorld accounts, or on the Company Information page if you are not using a OneWorld account. Without a specified invoice summary template, an error will be encountered in invoice summary generation.

Invoice Summary Template Number Format and Locale

You can use default templates if your parent company is Japan and the number format on the General Preferences setup follows the Japanese Yen currency format. If you want to change the number format, you must create a customized template. You can use these default templates as a basis for creating custom invoice summary templates.
In the default_template.xml, the number format is hard coded to currency. You can remove or modify this code.

```xml
<#setting number_format="currency">
<#setting locale="ja_JP">
```

In the default_multicurrency_template.xml, the number format is taken from the formatting preference of the parent company.

**Invoice Summary Page Number**

You can modify the following code for the page number:

```xml
<tfoot>
<tr>
<td>
<table width="182mm">
<tr>
<td width="150mm" align="right">Page Number</td>
<td width="15mm" align="right" style="margin-left: 0pt; margin-right: 0pt; margin-top: 0pt; margin-bottom: 0pt;">
<pagenumber />
</td>
<td width="17mm" align="left" style="margin-left: 0pt; margin-right: 0pt; margin-top: 0pt; margin-bottom: 0pt;">
/<pagenumber idref="${ids.id}" />
</td>
</tr>
</table>
</td>
</tr>
</tfoot>
```

**Invoice Summary Template Header Fields and Placeholders**

<table>
<thead>
<tr>
<th>Invoice Summary Field</th>
<th>XML Template Placeholders</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>(ids.label.doc_title)</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Company Address</td>
<td>${companyInformation.mainaddress_text}</td>
<td>This data is sourced from the Company Information page.</td>
</tr>
<tr>
<td>Company Name</td>
<td>${companyInformation.companyname}</td>
<td>This data is sourced from the Company Information page.</td>
</tr>
<tr>
<td>Customer's Name</td>
<td>${customer.companyname}</td>
<td>This data is sourced from the customer record.</td>
</tr>
<tr>
<td>Customer's Default Address</td>
<td>${customer.defaultaddress}</td>
<td>This data is sourced from the customer record.</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>${ids.tranid}</td>
<td>This data is sourced from the invoice summary record.</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>${ids.trandate}</td>
<td>This data is sourced from the Statement Date field in the invoice summary record.</td>
</tr>
</tbody>
</table>
### Invoice Summary Field

<table>
<thead>
<tr>
<th>Field</th>
<th>XML Template Placeholders</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>${ids.custbody_suitel10n_jp_ids_start_date}</td>
<td>This data is sourced from the invoice summary record. This refers to the start date of the Billing Period.</td>
</tr>
<tr>
<td>Closing Date</td>
<td>${ids.custbody_suitel10n_jp_ids_cd}</td>
<td>This data is sourced from the Period End Date field in the invoice summary record. This refers to the end date of the Billing Period.</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>${dueDateGroup}</td>
<td>This data is the actual due dates in transactions.</td>
</tr>
<tr>
<td>Net Invoice This Period</td>
<td>${amountSum}</td>
<td>This data is sourced from the transactions per due date.</td>
</tr>
<tr>
<td>Note</td>
<td>{ids.label.invoice_details_note}</td>
<td>This adds a note indicating that overdue invoice amounts are net payments.</td>
</tr>
</tbody>
</table>

**Note:** To add or indicate bank account details in the invoice summary, you can either hardcode the bank account field in template, or source it from a custom record or field either in a customer or subsidiary record. But do not directly use the bank account information in the invoice record.

### Summary Table Fields and Placeholders

<table>
<thead>
<tr>
<th>Invoice Summary Field</th>
<th>XML Template Placeholders</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance from Previous Billing Label</td>
<td>{ids.label.prev_balance}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Payment Received this Period Label</td>
<td>{ids.label.payment}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Balance Carried Forward Label</td>
<td>{ids.label.balance_forward}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Total Sales this Period Label</td>
<td>{ids.label.total_sales}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Total Credits this Period Label</td>
<td>ids.label.total_credits</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Total Consumption Tax Label</td>
<td>{ids.label.total_tax}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Net Invoice this Period Label</td>
<td>{ids.label.total}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Total Amount Due Label</td>
<td>{ids.label.total_amount_due}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Balance from Previous Billing Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_total_prev_p}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
<tr>
<td>Payment Received this Period Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_prd_payment}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
</tbody>
</table>
### Invoice Summary Field

<table>
<thead>
<tr>
<th>Field</th>
<th>XML Template Placeholders</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Carried Forward Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_balance_fwd}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
<tr>
<td>Total Sales this Period Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_total_sales}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
<tr>
<td>Total Credits this Period Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_total_return}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
<tr>
<td>Total Consumption Tax Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_total_tax}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
<tr>
<td>Net Invoice this Period Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_net_invoice}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>${ids.custbody_suitel10n_jp_ids_net_total}</td>
<td>This data is sourced from the invoice summary transaction record.</td>
</tr>
</tbody>
</table>

### Transaction Details Table Fields and Placeholders

<table>
<thead>
<tr>
<th>Field</th>
<th>XML Template Placeholders</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date Label</td>
<td>{ids.label.tran_date}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Transaction Number Label</td>
<td>{ids.label.tran_no}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Item Code Label</td>
<td>{ids.label.item_code}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Item Quantity Label</td>
<td>{ids.label.item_quantity}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Currency Label</td>
<td>{ids.label.currency}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Exchange Rate Label</td>
<td>{ids.label.exchange_rate}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Foreign Amount Label</td>
<td>{ids.label.foreign_amount}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Item Price Label</td>
<td>{ids.label.item_price}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Tax Label</td>
<td>{ids.label.line_tax}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Amount Label</td>
<td>{ids.label.line_amount}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Due Date Label</td>
<td>{ids.label.line_due_date}</td>
<td>This is a label. It can be changed or hardcoded.</td>
</tr>
<tr>
<td>Invoice Summary Field</td>
<td>XML Template Placeholders</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Transaction Date Value</td>
<td>${transaction.trandate}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Transaction Number Value</td>
<td>${transaction.tranid}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Item Code Value</td>
<td>${transaction.item}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Item Quantity Value</td>
<td>${transaction.quantity}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Currency Value</td>
<td>${transaction.currency}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Exchange Rate Value</td>
<td>${transaction.exchangerate}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Foreign Value</td>
<td>${transaction.fxamount}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Item Price Value</td>
<td>${transaction.rate}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Item Tax Value</td>
<td>${transaction.taxamount}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Item Amount</td>
<td>${transaction.formulacurrency}</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td>Due Date</td>
<td>For invoices:</td>
<td>This data is sourced from the transaction record.</td>
</tr>
<tr>
<td></td>
<td>${transaction.duedate}</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For credit memos:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>${transaction.custbody_jp_invoice_summary_due_date}</td>
<td></td>
</tr>
</tbody>
</table>
Note: In addition to the fields in the previous table, the field PO#, $(transaction.otherrefnum), in invoice and credit memo records can also be used in the invoice summary template. Aside from these, other fields in transaction records cannot be added yet.

Example of an Invoice Summary PDF File

Japan Financial Statements

Note: The Japanese Balance Sheet, Japanese Income Statement and Japanese Cash Flow Statement included in this SuiteApp are new implementations. They are different from the existing legacy implementations of the same Japan-specific reports included in the Japan edition of NetSuite. It is recommended that you transition to using the new financial statements from this SuiteApp because the old legacy Japan-specific reports will be deprecated in the 2019.2 release of NetSuite.

Japan Financial Statements

and generate these Japanese financial statements. The SuiteApp also provides two templates for the three financial statements, one template in English and another in Japanese.

On each financial statement page, you can specify the saved report or template to use, as well as define the period and subsidiary. For the balance sheet, you can also choose to include individual accounts in rows under major sections that you defined in Financial Report Builder. After defining the scope and content, you can then generate the financial statement according to the values you specified. The financial statements can be exported to PDF or Excel.

Installing the Japan Financial Statements SuiteApp

Before installing the SuiteApp, the following features must be enabled from Setup > Company > Enable Features:

- On the Company subtab, check Multi-Language under International.
- On the Accounting subtab, check Accounting Periods.
- On the SuiteCloud subtab, check Advanced PDF/HTML Templates.

For more information, see the help topics Enabling Features and SuiteCloud Features.

To install the Japan Financial Statements SuiteApp:

1. Go to Customization > SuiteBundler > Search & Install Bundles.
2. In the Keywords field, enter “Japan Financial Statements”, or 249424, the Bundle ID.
3. Click Search. Japan Financial Statements, Bundle ID 249424, should appear in the search result.
4. Click the Japan Financial Statements link.
5. On the Bundle Details page, click Install.

For more information about installing SuiteApps, see the help topic Installing a Bundle.

The Japan Financial Statements SuiteApp is a managed bundle and is automatically updated whenever there are enhancements or new features released.

Limitations of the Japan Financial Statements SuiteApp

The Japan Financial Statements SuiteApp has the following limitations:

- The SuiteApp is only available in English and Japanese.
- The SuiteApp does not support multibook accounting.

Setting Permissions to Use Japan Financial Statements

After installing the Japan Financial SuiteApp, the administrator must set up the required permissions to use the financial statements.

To set permissions to use the Japan financial statements:

1. Go to Setup > Users/Roles > User Management > Manage Roles.
2. Click the Customize or Edit link of the role that you want to grant permission to use the Japan financial statements.

3. On the Role page, click the Permissions subtab and do the following:
   1. Click the Reports subtab. In the Permission column, set Financial Statements to View permission level. If Financial Statements is not in the Permission column, select it from the dropdown list and add it.
   2. Click the Lists subtab. In the Permission column, do the following:
      - Set Accounts to View permission level.
      - Set Custom Record Entities to Full permission level.
      - Set Document and Files to View permission level.
      - Set Subsidiaries to View permission level.
      - If any of these items are not in the Permission column, add them in the column.
   3. Click the Setup subtab. In the Permission column, do the following:
      - Set Custom Lists to View permission level.
      - Set Manage Accounting Periods to View permission level.
      - If any of these items are not in the Permission column, add them in the column.
   4. Click Save.

   For more information on granting access permissions to user roles, see the help topics NetSuite Permissions Overview and Access Levels for Permissions.

Setting Up or Customizing Japan Financial Statements

You can set up or customize Japan financial statements before generating them using the Japan Financial Statements SuiteApp.

The Japan Financial Statement SuiteApp provides two templates for each financial statement, for the Balance Sheet, Income Statement and Cash Flow Statement. One template is in English and the other in Japanese. The following table lists the financial statement templates included in the SuiteApp.

<table>
<thead>
<tr>
<th>Financial Statement</th>
<th>Language</th>
<th>Report Name</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Sheet</td>
<td>English</td>
<td>Sample Balance Sheet JP</td>
<td>Sample BS Layout(JP)</td>
</tr>
<tr>
<td></td>
<td>Japanese</td>
<td>#######</td>
<td>######BS#######</td>
</tr>
<tr>
<td>Income Statement</td>
<td>English</td>
<td>Sample Income Statement JP</td>
<td>Sample IS Layout(JP)</td>
</tr>
<tr>
<td></td>
<td>Japanese</td>
<td>#######</td>
<td>######IS#######</td>
</tr>
<tr>
<td></td>
<td>Japanese</td>
<td>#######</td>
<td>######CF#######</td>
</tr>
</tbody>
</table>

You can access the templates from Reports > Saved Reports. The templates are also available for selection in the name field on the corresponding financial statement page.

Use the Financial Report Builder in NetSuite to set up the financial statements or customize the templates provided by the SuiteApp. For more information about using the Financial Report Builder to create or customize financial reports, see the help topic Financial Report Builder.

In customizing the Japanese Balance Sheet using the Financial Report Builder, you must define the main header rows as “Assets”, “Liabilities”, and “Equities”. Otherwise, an error is displayed when you
refresh the Japanese Balance Sheet page. For more information, see the help topic Editing Financial Statement Header and Summary Rows.

Japanese Balance Sheet (New)

The Japanese Balance Sheet is a summary of assets, liabilities, and equities of your company or subsidiary, for a particular month, quarter, or year. The balance sheet can be displayed in the prescribed Japanese layout or in a standard report layout, depending on what you select in the Chart Type field. You can choose to include individual accounts in rows under each major section for assets, liabilities and equities that you can define using the Financial Report Builder.

To define and generate the Japanese Balance Sheet:

1. Go to Reports > Financial > Japanese Balance Sheet (New). You can change any of the field values.
2. In the Balance Sheet Name field, select the saved report balance sheet you want to use. This field must indicate the correct balance sheet name, otherwise an error is displayed when Refresh is clicked.
3. (For OneWorld accounts) In the Subsidiary field, select the company or subsidiary that you want to create the balance sheet for. Only Japanese subsidiaries are available in the dropdown list.
4. In the As Of field, specify the period that you want the balance sheet to cover. You can select a month, quarter, or year.
5. In the Chart Type field, select the format or layout of the statement:
   - Balance Form – Displays the statement in the prescribed Japanese layout.
6. Check the Include Account Rows if you want to include individual accounts in rows under major sections of the balance sheet.
   Accounts defined under Assets will always display debits as positive amounts and credits as negative amounts. On the other hand, accounts defined under Liabilities and Equity will always display credits as positive amounts and debits as negative amounts. You cannot change this even if the row format option, Reverse Sign, is checked in the Financial Report Builder.
7. Click Refresh. An updated balance sheet is displayed based on the values you specified in the fields.
   Every time you change any field values, like specifying a different period or subsidiary, be sure to click Refresh to apply the new values in the balance sheet.
8. To generate a PDF file or Excel file of the balance sheet, click Export to PDF or Export to Excel. The generated PDF or Excel file of the balance sheet is not automatically saved in the File Cabinet.
Example of Japan Balance Sheet

Japanese Income Statement (New)

The Japanese Income Statement is a summary of a company's or subsidiary's income, expenses, and net income for a specific period. You can choose to include individual accounts in rows under the main headers that you can define using the Financial Report Builder.

To define and generate the Japanese Income Statement:

2. In the Income Statement Name field, select the saved report income statement or template you want to use. This field must indicate the correct income statement name, otherwise an error is displayed when Refresh is clicked.
3. (For OneWorld accounts) In the Subsidiary field, select the company or subsidiary that you want to create the income statement for. Only Japanese subsidiaries are available in the dropdown list.
4. In the Period field, select a period that you want the income statement to cover. After selecting a value in the Period field, the From and To fields are automatically set to dates that correspond to the selected period. The default value is This Period, which automatically sets the From and To fields to the current month and year. Selecting another period automatically sets the From and To fields to dates that correspond to the fiscal period defined for the selected subsidiary. Every time you change the subsidiary, the Period field displays the default value (This Period).
   You can manually enter a start date in the From field and an end date in the To field. The date in the From field must be earlier than the date in the To field.
5. Check the Include Account Rows if you want to include individual accounts in rows under major sections of the income statement.
Accounts under income, expenses or Cost of Goods Sold will always display debits as positive amounts and credits as negative amounts. You cannot change this even if the row format option, Reverse Sign, is checked in the Financial Report Builder.

6. Click Refresh. An updated income statement is displayed based on the values you specified in the fields.

Every time you change any field values, like specifying a different period or subsidiary, be sure to click Refresh to apply the new values in the income statement.

7. To generate a PDF file or Excel file of the income statement, click Export to PDF or Export to Excel. The generated PDF or Excel file of the income statement is not automatically saved in the File Cabinet.

Example of Japan Income Statement

Japanese Cash Flow Statement (New)

The Japanese Cash Flow Statement is a summary of activities that affect a company's cash balance during a specified period. The cash flow statement includes the following information:

- Operating activities
- Investing activities
- Financing Activities
- Net Change in Cash for Period
- Cash at Beginning of Period
- Cash at End of Period
Using the Financial Report Builder, you can edit the content of the cash flow statement. For more information, see the help topic Cash Flow Statement Report.

To define and generate the Japanese Cash Flow Statement:

1. Go to Reports > Financial > Japanese Cash Flow Statement(New). You can change any of the field values by selecting a different period or subsidiary.

2. (For OneWorld accounts) In the Subsidiary field, select the company or subsidiary that you want to create the cash flow statement for. Only Japanese subsidiaries are available in the dropdown list.

3. In the Period field, select a period that you want the cash flow statement to cover. After selecting a value in the Period field, the From and To fields are automatically set to dates that correspond to the selected period. The default value is This Period, which automatically sets the From and To fields to the current month and year. Selecting another period automatically sets the From and To fields to dates that correspond to the fiscal period defined for the selected subsidiary. Every time you change the subsidiary, the Period field displays the default value (This Period). You can manually enter a start date in the From field and an end date in the To field. The date in the From field must be earlier than the date in the To field.

4. Click Refresh. An updated cash flow statement is displayed based on the values you specified in the fields.

   Every time you change any field values, like specifying a different period or subsidiary, be sure to click Refresh to apply the new values in the cash flow statement.

5. To generate a PDF file or Excel file of the cash flow statement, click Export to PDF or Export to Excel. The generated PDF or Excel file of the cash flow statement is not automatically saved in the File Cabinet.

Example of Japan Cash Flow Statement

![Cash Flow Statement](image)

Japan-Specific Features
Using Japan-Specific Reports

**Note:** New implementations of the Japanese Balance Sheet, Japanese Income Statement and Japanese Cash Flow Statement are available in the new Japan Financial Statements SuiteApp. It is recommended that you transition to using the new financial statements because the same Japan-specific reports included in the Japan edition of NetSuite and discussed in the following topics, will be deprecated in the 2019.2 release of NetSuite. For more information about the new Japan Financial Statements SuiteApp, see Japan Financial Statements.

The following reports are available for Japan:

<table>
<thead>
<tr>
<th>Report</th>
<th>Available in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese Balance Sheet Report</td>
<td>Japan edition accounts</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with a Japanese subsidiary</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with a Japanese subsidiary</td>
</tr>
<tr>
<td>Japanese Equity Change Report</td>
<td>Japan edition accounts</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with a Japanese subsidiary</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with a Japanese subsidiary</td>
</tr>
<tr>
<td>Japanese Income Statement Report</td>
<td>Japan edition accounts</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with a Japanese subsidiary</td>
</tr>
<tr>
<td>Japan Tax Report</td>
<td>Japan edition accounts</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with a Japanese subsidiary</td>
</tr>
<tr>
<td>Purchase Tax by Tax Category Report</td>
<td>Japan edition accounts</td>
</tr>
<tr>
<td></td>
<td>OneWorld accounts with the Japan Localization SuiteApp</td>
</tr>
<tr>
<td>Deductible Tax &amp; Taxable Sales Ratio Calculation Form</td>
<td>Japan edition accounts, and in OneWorld accounts with the Japan Localization SuiteApp</td>
</tr>
<tr>
<td>Invoice Summary Collection Calendar Report</td>
<td>Japan edition accounts</td>
</tr>
</tbody>
</table>
Japanese Balance Sheet Report

Important: A new implementation of the Japanese Balance Sheet is available in the Japan Financial Statements SuiteApp. It is recommended that you transition to using the new Japanese Balance Sheet because the balance sheet included in the Japan edition of NetSuite discussed in this topic, will be deprecated in the 2019.2 release of NetSuite. For more information, see Japanese Balance Sheet (New) and Japan Financial Statements.

The Japanese Balance Sheet Report shows a summary of assets, liabilities, and equity as of a particular month, quarter, or year. The report is shown in the Japanese layout if you select Balance Form in the Default Chart Type field. If you select Report Form in the Default Chart Type field, the report is displayed using the NetSuite standard report layout.

To see the Japanese Balance Sheet:

2. In the As Of field, specify the as of date for the report. You can select a month, quarter, or year.
3. In the Default Chart Type field, select the format of the report.
   - Balance Form – To display the report using the Japanese layout
   - Report Form – To display the report using the NetSuite standard report layout
4. (For OneWorld accounts) In the Subsidiary Context field, select a subsidiary. Only Japanese subsidiaries are available in the dropdown list.
5. If you change the filters to view a report for a different period or subsidiary, be sure to click Refresh to display the new values.
6. To print the report from your browser, click Print.
7. To save a PDF file of the report on your computer, click Export - PDF. The system does not save the PDF file in the NetSuite file cabinet automatically.
8. To make changes to the report's definition, click Customize. For more information, see the help topic Working with Report Results.
Japanese Balance Sheet Report (Balance Form Format) Example

<table>
<thead>
<tr>
<th>Japanese Balance Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets Section</strong></td>
</tr>
<tr>
<td>[Current Assets]</td>
</tr>
<tr>
<td>[Bank]</td>
</tr>
<tr>
<td>1005 - Japan Credit Card Account</td>
</tr>
<tr>
<td>18,672,995</td>
</tr>
<tr>
<td>[Accounts Receivable]</td>
</tr>
<tr>
<td>1120 - 受取手形</td>
</tr>
<tr>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>35,426,607</td>
</tr>
<tr>
<td>[Other Current Asset]</td>
</tr>
<tr>
<td>1090 - Undeposited Funds</td>
</tr>
<tr>
<td>Inventory Asset</td>
</tr>
<tr>
<td>3,616,459</td>
</tr>
<tr>
<td>1,581,087</td>
</tr>
<tr>
<td>Inventory Returned Not Credited</td>
</tr>
<tr>
<td>[Fixed Assets]</td>
</tr>
<tr>
<td>1410 - Furniture &amp; Fixtures</td>
</tr>
<tr>
<td>480,000</td>
</tr>
<tr>
<td>480,000</td>
</tr>
<tr>
<td>1560 - A/B Furniture &amp; Fixtures</td>
</tr>
<tr>
<td>△6,650,000</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
</tr>
<tr>
<td>91,445,361</td>
</tr>
<tr>
<td><strong>Equity Section</strong></td>
</tr>
<tr>
<td>[Capital and Reserves]</td>
</tr>
<tr>
<td>[Capital and Reserves]</td>
</tr>
<tr>
<td>3200 - Opening Balance</td>
</tr>
<tr>
<td>Retained Earnings</td>
</tr>
<tr>
<td>Net Income</td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
</tr>
<tr>
<td>91,445,361</td>
</tr>
</tbody>
</table>

**Japanese Income Statement Report**

**Important:** A new implementation of the Japanese Income Statement is available in the Japan Financial Statements SuiteApp. It is recommended that you transition to using the new Japanese Income Statement because the income statement included in the Japan edition of NetSuite discussed in this topic, will be deprecated in the 2019.2 release of NetSuite. For more information, see Japanese Income Statement (New) and Japan Financial Statements.

The Japanese Income Statement Report shows a company's income, expenses, and net income for a specific period. The report is presented in the Japanese layout.

**To see the Japanese Income Statement:**

2. In the **Period** field, select the reporting period. When you make a selection from the Period dropdown list, the corresponding values in the **From** and **To** fields are displayed automatically. You can also select **(Custom)** in the **Period** field, and enter dates in the **From** and **To** fields manually.
3. (For OneWorld accounts) In the **Subsidiary Context** field, select the company that you want to create a report for. Only Japanese subsidiaries are available in the dropdown list.
4. To print the report from your browser, click **Print**.
5. To save a PDF file of the report on your computer, click **Export - PDF**. The system does not save the PDF file in the NetSuite file cabinet automatically.
6. If you change the filters to view a report for a different period or subsidiary, be sure to click **Refresh** to display the new values.
7. To customize the report, click **Customize**. For more information about customizing reports, see the help topic Working with Report Results.
Japanese Income Statement Report Example

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Sales]</td>
<td></td>
</tr>
<tr>
<td>4000 - Revenue</td>
<td>1,627,999</td>
</tr>
<tr>
<td>Total Sales</td>
<td>1,627,999</td>
</tr>
<tr>
<td>[Purchases]</td>
<td></td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>759</td>
</tr>
<tr>
<td>Total Purchases</td>
<td>759</td>
</tr>
<tr>
<td>Gross Profit</td>
<td></td>
</tr>
<tr>
<td>[Overheads]</td>
<td></td>
</tr>
<tr>
<td>6017 - Travel Expenses</td>
<td>18,100</td>
</tr>
<tr>
<td>[6400 - Salaries &amp; Wages]</td>
<td></td>
</tr>
<tr>
<td>6402 - Salary</td>
<td>310,000</td>
</tr>
<tr>
<td>Total 6400 - Salaries &amp; Wages</td>
<td>310,000</td>
</tr>
<tr>
<td>Total Overheads</td>
<td>328,100</td>
</tr>
<tr>
<td>Operating Profit</td>
<td></td>
</tr>
<tr>
<td>Net Profits/(Loss)</td>
<td>1,299,140</td>
</tr>
</tbody>
</table>

Important: A new implementation of the Japanese Cash Flow Statement is available in the Japan Financial Statements SuiteApp. It is recommended that you transition to using the new Japanese Cash Flow Statement because the cash flow statement included in the Japan edition of NetSuite discussed in this topic, will be deprecated in the 2019.2 release of NetSuite. For more information, see Japanese Cash Flow Statement (New) and Japan Financial Statements.

The Japanese Cash Flow Statement Report shows activities that affect a company's cash balance during a selected time period. The report is presented in the Japanese layout and includes the following information:

- Operating activities
- Investing activities
- Financing Activities
- Net Change in Cash for Period
- Cash at Beginning of Period
- Cash at End of Period

For more information about the details included in the report, see the help topic Cash Flow Statement Report.

To see the Japanese Cash Flow Statement:

1. Go to Reports > Financial > Japanese Cash Flow Statement. The parent company's cash flow statement for the current period is displayed by default. You can edit the filters to select a different period or subsidiary.
2. In the Period field, select the reporting period. When you make a selection from the Period dropdown list, the corresponding values in the From and To fields are displayed automatically.
You can also choose custom in the Period field and enter dates in the From and To fields manually.

3. (For OneWorld accounts) In the Subsidiary Context field, select the company that you want to create a report for. Only Japanese subsidiaries are available in the dropdown list.

4. After you change the filters, click Refresh to display correct values.

5. To print the report from your browser, click Print.

6. To save a PDF file of the report on your computer, click Export - PDF. The system does not save the PDF file in the NetSuite file cabinet automatically.

**Note:** The Japanese Cash Flow Statement report is not fully customizable. If you want to create a customized Japanese Cash Flow Statement report, go to the standard Cash Flow Statement report (Reports > Financial > Cash Flow Statement) and click Customize. For more information about customizing reports, see the help topic Working with Report Results.

### Japanese Cash Flow Statement Report Example

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Activities</td>
<td></td>
</tr>
<tr>
<td>Net Income</td>
<td>1,299,140</td>
</tr>
<tr>
<td>Adjustments to Profit/(Loss)</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>△1,315,439</td>
</tr>
<tr>
<td>Inventory Asset</td>
<td>759</td>
</tr>
<tr>
<td>Sales Tax Payable</td>
<td>84,335</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>237,700</td>
</tr>
<tr>
<td>Total Adjustments to Profit/(Loss)</td>
<td>△952,645</td>
</tr>
<tr>
<td>Total Operating Activities</td>
<td>306,405</td>
</tr>
<tr>
<td>Net Change in Cash for Period</td>
<td>55,424,717</td>
</tr>
<tr>
<td>Cash at Beginning of Period</td>
<td>55,731,212</td>
</tr>
<tr>
<td>Cash at End of Period</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>FROM</th>
<th>TO</th>
<th>SUBSIDIARY CONTEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Fiscal Year</td>
<td>Jan 2014</td>
<td>Adjust 2014 (12/31 - 12/31)</td>
<td>Japan</td>
</tr>
</tbody>
</table>

### Japanese Equity Change Report

The Japanese Equity Change Report is used by Japanese companies to inform the government about any change in equity during a specified fiscal year.

The report follows a prescribed format and is submitted to the government as a PDF file. When you generate the report, NetSuite automatically calculates the amounts from the equity section of your chart of accounts. You can edit the generated PDF to edit or enter information required.

**To generate a Japanese Equity Change report:**

2. The PDF file is generated automatically and saved on your computer. The system does not save the PDF file in the NetSuite file cabinet.
3. Open the PDF file.
4. Enter or edit content.
5. Save your changes.
Japanese Equity Change Report Example

![Image of Statement of Changes in Shareholders]

Japanese Financial Report Package

The Japanese Financial Report Package provides the capability to generate a financial report package that includes the Japanese Balance Sheet, Japanese Income Statement, and Japanese Cash Flow Statement. This combination of reports is submitted to the tax office as part of an audit report, which includes the names of the auditors.

To generate the Japanese Financial Report Package:

2. (For OneWorld accounts) In the Subsidiary field, select the Japanese subsidiary that you are creating a report for. Only Japanese subsidiaries are available in the dropdown list.
3. On the Title Page subtab, edit the fields as necessary. Values in some of the fields are displayed automatically according to the subsidiary that you selected. When you print the report, the information on this subtab appears on the front page of the PDF.
   a. Page Title – Enter text to display on the title page of the report.
   b. Company Name – This field shows the name of the subsidiary you selected. This field is editable.
   c. Accounting Term – Select the accounting term for this report. See examples in the following description for the Period field.
   d. Period – Select a period for this report. From and To fields are automatically populated according to the period you selected.
      - From – If you edit this field, the Period field changes to (Custom).
■ To – If you edit this field, the Period field changes to (Custom).

Examples of Accounting Term and Period:
The following example shows the Accounting Term values corresponding to the fiscal year of ABC Company, which started operations in 2009.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accounting Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 (The company's first year)</td>
<td>1 (The company's first year)</td>
</tr>
<tr>
<td>2010</td>
<td>2</td>
</tr>
<tr>
<td>2011</td>
<td>3</td>
</tr>
<tr>
<td>2012</td>
<td>4</td>
</tr>
<tr>
<td>2013</td>
<td>5</td>
</tr>
<tr>
<td>2014 (Last Fiscal Year)</td>
<td>6</td>
</tr>
<tr>
<td>2015 (This Fiscal Year)</td>
<td>7</td>
</tr>
</tbody>
</table>

The following table shows how the Accounting Term and Period fields should be filled for the ABC Company example:

- If you want to run a report for the current year, select This Fiscal Year in the Period field. From and To fields are automatically filled.
- In the Accounting Term field, select 7 to indicate that the period selected is the company's 7th year.
- If you want to run a report for the previous fiscal year, select Last Fiscal Year in the Period field. From and To fields are automatically filled.
- In the Accounting Term field, select 6 to indicate that the period selected is the company's 6th year.

e. Show Address – Check this box to show the company's address on the front page. If the Show Address box is checked, the address fields on this form are editable.

f. State/Province/County – This field shows the name of the subsidiary you selected. This field is editable if the Show Address box is checked.

g. City – This field shows the name of the subsidiary you selected. This field is editable if the Show Address box is checked.

h. Address1 – This field shows the first part of the address of the subsidiary you selected. This field is editable if the Show Address box is checked.

i. Address2 – This field shows the second part of the address of the subsidiary you selected. This field is editable if the Show Address box is checked.

j. Show Phone Number – Check this box to show the company's address on the front page. If the Show Address box is checked, the Phone Number field is editable.

k. Phone Number – This field shows the phone number of the subsidiary you selected. This field is editable if the Show Phone Number box is checked.

4. On the Financial Reports subtab:
   a. Check the box of the report that you want to include.
   b. If the Balance Sheet box is checked, select a format in the Default Chart Type field.
   - Balance Form – To display the report using the Japanese layout
   - Report Form – To display the report using the NetSuite standard report layout

5. On the Auditors subtab, enter the name and title of the auditors. When you print the Japanese Financial Report package, this information appears on the last page of the PDF.

6. On the Board Members subtab, enter the name and title of the board members. When you print the Japanese Financial Report package, this information appears on the last page of the PDF.
7. Click **Save & Print** to generate a PDF file. This file is automatically downloaded to your computer. The system does not save it in the NetSuite file cabinet.

If you want to print later, click **Save**. The user interface retains whatever information has been entered in the fields.

**Invoice Summary Collection Calendar Report**

![Note:](image)

The Invoice Summary Collection Calendar Report is a saved search that is available in Japan edition accounts, and in accounts with the Japan Localization SuiteApp installed.

The Invoice Summary Collection Calendar Report shows how much funds the company can receive from customers based on all the invoice summaries in a billing period. This information helps companies determine whether sufficient funds will become available for the company’s vendor payments.

The report displays the following columns:

- ID – This is the Customer ID.
- Customer Name
- Closing Date
- Payment Due Date
- Invoice Summary Number
- Invoice Summary Amount

You cannot edit the original saved search definitions. However, you can edit the search criteria, or add, remove and rename columns, and then click **Save As** to save the search with a different name.

By default, the following roles have access to the Invoice Summary Collection Calendar report:

- Accountant
- Accountant (Reviewer)
- Bookkeeper
- CFO
- Administrator

**To see the Invoice Summary Collection Calendar Report:**

1. Go to Reports > Saved Searches > Invoice Summary Collection Calendar Report.
2. In the **Payment Due Date** field, select a payment due date. The default value is **This month**.
   - **From** and **To** fields are automatically populated when you select a payment due date.
3. In the **Style** field, select the layout that you want to use for the report.
4. To save the report, you can export it to a .csv, .pdf, or .xls file.
   - You can also print or email the report.

**Using Tegatas**

The NetSuite Japan edition provides Japanese companies with the capability to make payments to vendors (payable tegata) and receive payments (receivable tegata) from customers using tegatas, which are a traditional form of payment in Japan.

Using tegatas, a Japanese company can:
Using Tegatas

- Receive tegatas as payments from customers (receivable tegata)
- Collect funds and deposit the funds into bank accounts
- Issue tegatas to pay vendors (payable tegata)

**Note:** In a OneWorld account, if the selected vendor is shared with multiple secondary subsidiaries, you can change the default primary subsidiary to any of the secondary subsidiaries assigned to this vendor.

- Endorse receivable tegatas to a third party to make payments

Tegatas are very similar to promissory notes. Tegatas usually have a maturity date that is several weeks or possibly months in the future. On the maturity date, the full amount of the tegata becomes collectable. Businesses that need cash often discount receivables tegatas at their banks to receive cash before the maturity date on the tegatas. In this case, the amount the company receives would be the face value of the tegata, minus the bank's fee.

**Note:** When payable tegatas are paid or receivable tegatas are received, a journal entry is posted to offset the amount accrued. The journal entry is also dated at the time the transaction was made and posted in the ledger.

Japan Payment Formats

You must install the Electronic Bank Payments SuiteApp to set up and use Japan payment formats. Using the SuiteApp, you can generate payment files in the format specified by the Zengin Payment Clearing Network of banks. Zengin payment formats contain the required information for electronic fund transfers (EFT) when paying vendor bills, employee expenses, refunding customers or compensating partners in Japan.

There are two Zengin payment formats, one in text format and another in XML format. The Zengin text format comes with the Electronic Bank Payments SuiteApp. The Zengin XML format is included when you install the Japan Localization SuiteApp. For more information, see Support for Japan Zengin XML Payment Format.

**Note:** The Zengin text format can only be used until December 2020, after which, you must use the Zengin XML format. Also, automatic calculation of bank fees is not yet supported using the Zengin XML template.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Japan, read the following topics:

- Support for Japan Zengin XML Payment Format
- Setting Up Company Bank Records in Japan
- Setting Up Bank Records of Vendors in Japan
- Setting Up Bank Records of Employees in Japan
- Setting Up Bank Records of Customers in Japan
- Setting Up Bank Records of Partners in Japan

Support for Japan Zengin XML Payment Format

The Japan Localization SuiteApp includes a Zengin XML template file that you can use for electronic bank payments in Japan. You must install the Electronic Bank Payments SuiteApp, where the Zengin XML can be specified as an electronic funds transfer (EFT) template when creating bank records for your company, vendors, employees and partners.
The administrator must first install or update to the latest version of the Electronic Bank Payments SuiteApp, followed by installation of or update to the latest version of the Japan Localization SuiteApp. If done so, the Japan Localization SuiteApp simply adds the Zengin XML template as a payment file format in the Electronic Bank Payments SuiteApp.

You can manually install or reinstall the Zengin XML template in Japan Localization SuiteApp by going to Setup > Customization > Japan Localization, provided that Electronic Bank Payments SuiteApp is updated to the latest version.

If the Zengin XML is successfully enabled or obtained from the Japan Localization SuiteApp, you can use the Electronic Bank Payments SuiteApp to generate payment files in Zengin XML format when you pay, through electronic fund transfer, your vendor bills, employee expenses, partner compensation or refund customers in Japan.

**Note:** Automatic calculation of bank fees is not yet supported using the Zengin XML template.

### Setting Up Company Bank Records in Japan

Set up the bank account records of your company or its subsidiaries that you will be using to send electronic bank payments.

**To set up company bank details in Japan:**

1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a name for the bank record.</td>
</tr>
<tr>
<td>GL Bank Account</td>
<td>Select the GL account where the processed electronic bank payment transactions will be posted.</td>
</tr>
<tr>
<td>Legal Name</td>
<td>Enter your company's legal name. This will be used in the electronic bank payment files.</td>
</tr>
<tr>
<td>Print Company Name</td>
<td>Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.</td>
</tr>
<tr>
<td>Marked by Default</td>
<td>Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.</td>
</tr>
<tr>
<td>EFT Template</td>
<td>Select Zengin or Zengin XML. Zengin is the standard payment file format used by Japanese banks for electronic fund transfers.</td>
</tr>
<tr>
<td>File Cabinet Location</td>
<td>Select the folder that you created for storing payment format files. For more information, see the help topic Creating Folders in the NetSuite File Cabinet.</td>
</tr>
</tbody>
</table>

**Note:** The **Subsidiary** and **Currency** fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.
3. Click Save.
4. Complete the additional bank detail fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Select the department for payments made under this bank account.</td>
</tr>
<tr>
<td>Class</td>
<td>Select the class for payments made under this bank account.</td>
</tr>
<tr>
<td>Location</td>
<td>Select the location for payments made under this bank account.</td>
</tr>
</tbody>
</table>

**Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details** subtab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Number</td>
<td>Enter the number that identifies the bank in the Japanese banking industry.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Enter the number that identifies the bank branch where your account is</td>
</tr>
<tr>
<td></td>
<td>maintained.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Enter your company's bank account number.</td>
</tr>
<tr>
<td>EFT ID</td>
<td>Enter your company's EFT requester ID. This number is assigned by the bank.</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Enter the name of your company's bank.</td>
</tr>
<tr>
<td>Branch Name</td>
<td>Enter the name of the bank branch where your company's account is maintained.</td>
</tr>
<tr>
<td>Process Bills</td>
<td>Check this box if you want to process payment transactions for this bank</td>
</tr>
<tr>
<td>Automatically</td>
<td>account in batches. For more information, see the help topic <strong>Processing</strong></td>
</tr>
<tr>
<td></td>
<td>Bills and Expenses in Batches. Leave this box clear if you want to process</td>
</tr>
<tr>
<td></td>
<td>payment transactions for this bank manually. For more information see, <strong>Manually</strong></td>
</tr>
<tr>
<td></td>
<td>Processing Bills and Expenses.</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Select the accounts payable register where the payments will be posted.</td>
</tr>
<tr>
<td>Hide Transactions</td>
<td>Check this box if you want to hide the transaction lines on the Bill Payment</td>
</tr>
<tr>
<td></td>
<td>Batches form when processing payments in batches. For more information, see</td>
</tr>
<tr>
<td></td>
<td>the help topic <strong>Processing Bills and Expenses</strong>.</td>
</tr>
</tbody>
</table>

**Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Details</td>
<td>Enter a name for the payment batch.</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Saved Search</td>
<td>Select the search criteria to group the bills and expenses that will be</td>
</tr>
<tr>
<td></td>
<td>included in the payment batch.</td>
</tr>
<tr>
<td>Payment</td>
<td>Select a payment schedule for when the payment batches should be automatically</td>
</tr>
<tr>
<td>Schedule</td>
<td>created and submitted for processing. To set up payment schedules, see the</td>
</tr>
<tr>
<td></td>
<td>help topic <strong>Setting Schedules for Payment Batches</strong>. You can leave this</td>
</tr>
<tr>
<td></td>
<td>field blank and choose to manually trigger the system to create payment</td>
</tr>
<tr>
<td></td>
<td>batches by clicking <strong>Refresh Batch</strong>.</td>
</tr>
</tbody>
</table>
Japan Payment Formats

Setting Up Bank Records of Vendors in Japan

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Japan:

1. Go to Lists > Relationships > Vendors.
   For information on adding a vendor, see the help topic Adding a Vendor Record.
2. Click the Edit link next to the name of the vendor.
3. On the Bank Payment Details subtab, check the EFT Bill Payment box, and click Save.
4. Click New Entity Bank Details.
5. Complete the fields on the New Entity Bank Details page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a name for the bank record.</td>
</tr>
<tr>
<td>Payment File Format</td>
<td>Select Zengin or Zengin XML.</td>
</tr>
<tr>
<td></td>
<td>Zengin is the standard payment file format used by Japanese banks for electronic fund transfers.</td>
</tr>
<tr>
<td></td>
<td>Note: The Zengin text format can only be used until December 2020, after which, you must use the Zengin XML format.</td>
</tr>
<tr>
<td>Type</td>
<td>Select whether the bank account is the vendor's primary or secondary bank account.</td>
</tr>
<tr>
<td>Bank Number</td>
<td>Enter the number that identifies the vendor's bank.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Enter the number that identifies the vendor's bank branch.</td>
</tr>
<tr>
<td>Bank Account Number</td>
<td>Enter the vendor's bank account number.</td>
</tr>
<tr>
<td>Bank Account Name</td>
<td>Enter the vendor's bank account name.</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Enter the name of the vendor's bank.</td>
</tr>
</tbody>
</table>
Setting Up Bank Records of Employees in Japan

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

**To set up employee bank details in Japan:**

1. Go to Lists > Employees > Employees. To create a new employee record, see the help topic Adding an Employee.
2. Click the Edit link next to the name of the employee.
3. On the Bank Payment Details subtab, check the EFT Bill Payment box, and click Save.
4. Click New Entity Bank Details.
5. Complete the fields on the New Entity Bank Details page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a name for the bank record.</td>
</tr>
<tr>
<td>Payment File Format</td>
<td>Select Zengin or Zengin XML. Zengin is the standard payment file format used by Japanese banks for electronic fund transfers. Note: The Zengin text format can only be used until December 2020, after which, you must use the Zengin XML format.</td>
</tr>
<tr>
<td>Type</td>
<td>Select whether the bank account is the employee's primary or secondary bank account.</td>
</tr>
<tr>
<td>Bank Number</td>
<td>Enter the 4-digit number that identifies the employee's bank.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Enter the 3-digit number that identifies the branch where the employee's account is maintained.</td>
</tr>
<tr>
<td>Bank Account Number</td>
<td>Enter the employee's bank account number. This number must not exceed seven characters.</td>
</tr>
<tr>
<td>Bank Account Name</td>
<td>Enter the employee's bank account name.</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Enter the name of the employee's bank.</td>
</tr>
<tr>
<td>Branch Name</td>
<td>Enter the name of the bank branch where the employee's account is maintained.</td>
</tr>
<tr>
<td>Account Type</td>
<td>Select whether the employee's bank account is an ordinary or checking account.</td>
</tr>
</tbody>
</table>

6. Click Save.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic Importing Electronic Bank Payments Data.
Setting Up Bank Records of Customers in Japan

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
   For information on creating a customer record, see the help topic Customers.
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the Bank Payment Details (Credit) subtab, check the EFT Customer Refund Payment box, and click Save.
4. Click New Entity Bank Details.
5. Complete the fields on the New Entity Bank Details page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a name for the bank record.</td>
</tr>
</tbody>
</table>
| Payment File Format | Select Zengin or Zengin XML.  
                     | Zengin is the standard payment file format used by Japanese banks for electronic fund transfers. |
| Type           | Select whether the bank account is the customer’s primary or secondary bank account. |
| Bank Account Number | Enter the customer’s bank account number. This number must not exceed seven characters. |
| Bank Account Name | Enter the customer’s bank account name.                                   |
| Bank Number    | Enter the 4-digit number that identifies the customer’s bank.               |
| Bank Name      | Enter the name of the customer’s bank.                                    |
| Branch Number  | Enter the 3-digit number that identifies the bank branch where the customer’s account is maintained. |
| Branch Name    | Enter the name of the branch.                                              |
| Account Type   | Select whether the customer’s bank account is an ordinary or checking account. |

6. Click Save.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic Importing Electronic Bank Payments Data.

Setting Up Bank Records of Partners in Japan

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Japan:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic Creating a Partner Record.

2. Click the Edit link next to the name of the partner.

3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Enter a name for the bank record.</td>
</tr>
<tr>
<td><strong>Payment File Format</strong></td>
<td>Select Zengin or Zengin XML. Zengin is the standard payment file format used by Japanese banks for electronic fund transfers.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>The Zengin text format can only be used until December 2020, after which, you must use the Zengin XML format.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Select whether the bank account is the partner's primary or secondary bank account.</td>
</tr>
<tr>
<td><strong>Bank Number</strong></td>
<td>Enter the number that identifies the partner's bank.</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>Enter the number that identifies the partner's bank branch.</td>
</tr>
<tr>
<td><strong>Bank Account Number</strong></td>
<td>Enter the partner's bank account number.</td>
</tr>
<tr>
<td><strong>Bank Account Name</strong></td>
<td>Enter the partner's bank account name.</td>
</tr>
<tr>
<td><strong>Bank Name</strong></td>
<td>Enter the name of the partner's bank.</td>
</tr>
<tr>
<td><strong>Branch Name</strong></td>
<td>Enter the name of the bank branch where the partner's account is maintained.</td>
</tr>
<tr>
<td><strong>Account Type</strong></td>
<td>Select whether the partner's bank account is an ordinary or checking account.</td>
</tr>
</tbody>
</table>

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic **Importing Electronic Bank Payments Data**.