

Guide  
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# Accounts Payable

Release A7.3

**JD Edwards**®



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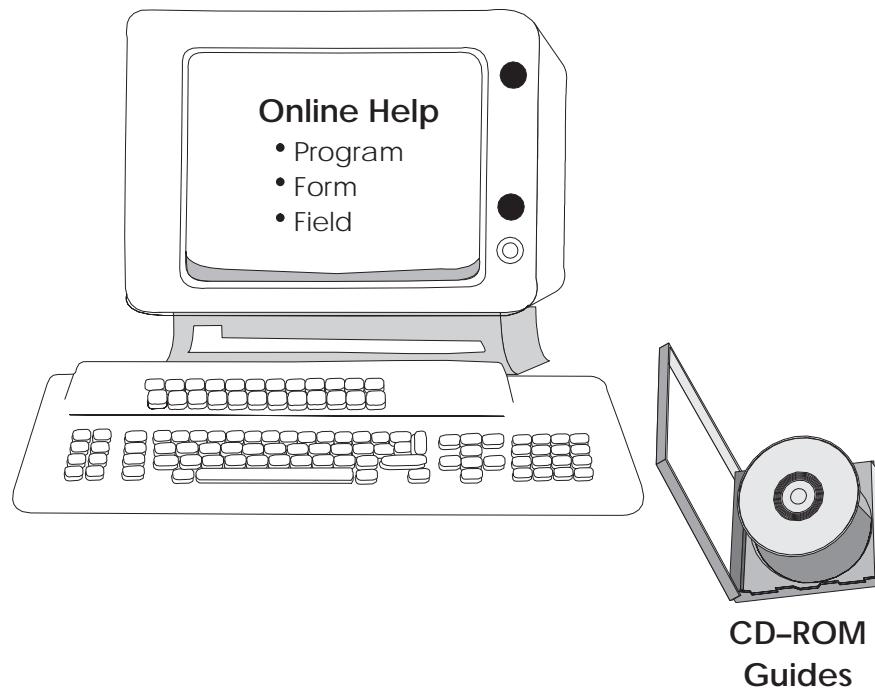
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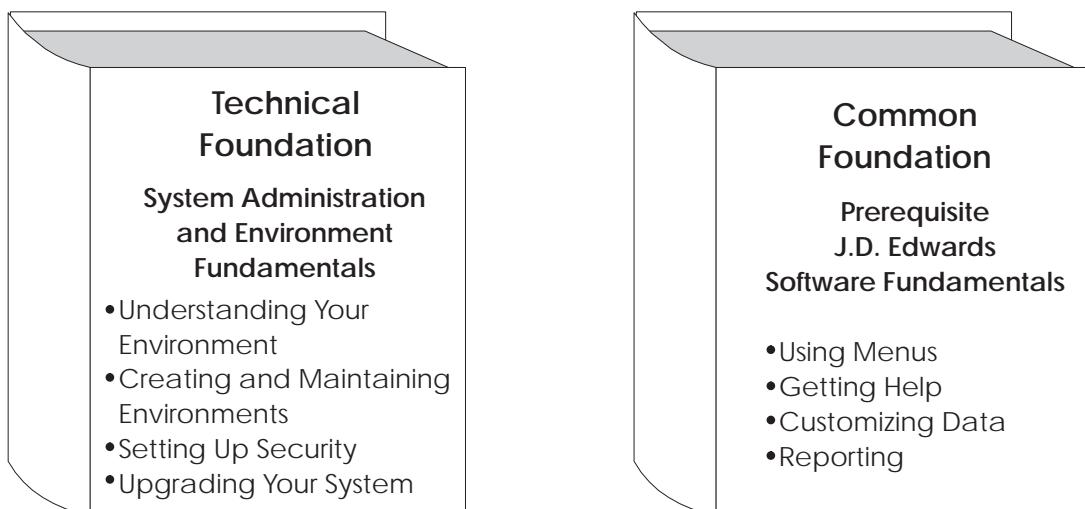
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## Where Do I Look?



## Guides





## **Important Note for Students in Training Classes**

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.



# Welcome

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## About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

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

## Audience

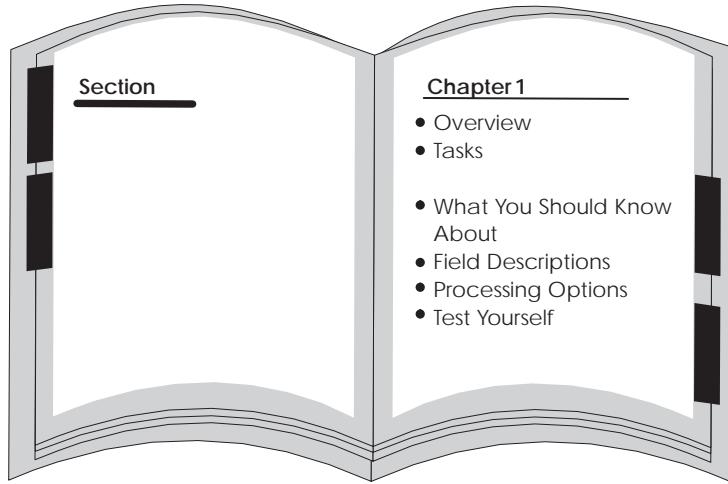
This guide is intended primarily for the following audiences:

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

## Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

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

## Conventions Used in this Guide

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

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

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

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# Accounts Payable Overview

## About Accounts Payable

The J.D. Edwards Accounts Payable system accommodates the need for accurate and timely payables that follow your standard procedures as well as those times when proactive cash management calls for overriding the rules. You have the flexibility you need for effective cash management because you — not the system — manage your workflow. At each stage in the workflow, you designate the next step and the system calculates taxes, discounts, and currency conversions according to your specifications.

With the Accounts Payable system, you can streamline the day-to-day functions of your entire accounts payable department and improve communication and reporting among your personnel.

For organizations that have offices around the world, J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

This overview of the Accounts Payable system consists of the following topics:

- System integration
- Accounts Payable features
- Account numbering concepts
- Tables used by Accounts Payable

## System Integration

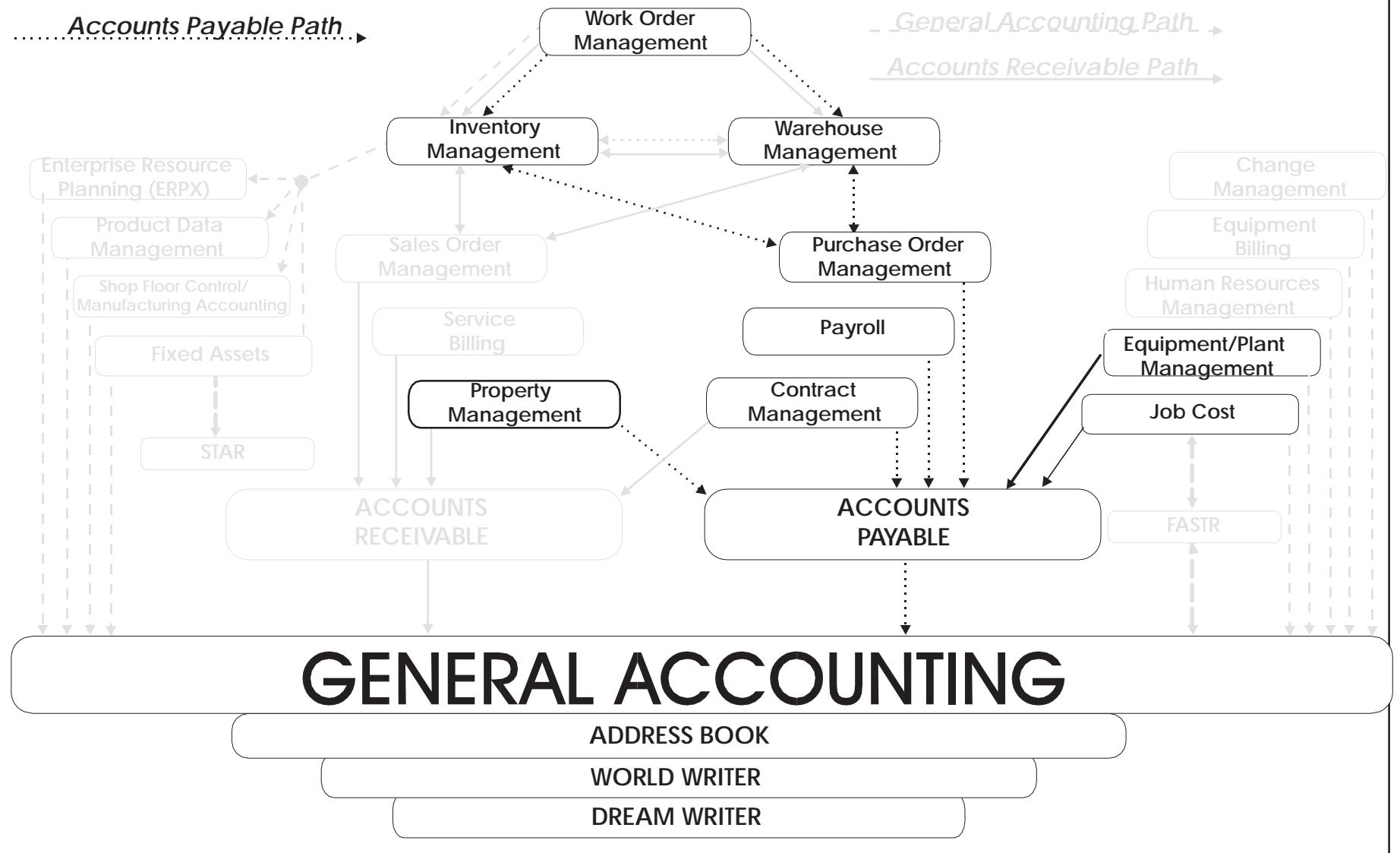
The Accounts Payable system works with other J.D. Edwards systems to ensure that all payables transactions and information are fully integrated into accounts payable.



The following systems integrate with the Accounts Payable system, as described.

<b>Purchase Order Management</b>	Vouchers are created when you match a purchase receipt to the supplier invoice.
<b>Payroll</b>	Vouchers are created for tax liabilities, and deduction and benefit liabilities during the payroll cycle.
<b>Contract Management</b>	Vouchers are created when you use the progress payment cycle.
<b>Equipment/Plant Management</b>	When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can do so manually.
<b>Job Cost</b>	Vouchers are created when payments are made against a contract for a job.
<b>Property Management</b>	Vouchers are created by the lessee's programs for recurring billings and sales overages. Vouchers are also created for tenants by the security deposit refund program.

The following graphic shows the J.D. Edwards systems that integrate with the Accounts Payable system.



### Accounts Payable Features

The Accounts Payable system provides many features that are user defined. These features allow you to adapt the system to your unique business environment and effectively manage your accounts payable.

The features of the Accounts Payable system include:

- Supplier management
- Workflow management
- Multi-national functionality

#### Supplier Management

With efficient supplier management, you can improve your supplier relationships and leverage your organization's purchasing power for better terms and conditions. As part of managing your supplier information, you determine:

- Whether a supplier sends invoices in a foreign currency (which the system converts to your domestic currency)
- How the supplier prefers to be paid (such as check, draft, and electronic funds transfer)
- Whether to send payments directly to the supplier, to a parent organization, or to another address
- Which payment terms and tax codes are used by the supplier

On a supplier-by-supplier basis, you can review information such as balances forward and open items versus payments using the online inquiries.

#### Workflow Management

With true workflow management, the system provides features that allow you to implement your current objectives and make adjustments when those objectives change. The features of workflow management include:

- Multiple voucher entry methods
- Duplicate voucher notification
- Flexible tax structures
- Payment processing
- Reporting

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## Multiple Voucher Entry Methods

When a supplier sends you an invoice, you enter the invoice as a voucher in the Accounts Payable system. You can enter vouchers using the method that is most efficient for you. Choose from any of the following methods:

- Standard
- Speed
- Recurring
- Prepayment
- Multiple company, single supplier
- Multiple voucher, single supplier
- Multiple voucher, multiple supplier
- Voucher logging

You can make the entry process even more efficient by using model journal entries for vouchers that use the same accounting distributions.

## Duplicate Invoice Notification

With duplicate invoice notification, you are notified of any invoices with the same invoice number. This reduces confusion and allows you to control or prevent duplicate payments.

## Flexible Tax Structures

Different countries have different tax requirements for their suppliers. J.D. Edwards supports tax structures such as GST (goods and services tax), PST (provincial sales tax), VAT (value-added tax), tax on tax, and tax-only vouchers. In addition, U.S. clients can perform tax calculations for payables using the Vertex tax calculator for sales and exempt taxes.

### Payment Processing

Whether you pay vouchers automatically or manually, the result is controlled, efficient, and accurate. You can prioritize your vouchers and have the system handle the payments. Or, you can select vouchers for manual, split, or partial payments based on your cash requirements. On a supplier-by-supplier basis, you can review information such as open items and payments.

An alternative to the conventional method of producing payments is drafts. Drafts, which are promises to pay debts, are used in various countries around the world. Because of the legal nature of the underlying liabilities, requirements and procedures for draft processing differ from those for regular payment processing.

### Reporting

Successful payables management requires timely and accurate information about cash flow, aging information, discount opportunities, and so on.

With the timesaving, paperless design of the Account Payable system, you can immediately review, analyze and manage up-to-the minute supplier information, payment history, vouchers, and other information online. Alternatively, you can print the same information in a report.

### Multi-National Functionality

Multi-national functionality allows you to build a global supplier network to optimize price, terms, and availability of goods. The multi-national functionality in the Accounts Payable system includes:

<b>Currency processing</b>	Pay vouchers in either the domestic or foreign currency, using any currency in the world — from the Australian dollar to the Belgian franc. You can also forecast payments for your payables by currency.
<b>Multiple languages</b>	Communicate with suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding vouchers and other correspondence.

## Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for account numbers.

<u>Where</u>	<u>What</u>
Balance Sheet for Company 100	Cash in Bank
100 Business unit	1110 Object
Required Maximum 12 characters Alphanumeric	Required Maximum 6 characters Alphanumeric
	Bear Creek National Bank
	BEAR Subsidiary
	Optional Maximum 8 characters Alphanumeric

The account number includes both the Where and What. You can use periods, commas, or other user defined symbols to separate the components of the account number. The period (.) separator is the default.

## See Also

- *Creating a Flexible Format (P0907)* in the *General Accounting II Guide* for information about how to set up the different account numbering methods
- Creating a Flexible Format in the *General Accounting II Guide* for information about how to set up the different account numbering methods

### Business Unit - The “Where”

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

Business units are unique 12-character, alphanumeric fields. The following applies:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

### Object.Subsidiary - The “What”

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

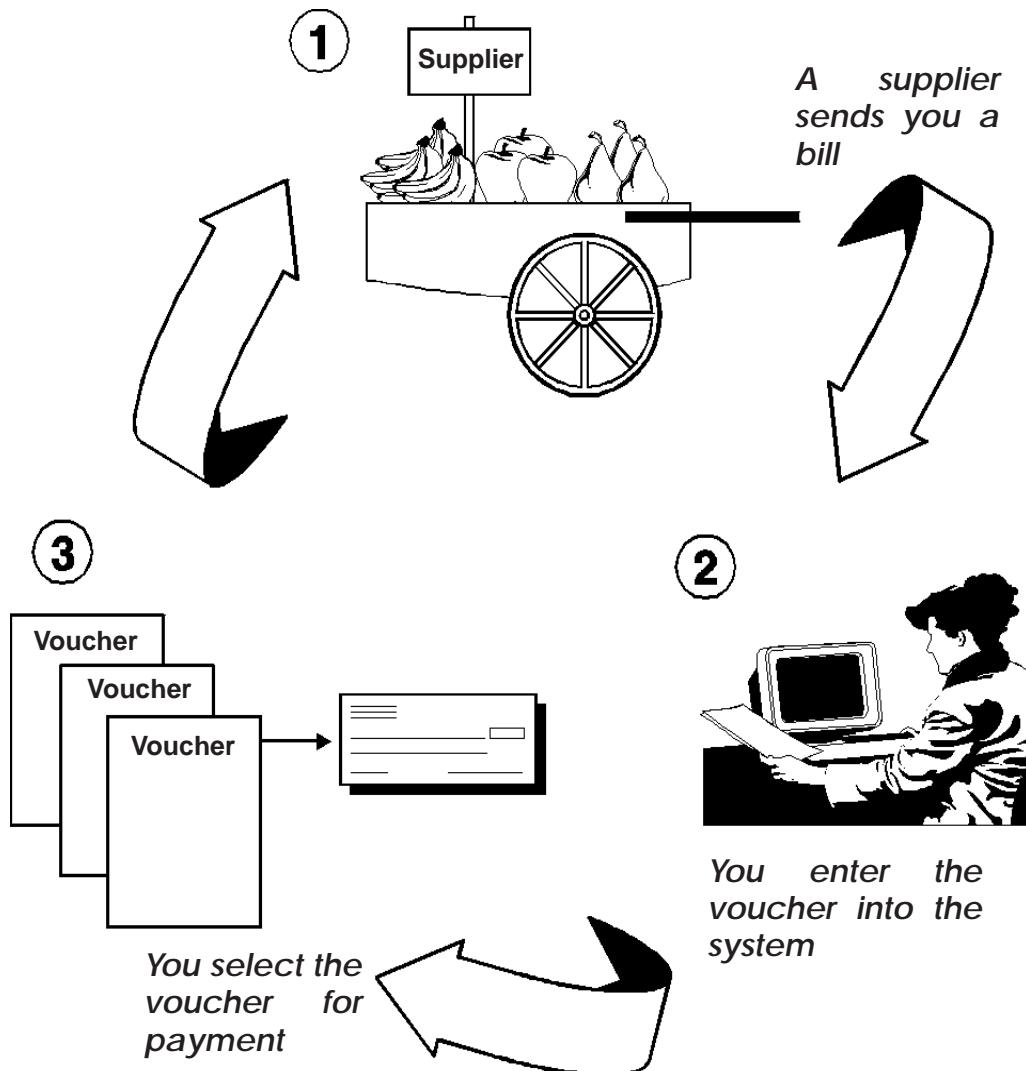
There are two parts of the “what”:

- Object (four, five, or six characters, depending on your organization's setup)
- Subsidiary (one to eight characters)

## Accounts Payable System Flow

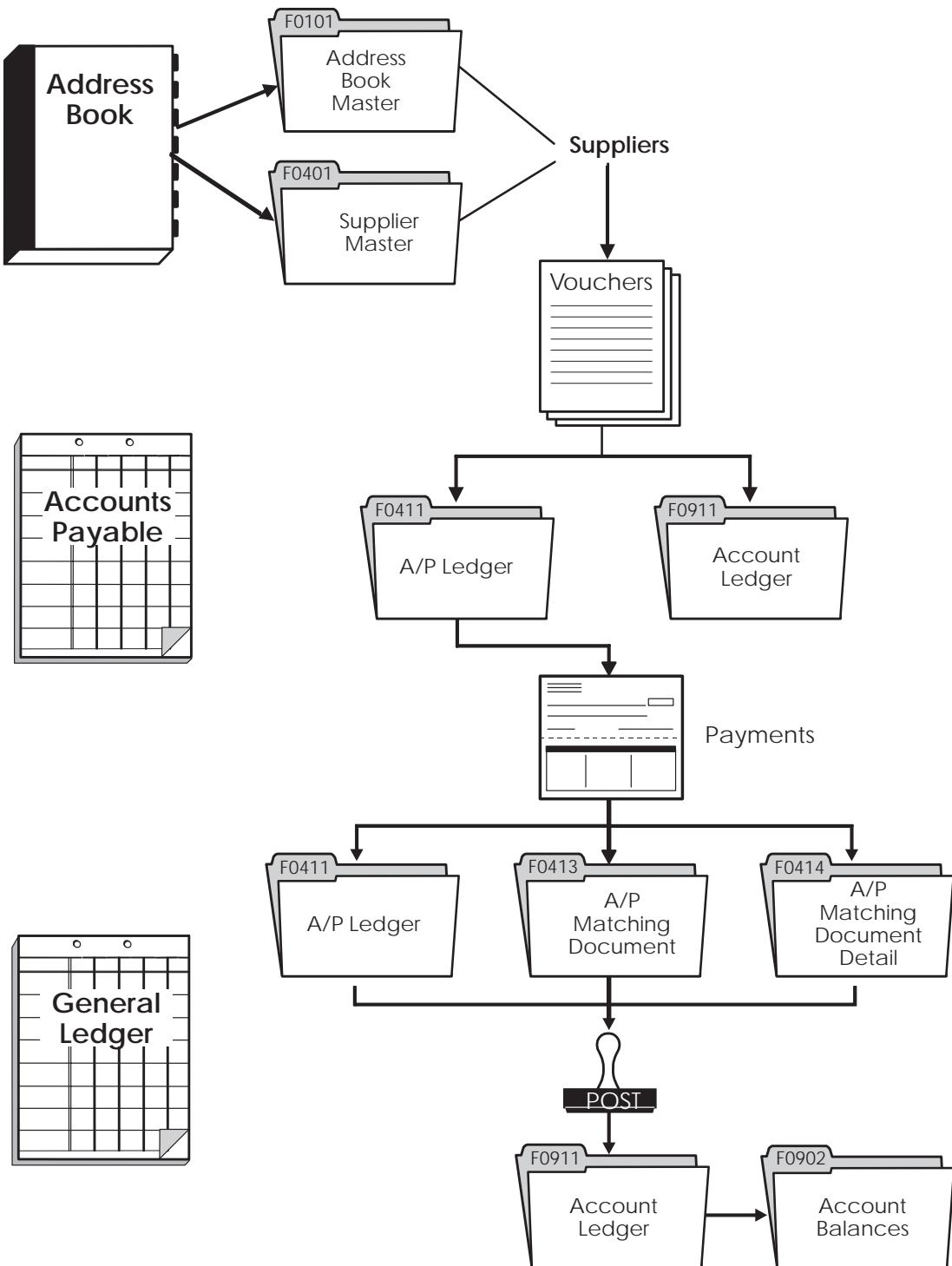
When a supplier sends you an invoice that you must pay, you enter a voucher to represent the invoice, then select the voucher for payment.

The following graphic illustrates this process.



## Tables Used by Accounts Payable

### Tables and Information Flow



### Tables and Descriptions

The Accounts Payable system uses the following primary tables:

<b>Address Book Master (F0101)</b>	Stores the following: <ul style="list-style-type: none"><li>• Supplier names</li><li>• Supplier effective date</li><li>• Category code information</li></ul>
<b>Supplier Master (F0401)</b>	Stores the following voucher information for suppliers: <ul style="list-style-type: none"><li>• Voucherized amounts year-to-date and period-to-date</li><li>• Payment terms</li><li>• G/L class</li><li>• Payment instrument</li><li>• Tax information</li></ul>
<b>A/P Ledger (F0411)</b>	Stores the following voucher transaction information: <ul style="list-style-type: none"><li>• Invoice date</li><li>• Invoice amount</li><li>• Due date</li><li>• G/L date</li><li>• User ID</li></ul>
<b>A/P Matching Document (F0413)</b>	Stores the following payment summary information: <ul style="list-style-type: none"><li>• Payment number</li><li>• Payment amount</li><li>• Payment instrument</li><li>• G/L bank account</li></ul>
<b>A/P Matching Document Detail (F0414)</b>	Stores the following payment and transaction information: <ul style="list-style-type: none"><li>• Payment date</li><li>• Discount taken</li><li>• G/L offset</li><li>• Payment amount</li><li>• Company number</li></ul>

The A/P Matching Document table (F0413) and A/P Matching Document Detail table (F0414) are linked by an internal ID which is assigned by the system. These tables, combined with the A/P Ledger table (F0411), form the A/P Ledger.

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**Account Balances  
(F0902)**

Stores the following summary balance information for the G/L:

- Net postings for each period
- Year-to-date balances
- Prior year balances
- Inception-to-date balances

**Account Ledger (F0911)**

Stores the following detailed information for G/L transactions:

- G/L account numbers
- G/L date and amounts
- Journal entry line descriptions

This table contains one record for each G/L distribution for a supplier voucher.

### Menu Overview

The Accounts Payable menus are listed below. This list does not show navigation among the menus.

Accounts  
Payable  
G04

#### Daily Operations

Supplier &  
Voucher Entry  
G0411

Manual Payment  
Processing  
G0412

Automatic Payment  
Processing  
G0413

Other Voucher Entry Methods  
G04111

Accounts Payable Reports  
G0414

#### Periodic Operations

Periodic Processes  
G0421

Annual 1099 Processing  
G0422

1099s Option 1:  
G/L Method  
G04221

1099s Option 2:  
A/P Ledger  
Method G04222

#### Setup Operations

Accounts Payable Setup  
G0441

Automatic Payment Setup  
G04411

Tax Processing & Reporting  
G0021

#### Advanced and Technical Operations

A/P Advanced &  
Technical Operations  
G0431

Batch Voucher Processing  
G04311

EDI Processing  
G4726

## Training Environment Case Study

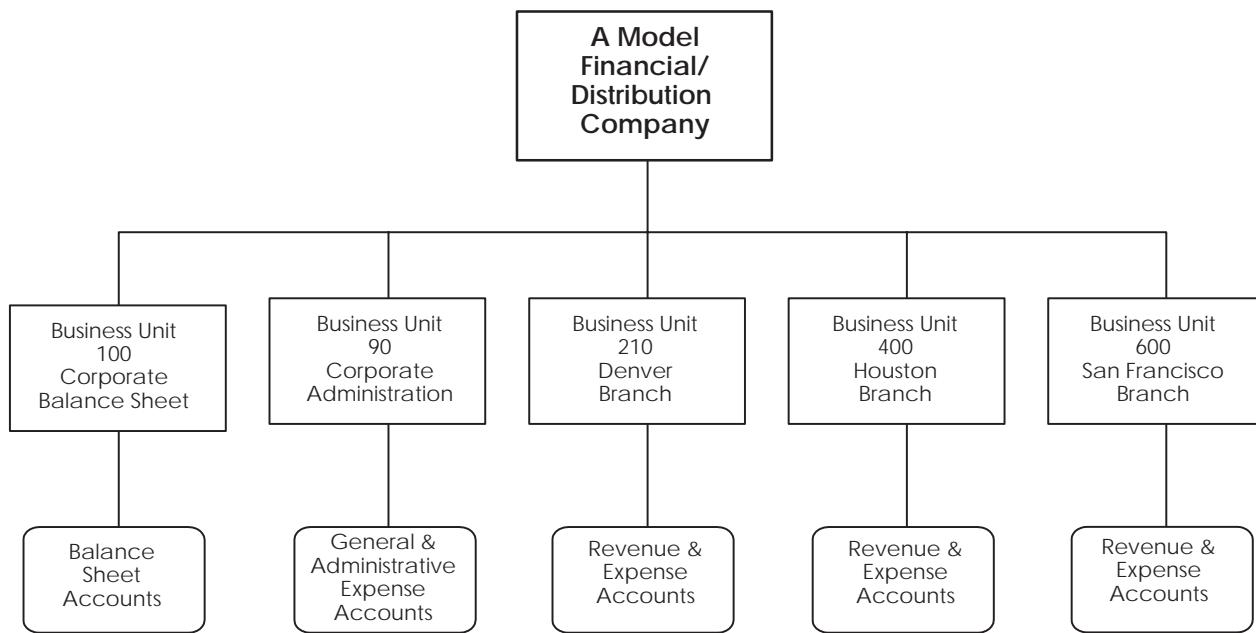
### Company Structure

A Model Financial/Distribution Company (company 00100) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Denver
- Houston
- San Francisco

Each branch office performs sales, marketing, and support functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by branch office.

The following illustration shows the business unit structure for company 00100. Notice that the balance sheet business unit (100) has the same identifier as company 00100. Refer to this organization when you do the training exercises.



### Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (Posting Edit Code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	B/S BU100	AD BU90	DEN BU210	HO BU400	SFO BU600
<b>1000</b>	<b>Assets</b>							
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks		6	X				
1110.BEAR	Cash in Banks/Bear Creek		7	X				
1110.FIB	Cash in Banks/First Interstate	N	7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable	M	6	X				
1215	Allow for Doubtful Accts	M	6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable	M	6	X				
1224	Remittance Receivable	M	6	X				
1230	Employee Receivables	M	6	X				
1240	VAT Recoverable	M	6	X				
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts	M	6	X				
1299	Credit Note Reimbursement		6	X				
1300	Work in Progress	N	5	X				
1310	Capital Projects		6	X				
1400	Inventory	N	5	X				
1800	Prepaid Expenses		5	X				
1810	Prepaid Insurance		6	X				
1890	Other Prepaid Expenses		6	X				
<b>2000</b>	<b>Fixed Assets</b>							
2001	Property and Equipment	N	4	X				
2020	Buildings	N	5	X				
2060	Furniture & Office Equipment		6	X				
2070	Computer		6	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2160	Accum Depr - Office Furn/Equip		6	X				
2170	Accum Depr - Computer		6	X				
3900	Other Assets		5	X				
<b>4000</b>	<b>Liabilities and Equity</b>							
4010	Current Liabilities	N	3	X				
4100	Accounts Payable	N	4	X				
4110	Accounts Payable - Trade	M	5	X				
4112	A/P Voucher Logging Distrib.		6	X				
4120	Drafts Payable		7	X				
4130	Notes Payable	M	6	X				
4190	Accounts Payable - Other		6	X				

## Accounts Payable

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<b>Account</b>	<b>Description</b>	<b>Post Edit</b>	<b>LOD</b>	<b>B/S BU100</b>	<b>AD BU90</b>	<b>DEN BU210</b>	<b>HO BU400</b>	<b>SFO BU600</b>
<b>4200</b>	<b>Accrued Payroll Liabilities</b>	N	5	X				
4400	Other Accrued Liabilities	N	5	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales & Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		5	X				
<b>4600</b>	<b>Long Term Liabilities</b>	N	4	X				
4610	Notes Payable		5	X				
4690	Long Term Debt	N	5	X				
<b>4900</b>	<b>Stockholders' Equity</b>	N	4	X				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		5	X				
4980	Retained Earnings	M	5	X				
<b>4999</b>	<b>YTD Income (Loss)</b>	N	5	X				
<b>5000</b>	<b>Revenues</b>	N	4			X	X	X
5005	Sales - Product A	N	5			X	X	X
5010	Store Sales		6			X	X	X
5030	Contract Sales		6			X	X	X
5060	Less Returns & Allowances		6			X	X	X
5070	Less Sales Discounts		6			X	X	X
5100	Sales - Product B	N	5			X	X	X
5110	Service Sales		6			X	X	X
5200	Sales - Other	N	5			X	X	X
5206	Finance Charge Income Credit		6			X	X	X
<b>6000</b>	<b>Direct Costs</b>	N	4			X	X	X
6010	Cost Of Sales - Product A	N	5			X	X	X
6020	Prime Cost of Goods		6			X	X	X
6030	Scrap		6			X	X	X
6040	Freight		6			X	X	X
6100	Cost Of Sales -Product B	N	5			X	X	X
6120	Prime Cost of Goods		6			X	X	X
6130	Scrap		6			X	X	X
6120	Shop Supplies Expense		6			X	X	X
6140	Freight		6			X	X	X
6200	Damage Credit/Writeoff		6			X	X	X
6210	Disputed Tax/Freight Writeoff		6			X	X	X
6250	Minor Amount Writeoff		6			X	X	X
6300	Cost of Sales - Other		5			X	X	X
<b>7000</b>	<b>Other Direct Expenses</b>	N	5			X	X	X
7900	Allocated Overhead	N	5			X	X	X
7930	Distributed Building Expense		6			X	X	X
7950	Distributed Computer Costs		6			X	X	X
7970	Distributed General Expenses		6			X	X	X

Account	Description	Post Edit	LOD	B/S BU100	AD BU90	DEN BU210	HO BU400	SFO BU600
<b>8000</b>	<b>General And Administrative</b>							
8100	Administrative Salaries	N	5	X	X	X	X	X
8110	Salaries and Wages		6	X	X	X	X	X
8300	Building Expense	N	5	X	X	X	X	X
8315	Dpr-Building & Improvements		6	X	X	X	X	X
8320	Dpr-Office Furn/Equipment		6	X	X	X	X	X
8350	Rent Expense		6	X	X	X	X	X
8355	Maintenance & Repair		6	X	X	X	X	X
8360	Telephone Expense		6	X	X	X	X	X
8370	Utilities Expense		6	X	X	X	X	X
8600	Supplies, Services & Other	N	5	X	X	X	X	X
8605	Advertising		6	X	X	X	X	X
8620	Bad Debt Expense		6	X	X	X	X	X
8665	Entertainment		6	X	X	X	X	X
8670	Dues & Subscriptions		6	X	X	X	X	X
8685	Legal, Accounting & Other		6	X	X	X	X	X
8720	Office Supplies Expense		6	X	X	X	X	X
8730	Postage and Freight		6	X	X	X	X	X
8740	Travel, Meals & Lodging		6	X	X	X	X	X
<b>9000</b>	<b>Other Income and Expenses</b>							
9100	Other Income	N	5	X	X	X	X	X
9120	Interest Income		6	X	X	X	X	X
9150	Discounts Taken	N	6	X	X	X	X	X
9153	Discounts Available		7	X	X	X	X	X
9156	Discounts Lost		7	X	X	X	X	X
9200	Other Expense		5	X	X	X	X	X
9700	Income Taxes		5	X	X	X	X	X
9901	Branch Office Head Count	U	7					

## Accounts Payable

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Daily

## Accounts Payable

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# Supplier Information

## Objectives

- To create and locate supplier information

## About Supplier Information

The supplier record is the central reference that you use to determine how a supplier's activity is managed by the Accounts Payable system. The supplier master is a central storage place for all of your supplier information.

You must create a supplier master record before you can enter a voucher and issue payment.

Supplier information consists of:

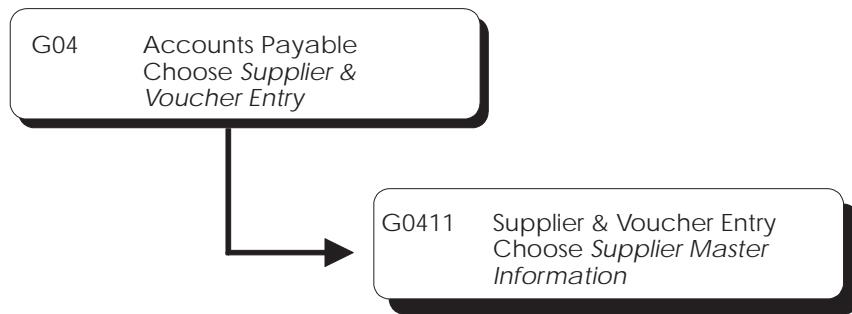
- Entering suppliers
- Locating suppliers



## Accounts Payable

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## Enter Suppliers



### Entering Suppliers

Before you enter a voucher and issue payment to a supplier, you must create a supplier record. When you enter a supplier, you are setting up information about how the system processes vouchers and payments for that supplier.

When you enter a supplier, you:

- Enter supplier information
- Enter supplier identification
- Enter additional address book information
- Enter supplier mailing information
- Enter address book additional information
- Enter supplier information
- Enter default G/L distribution
- Assign a model journal entry to a supplier
- Enter tax withholding information
- Enter supplier bank account information
- Enter information for 1099 reporting

Information about suppliers is stored in the following tables:

**Supplier Master (F0401)** Supplier information

**Address by Date (F0116)** Mailing address information

**Bank Transit Number  
Master (F0030)** Bank account information

### What You Should Know About

**Deleting supplier records** You cannot delete a supplier record if there is information in the Supplier Master (F0401), A/P Ledger (F0411), or related tables in other systems.

**Structure type** When you create a parent/child relationship for a supplier, the Structure Type field must be blank.

See *Viewing Parent/Child Relationships* in the *Address Book Guide*.

**Multi-Currency** You can store amounts such as amount vouchered year-to-date and amount vouchered prior-year-end in a specific currency. To do this, set a processing option to define the default currency code or the company currency of the responsible business unit. You can also enter them manually.

### Before You Begin

- Set a processing option for Supplier Master Information to automatically display the forms you will use. The tasks described here assume that the following forms display:
  - Set a processing option for Address Book Revisions to automatically display the forms you will use. The following tasks assume that the following form displays:
    - Address Book Addition (displays regardless of processing options)
    - Address Book - Additional Information

## Enter Suppliers

### Supplier Information

[01054] - Supplier Master Information

Functions Tools Help

Supplier Number

Long Address Number

Payment Information Additional Information

Credit Message   
Factor/Special P   
Parent Number   
Approver Number   
Hold Payment   
Payment Terms   
Payment Instr

Multiple Checks (Y/N/C)   
Check Float Days   
Ledger Inv Sequence   
Pre-Note Code

F5=Who F6=Memo F8=Bank codes F9=Search F11=Addr F14=Cat codes F24=More MW

[01054] - Supplier Master Information

Functions Tools Help

Supplier Number

Long Address Number

Payment Information Additional Information

Withholding %   
Tax ID   
Add'l Ind Tax ID   
Tax Exp Code   
Tax Rate/Area

Currency & Tax Information  
Tax Authority   
Person/Corporation Code   
Currency   
Amt. Currency

G/L Class   
Default Exp Acct

Model JE Type/Doc/Co

Accounting Distribution Information

F5=Who F6=Memo F8=Bank codes F9=Search F11=Addr F14=Cat codes F24=More MW

### See Also

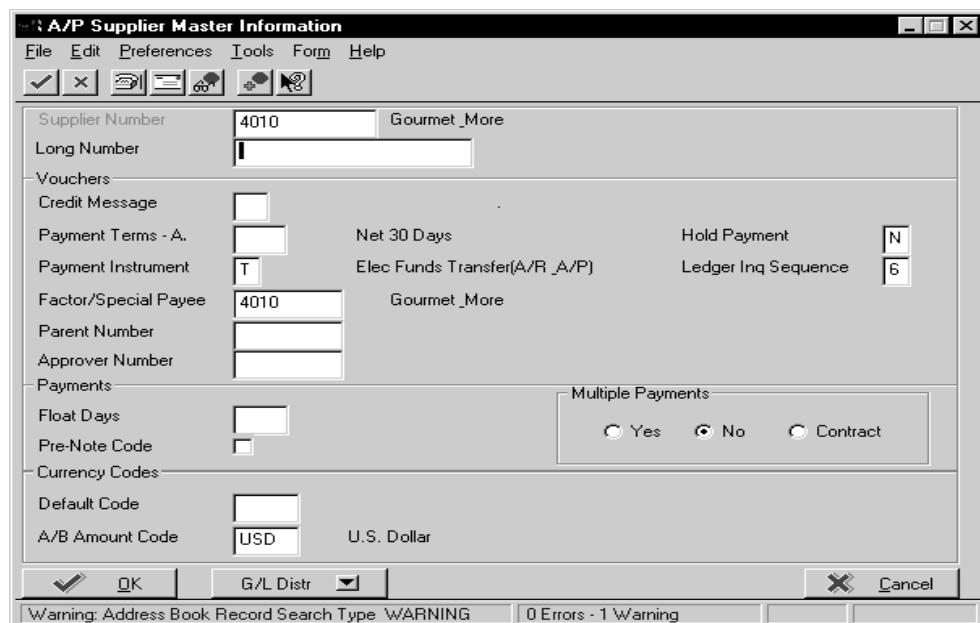
- *Working with the Address Book (P01051)* in the *Address Book Guide*
- *Working with Model Journal Entries (P09101)*
- *Reviewing Address Book Information for 1099s (P01054)*
- *Entering Address Book Records* in the *Address Book Guide*

### ► To enter supplier information

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On Work With Supplier Master

1. Click Add to access A/P Supplier Master Information.



2. On A/P Supplier Master Information, complete the following optional fields:
  - Credit Message
  - Payment Terms
  - Payment Instrument
  - Factor/Special Payee
  - Parent Number
  - Approver Number

- Hold Payment
  - Ledger Inquiry Sequence
  - Float Days
3. Choose one of the following multiple payments options:
- Yes
  - No
  - Contract
4. Complete the following optional fields:
- Currency
  - Amount Currency
5. Click OK to continue adding the supplier.

<b>Field</b>	<b>Explanation</b>										
Payment Terms	<p>A code that indicates the default terms of payment for a supplier. Payment terms can determine due dates and discounts. This is used as a default value when vouchers are created.</p> <p>Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms. For example:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>blank</td><td>Net 15</td></tr> <tr><td>1</td><td>1/10 net 30</td></tr> <tr><td>2</td><td>2/10 net 30</td></tr> <tr><td>N</td><td>Net 30</td></tr> <tr><td>P</td><td>Prox 25th</td></tr> </table>	blank	Net 15	1	1/10 net 30	2	2/10 net 30	N	Net 30	P	Prox 25th
blank	Net 15										
1	1/10 net 30										
2	2/10 net 30										
N	Net 30										
P	Prox 25th										
Payment Instrument	The user defined code that determines the type of payment to be made to the supplier.										
Factor/Special Payee	<p>An address book number that identifies a special payment address for A/P.</p> <p>If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.</p>										
Parent Number	The number of the parent company in a parent/child, national headquarters/subsidiary relationship.										
Address Number – Approver	The address of the individual who approves transactions. This address must exist in the Address Book Master table (F0101) for validation purposes.										

Field	Explanation								
Hold Payment	A code that controls whether you can enter accounts payable vouchers and make payments to this supplier.  Valid codes are: <table><tr><td>1</td><td>Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.</td></tr><tr><td>Y</td><td>Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.</td></tr><tr><td>2</td><td>Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier.</td></tr><tr><td>N</td><td>Allow payment and voucher entry. This is the default.</td></tr></table> To hold payment of an individual voucher, rather than all outstanding vouchers, use the payment status code in the Voucher Entry program.	1	Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.	Y	Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.	2	Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier.	N	Allow payment and voucher entry. This is the default.
1	Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.								
Y	Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.								
2	Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier.								
N	Allow payment and voucher entry. This is the default.								
Float Days for Checks	The number of days the check floated, as defined by subtracting the check date from the bank deposit date.  ** future use **								
Currency Code	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company.								
Amount Currency	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.								

### ► To enter supplier identification

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On Supplier Master Information

1. Complete the following optional fields:
  - Supplier Number
  - Long Address Number

2. Use the Add action.

After you enter supplier information, you enter information to identify the supplier.

On Address Book Revisions



1. Complete the following fields to identify the supplier:

- Address Number (optional)
- Alpha Name
- Long Address Number (optional)

2. To enter mailing information, complete the following fields:

- Mailing Name
- Address Line
- City
- State
- Postal Code
- County
- Country

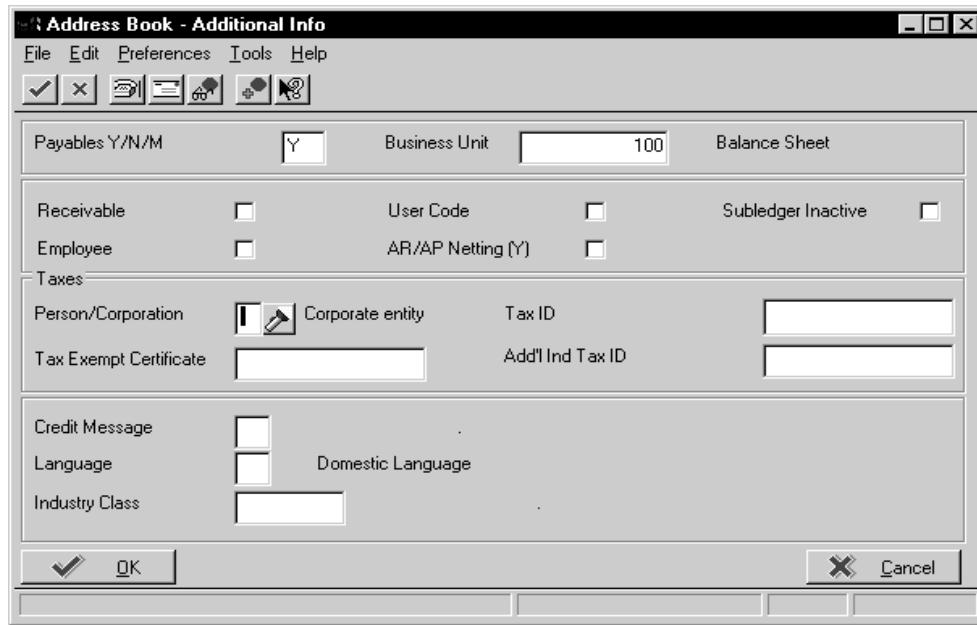
3. Click OK to continue adding the supplier.

<b>Field</b>	<b>Explanation</b>												
Supplier Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If you leave this field blank, the system assigns a number using the Next Numbers program.</p>												
Long Address Number	<p>A user defined name or number that is unique to the address book number. This field can be used to enter and locate information. You can use it to cross-reference the supplier to a Dun &amp; Bradstreet number, a lease number, or other reference.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When you set up suppliers using a long address number, you can access the supplier number more quickly. For example, when you enter a voucher, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Supplier Number field. The system converts the long address number to the supplier number.</p>												
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</p>												
Long Address Number	<p>A user defined name or number that is unique to the address book number. This field can be used to enter and locate information. You can use it to cross-reference the supplier to a Dun &amp; Bradstreet number, a lease number, or other reference.</p>												
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <table style="margin-left: 20px;"> <tr><td>E</td><td>Employees</td></tr> <tr><td>X</td><td>Ex-employees</td></tr> <tr><td>V</td><td>Suppliers</td></tr> <tr><td>C</td><td>Customers</td></tr> <tr><td>P</td><td>Prospects</td></tr> <tr><td>M</td><td>Mail distribution lists</td></tr> </table>	E	Employees	X	Ex-employees	V	Suppliers	C	Customers	P	Prospects	M	Mail distribution lists
E	Employees												
X	Ex-employees												
V	Suppliers												
C	Customers												
P	Prospects												
M	Mail distribution lists												

► **To enter additional address book information**

After you enter identification information for the supplier, you add additional information.

On Address Book - Additional Information



1. Complete the following fields:
  - Payables
  - Business Unit (optional)
2. Choose an option for each of the following, if necessary:
  - Receivable
  - Employee
  - User Code
  - AR/AP Netting
  - Subledger Inactive
3. Complete the following optional fields:
  - Person/Corporation Code
  - Tax ID
  - Additional Individual Tax ID
  - Tax Exempt
  - Credit Message

- Language

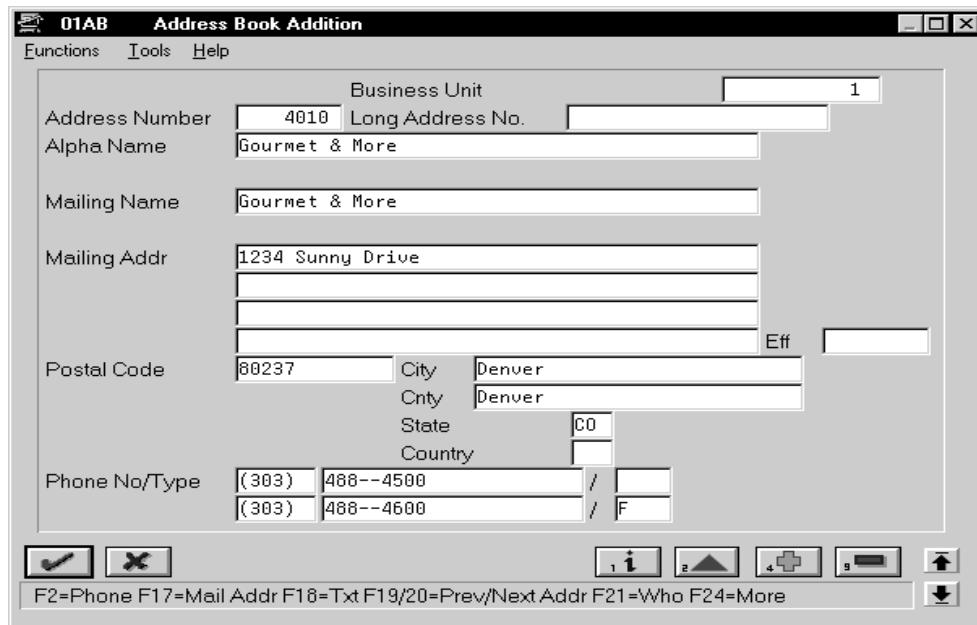
- Industry Class

4. Click OK to finish entering the supplier and return to A/P Supplier Master Information.

<b>Field</b>	<b>Explanation</b>																		
Person/Corporation Code	<p>A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field:</p> <table style="margin-left: 20px; margin-bottom: 10px;"> <tr><td>C</td><td>corporate entity (printed as 12-3456789)</td></tr> <tr><td>P</td><td>individual (printed as 123-45-6789)</td></tr> <tr><td>N</td><td>non-corporate entity (printed as 12-3456789)</td></tr> <tr><td>blank</td><td>non-corporate entity (not formatted)</td></tr> </table> <p>The system selects suppliers with P and N codes for 1099 reporting.</p> <p>Non-U.S. clients use the following codes with the 20-digit Company field and Individual field:</p> <table style="margin-left: 20px; margin-bottom: 10px;"> <tr><td>1</td><td>individual</td></tr> <tr><td>2</td><td>corporate entity</td></tr> <tr><td>3</td><td>both an individual and a corporate entity</td></tr> <tr><td>4</td><td>non-corporate entity</td></tr> <tr><td>5</td><td>customs authority</td></tr> </table>	C	corporate entity (printed as 12-3456789)	P	individual (printed as 123-45-6789)	N	non-corporate entity (printed as 12-3456789)	blank	non-corporate entity (not formatted)	1	individual	2	corporate entity	3	both an individual and a corporate entity	4	non-corporate entity	5	customs authority
C	corporate entity (printed as 12-3456789)																		
P	individual (printed as 123-45-6789)																		
N	non-corporate entity (printed as 12-3456789)																		
blank	non-corporate entity (not formatted)																		
1	individual																		
2	corporate entity																		
3	both an individual and a corporate entity																		
4	non-corporate entity																		
5	customs authority																		
Tax ID	<p>The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system edits the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system does not format this number.</p> <p>When you add new line items to a supplier's worktable record, the supplier master record supplies the default value for the tax ID.</p>																		
Additional Tax ID	An additional identification number that a tax authority assigns to an individual.																		
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <table style="margin-left: 20px; margin-bottom: 10px;"> <tr><td>1</td><td>Over credit limit</td></tr> <tr><td>2</td><td>Requires purchase order</td></tr> <tr><td>3</td><td>Not on maintenance agreement</td></tr> <tr><td>4</td><td>Notify the credit manager</td></tr> </table> <p>The A/R Information program (P01053) and the A/P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information.</p>	1	Over credit limit	2	Requires purchase order	3	Not on maintenance agreement	4	Notify the credit manager										
1	Over credit limit																		
2	Requires purchase order																		
3	Not on maintenance agreement																		
4	Notify the credit manager																		

► To enter supplier mailing information

On Address Book Addition



1. On Address Book Addition, complete the following fields:
  - Alpha Name (optional)
  - Mailing Name
  - Mailing Address (optional)
2. Use the Add action.

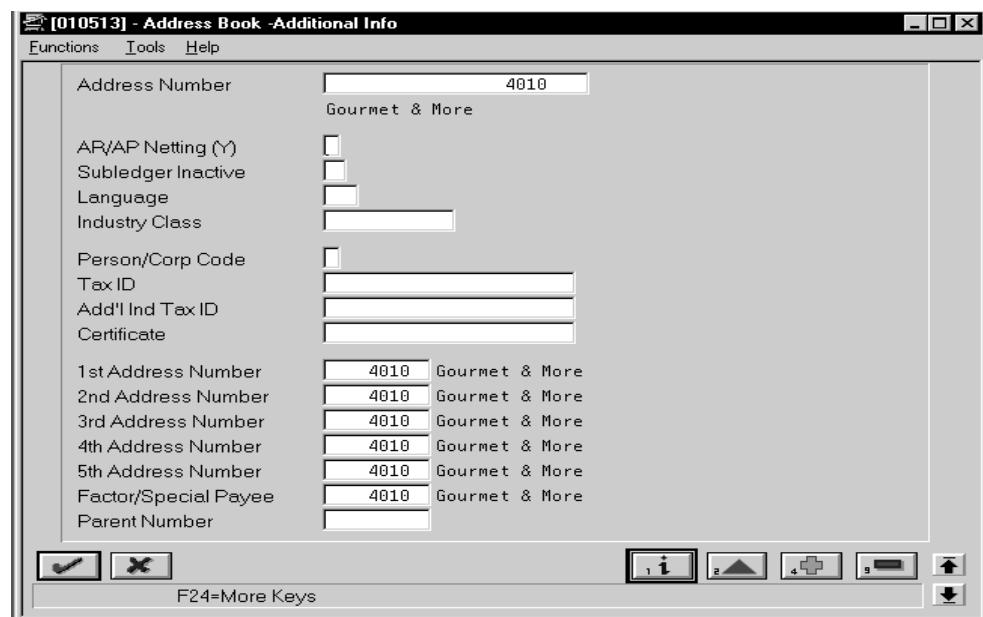
Field	Explanation
Alpha Name	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p>..... <i>Form-specific information</i> .....</p> <p>If you leave this field blank, the default comes from the Mailing Name field. You can also choose Duplicate Alpha Name on Mailing Line to copy the Alpha Name to the Mailing Name field.</p>

Field	Explanation
Mailing Name	The company or person to whom billing or correspondence is addressed.  The mailing name prints as the payee name on 1099 forms. You can override this information by using the Type Code field on Who's Who.

► **To enter address book additional information**

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On Address Book - Additional Information



3. Complete the following optional fields:

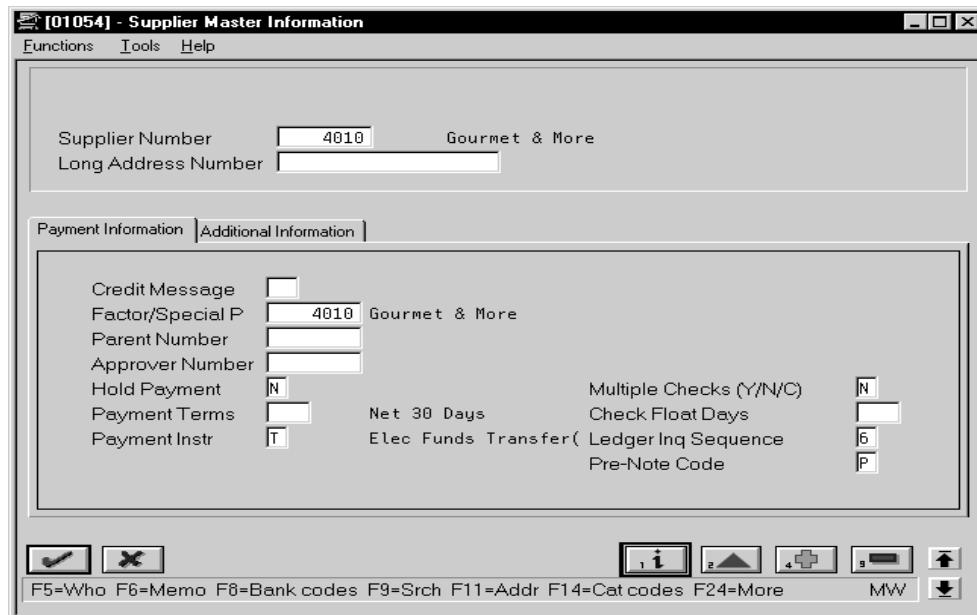
- 1st Address Number
- 2nd Address Number
- 3rd Address Number
- 4th Address Number
- 5th Address Number

4. To accept or change the information in these fields, use the Change action.
5. To return to Supplier Master Information, press Exit.

Field	Explanation
1st Address Number	<p>An alternate address number in the Address Book system. You can use this field for any secondary business address that relates to the primary address. For example:</p> <ul style="list-style-type: none"> <li>• Salesperson</li> <li>• Law firm</li> <li>• Accountant</li> <li>• Securities agent</li> <li>• Bonding agent</li> </ul> <p>If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.</p> <p>The address book number of the person to whom the system will send an additional copy of the document.</p>

### ► To enter supplier information

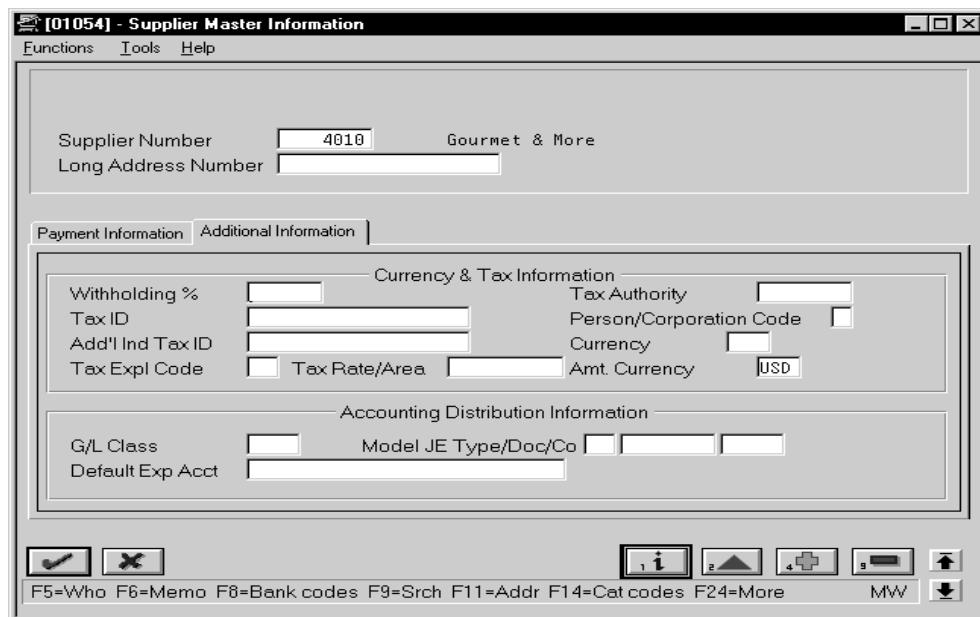
On Supplier Master Information



1. For payment information, complete the following optional fields:

- Credit Message
- Factor/Special Payee
- Parent Number
- Approver Number

- Hold Payment
- Multiple Checks
- Payment Terms
- Check Float Days
- Payment Instrument
- Ledger Inquiry Sequence
- Pre-Note Code



2. For WorldVision, click the Additional Information tab.
3. For currency and tax information, complete the following optional fields:
  - Tax ID (required for 1099 processing)
  - Person/Corporation Code (required for 1099 processing)
  - Additional Individual Tax ID
  - Currency
  - Tax Explanation Code
  - Tax Rate/Area
  - Amount Currency
4. For accounting distribution information, complete the following optional fields:
  - G/L Class
  - Default Expense Account

Field	Explanation
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> <li>1 Over credit limit</li> <li>2 Requires purchase order</li> <li>3 Not on maintenance agreement</li> <li>4 Notify the credit manager</li> </ul>
	<p>The A/R Information program (P01053) and the A/P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information.</p>
Factor/Special Payee	<p>An address book number that identifies a special payment address for A/P.</p>
	<p>If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.</p>
Parent Number	<p>The number of the parent company in a parent/child, national headquarters/subsidiary relationship.</p>
Approver Number	<p>The address of the individual who approves transactions. This address must exist in the Address Book Master table (F0101) for validation purposes.</p>
	<p>..... <i>Form-specific information</i> .....</p> <p>The system uses this information as the default value when you enter vouchers.</p>
Hold Payment	<p>A code that controls whether you can enter accounts payable vouchers and make payments to this supplier.</p>
	<p>Valid codes are:</p>
	<ul style="list-style-type: none"> <li>1 Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.</li> <li>Y Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.</li> <li>2 Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier.</li> <li>N Allow payment and voucher entry. This is the default.</li> </ul>
	<p>To hold payment of an individual voucher, rather than all outstanding vouchers, use the payment status code in the Voucher Entry program.</p>

<b>Field</b>	<b>Explanation</b>
Multiple Checks	<p>A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.)</li> <li>N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items.</li> <li>C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).</li> </ul>
Payment Terms	<p>A code that indicates the default terms of payment for a supplier. Payment terms can determine due dates and discounts. This is used as a default value when vouchers are created.</p> <p>Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms. For example:</p> <ul style="list-style-type: none"> <li>blank Net 15</li> <li>1 1/10 net 30</li> <li>2 2/10 net 30</li> <li>N Net 30</li> <li>P Prox 25th</li> </ul>
Check Float Days	<p>The number of days the check floated, as defined by subtracting the check date from the bank deposit date.</p> <p>** future use **</p>
Payment Instrument	<p>The user defined code that determines the type of payment to be made to the supplier.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p>
Ledger Inquiry Sequence	<p>A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are:</p> <ul style="list-style-type: none"> <li>1 document number</li> <li>2 net due date</li> <li>3 invoice date</li> <li>4 statement number (A/R) or invoice number (A/P)</li> <li>5 purchase order number</li> <li>6 document type, document number</li> <li>7 matching document</li> <li>8 G/L date</li> <li>A summarized by document</li> <li>B summarized by due date and document</li> </ul>

Field	Explanation								
Pre-Note Code	<p>A code that indicates whether a supplier is in a setup or pre-note status for electronic funds transfer. Valid codes are:</p>								
	<p>P      Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete.</p>								
	<p>N      Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer.</p>								
	<p>If you leave this field blank, the system uses N.</p>								
	<p>NOTE: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.</p>								
Tax ID	<p>The identification code required by various tax authorities. This might be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system edits the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system does not format this number.</p>								
	<p>When you add new line items to a supplier's worktable record, the supplier master record supplies the default value for the tax ID.</p>								
Person/Corporation Code	<p>A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field:</p> <table> <tr> <td>C</td> <td>corporate entity (printed as 12-3456789)</td> </tr> <tr> <td>P</td> <td>individual (printed as 123-45-6789)</td> </tr> <tr> <td>N</td> <td>non-corporate entity (printed as 12-3456789)</td> </tr> <tr> <td>blank</td> <td>non-corporate entity (not formatted)</td> </tr> </table>	C	corporate entity (printed as 12-3456789)	P	individual (printed as 123-45-6789)	N	non-corporate entity (printed as 12-3456789)	blank	non-corporate entity (not formatted)
C	corporate entity (printed as 12-3456789)								
P	individual (printed as 123-45-6789)								
N	non-corporate entity (printed as 12-3456789)								
blank	non-corporate entity (not formatted)								
	<p>The system selects suppliers with P and N codes for 1099 reporting.</p>								
	<p>Non-U.S. clients use the following codes with the 20-digit Company field and Individual field:</p>								
	<p>1 individual</p>								
	<p>2 corporate entity</p>								
	<p>3 both an individual and a corporate entity</p>								
	<p>4 non-corporate entity</p>								
	<p>5 customs authority</p>								
Additional Individual Tax ID	<p>An additional identification number that a tax authority assigns to an individual.</p>								

<b>Field</b>	<b>Explanation</b>
Currency	<p>Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>The system uses this information as the default when you enter vouchers.</p>
Tax Explanation 2	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>
Tax Rate/Area	<p>A code that identifies a tax or geographical area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province) and their rates.</p> <p>Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>The system uses this information as the default when you enter vouchers.</p> <p>If you use Vertex, the Vertex GeoCode appears in this field. The system retrieves the Vertex GeoCode based on the supplier's city, state, and zip code.</p>
Amount Currency	<p>The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.</p>

Field	Explanation
G/L Class	<p>A code that determines the A/P liability account (class) that will be the offset when you post invoices. This code may be alphanumeric or may match the object account of the G/L account number. For example:</p> <ul style="list-style-type: none"> <li>blank – Trade Accounts Payable</li> <li>TRAD or 4110 – Trade Accounts Payable</li> <li>Trade Accounts Payable</li> <li>OTHR or 4120 – Other Accounts Receivable (Use class codes as the exception to the trade account.) If you leave this code blank on an entry form, the system uses AAI PC____ for the company.</li> </ul> <p>NOTE: For WorldSoftware and WorldVision, do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The system uses this information as the default when you enter vouchers.</p>
Default Expense Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p> <p>..... <i>Form-specific information</i> .....</p> <p>Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, it overrides the model JE, and you must enter the JE manually.</p>

## What You Should Know About

**Calculating withholding** You use the Withholding Percentage and Tax Authority fields for calculating withholding.

See *Withholding Supplier Taxes*.

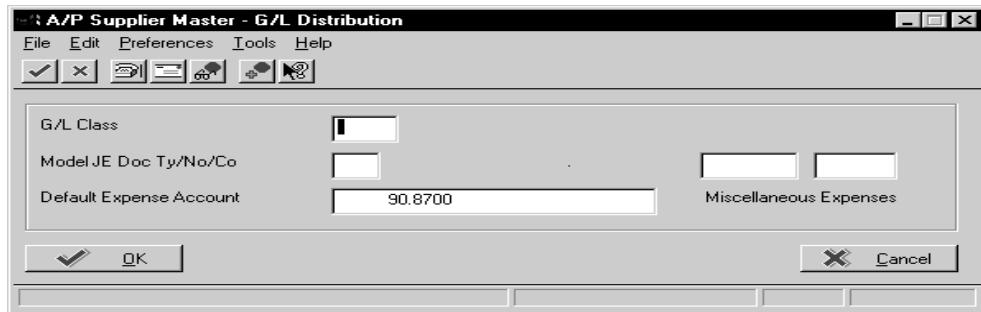
### ► To enter default G/L distribution

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After you enter a supplier, you can enter default G/L distribution information. The system uses this information as the default when you enter a voucher for the supplier.

On A/P Supplier Master Information

1. From the Form menu, choose G/L Distribution.

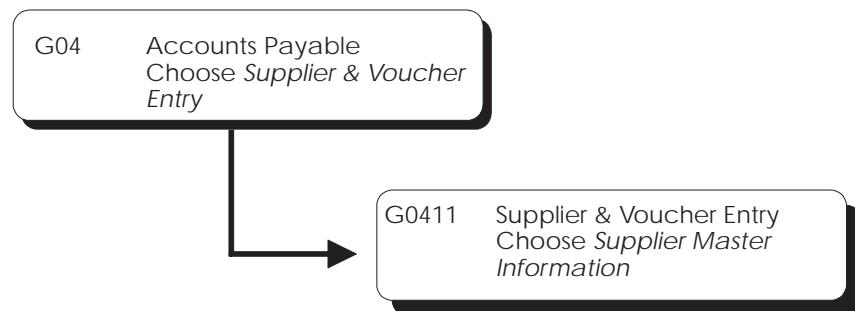


2. On A/P Supplier Master - G/L Distribution, complete the following optional fields:
  - G/L Class
  - Model JE Document Type/Number/Company
  - Default Expense Account
3. Click OK to return to A/P Supplier Master Information.
4. On A/P Supplier Master Information, click OK.

Field	Explanation
G/L Class	<p>A code that determines the A/P liability account (class) that will be the offset when you post invoices. This code may be alphanumeric or may match the object account of the G/L account number. For example:</p> <ul style="list-style-type: none"> <li>blank – Trade Accounts Payable</li> <li>TRAD or 4110 – Trade Accounts Payable</li> <li>Trade Accounts Payable</li> <li>OTHR or 4120 – Other Accounts Receivable (Use class codes as the exception to the trade account.) If you leave this code blank on an entry form, the system uses AAI PC____ for the company.</li> </ul> <p>NOTE: For WorldSoftware and WorldVision, do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.</p>
Model JE Type	A code that identifies the type of model journal entry to use for a particular supplier.
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p>

### ► To assign a model journal entry to a supplier

You can speed entry for G/L distribution by setting up suppliers for model journal entries. When you enter a voucher, the system uses the default G/L distribution set up for that supplier.



### On Supplier Master Information

1. Locate a supplier.
2. For WorldVision, click the Additional Information tab.
3. Complete the following field:
  - Model JE Type/Document/Company

Field	Explanation
Model JE Type/Document/Company	A code that identifies the type of model journal entry to use for a particular supplier. ..... <i>Form-specific information</i> .....

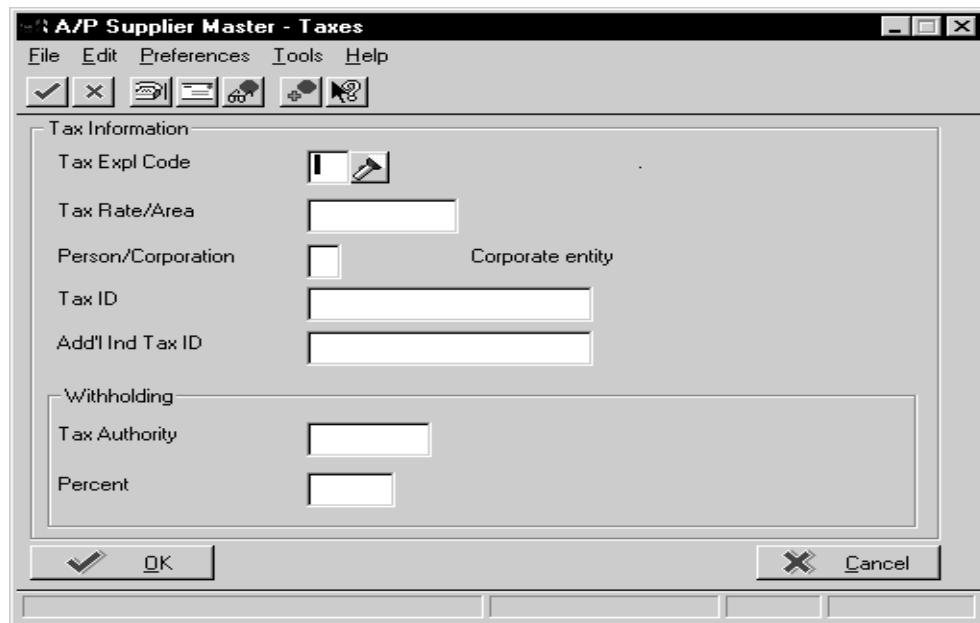
### ► To enter tax withholding information

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After you enter a supplier, you can enter tax withholding information for the supplier. The system uses this information to calculate taxes on vouchers you enter for the supplier.

### On A/P Supplier Master Information

1. From the Form menu, choose Tax Information.



2. On A/P Supplier Master - Taxes complete the following fields to enter tax information:
  - Tax Explanation Code
  - Tax Rate/Area
3. To enter withholding information, complete the following fields:
  - Tax Authority
  - Withholding Percent
4. Click OK to return to A/P Supplier Master Information.
5. On A/P Supplier Master Information, click OK.

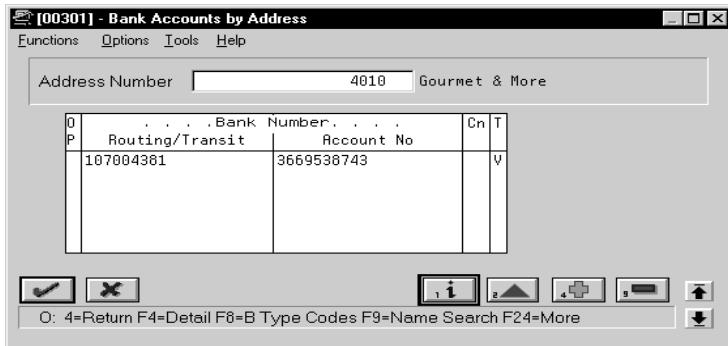
<b>Field</b>	<b>Explanation</b>
Tax Area 2	<p>A code that identifies a tax or geographical area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province) and their rates.</p> <p>Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate.</p>
Tax Explanation 2	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>

### ► **To enter supplier bank account information**

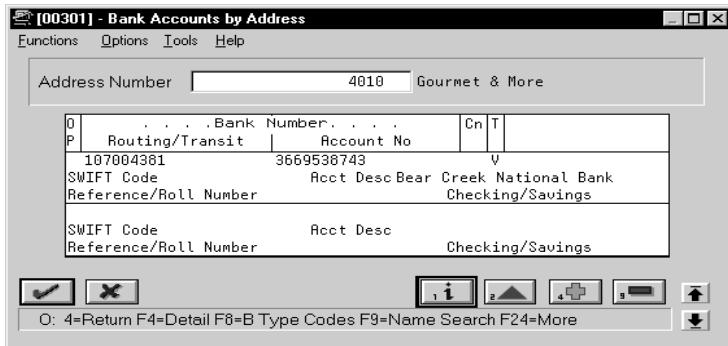
On Supplier Master Information

1. Choose Bank Codes.

## Accounts Payable



2. On Bank Accounts by Address, complete the following fields:
  - Routing/Transit
  - Account Number
  - Control Digit
  - Bank Type
3. Access the detail area (optional).



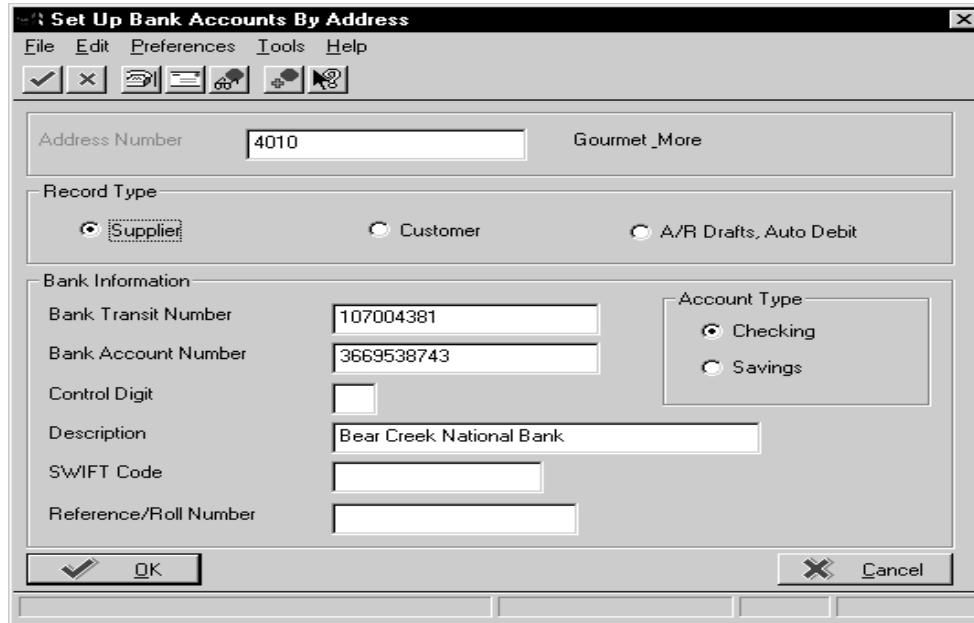
4. Complete the following optional fields:
  - SWIFT Code
  - Account Description
  - Reference/Roll Number
  - Checking/Savings
5. Use the Add action.
6. To return to Supplier Master Information, press Exit.

After you enter a supplier, you can enter bank account information that the system uses as the default for the supplier. The system uses this information to

identify the supplier's bank account when you pay vouchers by electronic funds transfer.

#### On A/P Supplier Master Information

1. From the Form menu, choose Bank Account.
2. On Work With Bank Accounts by Address, click Add.



3. Complete the following fields:
  - Bank Transit Number
  - Bank Account Number
  - Control Digit (optional)
  - Description
  - Reference/Roll Number (optional)
4. Click OK to return to A/P Supplier Master Information.

## Accounts Payable

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<b>Field</b>	<b>Explanation</b>												
Routing/Transit	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>The transit number/account number combination for each supplier must be unique.</p>												
Account Number	The account number for a customer's bank account.												
Control Digit	This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).												
Type	<p>A code used to distinguish external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <table style="margin-left: 20px;"> <tr><td>C</td><td>Customer Bank Accounts</td></tr> <tr><td>G</td><td>Internal G/L Bank Accounts</td></tr> <tr><td>V</td><td>Supplier Bank Account for payment via bank tape</td></tr> <tr><td>D</td><td>Default Bank Account for A/R Drafts and Auto Debits</td></tr> <tr><td>B</td><td>Valid Bank Transit Numbers</td></tr> <tr><td>M</td><td>G/L Bank Account/Business Unit used to define print information in A/P payments</td></tr> </table> <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p>	C	Customer Bank Accounts	G	Internal G/L Bank Accounts	V	Supplier Bank Account for payment via bank tape	D	Default Bank Account for A/R Drafts and Auto Debits	B	Valid Bank Transit Numbers	M	G/L Bank Account/Business Unit used to define print information in A/P payments
C	Customer Bank Accounts												
G	Internal G/L Bank Accounts												
V	Supplier Bank Account for payment via bank tape												
D	Default Bank Account for A/R Drafts and Auto Debits												
B	Valid Bank Transit Numbers												
M	G/L Bank Account/Business Unit used to define print information in A/P payments												
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.												
Account Description	<p>A user defined name or remark that describes a field.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>The name of the bank where you will deposit funds.</p>												
Reference/Roll Number	<p>The recipient's reference number.</p> <p>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.</p>												

<b>Field</b>	<b>Explanation</b>
Checking/Savings	A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments.
	Valid values:
	blank checking account
	0 checking account
	1 savings account
Bank Transit Number	The routing and transit number for a particular bank account.
	The combination of account number and transit number must be unique.
Account Number	The account number for a customer's bank account.
Description	A user defined name or remark that describes a field.
Reference/Roll Number	The recipient's reference number.
	For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.

## See Also

- *Verifying Cross-References for A/P (P00310, P00311)* for information on verifying bank cross-references for suppliers
- *Verifying Cross-References for A/P* for information on verifying bank cross-references for suppliers

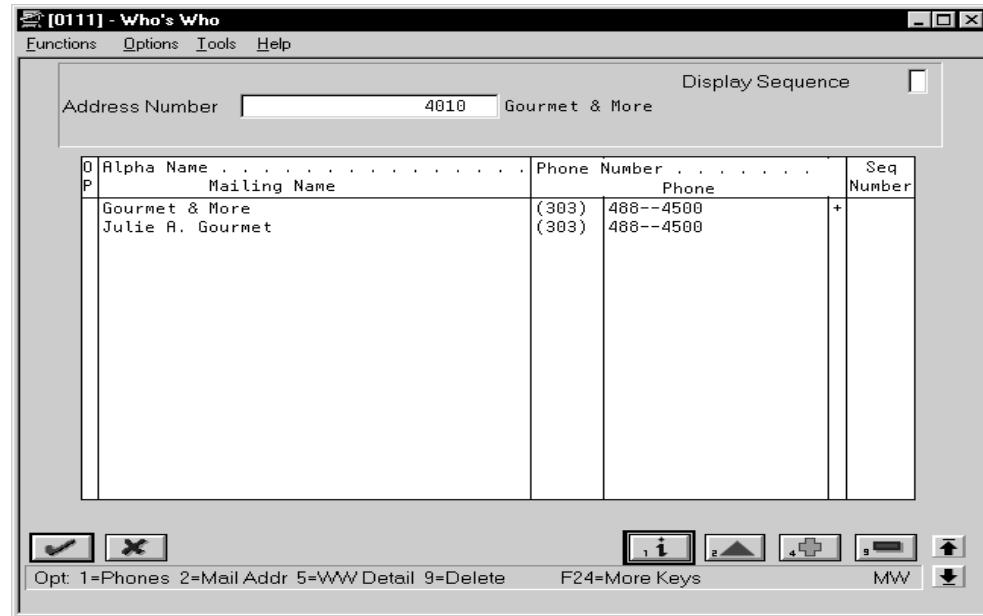
### ► To enter information for 1099 reporting

If a supplier is not a legal entity, you must enter the legal name of the person that corresponds to the supplier's tax ID.

On Supplier Master Information

1. Choose Who.

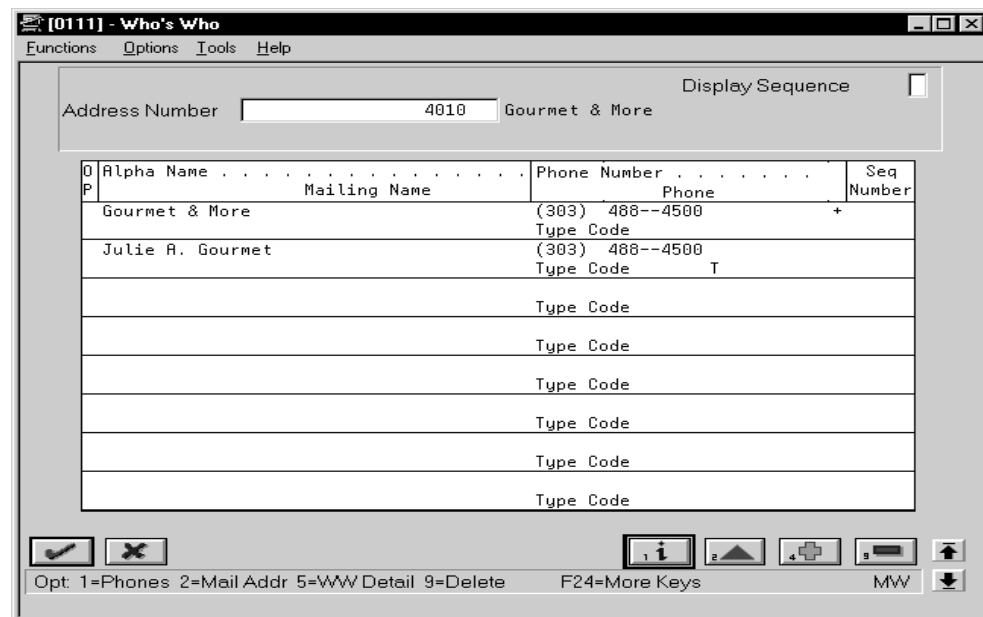
## Accounts Payable



2. On Who's Who, complete the following field:

- Mailing Name

3. Access the detail area.



4. Complete the following field:

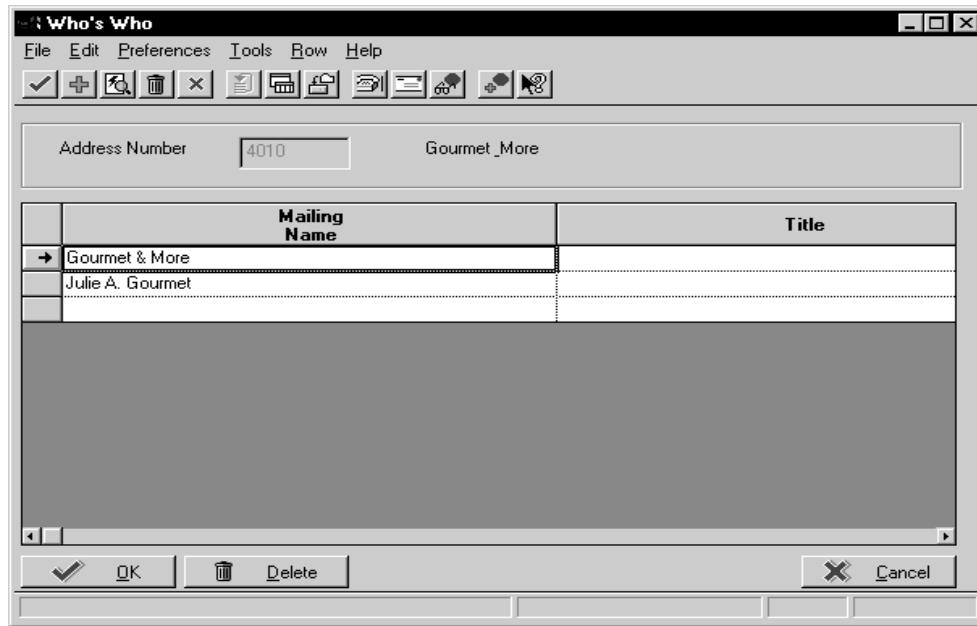
- Type Code

After you complete this task, you must also:

- Verify that the street address is the last non-blank line of the mailing address on Address Book Addition. See *Working with the Address Book* in the *Address Book Guide*.
- Verify the values for tax ID and person/corporate code on Supplier Master Information.

#### On A/P Supplier Master Information

1. From the Form menu, choose Who's Who.



2. On Who's Who, complete the following fields:
  - Mailing Name
  - Type Code
3. Click OK to return to A/P Supplier Master Information.
4. On A/P Supplier Master Information, choose Tax Information from the Form menu.
5. Verify the values for the following fields:
  - Person/Corporation Code
  - Tax ID
6. Click OK to return to A/P Supplier Master Information.
7. On A/P Supplier Master Information, choose Address Book Revisions from the Form menu.

8. On Address Book Revisions, verify that the supplier's street address is the last non-blank line of the mailing address.
9. Click OK to return to A/P Supplier Master Information.
10. On A/P Supplier Master Information, click OK.

Field	Explanation
Type Code	A user defined code (system 01, type WO) that identifies the Who's Who entry. Examples: S      Student B      Billing contact T      1099 legal name  If an organization's legal name is different from the name under which it is doing business, enter a T (1099 legal name). During 1099 processing, this overrides the mailing name and directs the system to use a particular Who's Who entry on 1099 forms.
Mailing Address	On 1099 forms, the system prints only the last non-blank line of the Mailing Address. This is because the IRS limits 1099 address to three lines, consisting of name, street address, and city, state, and zip code.
Type Code	A user defined code (system 01, type WO) that identifies the Who's Who entry. Examples: S      Student B      Billing contact T      1099 legal name

### Processing Options for Supplier Master Information

**Additional Maintenance:**

1. Enter a '1' to suppress the tax id field. If left blank, the tax id field will appear on the screen. \_\_\_\_\_
2. Enter a '1' to automatically display the additional information screen on an add. \_\_\_\_\_
3. Enter a '1' to automatically display the category codes screen on an add. \_\_\_\_\_
4. Enter a '1' to automatically display bank information on an add. \_\_\_\_\_
5. Enter a '1' to automatically display the purchasing instructions screen on an add. \_\_\_\_\_

**Audit Log File:**

6. Enter a '1' to utilize the Audit Log file (F0101A). \_\_\_\_\_

**Search Type:**

7. Enter the search type value for suppliers. Default is 'V'. \_\_\_\_\_

**Currency Processing:**

8. Enter the currency code that should default into the amount currency code field when adding a Supplier. If left blank, the amount currency code will default from the Company associated with Security Business Unit from the Address Book. \_\_\_\_\_

**Processing Options for Work With Supplier Master****DEFAULTS**

Enter the default Search Type that should appear upon entry into Work With Addresses.

Search Type \_\_\_\_\_

Enter the default Amount Currency Code. If blank, default comes from the Company associated with the Security Business Unit in Address Book.

Currency Code - A/R \_\_\_\_\_  
Currency Code - A/P \_\_\_\_\_

**ENTRY**

Enter a '1' to automatically enter the following forms on an add:

Additional Information \_\_\_\_\_  
Related Addresses \_\_\_\_\_  
Category Codes \_\_\_\_\_

The following options are based on the value in the Receivables/Payables fields in Additional Information. Additionally, a warning will occur if both of these fields have a value of 'N'.

Accounts Payable \_\_\_\_\_  
Accounts Receivables \_\_\_\_\_

### What You Should Know About Processing Options

Depending on how you set a processing option for Supplier Master Information, one or more of the following forms automatically appear when you enter a supplier.

**Address Book -****Additional Information**

Use this to attach up to seven address numbers for forwarding and so on.

See *Entering Address Book Records* in the *Address Book Guide*.

**Address Book -****Additional Information**

Use this to set up certain types of tax information for the supplier.

See *Entering Address Book Records* in the *Address Book Guide*.

**Related Addresses**

Use this to attach up to seven address book numbers for forwarding and so on.

See *Entering Address Book Records* in the *Address Book Guide*.

**Category Codes**

Use this to group addresses for reporting and mailings.

See *Setting Up Category Codes for Address Book* in the *Address Book Guide*.

**Bank Accounts by Address**

Use this to specify a supplier for Electronic Funds Transfer (EFT) when processing automatic payments.

**Purchasing Instructions**

Use this to designate specific purchase order instructions.

See *Entering Supplier Information* in the *Purchase Order Management Guide*.



### Exercises

See the exercises for this chapter.

## Test Yourself: Entering Suppliers

1. How can you place a payment for outstanding vouchers on hold, but still enter new vouchers for a supplier?

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2. What table does the system use to store supplier master information?

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3. For what is the Factor/Special Payee field used?

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4. What happens if you leave the Factor/Special Payee field blank?

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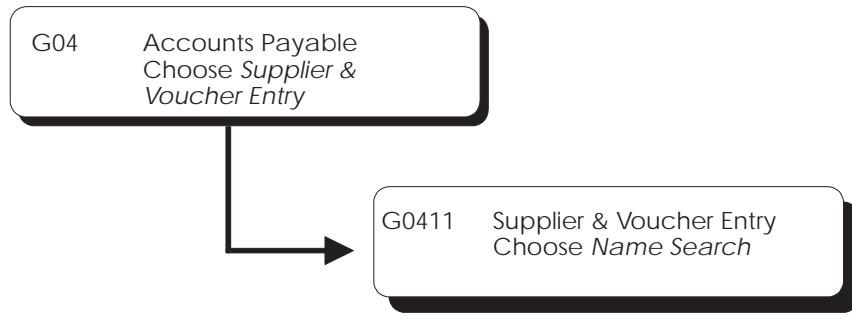
The answers are in *Appendix B*.

## Accounts Payable

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## Locate Suppliers

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### Locating Suppliers

To enter or review A/P information, you locate a supplier by specifying:

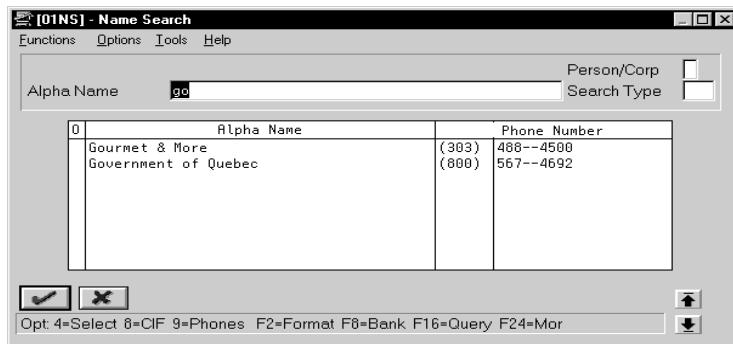
- Alpha name
- Person or corporation
- Search type

This information is stored in the Address Book Master table (F0101).

#### ► To locate a supplier

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On Name Search



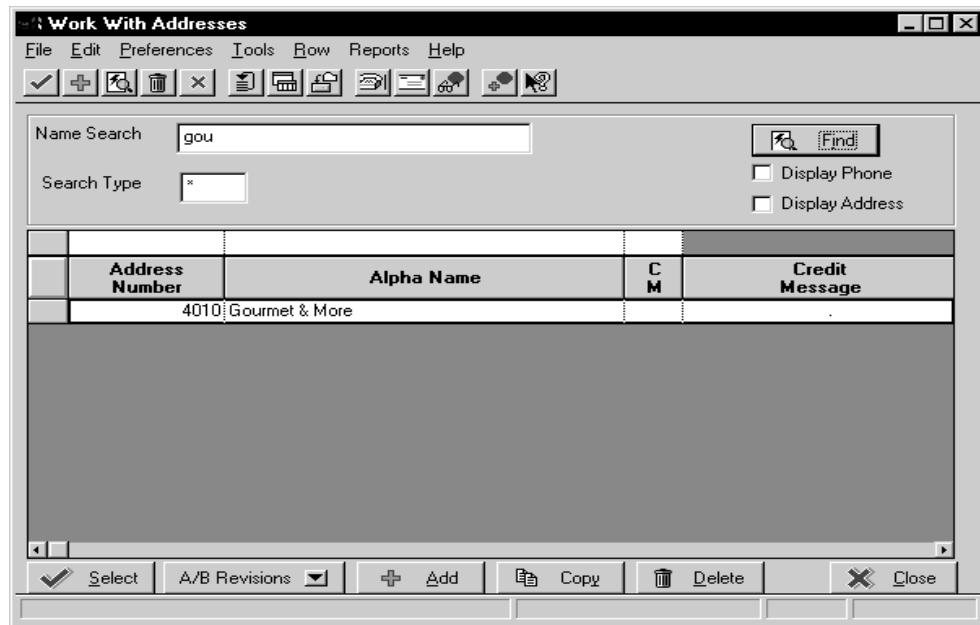
## Accounts Payable

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Complete the following fields:

- Alpha Name
- Search Type (optional)
- Person/Corporation (optional)

On Work With Addresses



Complete one or both of the following fields and click Find:

- Name Search
- Search Type

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Field	Explanation
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

---

Field	Explanation												
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <table> <tr><td>E</td><td>Employees</td></tr> <tr><td>X</td><td>Ex-employees</td></tr> <tr><td>V</td><td>Suppliers</td></tr> <tr><td>C</td><td>Customers</td></tr> <tr><td>P</td><td>Prospects</td></tr> <tr><td>M</td><td>Mail distribution lists</td></tr> </table> <p>..... <i>Form-specific information</i> .....</p> <p>Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.</p>	E	Employees	X	Ex-employees	V	Suppliers	C	Customers	P	Prospects	M	Mail distribution lists
E	Employees												
X	Ex-employees												
V	Suppliers												
C	Customers												
P	Prospects												
M	Mail distribution lists												

## See Also

- Locating Address (*P01051*) in the *Address Book Guide*
- Locating Addresses in the *Address Book Guide*

## Processing Options for Name Search

### Format Control:

1. Enter sequence numbers (1-3) to indicate which formats will appear in the second description and in what order. If all are left blank, all formats will appear in the order shown below.

Note: These are used with your format function key F5.

Addr Line One. . .  
City . . . . .  
Phone Number . . .

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### Default Search Type:

2. Enter the default Search Type that should appear upon entry into Name Search.

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## Accounts Payable

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# Voucher Processing

## Objectives

- To understand the differences between the two most common voucher entry methods, standard vouchers and speed vouchers
- To revise vouchers
- To review and post vouchers

## About Voucher Processing

You must create a voucher before you can issue payment to your suppliers. Effective management of voucher processing is fundamental to your accounts payable department.

Voucher processing consists of:

- Understanding voucher entry controls
- Understanding A/P batch control
- Understanding G/L date warnings
- Working with standard vouchers
- Entering other types of vouchers
- Working with model journal entries
- Entering speed vouchers
- Reviewing and approving vouchers
- Reviewing vouchers
- Approving voucher batches
- Understanding the post process for A/P
- Posting vouchers
- Revising posted vouchers



## Accounts Payable

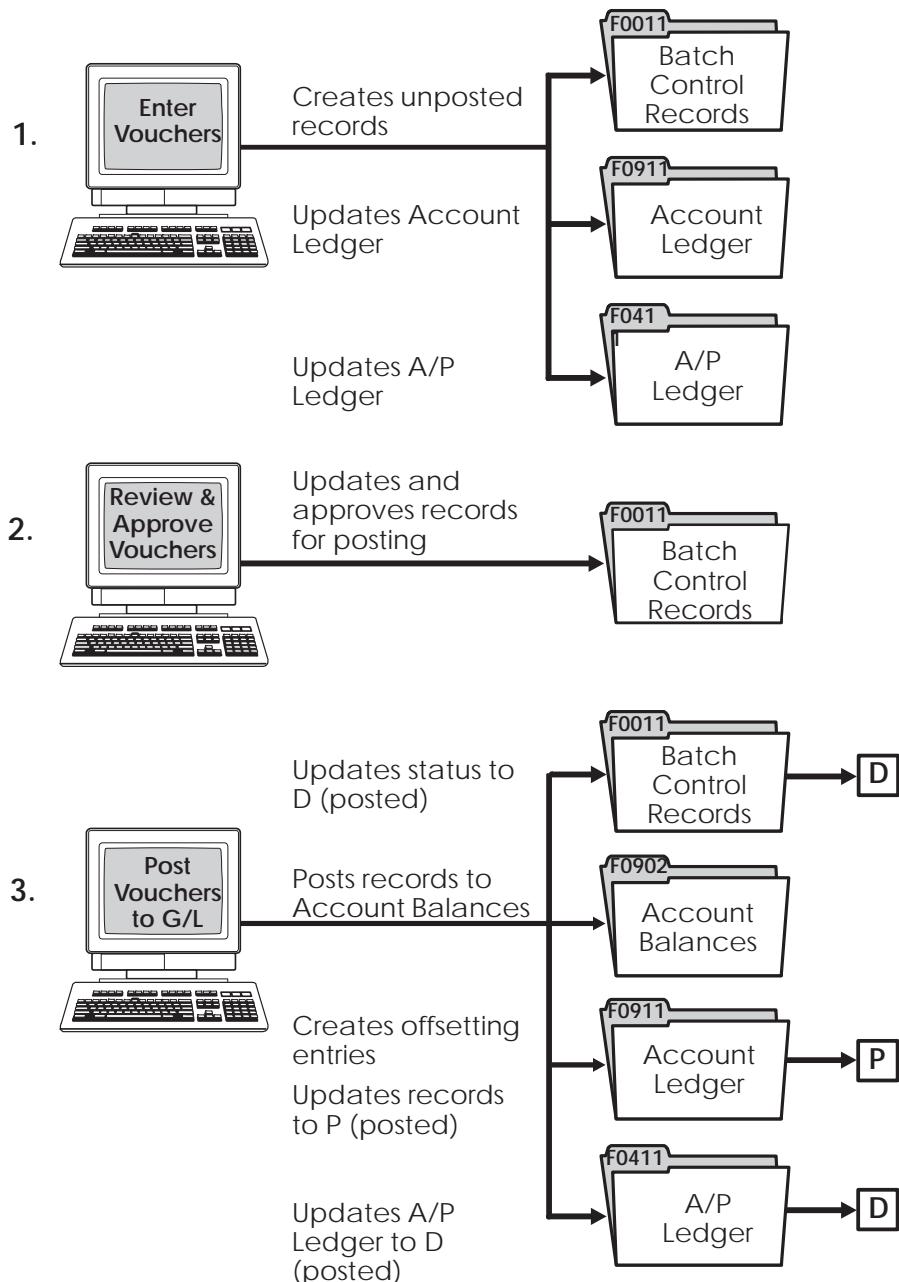
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- Voiding posted vouchers
- Printing voucher journals

## What Is the Three-Tier Process?

Voucher processing is one example of three-tier processing. All J.D. Edwards systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to three standard steps you perform.

The following graphic illustrates the three-tier process.



### What Are the Types of Vouchers?

Depending on your needs, you can choose to enter the following types of vouchers:

- Standard vouchers. These vouchers provide the most flexibility and options.
- Speed vouchers. These vouchers offer less flexibility and fewer options than standard vouchers. However, they provide a quicker way of entering voucher and accounting information.

#### See Also

- *Entering Other Types of Vouchers (P04105)*
- *Entering Other Types of Vouchers*

### Which Type of Voucher Should You Enter?

The following describes the features of standard and speed vouchers and the advantages and disadvantages of each:

#### **Standard voucher advantages**

You can:

- Create split payments
- Set up recurring vouchers
- Modify and delete entries
- Specify from which bank account to pay
- Assign an alternate payee

#### **Standard voucher disadvantages**

You cannot:

- Enter vouchers as quickly because you use two forms to enter voucher and general ledger information

#### **Speed voucher advantages**

You can:

- Enter vouchers quickly because you enter less information
- Use one form to enter voucher and general ledger information

---

**Speed voucher  
disadvantages**

You cannot:

- Override G/L bank account or G/L (class) offset
- Modify or delete entries
- Set up recurring vouchers
- Create a payment schedule
- Split payments
- Assign an alternate payee

## When Do You Review and Approve Vouchers?

After you enter vouchers, you can review and approve them before posting. Use the review program to:

- Review and approve batches
- Review and change individual vouchers
- Review and change journal entries

## What Happens When You Post Vouchers?

After you review and approve vouchers, post them to the general ledger. The post program:

- Selects unposted vouchers and edits each transaction
- Creates automatic offsets to A/P trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the vouchers as posted in the Account Ledger (F0911) and A/P Ledger (F0411) tables
- Prints a posting edit report, which lists any errors, and a posting journal report
- Sends electronic mail if messages exist
- Prints a posting journal report

## Accounts Payable

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## Understand Voucher Entry Controls

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## Understand A/P Batch Control

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### About Voucher Entry Controls

Before entering vouchers, you can activate two control features to help manage the entry process:

- Batch control
- Two-cycle entry

### About A/P Batch Control

The following describes why you would set up batch control and when you would use it.

#### Why Would You Set Up Batch Control?

Use batch control to verify that the batch of vouchers you enter into the system balances to a manual record of the batch. Batch control information is stored in the Batch Control table (F0011).

## Accounts Payable

The image displays two versions of the "Accounts Payable Constants" dialog box. Both versions show settings for batch control, manager approval, aging days, and offset methods.

**Top Screenshot (Legacy Style):**

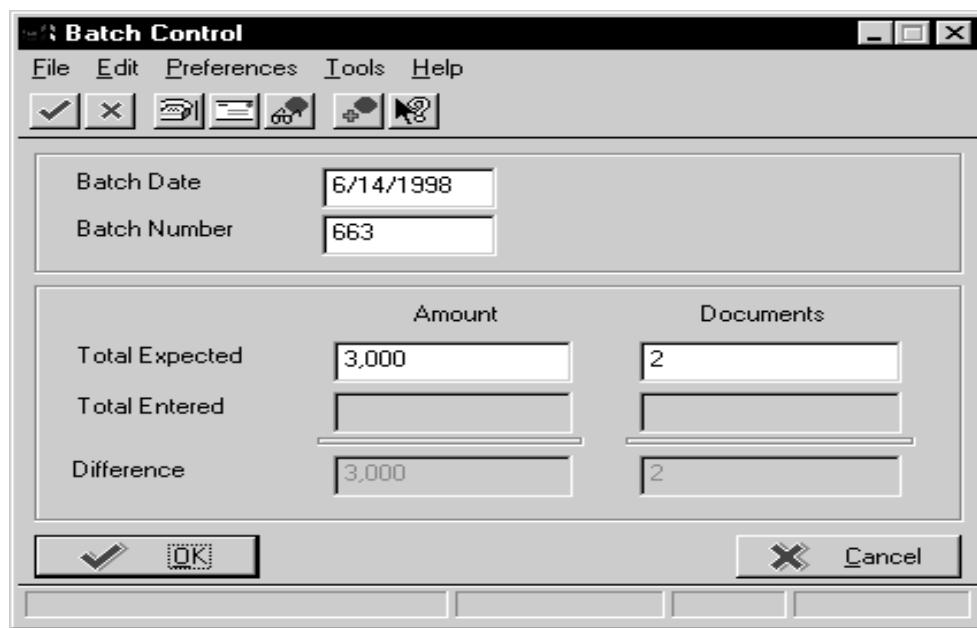
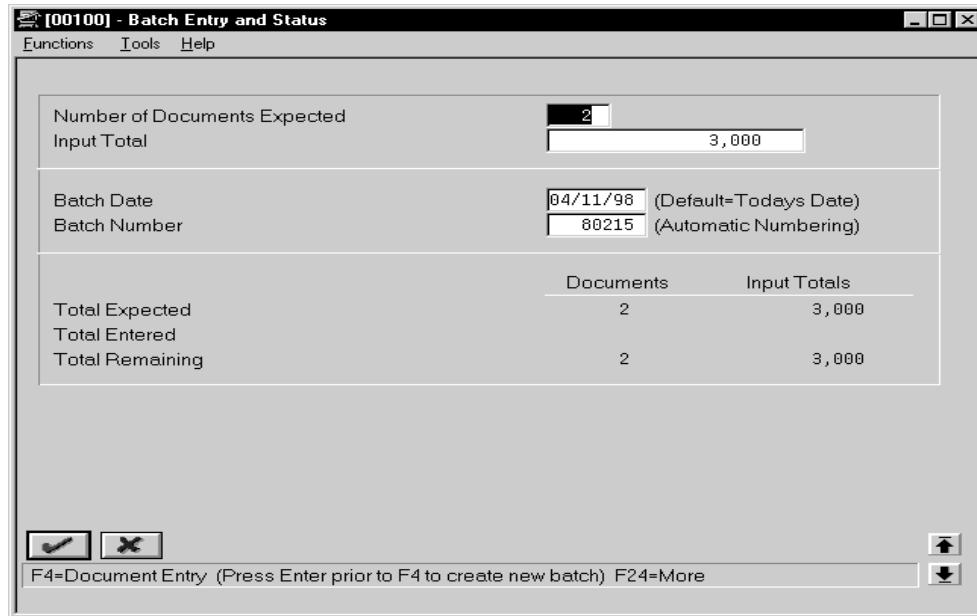
- Batch Control Required (Y/N):** Y
- Manager Approval of Input (Y/N):** N
- Offset Method (D, S, Y, or B):** B
- Duplicate Invoice Number Edit (Y/N/H):** Y
- Aging Days (999 = Infinity):** 1 thru 30 thru 60 thru 90 thru 120 thru 999

**Bottom Screenshot (Modern Style):**

- Batch Control Required:**
- Manager Approval of Input:**
- Offset Method:** Y (One Offset per Document)
- Duplicate Invoice Number Edit:** N (Do not edit for duplication)
- Aging Days (999 = Infinity):** 1 thru 30 thru 60 thru 90 thru 120 thru 999

### When Do You Use Batch Control?

If you are using batch control, you enter information about your batch before you actually enter the vouchers. After you enter vouchers, the system compares the control totals with the actual totals you entered for the batch. If the totals do not match, the system displays the difference on Batch Control. This display is for your information only.



### What You Should Know About

**Posting batches that are out of balance** If there is a difference between the amount that you entered and the amount that you expected, the system does not prevent you from posting the batch.

### See Also

- *Setting Up Constants for A/P (P000904)*
- *Setting Up Constants for A/P*

### About Two-Cycle Entry

Set up two-cycle entry if you want to verify system-calculated fields for each voucher before accepting it. Two-cycle entry requires that you press Enter one time to verify information, and then press Enter again to accept the entry.

### Where Do You Set Up Two-Cycle Entry?

Set up two-cycle entry in the processing options for the following:

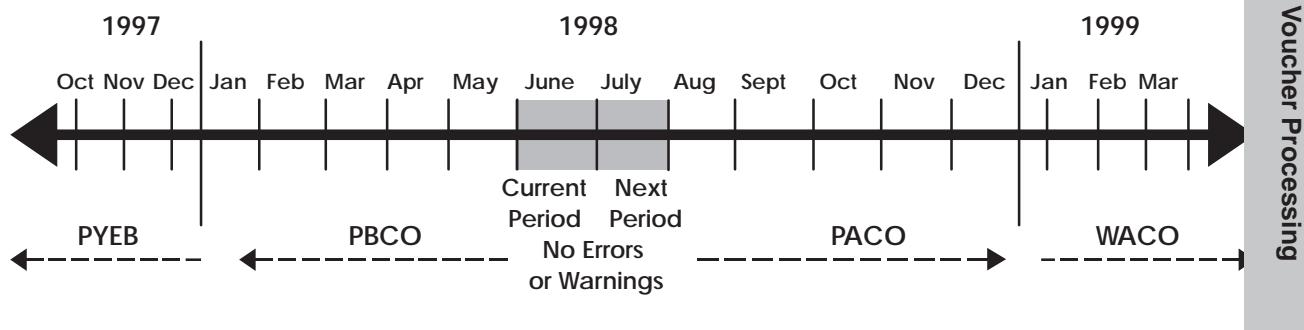
- Standard Voucher Entry
- Speed Voucher Entry
- Voucher Logging
- Prepayment Voucher Entry
- Multi Company – Single Supplier
- Multi Voucher – Single Supplier
- Multi Voucher – Multi Supplier

# Understand G/L Date Warnings

## About G/L Date Warnings

When you enter a transaction, the system edits the G/L date against the open period in the company constants. If you enter a voucher with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message because these are open periods. This is known as a “two-period” window.



### What Are the Warning and Error Messages You Might Receive?

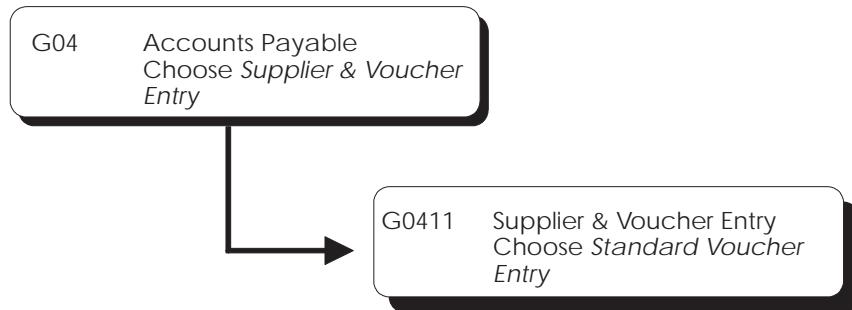
The following lists the types of warning and error messages that you receive when you enter a transaction outside of the two-period window. These messages appear based on how you set your general accounting constants and fiscal date patterns.

<b>PYEB – Prior Year-End Balance</b>	<b>Reason:</b> You tried to post to a prior year.  <b>Result:</b> You get an error message. The system does not accept the entry.
<b>PBCO – Post Before Cut Off</b>	<b>Reason:</b> You entered a G/L date before the current period.  <b>Result:</b> You either get a warning or an error message, depending on your general accounting constants.
<b>PACO – Post After Cut Off</b>	<b>Reason:</b> You entered a G/L date that is after the two-period window.  <b>Result:</b> You either get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.
<b>WACO – Way After Cut Off</b>	<b>Reason:</b> You entered a G/L date in a future year.  <b>Result:</b> You either get a warning or an error message, depending on how you set up your fiscal date patterns.

### See Also

- *Setting Up Fiscal Date Patterns* in the *General Accounting I Guide*

## Work with Standard Vouchers



### Working with Standard Vouchers

Standard vouchers provide the most features and flexibility when you enter vouchers for your suppliers' invoices. You work with standard vouchers when you enter, change, delete, or void a voucher.

Working with standard vouchers consists of:

- Entering standard vouchers
- Locating vouchers
- Revising unposted vouchers
- Copying vouchers
- Adding text to vouchers

### Before You Begin

- Set up suppliers on Supplier Master Information
- Set up suppliers on Work With Addresses

### Entering Standard Vouchers

After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment or allow this information to default from the supplier record. The system sets up the voucher to allow payment to the supplier.

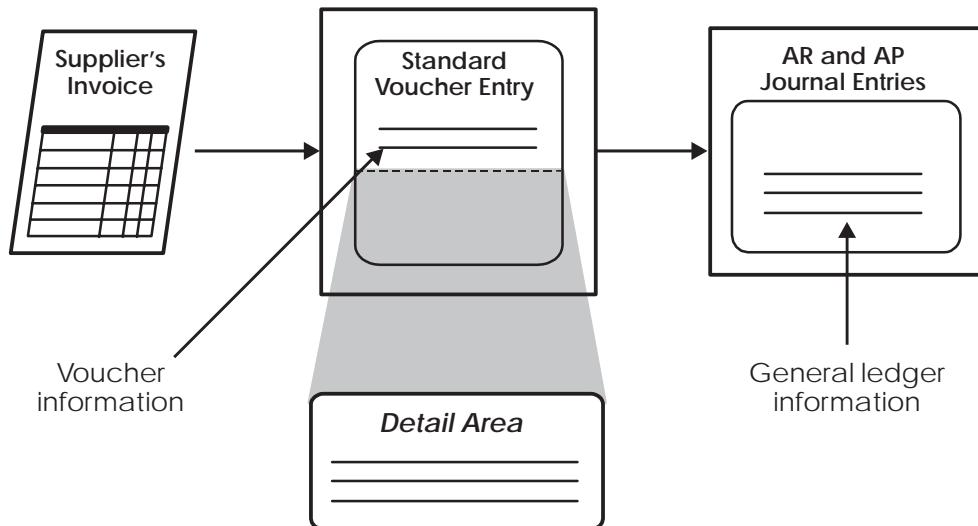
To enter a standard voucher, you:

- Enter voucher information
- Enter general ledger information

After you enter voucher information, you enter general ledger information for the voucher. You typically enter a debit to an expense account. When you post, the system creates an offset to a liability account.

You must complete both tasks for each voucher.

The following graphic illustrates the forms you use to enter standard vouchers.



The system assigns a batch type of V for vouchers. When you enter a standard voucher, the system marks it as unposted and adds it to the Account Ledger (F0911) and A/P Ledger (F0411) tables. When you post it, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and A/P Ledger tables.

## What You Should Know About

### Reference numbers

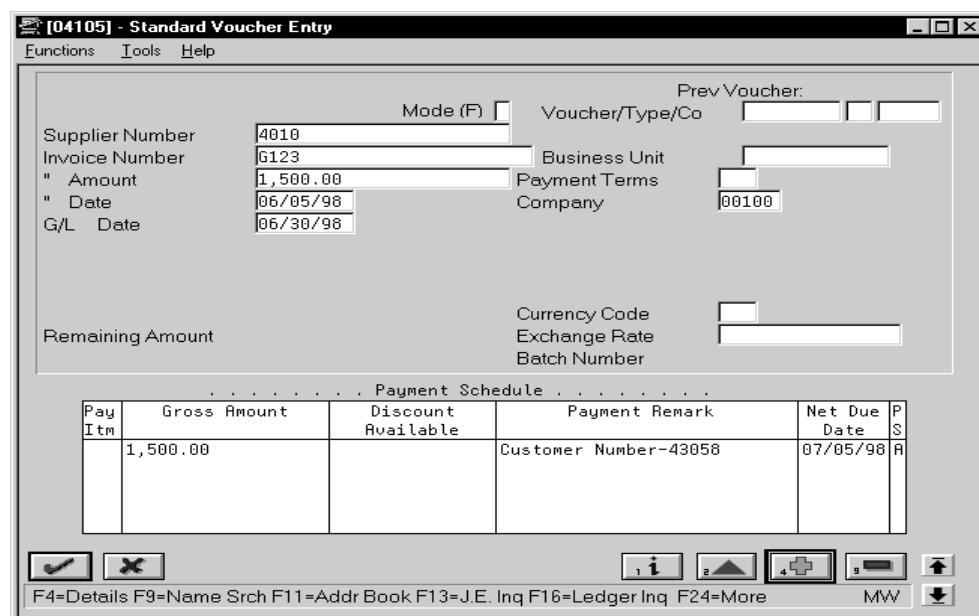
When you complete a voucher, the system displays the assigned document type and document number. You can use this information to facilitate locating and reviewing a voucher.

## See Also

- *Entering Basic Journal Entries (P09101) in the General Accounting I Guide*
- *Entering Basic Journal Entries in the General Accounting I Guide*

### ► To enter voucher information

On Standard Voucher Entry



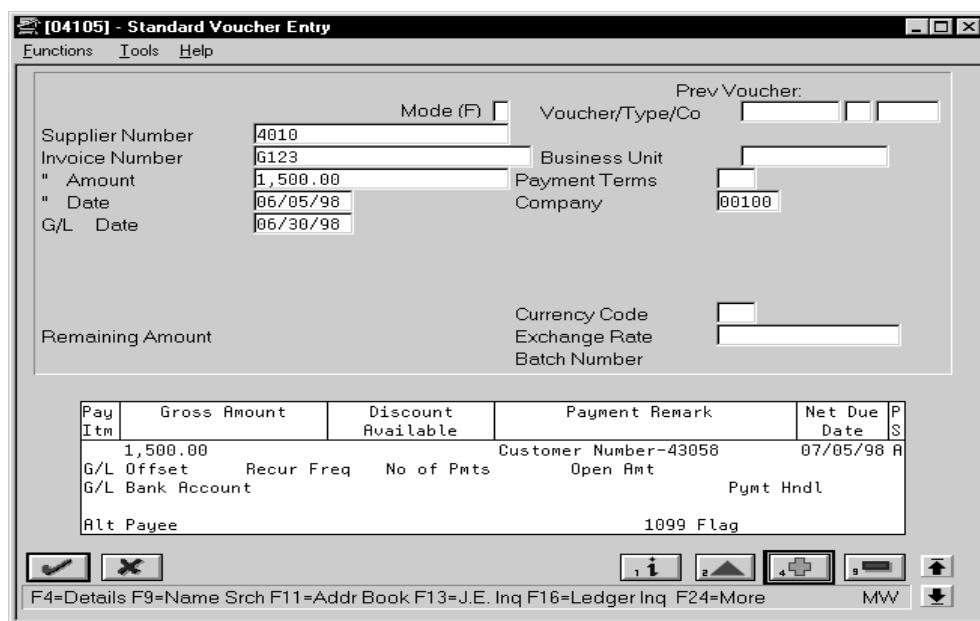
1. Complete the following fields:

- Supplier Number
- Invoice Number (optional)
- Invoice Amount
- Payment Terms (optional)
- Payment Instrument (optional)

## Accounts Payable

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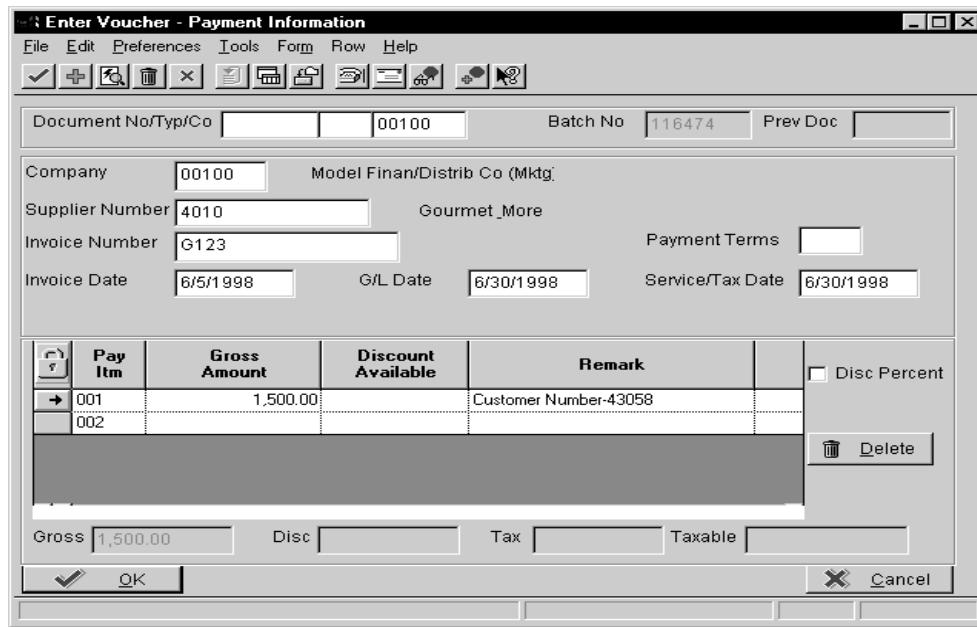
- Invoice Date (optional)
  - Company
  - G/L Date
2. In the payment schedule, complete the following fields for each pay item:
- Pay Item (optional)
  - Gross Amount
  - Payment Remark (optional)
  - Net Due Date (optional)
  - Payment Status Code (optional)
3. Choose Details.



4. Complete the following optional fields:
- G/L Offset
  - G/L Bank Account
  - Payment Handling Code
  - Alternate Payee
5. To add the record, press Enter twice.
6. After you complete these steps, follow the steps to enter the G/L distribution.

## On Supplier Ledger Inquiry

7. Click Add to access Enter Voucher – Payment Information.



8. On Enter Voucher – Payment Information, complete the following fields:
- Company
  - Supplier Number
  - Invoice Number
  - Invoice Date
  - G/L Date
9. In the detail area, complete the following field:
- Gross Amount
10. In the detail area, complete the following optional fields:
- Remark
  - Due Date
  - Pay Status
  - Payee Number
  - G/L Offset
  - Handling Code
  - 1099 Flag
11. Click OK to access G/L distribution and continue entering the voucher.

<b>Field</b>	<b>Explanation</b>
Invoice Number	<p>The supplier's invoice number used for voucher entry.</p> <p>NOTE: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher.</p> <p>If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.</p>
Invoice Date	The date of the supplier's invoice to you.
G/L Date	A date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.
Net Due Date	<p>The date the net payment is due. This date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.</p> <p>If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Information or for the supplier on Supplier Master Information.</p>
Pay Status Code	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <ul style="list-style-type: none"> <li>P      Paid. The voucher or invoice is paid in full.</li> <li>A      Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.</li> <li>H      Hold pending approval.</li> <li>R      Retainage.</li> <li>%     Withholding applies.</li> <li>?      Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.</li> </ul>

Field	Explanation
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p>
	<p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> <li>• blank or 1210– Trade Accounts Receivable</li> <li>• RETN or 1220 – Retainages Receivable</li> <li>• EMP or 1230 – Employee Accounts Receivable</li> <li>• JIB or 1240 – JIB Receivable (See A/R Class Code – ARC)</li> <li>• blank or 4110 – Trade Accounts Payable</li> <li>• RETN or 4120 – Retainage Payable</li> <li>• OTHR or 4230 – Other Accounts Payable (See A/R Class code – APC)</li> </ul>
	<p>If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p>
	<p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>
Payment Handling Code	<p>A one-position user defined code that the system uses to sequence the printing of payments.</p> <p>..... <i>Form-specific information</i> .....</p>
	<p>The system prints a separate payment for each supplier by this code.</p>
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</p>
Alternate Payee	<p>The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).</p> <p>..... <i>Form-specific information</i> .....</p>
	<p>If you change the supplier number on a voucher, you must also change this field. The system does not do this automatically. This is particularly important when you are performing a copy/add procedure. You can also use this field for a one time override of individual pay items.</p>
Payment Remark	<p>A generic field that you use for a remark, description, name, or address.</p> <p>..... <i>Form-specific information</i> .....</p>
	<p>The system prints this information on the check stub.</p>

<b>Field</b>	<b>Explanation</b>
Pay Item	<p>A number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The system allows only one pay item on recurring vouchers.</p>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p> <p>..... <i>Form-specific information</i> .....</p> <p>This field identifies which company is responsible for the voucher. This code affect the journal entries that the post program generates. AAIs use this field to determine the appropriate A/P liability and cash accounts, as well as tax accounts and the default expense account.</p>
Invoice Amount	<p>The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments.</p>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>
Date – Invoice – Julian	<p>The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.</p>
Invoice Number	<p>The supplier's invoice number used for voucher entry.</p> <p>NOTE: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher.</p> <p>If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.</p>

Field	Explanation
Date – For G/L (and Voucher) – Julian	A date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.
Name – Remark	A generic field that you use for a remark, description, name, or address.
Net Due Date	The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.  If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Information or for the supplier on Supplier Master Information.
Pay Status Code	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:  P Paid. The voucher or invoice is paid in full. A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H Hold pending approval. R Retainage. % Withholding applies. ? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.
Payee Address Number	The address number that identifies the recipient of the payment.  If you do not enter a value, the default is from the original pay item.

<b>Field</b>	<b>Explanation</b>
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> <li>• blank or 1210 – Trade Accounts Receivable</li> <li>• RETN or 1220 – Retainages Receivable</li> <li>• EMP or 1230 – Employee Accounts Receivable</li> <li>• JIB or 1240 – JIB Receivable (See A/R Class Code – ARC)</li> <li>• blank or 4110 – Trade Accounts Payable</li> <li>• RETN or 4120 – Retainage Payable</li> <li>• OTHR or 4230 – Other Accounts Payable (See A/R Class code – APC)</li> </ul> <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>
Payment Handling Code	A one-position user defined code that the system uses to sequence the printing of payments.
Flag for 1099	<p>If you use the A/P Ledger method of 1099 processing, and you specify a 1 in the 1099 Flag field on Voucher Entry, you must build your 1099 A/P Workfile using the version that looks for the 1099 Flag. Also, you must use the processing options to specify the box you want the amounts reported in.</p> <p>Vouchers that have distribution entries to accounts falling into the PX AAI ranges will be automatically included in the G/L method and do not need to be flagged.</p> <p>Future Use Only: If you use the G/L method of 1099 processing, and you specify a 1 in the 1099 Flag field on Voucher Entry, and the voucher is partially paid, it will be automatically included in the 1099s. A record for the offsetting amount will be written automatically in the TX ledger.</p>

## What You Should Know About

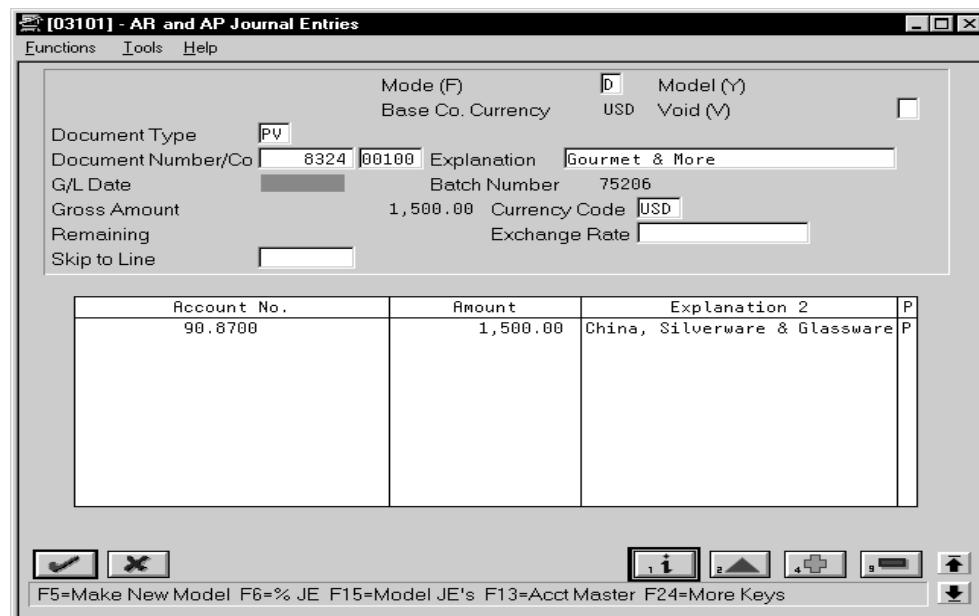
### Creating a supplier

You can create a supplier record when you enter a voucher. To do this, choose the Address Book function to access Supplier Master Information. You do not need to exit Standard Voucher Entry.

### ► To enter general ledger information

After you enter voucher information, enter the detail lines that distribute the voucher amount to your G/L accounts.

On AR and AP Journal Entries

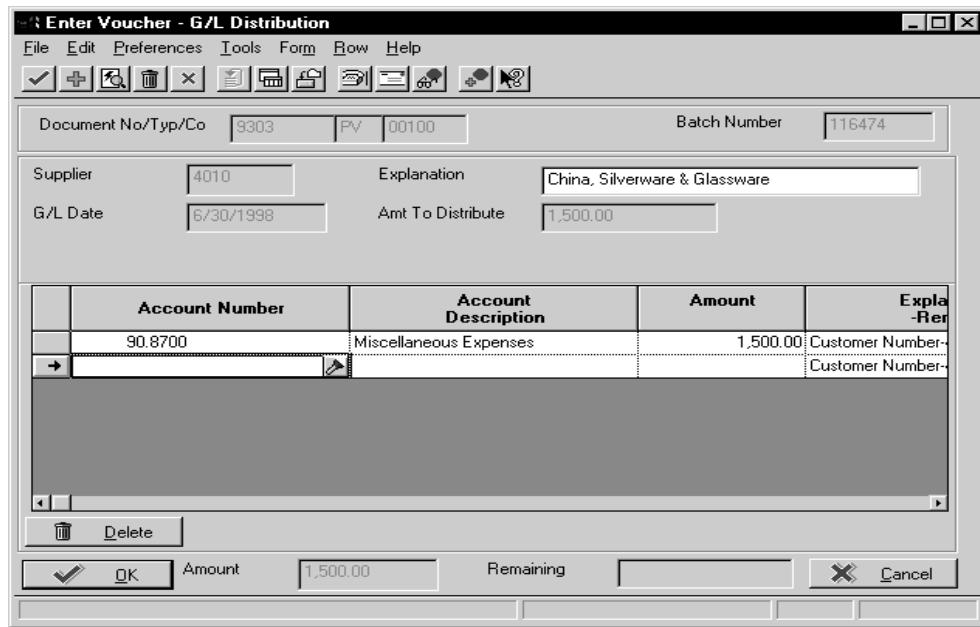


1. Toggle among alternate formats to locate the format you want to use. Alternately, you can access additional fields in the detail area.
2. Complete the following fields for each G/L distribution:
  - Account Number
  - Amount
  - Explanation 2 (optional)

## Accounts Payable

---

### On Enter Voucher – G/L Distribution



Complete the following fields for each G/L distribution:

- Account Number
- Amount
- Explanation-Remark (optional)

---

Field	Explanation
Explanation	A description, remark, explanation, name, or address. ..... <i>Form-specific information</i> .....
Explanation 2	This is the customer or supplier name. An optional field for additional information regarding a specific line item. ..... <i>Form-specific information</i> .....

---

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p>
Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p> <p>..... <i>Form-specific information</i> .....</p> <p>To manually reverse the G/L distribution, you can enter the new balancing amount and account number.</p>
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p>
Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p>

## Locating Vouchers

To review, change, delete, or void a voucher, you must first locate it.

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables. The system assigns a batch type of V for vouchers.



### To locate a voucher

---

On Standard Voucher Entry

To limit your search, complete the following fields and press Enter:

- Voucher Number
- Voucher Type (optional)
- Voucher Company (optional)

On Supplier Ledger Inquiry

1. To limit your search, complete any of the following fields:

- Supplier Number
- Date From
- Date Thru
- Batch Number

2. To limit the documents displayed by date, click one of the following options:

- Invoice
- G/L

3. To limit the documents displayed by pay status, click one of the following options:
  - Paid
  - Open
  - All
4. To display only recurring vouchers, click the following option:
  - Recurring Vouchers
5. Click Find to display the documents that meet your search criteria.
6. To display pay items in summary format, click the Summarized option.

If you do not do this, the system displays pay items in detail format, with one line per pay item.

## What You Should Know About

### **Other methods of locating vouchers**

You can also locate a voucher on:

- Voucher Journal Review, if you know the batch number. See *Reviewing and Approving Vouchers*.
- Supplier Ledger Inquiry, if you know the supplier number. See *Locating Supplier Ledger Information*.

### **Document Inquiry window**

When you locate a voucher, the Document Inquiry window appears if there is more than one voucher with the same voucher number but different document types or companies.

### **Locating vouchers with long address numbers**

You can locate vouchers by entering the long address number in place of the supplier's address book number. To do this, enter the special character defined for long address numbers in the address book constants, followed by the long address number.

## See Also

- *Reviewing Vouchers (P00201)*
- *Revising Unposted Vouchers (P04105)*
- *Revising Posted Vouchers (P04105)*
- *Reviewing Vouchers*
- *Revising Unposted Vouchers*
- *Revising Posted Vouchers*

### Revising Unposted Vouchers

You can change or delete an unpaid voucher before you post it. However, you *cannot* change the following key fields:

- Voucher Number
- Voucher Type
- Voucher Company
- Supplier Number
- G/L Date

If you need to change the information in a key field, do one of the following:

- Delete the voucher and re-enter it
- Copy the voucher, make your changes before you enter it, then delete the original voucher

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

#### ► To revise an unposted voucher

---

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Vouchers (P04105)*.

2. Change the information in any field that is not a key field.
3. To access AR and AP Journal Entries, use the Change action.
4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
  - Explanation 2 (optional)

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher.
3. Click Select to display the voucher on Enter Voucher – Payment Information.
4. On Enter Voucher – Voucher Payment Information, change the information in any field that is not a key field and click OK.

If you changed a field that affects the G/L distribution, the system displays Enter Voucher – G/L Distribution.

5. On Enter Voucher – G/L Distribution, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
  - Explanation-Remark (optional)

## What You Should Know About

### **Batch headers**

Any change to a voucher on a voucher entry form reopens the batch and requires you to repost the batch. Consider using Speed Release to change information that does not change the G/L distribution, such as due date. Speed Release does not reopen the batch.

See *Preparing Vouchers for Payment* for information on using Speed Release to change voucher information.

### **Changing invoice amounts**

You must also change the gross amounts in the voucher information and the G/L distribution amounts in the general ledger information, and verify they balance.

### **Changing pay items**

You cannot change a pay item that has been paid.

### **Changing payment terms**

You must remove information in the Discount Available and Due Date fields so that the system can recalculate these values. You can also change these fields manually.

### **Changing several vouchers**

To quickly change several vouchers at once, use Speed Release.

See *Preparing Vouchers for Payment* for information on using Speed Release to change voucher information.

### **Copying a voucher to another supplier**

To copy or enter the same voucher information for a new supplier, you must change the supplier number and the alternate payee.

**Deleting unposted vouchers** To remove an unposted voucher from the system, delete it. Deleting does not provide an audit trail. If you need to maintain an audit trail, void the voucher.

**Paying unposted vouchers** The system does not prevent you from paying an unposted voucher if it is approved.

### See Also

- *Revising Posted Vouchers (P04105)*
- *Revising Posted Vouchers*
- *Reviewing Vouchers and Voucher Information*

## Copying Vouchers

You can create a new voucher by copying an existing voucher and then changing the copy. This procedure is useful when you need to:

- Correct errors in fields that you cannot change on an existing voucher, such as the G/L date. In this case, you can use the copy to replace the existing voucher.
- Enter a voucher that is similar to an existing lengthy voucher.

You can copy a posted or an unposted voucher.

### ► **To copy a voucher**

---

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Vouchers (P04105)*.

2. Clear the following field:
  - Document Number
3. Change any field that is not a key field.
4. Use the Add action.
5. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher and click Copy.

The system displays a copy of the voucher that you selected on Enter Voucher – Payment Information. The Document Number, Document Type, and Document Company fields are set to blank.

3. On Enter Voucher – Payment Information, complete the following optional fields:

- Document Type
- Document Number
- Document Company

4. Change other information as needed, and click OK.

The system adds the new voucher and clears the fields so that you can make another copy.

5. Click Cancel.
6. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

## What You Should Know About

**Making multiple copies** If you need similar journal entries on an ongoing basis, consider creating a model journal entry.

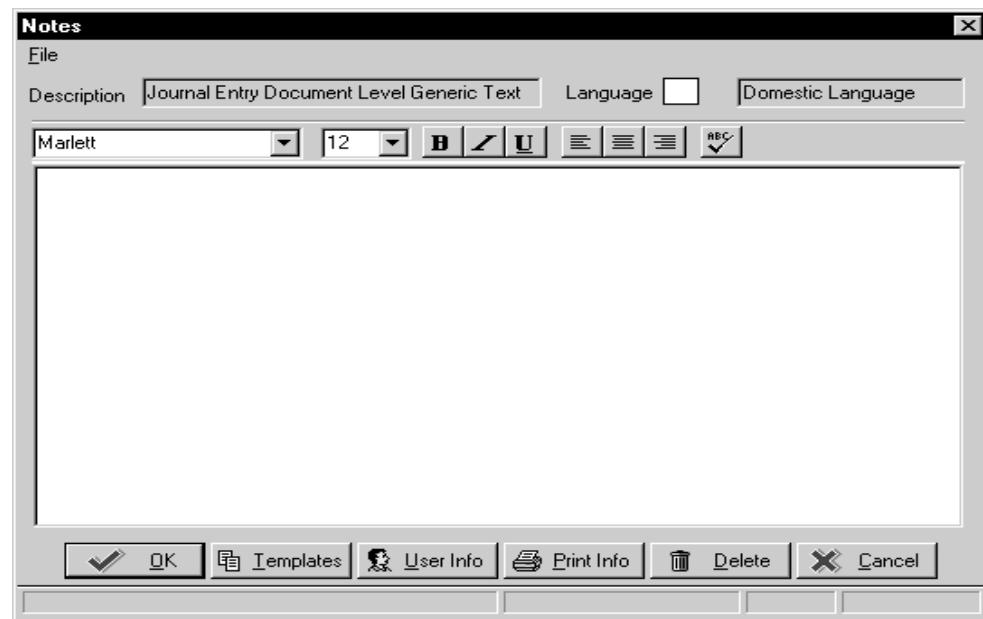
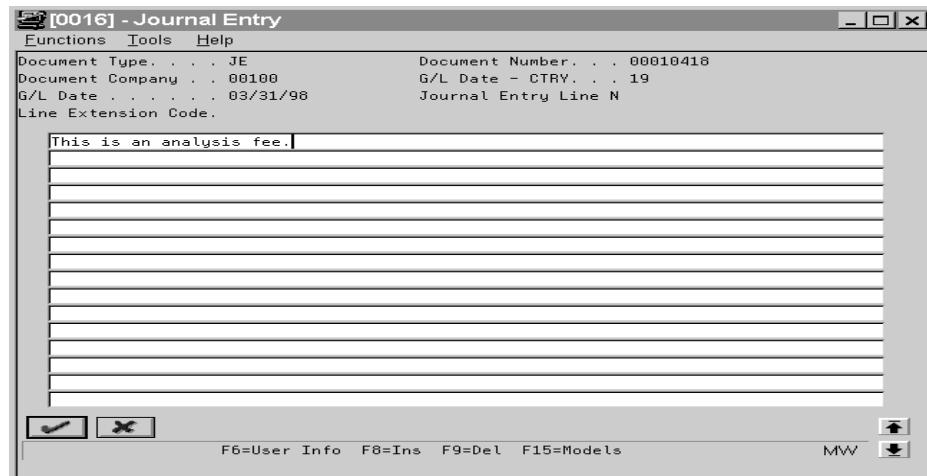
See *Working with Model Journal Entries*.

## Adding Text to Vouchers

After you enter a voucher, you can add a comment or memo to it. This text is for internal reference only.

Complete one or both of the following tasks:

- Add text for an entire voucher
- Add text for a detail line of a voucher



### What You Should Know About

**Size of text entry**

You can enter up to 32,000 characters of text.

**Highlighted fields**

When you add text to a voucher or a detail line for a voucher, the system highlights the associated field on Standard Voucher Entry and other inquiry forms, such as Supplier Ledger Inquiry.

**Icons that indicate text** The system displays a note icon on the voucher line as follows:

- On Supplier Ledger Inquiry, when text has been added for the entire voucher
- On Enter Voucher – Payment Information, when text has been added for a detail line

## ► To add text for an entire voucher

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Vouchers (P04105)*.

2. Access AR and AP Journal Entries.
3. On AR and AP Journal Entries, from one of the entry fields in the header, choose the Generic Text View and Entry function.
4. On the Journal Entry text form, enter the text and press Enter.
5. Exit to AR and AP Journal Entries.

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher.
3. From the Row menu, choose Attachments,
4. From the Attachments menu, choose Notes.
5. On the Notes form, enter the text and click OK.

## ► To add text to a detail line of a voucher

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Vouchers (P04105)*.

2. From any detail line, choose the Generic Text View and Entry function.

3. On the Accounts Payable Voucher text form, enter the text and press Enter.
4. Exit to Standard Voucher Entry.

### On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

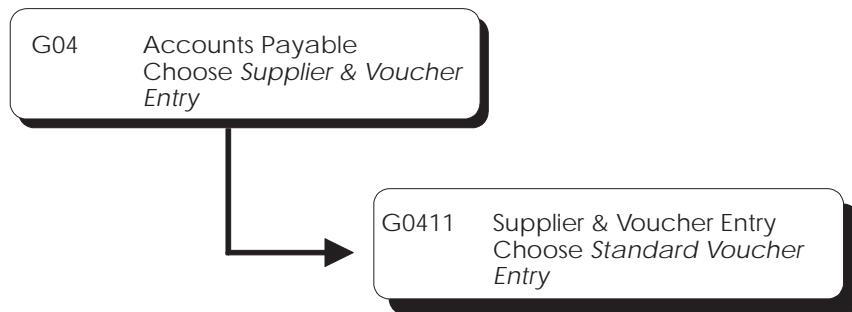
2. Choose the voucher and click Select.
3. On Enter Voucher – Payment Information, choose the detail line for which you want to add text.
4. From the Row menu, choose Attachments.
5. From the Attachments menu, choose Notes.
6. On the Notes form, enter the text and click OK.



### Exercises

See the exercises for this chapter.

## Enter Other Types of Vouchers



### Entering Other Types of Vouchers

In addition to entering basic information for a standard voucher, you can enter other types of information. For example, you might want to enter a voucher with multiple line items for different due dates or tax information.

Entering other types of vouchers consists of:

- Entering split payment vouchers
- Entering vouchers with discounts
- Entering debit memos
- Entering vouchers with taxes
- Entering multi-currency vouchers

The entry process for standard vouchers serves as the basis for entering other types of vouchers.

## Accounts Payable

The image displays two windows from the SAP R/3 system:

**[04105] - Standard Voucher Entry**

This window shows the initial setup for a voucher. It includes fields for Supplier Number (4010), Invoice Number (ABC123), Amount (1,000.00), Date (05/15/98), G/L Date (05/31/98), Business Unit, Payment Terms (5), Pmt Instr (00100), and Company. It also has sections for Remaining Amount, Currency Code, Exchange Rate, and Batch Number. A payment schedule table is present at the bottom.

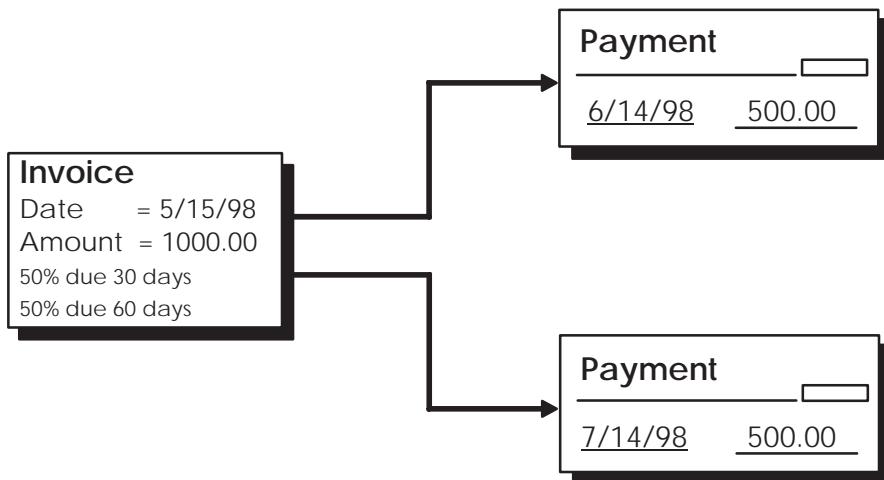
**Enter Voucher - Payment Information**

This window provides detailed payment information. It lists Company (00100), Supplier Number (4010), Invoice Number (G123), Invoice Date (6/5/1998), G/L Date (6/30/1998), and Service/Tax Date. Below this is a table for payment items, showing columns for Pay Item, Gross Amount, Discount Available, Remark, and Disc Percent. A delete button is available for each row. At the bottom, there are fields for Gross, Disc, Tax, and Taxable amounts, along with OK and Cancel buttons.

## Entering Split Payment Vouchers

You might need to pay your vouchers in installments. For example, a supplier could require that you pay half an invoice amount when you place an order and the remaining amount when the service is complete or when goods are shipped. To do this, enter a split payment.

The system divides payments into equal amounts paid at regular intervals according to the payment terms that are set up in the supplier master record. You can change the payment terms and amounts before payment is made. The system calculates the net due date based on the payment terms that you specify.



### ► To enter a split payment voucher

On Standard Voucher Entry

- Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers (P04105)*.

- Complete the following field:
  - Payment Terms

On Enter Voucher - Payment Information

- Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers*.

- Complete the following field:
  - Payment Terms

### What You Should Know About

#### Changing a split payment voucher

If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

### Applying discounts

If you split a voucher with a discount, the total discount amount is applied to the first payment.

### See Also

- *Entering Suppliers (P01054)*
- *Setting Up Payment Terms (P0014)*
- *Entering Suppliers*
- *Setting Up Payment Terms*

## Entering Vouchers with Discounts

Suppliers frequently offer discounts as an incentive for early payment of their invoices. When you enter a voucher with a discount, the system calculates the discount according to the payment terms that are set up in the supplier master record. You can change the discount before you issue payment by changing the payment term or discount available. The system creates the associated journal entries for the discount amount when you issue payment.

### Example: Entering Discounts

There are three methods for entering discounts:

- Payment terms
- Discount amount
- Discount percentage

## Payment Terms

You enter a voucher, specifying payment terms.

The screenshot shows the [04105] - Standard Voucher Entry window. At the top, there are fields for Supplier Number (4010), Invoice Number (G123), Mode (F) (checkbox), Voucher/Type/Co (dropdown), Prev Voucher (checkbox), Business Unit (dropdown), Payment Terms (dropdown set to 1), Company (00100), and G/L Date (06/30/98). Below these are fields for Remaining Amount, Currency Code, Exchange Rate, and Batch Number. A large table titled 'Payment Schedule' is present, with columns for Pay Item, Gross Amount, Discount Available, Payment Remark, Net Due Date, and P/S. At the bottom are standard Windows-style buttons (checkmark, X, etc.) and keyboard shortcuts (F4=Details, F9=Name Srch, etc.).

The screenshot shows the 'Enter Voucher - Payment Information' window. It includes fields for Document No/Typ/Co (00100), Batch No (116474), Prev Doc (9303), Company (00100, Model Finan/Distrib Co (Mktg)), Supplier Number (4010, Gourmet\_More), Invoice Number (G123), Payment Terms (1), Invoice Date (6/5/1998), G/L Date (6/30/1998), and Service/Tax Date (6/30/1998). A payment schedule table is shown with columns for Pay Item, Gross Amount, Discount Available, Remark, and Disc Percent (checkbox). Buttons for OK and Cancel are at the bottom.

## Accounts Payable

The system calculates the discount available and due date from the payment terms.

[04105] - Standard Voucher Entry

Functions Tools Help

Supplier Number	Mode (F) [D]	Voucher/Type/Co	Prev Voucher:		
G123	4010	Gourmet & More	12572 [ ] 00100		
Invoice Number		Business Unit	[1]		
" Amount	1,500.00	Payment Terms	[1]		
" Date	06/05/98	Company	00100 USD		
G/L Date	06/30/98				
Remaining Amount		Currency Code	USD		
		Exchange Rate			
		Batch Number			
. . . . . Payment Schedule . . . . .					
Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date	P \$
	1,500.00	15.00		06/15/98	R

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

Enter Voucher - Payment Information

File Edit Preferences Tools Form Row Help

Document No/Typ/Co	00100	Batch No	116474	Prev Doc	9303	
Company	00100	Model Finan/Distrib Co (Mktg)				
Supplier Number	4010	Gourmet_More				
Invoice Number	G123	Payment Terms			1	
Invoice Date	6/5/1998	G/L Date	6/30/1998	Service/Tax Date		6/30/1998
<b>Pay Item</b>	<b>Gross Amount</b>	<b>Discount Available</b>	<b>Remark</b>			<input type="checkbox"/> Disc Percent
001	1,500.00	15.00	Customer Number-43058			<input type="button"/> Delete
002						
<input type="button"/> <input type="button"/>						
Gross	1,500.00	Disc	15.00	Tax	Taxable	
<input checked="" type="checkbox"/>	OK	<input type="button"/> Cancel				

### Discount Amount

You enter a voucher, specifying the discount available and, optionally, a net due date.

**[04105] - Standard Voucher Entry**

Functions Tools Help

Supplier Number	4010	Voucher/Type/Co	Prev Voucher:
Invoice Number	G123	Business Unit	
" Amount	1,500.00	Payment Terms	
" Date	06/05/98	Company	00100
G/L Date	06/30/98		
Remaining Amount		Currency Code	
		Exchange Rate	
		Batch Number	6067134
. . . . . Payment Schedule . . . . .			
Pay Item	Gross Amount	Discount Available	Payment Remark
	1,500.00	37.50	Customer Number-43058
			Net Due Date P 07/05/98 S

MW

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

**[ ] Enter Voucher - Payment Information**

File Edit Preferences Tools Form Row Help

Document No/Typ/Co	00100	Batch No	116474	Prev Doc	9303
Company	00100	Model Finan/Distrib Co (Mktg)			
Supplier Number	4010	Gourmet_More			
Invoice Number	G123	Payment Terms			
Invoice Date	6/5/1998	G/L Date	6/30/1998	Service/Tax Date 6/30/1998	
Pay Item	Gross Amount	Discount Available	Remark		<input type="checkbox"/> Disc Percent
001	1,500.00	37.50	Customer Number-43058		<input type="checkbox"/>
002					<input type="checkbox"/> Delete
Gross 1,500.00		Disc 37.50	Tax	Taxable	

OK  Cancel

## Accounts Payable

### Discount Percentage

You enter a voucher, specifying the discount as a percentage and, optionally, a net due date.

[04105] - Standard Voucher Entry

Functions Tools Help

Supplier Number: 4010  
Invoice Number: G123  
" Amount: 1,500.00  
" Date: 06/05/98  
G/L Date: 06/30/98

Business Unit: Payment Terms: Company: 00100

Remaining Amount: Currency Code: Exchange Rate: Batch Number: 6067134

Payment Schedule:

Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date	P/S
	1,500.00	.025	Customer Number-43058	07/05/98	

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

Enter Voucher - Payment Information

File Edit Preferences Tools Form Row Help

Document No/Typ/Co: 00100 Batch No: 116474 Prev Doc: 9303

Company: 00100 Model Finan/Distrib Co (Mktg)  
Supplier Number: 4010 Gourmet\_More  
Invoice Number: G123 Payment Terms:  
Invoice Date: 6/5/1998 G/L Date: 6/30/1998 Service/Tax Date: 6/30/1998

Payment Schedule:

	Pay Item	Gross Amount	Discount %	Discount Available	Remark	
	001	1,500.00	.03		Customer Number-43058	<input checked="" type="checkbox"/> Disc Percent
*	002					<input type="button" value="Delete"/>

Gross: 1,500.00 Disc: Tax: Taxable:

OK Cancel

The system calculates the discount available from the percentage you entered.

This screenshot shows the 'Standard Voucher Entry' window (04105). It includes fields for Supplier Number (4010), Invoice Number (G123), Amount (1,500.00), Date (06/05/98), G/L Date (06/30/98), Mode (D), Voucher/Type/Co (Gourmet & More), Business Unit (1), Payment Terms (00100 USD), Currency Code (USD), Exchange Rate, and Batch Number (6067134). A 'Payment Schedule' table is displayed below:

Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date	P/S
	1,500.00	37.50	Customer Number-43058	07/05/98	R

At the bottom, there are standard Windows-style buttons (checkmark, X) and keyboard shortcuts (F4=Details, F9=Name Srch, etc.).

This screenshot shows the 'Enter Voucher - Payment Information' window. It displays fields for Company (00100), Supplier Number (4010), Invoice Number (G123), Invoice Date (6/5/1998), G/L Date (6/30/1998), Payment Terms, and Service/Tax Date (6/30/1998). Below these are payment details:

Pay Item	Gross Amount	Discount %	Discount Available	Remark
001	1,500.00	.03	45.00	Customer Number-43058
*	002			

At the bottom, there are buttons for Gross (1,500.00), Disc, Tax, Taxable, OK, and Cancel.

## Before You Begin

- Verify that the following automatic accounting instructions (AAIs) are set up correctly:

- PKD (discount available)
- PKL (discount lost)

### ► To enter a voucher with discounts

---

On Standard Voucher Entry

1. Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers (P04105)*.

2. Complete one of the following fields:
  - Payment Terms
  - Discount Available
3. Complete the following optional field:
  - Net Due Date

On Enter Voucher - Payment Information

1. Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers*.

2. To enter payment terms, complete the following field:
  - Payment Terms
3. To enter a discount amount, complete the following fields:
  - Discount Available
  - Due Date (optional)
4. To enter a discount percent, choose Discount Percent, and complete the following field:
  - Discount Percent

Field	Explanation
Discount Available	<p>The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following:</p> <ul style="list-style-type: none"> <li>• Compute the amount manually and type it in the field.</li> <li>• Type a percentage as a percent sign (%) followed by the percentage amount. For example, type %.02 for 2%.</li> <li>• Leave the field blank. The system calculates the amount based on the payment terms specified in the address book.</li> <li>• Type a zero (0) to override the address book value and indicate that a discount is not applicable.</li> </ul> <p>NOTE: If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When you enter information in this field, it overrides the information specified in the payment terms.</p>

## What You Should Know About

**Changing vouchers with discounts** If you change the payment terms, clear the Discount Available and Due Date fields so that the system can recalculate these values.

## Entering Debit Memos

When a supplier sends you a credit, enter the invoice as a debit memo.

### ► To enter a debit memo

On Standard Voucher Entry

Follow the steps to enter a standard voucher, except enter a negative amount.

See *Entering Standard Vouchers (P04105)*.

### On Enter Voucher - Payment Information

Follow the steps to enter a standard voucher, except enter a negative amount.

See *Entering Standard Vouchers*.

### What You Should Know About

#### **Assigning a document type to a debit memo**

The system assigns the document type specified in the processing options for the XT0411Z1 A/P Functional Server. Generally, a debit memo is assigned a document type PD.

#### **Assigning a document type to a debit memo**

The system assigns the document type that is specified in the processing options. Generally, a debit memo is assigned a document type PD.

### Entering Vouchers with Taxes

Enter tax information on a voucher if you want to override the default tax information. Default information, which is assigned on the supplier master record, applies to an entire voucher and all associated pay items.

The system creates accounting entries for taxes when you post the voucher. AAI item PTyyyy identifies the tax account.

### Before You Begin

- Set up the appropriate tax rates and areas
- Set the processing options for the Post program to update the Sales/Use/VAT Tax table (F0018)
- Set up AAI item PT (payables taxes)

### See Also

- *Setting Up Tax Rules by Company for A/P (P0022)*
- *Setting Up Tax Rules by Company for A/P*

► To enter a voucher with taxes

On Standard Voucher Entry

1. Access the alternate tax format, if necessary.
2. Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers (P04105)*.

Pay Item	Gross Amount	Taxable Amount	Tax Amount	Tax Area	Tx Cd	Net Due Date
001	1,000.00	1,000.00	73.00	DEN	U	07/15/98

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

3. Complete the following fields:

- Tax Amount (optional)
- Tax Explanation Code
- Taxable Amount (optional)
- Tax Rate/Area
- Service Tax/Date (optional)

On Enter Voucher - Payment Information

1. Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers*.

## Accounts Payable

Enter Voucher - Payment Information

File Edit Preferences Tools Form Row Help

Document No/Typ/Co 00100 Batch No 116474 Prev Doc 9303

Company 00100 Model Finan/Distrib Co (Mktg)

Supplier Number 4010 Gourmet\_More

Invoice Number 41398 Payment Terms

Invoice Date 6/15/1998 G/L Date 6/30/1998 Service/Tax Date 6/30/1998

	G/L Offset	Tax Ex	Tax Rate/Area	Tax	Taxable Amount	Adjust Doc Ty	Re	Disc Percent
*	U		DEN	73.00	1,000.00			
								<input type="button" value="Delete"/>

Gross 1,500.00 Disc 45.00 Tax Taxable

OK  Cancel

The screenshot shows a Windows application window titled 'Enter Voucher - Payment Information'. The menu bar includes File, Edit, Preferences, Tools, Form, Row, Help, and various toolbar icons. The main area contains fields for Document No/Typ/Co (00100), Batch No (116474), Prev Doc (9303), Company (00100, Model Finan/Distrib Co (Mktg)), Supplier Number (4010, Gourmet\_More), Invoice Number (41398), Payment Terms, Invoice Date (6/15/1998), G/L Date (6/30/1998), Service/Tax Date (6/30/1998). Below these are several input fields: Gross (1,500.00), Disc (45.00), Tax, and Taxable. A large table grid is present, with one row visible containing columns for G/L Offset (U), Tax Ex, Tax Rate/Area (DEN), Tax (73.00), Taxable Amount (1,000.00), Adjust Doc Ty, Re, and Disc Percent. At the bottom are OK and Cancel buttons.

2. Complete the following fields:

- Tax Amount (optional)
- Tax Explanation Code
- Taxable Amount (optional)
- Tax Rate/Area
- Service Tax/Date (optional)

Field	Explanation
Tax Amount	<p>This is the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the payment and voucher or when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate/area you defined for the supplier on Supplier Master Information or for the customer on Customer Master Information. If you enter a tax amount, the system validates it against the tolerance ranges you specify on Tax Rules by Company.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.</p>
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p>..... <i>Form-specific information</i> .....</p> <p>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.</p>
Service/Tax Date	<p>A date that indicates either when you purchased the goods or services, or when you purchased the goods and services and incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.</p>

## What You Should Know About

### Changing tax information

You must change or clear the system-calculated information (tax amount and taxable amount) so that the system can recalculate it.

When a voucher has multiple tax rates, you must change tax information for each pay item that differs from the default information.

### Dividing tax amount among pay items

You can divide a tax amount among pay items. To do this, enter tax information for each pay item instead of the entire voucher.

### Entering Multi-Currency Vouchers

When you enter a voucher with a foreign currency amount, the system converts the amount to the domestic currency of the company that the voucher is associated with using the Currency Exchange Rates table (F0015).

When you enter a voucher with a foreign currency amount, the system converts the amount to the domestic currency amount.

This task consists of:

- Entering a multi-currency voucher
- Verifying the voucher currency (optional)

#### Before You Begin

Verify that the following AAIs are set up correctly:

- PG (realized gain)
- PL (realized loss)

#### ► **To enter a multi-currency voucher**

---

On Standard Voucher Entry

1. Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers (P04105)*.

2. Complete the following fields:

- Currency Code
- Exchange Rate (optional)

#### ► **To verify the voucher currency**

---

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Standard Vouchers (P04105)*.

2. Verify the following field:

- Mode

<b>Field</b>	<b>Explanation</b>				
Mode	<p>A code that specifies whether amounts are in the domestic currency of the company the vouchers are associated with or in the foreign currency of the transaction. Codes are:</p> <table style="margin-left: 40px;"> <tr><td>D</td><td>Domestic</td></tr> <tr><td>F</td><td>Foreign</td></tr> </table> <p style="text-align: right;">..... <i>Form-specific information</i> .....</p> <p>When you inquire on a voucher, the default code in this field is that of the original mode of entry. You can enter F or D to specify the display of either the foreign or domestic amounts.</p>	D	Domestic	F	Foreign
D	Domestic				
F	Foreign				
Currency Code	<p>Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company.</p>				
Exchange Rate	<p>The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor.</p> <p style="text-align: right;">..... <i>Form-specific information</i> .....</p> <p>If you leave this field blank, the system uses the Currency Exchange Rate table (F0015). The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set.</p> <p>If you enter a value in this field that is different from the exchange rate in the voucher record, the system calculates a gain or loss.</p>				

## What You Should Know About

### Changing foreign currency information

You cannot change the currency code. If you need to change the currency, you must enter a new voucher with the correct currency code and delete the incorrect voucher.

If you change the exchange rate, the system recalculates the domestic amount.

### **Deleting a multi-currency voucher**

If you delete the foreign side of a multi-currency voucher, the system also deletes the domestic side of the voucher. If you delete the domestic side of a multi-currency voucher, the system also deletes the foreign side.



### **Exercises**

See the exercises for this chapter.

## Test Yourself: Entering Vouchers

1. Which document type code does the system assign to payable vouchers?

---

2. Which document type code does the system assign to debit memos?

---

3. Which batch type code does the system assign to voucher batches?

---

4. List two fields that cannot be changed on an unposted voucher:

---

---

5. Which table does the header information on Voucher Entry update?

---

6. Which table does AR and AP Journal Entries update?

---

7. When are discounts recognized?

---

The answers are in *Appendix B*.

## Accounts Payable

---

# Processing Options

---

## Processing Options for Voucher Entry

### **Field Display Control:**

1. You may activate certain capabilities by entering a '1' for the following:
 

Sales/Use/VAT Tax Processing. . . . .	_____
PO Number Entry . . . . .	_____
Extra Date for Service/Tax. . . . .	_____
Approver Number Entry . . . . .	_____
Reporting Code 07 Entry . . . . .	_____
Payment Instrument. . . . .	_____

### **Format Control:**

2. Select the default screen format:
 

' ' = Standard Voucher Entry	_____
'1' = Voucher Entry with Taxes	_____

### **Two Cycle Option:**

3. Enter a '1' for 2 Cycle data entry. \_\_\_\_\_

### **Prepayment Options:**

4. Enter the G/L offset to use for creating prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. \_\_\_\_\_
5. Enter the default payment status for prepayment pay items. If blank, prepayment pay items will default to a payment status of 'H'. \_\_\_\_\_
6. Enter the number of days to add to the due date of the prepayment pay items. \_\_\_\_\_

### **Voucher Logging:**

7. Enter a '1' if you wish to perform Voucher Logging from within Voucher Entry. (Note: When doing Voucher Logging, processing options for Prepayments will be ignored.) \_\_\_\_\_
8. Enter a '1' if you want the system date to be defaulted to the G/L date and protected from being overridden. \_\_\_\_\_

### **Journal Entries:**

9. Enter the DREAM Writer version of Journal Entries program (P03101) to call. If left blank, ZJDE0001 will be used. \_\_\_\_\_

**Dw Version For A/P Processor:**

10. To override standard A/P voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

### What You Should Know About Processing Options

**Processing options 4, 5,** See *Entering Prepaid Vouchers (P04105).*  
**and 6**

**Processing options 7** See *Working with Logged Vouchers (P04105).*  
**and 8**

### Processing Options for Accounts Payable Functional Server

**Default Processing:**

1. Select the default Service/Tax Date:  
'1' = Use Invoice Date  
' ' = Use G/L Date

2. Enter the default Pay Status or leave blank to use the data dictionary default value.

3. Enter the default document types for a voucher and a debit memo.  
Default voucher document type  
Default debit memo document type

**Default Processing (Cont'D):**

4. Enter a '1' to default the Factor/Special Payee address from Address Book into the Alternate/Payee for payments.

**Date Edits:**

5. Enter a value to select Date Edit Processing. Valid values are as follows:

Blank = No Edit  
1 = Warning  
2 = Hard Error  
Invoice Date > Todays Date  
Invoice Date > G/L Date

**Currency Processing:**

6. Enter a '1' to allow Value Added Tax on currency entries.

7. Select the date to use to retrieve the currency exchange rate:

'1' = Use G/L Date  
' ' = Use Invoice Date

8. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transactions.

9. Enter the exchange rate tolerance limit.

**Italian Processing:**

10. Enter the default document type to assign to Customs Authority tax only vouchers (Bolla Doganale).

**Purchasing System Processing:**

11. Select one of the following values for processing changes and deletes of vouchers that contain a purchase order or contract number.

Blank = No Edit

1 = Warning

2 = Hard Error

NOTE: The warning is not a valid value for the Void Payment program.

**User Exit Options:**

12. Enter the User Exit program name. If left blank, the name "XT0411Z1E" will be used.

## Processing Options for Voucher Entry

### DEFUALTS

1. Select the default Service/Tax Date:

1 = Use Invoice Date, ' ' = Use G/L Date

2. Enter the default Pay Status or leave blank to use the data dictionay default value.

Default Pay Status Code

3. Enter the default document types for a voucher and a debit memo.

Default voucher document type  
Default debit memo document type

4. Enter a '1' to default the factor/special payee into the Alternate/Payee for payments.

1 = Default factor/special payee

### MORE DEFUALTS

1. Enter a '1' to default Recurring Vouchers.

1 = Recurring Vouchers

2. Enter a '1' to default Summarized

## Accounts Payable

---

Vouchers.

1 = Summarized Vouchers

---

DATE EDITS

1. Enter a value to select Date Edit Processing. Blank = No Edit, 1 = Warning, 2 = Hard Error

Invoice Date > Today's Date  
Invoice Date > G/L Date

---

CURRENCY

1. Enter a '1' to allow Value Added Tax on currency entries.

1 = Value Added Tax Allowed

---

2. Select the date to use to retrieve the currency exchange rate.

1 = Use G/L Date, ' ' = Use Invoice Date

---

3. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transactions.

1 = Edit Effective Date Period

---

4. Enter the exchange rate tolerance limit.

Tolerance Limit

---

MANUAL CHECKS

1. Enter a '1' for manual checks

1 = Manual Check Creation

---

2. Duplicate Check Edit with

' ' = Error, '1' = Warning

---

PURCHASING

1. Select one of the following values for processing changes and deletes of vouchers that contain a purchase order or contract number.

' ' = No Edit, 1 = Warning, 2 = Hard Error

---

# Work with Model Journal Entries

## Working with Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring G/L transactions. Use models as the basis for journal entries to save time and reduce the potential for error.

Working with model journal entries consists of:

- Creating models for basic journal entries
- Entering journal entries based on models

### See Also

- *Working with Model Journal Entries (P09101)* in the *General Accounting I Guide* for information on other types of model journal entries
- *Working with Model Journal Entries* in the *General Accounting I Guide* for information on other types of model journal entries

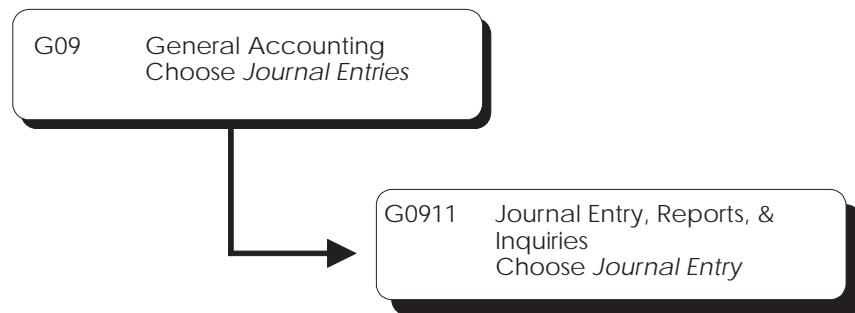
## Creating Models for Basic Journal Entries

You can create models to serve as templates for entering your usual G/L distribution for a supplier.

You can vary the information included in the model to fit the situation. For example, you might include:

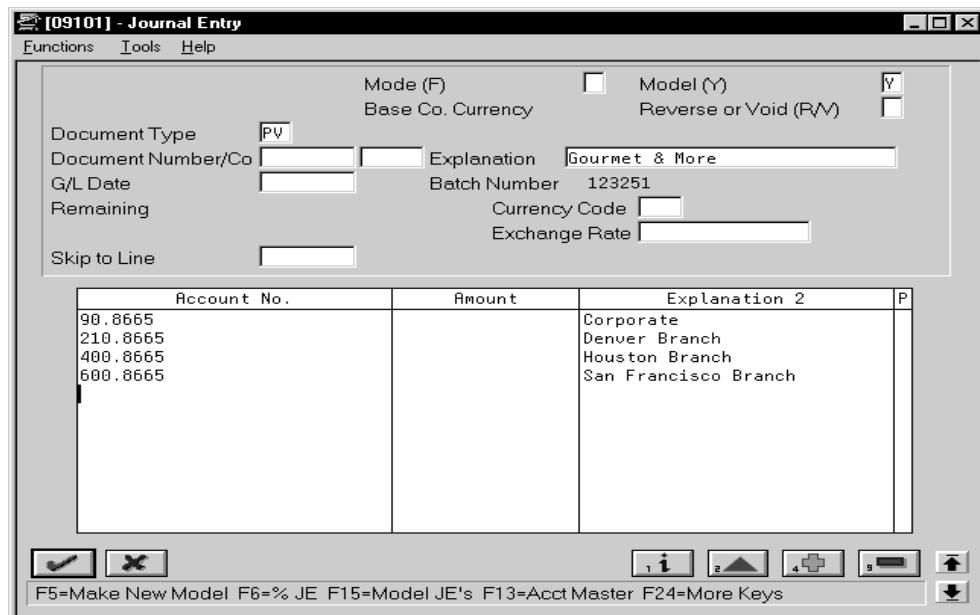
- Account numbers, amounts, and explanations
- Accounts numbers and explanations only, when amounts vary
- Account numbers, percentages, and explanations

The document type for A/P models must be PV. The system stores model journal entries in the Account Ledger table (F0911) with a posted code of M and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted.



### ► To create a model for a basic journal entry

On Journal Entry



1. Complete the following fields:
  - Document Type
  - Document Number (optional)
  - Document Company (optional)
  - Explanation

2. Complete the following fields for each G/L distribution:
  - Account Number
  - Amount (optional)
  - Explanation 2 (optional)
3. Choose Make New Model or complete the following field with a Y:
  - Model

On Work With Journal Entries

**{Insert screen capture – Work With Journal Entries}**

1. Click Add to access Journal Entry.
2. On Journal Entry, choose the Model option.

The system removes the G/L Date field from the header area.

3. Complete the following fields:
  - Document Type
  - Document Number (optional)
  - Document Company (optional)
  - Explanation
4. Complete the following fields for each G/L distribution:
  - Account Number
  - Amount (optional)
  - Explanation 2 (optional)

Field	Explanation
Model (Y/N)	<p>If you are locating or changing a model journal entry, enter Y to have the system display or change only the model journal entry.</p> <p>If you are adding a model journal entry, either enter Y or use the Make New Model function, and provide the journal entry information.</p> <p>If this field is blank or N, the system ignores the model when you locate or change a journal entry.</p>

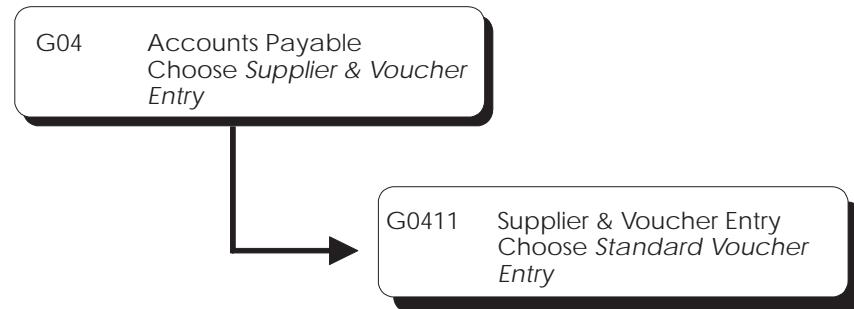
### What You Should Know About

- Changing model journal entries** If you choose a model on Index of Model Journal Entries, the system displays the model on Journal Entry and clears the Model field. You can change the model by re-entering Y in the Model field and making the changes.
- Deleting model journal entries** You can delete a model journal entry on either Journal Entry or Index of Model Journal Entries.

### Entering Journal Entries Based on Models

After you create a model journal entry, you can use it as a template for an actual journal entry. To enter a journal entry based on a model, do both of the following:

- Choose a model
- Enter the journal entry



#### ► To choose a model

---

On AR and AP Journal Entries

1. Choose the Model JE's function to access Index of Model Journal Entries.
2. To display a particular document type, complete the following field:
  - Document Type
3. To display models that match all or part of an explanation, complete the following field:
  - Skip to Explanation
4. Choose the appropriate model.

#### On Enter Vouchers - G/L Distribution

1. From the Form menu, choose Model Journals.
2. On Model Journal Entries, to display a particular document type complete the following field:
  - Document Type
3. Click Find.
4. Choose the appropriate model and click Copy.

The system displays the model on Enter Vouchers - G/L Distribution. You can now enter an actual journal entry based on it.

#### ► To enter the journal entry

#### On AR and AP Journal Entries

1. Clear the following fields, if necessary:
  - Model
  - Document Number
2. Complete the following field:
  - G/L Date
3. Complete the following field for each G/L distribution:
  - Amount
4. Replace or clear information in other fields, if necessary.
5. Use the Add action.

After you choose a model, you can enter it.

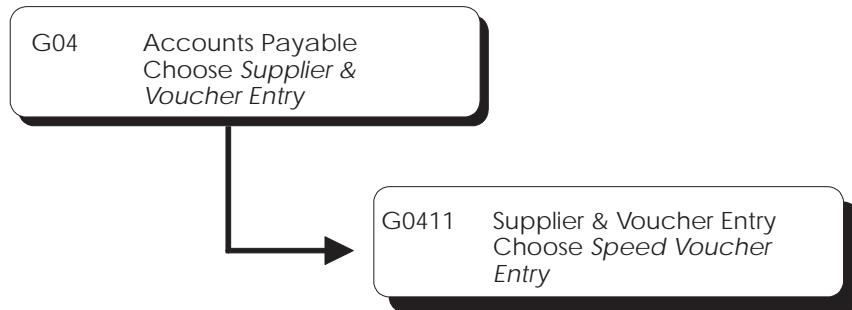
#### On Enter Vouchers - G/L Distribution

1. Complete the following field:
  - G/L Date
2. Complete the following field for each G/L distribution:
  - Amount
3. Replace or clear information in other fields, if necessary, and click OK.

## Accounts Payable

---

## Enter Speed Vouchers



### Entering Speed Vouchers

As an alternative to entering standard vouchers, you can use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and G/L distribution information on one form. Consider using this method for a voucher that has:

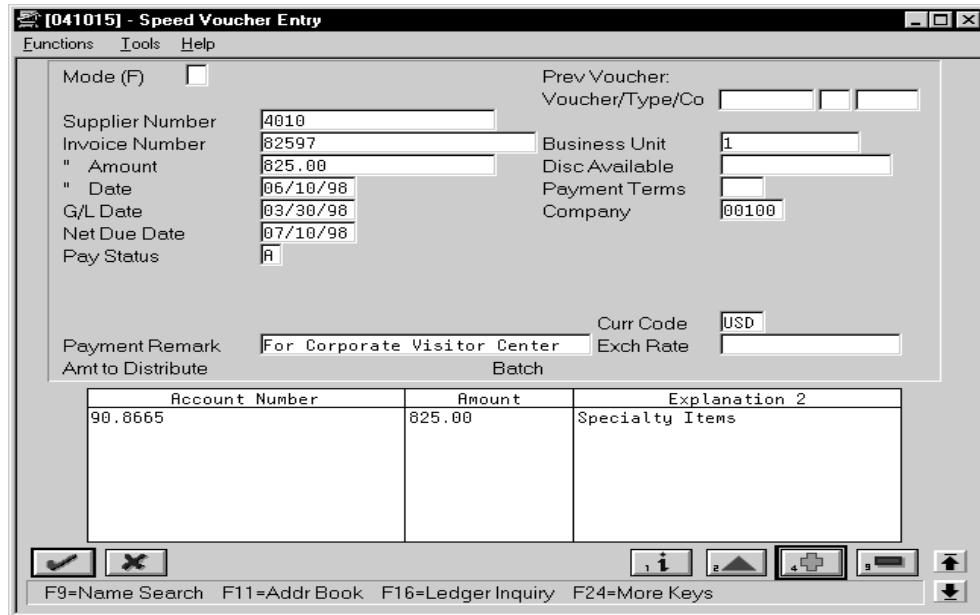
- A single pay item
- A single due date
- A single tax rate and area
- Simple accounting instructions

As with standard vouchers, this information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

► To enter a speed voucher

---

On Speed Voucher Entry



1. To identify the invoice, complete the following fields:
  - Supplier Number
  - Invoice Number (optional)
  - Invoice Amount
  - Invoice Date (optional)
2. To specify how you will process the voucher, complete the following fields:
  - Discount Available (optional)
  - Payment Terms (optional)
  - G/L Date
  - Company
  - Net Due Date (optional)
  - Payment Status (optional)
  - Payment Remark (optional)

3. To process the voucher using a foreign currency, complete the following optional fields:
- Currency Code
  - Exchange Rate
4. To enter general ledger information, complete the following fields:
- Account Number
  - Amount
  - Explanation 2 (optional)

#### On Speed Voucher Entry

The screenshot shows the 'Speed Voucher Entry' application window. At the top, there's a menu bar with File, Edit, Preferences, Tools, Form, and Help. Below the menu is a toolbar with standard icons for file operations like New, Open, Save, Print, and Exit.

The main area contains several input fields:

Supplier Number	4010	Gourmet_More	Prev Doc
Company	00100	Doc No\Typ\Co	00100
Invoice Number	82597	P.O. No\Typ\Co	
Invoice Amount	825.00	Service/Tax Date	6/10/1998
G/L Date	6/30/1998	Tax Rate/Area	
Invoice Date	6/10/1998	Tax Expl Code	
Due Date	7/10/1998	Tax	
Approver Num		Taxable Amount	
Pymt Remark	For Corporate Visitor Center		
Amt to Distr.	825.00		

Below these fields is a grid titled 'Account Number' with columns for Account Number, Account Description, and Amount. One row in the grid is visible:

	Account Number	Account Description	Amount
→	90.8665	Entertainment	825.00

At the bottom of the window, there are buttons for OK and Cancel, and text boxes for Amount (825.00) and Remaining (825.00).

5. To identify the invoice, complete the following fields:
- Supplier Number
  - Invoice Number (optional)
  - Invoice Amount
  - Invoice Date (optional)
6. To specify how you will process the voucher, complete the following fields:
- Discount Available (optional)
  - Payment Terms (optional)
  - G/L Date
  - Company

- Payment Status (optional)
- Payment Remark (optional)

7. To enter general ledger information, complete the following fields:

- Account Number
- Amount
- Explanation 2 (optional)

Field	Explanation
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. ..... <i>Form-specific information</i> .....

### What You Should Know About

- Revising vouchers** You cannot change or delete a voucher using the speed voucher method. Instead, use the standard method or speed release.

### See Also

- *Entering Other Types of Vouchers (P04105)* for more information about entering a voucher with discounts, multiple pay items, or foreign currencies
- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide* for more information about entering G/L distributions
- *Entering Other Types of Vouchers* for more information about entering a voucher with discounts, multiple pay items, or foreign currencies
- *Entering Basic Journal Entries* in the *General Accounting I Guide* for more information about entering G/L distributions

## Processing Options for Speed Voucher Entry

### **Field Display Control:**

1. Enter '1' to select the following capabilities of this program:

Sales/Use/VAT Tax Processing. . . . .	_____
PO Number Entry . . . . .	_____
Extra Date for Service/Tax. . . . .	_____

2. You may activate certain capabilities by entering a '1' for the following:

Approver Number Entry . . . . .	_____
Reporting Code 07 Entry . . . . .	_____

### **Format Control:**

3. Enter sequence numbers (1-5) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order shown below:

Standard Speed Voucher Entry	_____
Voucher Entry with Subledger	_____
Voucher Entry with F/A Number	_____
Voucher Entry with Units	_____
Voucher Entry with Phase Code	_____

Note: This is used with the Format Selection function key.

### **Two Cycle Option:**

4. Enter a '1' for 2 Cycle processing.

### **Dw Version For A/P Processor:**

5. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

### **Dw Version For G/L Processor:**

6. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

## What You Should Know About Processing Options

### **Processing option 5**

See *Processing Options for Voucher Entry (P04105)* for information about the XT0411Z1 functional server.

### Processing Options for Speed Voucher Entry

#### DEFAULTS

1. Select the default Service/Tax Date:

1 = Use Invoice Date     " " = Use G/L Date \_\_\_\_\_

2. Enter the default Pay Status or leave blank to use the data dictionary default value.

Default Pay Status \_\_\_\_\_

3. Enter the default document types for a voucher and a debit memo.

Default voucher document type \_\_\_\_\_  
Default debit memo document type \_\_\_\_\_

4. Enter a '1' to default the factor special payee.

1 = Default factor special payee \_\_\_\_\_

#### DATE EDITS

1. Enter a value to select Date Edit Processing. " " = No Edit, 1 = Warning, 2 = Hard Error

Invoice Date > Today's Date \_\_\_\_\_  
Invoice Date > G/L Date \_\_\_\_\_

#### CURRENCY

1. Enter a '1' to allow Value Added Tax on currency entries.

1 = Value Added Tax Allowed \_\_\_\_\_

2. Select the date to use to retrieve the currency exchange rate.

1 = Use G/L Date, " " = Use Invoice Date \_\_\_\_\_

3. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transactions.

1 = Edit Effective Date Period \_\_\_\_\_

4. Enter the exchange rate tolerance limit.

Tolerance \_\_\_\_\_

---

## Processing Options for Journal Entry Functional Server

**Default Processing:**

1. Enter the Ledger Type for entry.  
If left blank, Ledger Type AA will  
be used.

**Zero Amount Processing:**

2. Enter a '1' to omit creation of  
Journal Entry line items with zero  
amounts and no units. This may be  
useful when creating Journal Entries  
from models.

**Currency Processing:**

3. For currency conversion, enter  
a '1' to edit the exchange rate  
Effective Date period against the  
G/L period for the transaction.
4. Specify a tolerance limit to  
warn you when you key an override  
currency exchange rate that is  
over or under this limit. For  
example 15.0 indicates +/-15%.

**User Exits:**

5. Enter the User Exit Program name.  
If left blank the default of  
'XT0911Z1E' will be used.



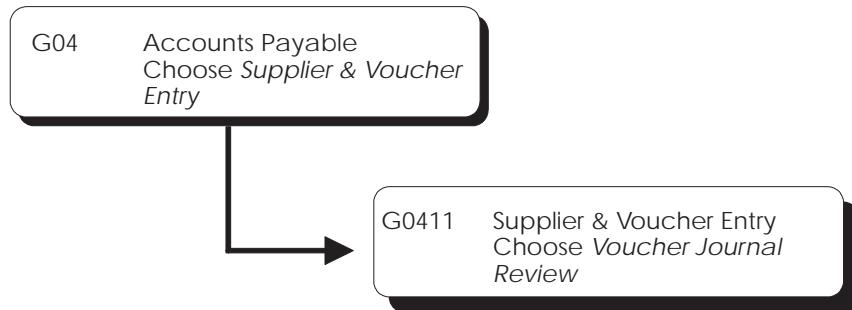
### Exercises

See the exercises for this chapter.

## Accounts Payable

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## Review and Approve Vouchers



### Reviewing and Approving Vouchers

After entering vouchers, you can verify their accuracy before posting them to the general ledger. This consists of:

- Reviewing vouchers
- Approving voucher batches

#### Reviewing Vouchers

When you review vouchers for posting, you can display a list of batches based on your user ID, the batch status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

When you review vouchers for posting, you can display a list of batches based on your user ID or the batch status. For example, you might want to review all batches with a posting status of pending.

When you review a list of batches, you can access transaction detail for a specific voucher batch. For example, you can review the number of vouchers within a batch. You can also select a specific voucher or journal entry.

You can:

- Review voucher batches
- Review voucher information
- Review general ledger information

The review program displays and updates information from the following tables:

- Batch Control (F0011)
- A/P Ledger (F0411)
- Account Ledger (F0911)

### See Also

- *Locating Vouchers (P04105)*
- *Revising Unposted Vouchers (P04105)*
- *Revising Posted Vouchers (P04105)*
- *Understanding Voucher Entry Controls (P04105)*
- *Setting Up Multi-Currency (P0013)* in the *General Accounting I Guide* for information about changing the way the system displays decimals
- *Locating Vouchers*
- *Revising Posted Vouchers*
- *Revising Unposted Vouchers*
- *Understanding A/P Batch Control*

► To review voucher batches

On Voucher Journal Review

The screenshot shows a Windows application window titled "00201 - Voucher Journal Review". The window has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu is a search bar with fields for "User ID" (set to "DEMO"), "Batch Number", "Batch Date From", and "Batch Date Thru". There is also a checkbox labeled "(Blank will display unposted, \* all)". A message below the search bar says "(Enter \* for all)" and "(Blank will display unposted, \* all)".

O P	Rpp	Batch		Difference		Status	User
		Number	Ty	Date	Input Total		
		74779	V	02/25/95	6,061,463-	1-	Error DEMO
		74790	V	02/25/95	4,476,927-	1-	Pendin DEMO
		74800	V	02/25/95	4,138,696-	1-	Pendin DEMO
		75224	V	03/17/95	30,000-	1-	Error DEMO
		75435	V	03/20/95	1,640,000-	3-	Error DEMO
		75759	V	03/21/95	127,435-	1-	Error DEMO
		77966	V	03/30/95	486,450-	1-	Error DEMO
		78105	V	03/31/95	54,869,000-	4-	Error DEMO
		80895	V	04/13/95	100,000-	1-	Approv DEMO
		81681	V	04/17/95	3,500-	1-	Approv DEMO

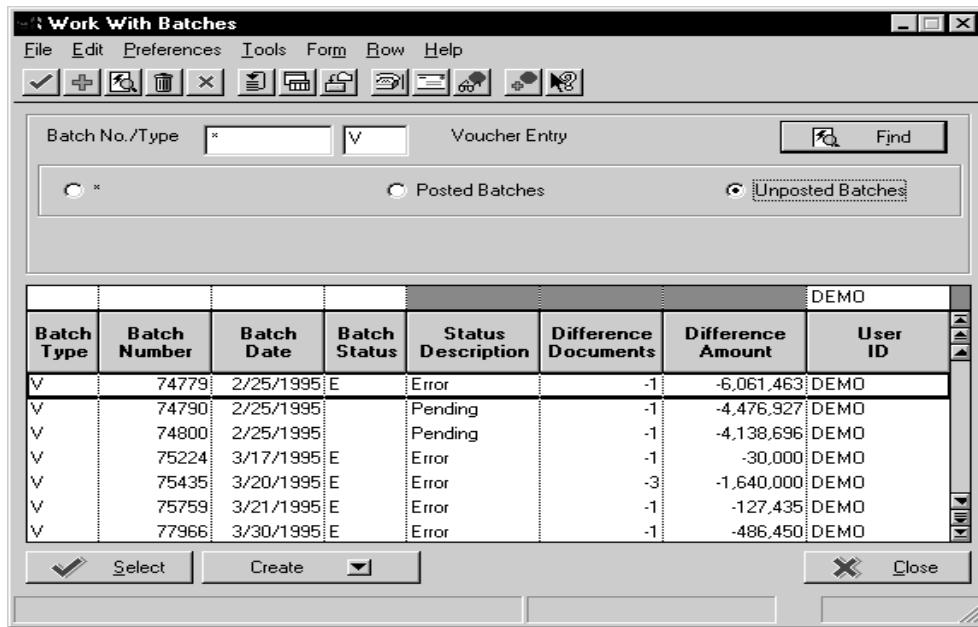
At the bottom left are "OK" and "Cancel" buttons. At the bottom right are "Up" and "Down" navigation buttons. A status bar at the bottom says "Option: 1=Detailed Batch Review F24=More Keys".

1. Display all batches for all users, or limit your search by completing one or more of the following fields:
  - User ID
  - Batch Number
  - Batch Date From
  - Batch Date Thru
2. To review all unposted batches, leave the following field blank:
  - Batch Status

## Accounts Payable

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### On Work With Batches



3. Display all batches, or limit your search by completing one or more of the following fields:
  - Batch Number
  - Batch Type
4. To review only posted or unposted batches, choose one of the following options:
  - Posted Batches
  - Unposted Batches

---

Field	Explanation
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
Batch Date From	The date of the batch. If you leave this field blank, the system date is used.

---

Field	Explanation
Batch Date Thru	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.
Batch Status	<p>A code that indicates the posting status of a batch. Valid codes are:</p> <ul style="list-style-type: none"> <li>blank Unposted batches that are pending approval or have a status of approved.</li> <li>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</li> <li>D Posted. The batch posted successfully.</li> <li>E Error. The batch is in error. You must correct the batch before it can post.</li> <li>P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).</li> <li>U In use. The batch is temporarily unavailable because someone is working with it.</li> </ul> <p>These valid codes are set up in user defined codes (system 98, type IC).</p>

## What You Should Know About

### Unlisted batches

If the batch review security feature is activated, the system might not list all batches. Instead, the system lists only the batches that you are authorized to review and approve.

### Batch totals

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

### **Multi-Currency batch totals**

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter different currencies in the same batch. The system adds the debit amounts of the entries to obtain the batch total.

If you enter transactions with different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total. For this reason, many users prefer to enter transactions with each different currency in separate batches.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

### **Example: Multi-Currency Batch Totals**

You enter vouchers for 10,535.00 FRF and 16,433,500 BEF in the same batch. The system disregards the decimal point in the French franc amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

► To review voucher information

On Voucher Journal Review

1. Follow the steps to review voucher batches.
2. Choose Detailed Batch Review for a batch.

	Voucher Number	Do Ty	Doc Co	Supplier Name	G/L Date	Gross Amount	J	Cur B	Cod
	8324	PV	00001	Edwards & Edwards	06/30/98	100.00	Y	USD	
	8324	PV	00100	Gourmet & More	06/30/98	1,500.00			
				Total		1,600.00			

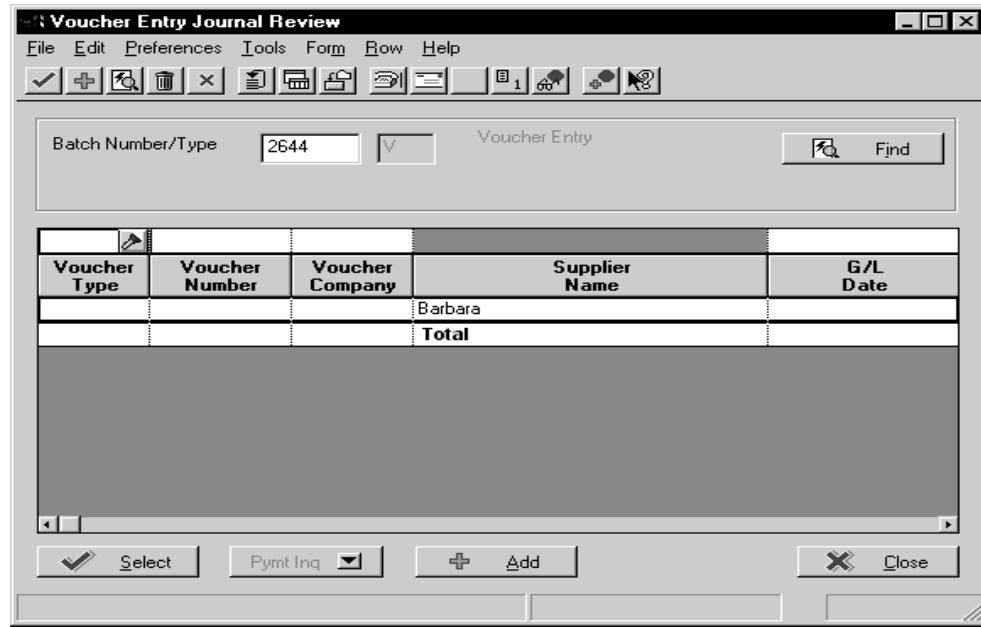
3. On Voucher Entry Journal Review, choose Review Individual Voucher.
4. On Voucher Entry, change the information in any field that is not a key field (optional).

On Work With Batches

1. Follow the steps to review voucher batches.
2. Choose a batch and click Select.

## Accounts Payable

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3. On Voucher Entry Journal Review, choose a voucher to review and click Select.
4. On Enter Voucher – Payment Information, change the information in any field that is not a key field (optional).

## What You Should Know About

<b>Column headings</b>	On Voucher Entry Journal Review, JB indicates Journal Entries Balanced.
<b>Batch amounts</b>	The gross amount of the voucher appears even if part of the voucher has been paid. The batch total amount includes debit memos.
<b>Reviewing foreign currency vouchers</b>	You can review the original currency of each voucher and the domestic currency of the company to which it was entered by reviewing the voucher.
<b>Adding vouchers to an existing batch</b>	You can enter additional vouchers into a batch by choosing the last blank line on Voucher Entry Journal Review. The system adds the voucher to the batch when you complete the information on Voucher Entry.
<b>Adding vouchers to an existing batch</b>	You can enter additional vouchers into a batch by clicking Add.
<b>Revising posted batches</b>	If you add, change, or void a transaction within a batch that has been posted, the system changes the batch status from posted to your default entry status (either pending or approved). You must post the batch again. The system posts only the changed transactions.

### ► To review general ledger information

#### On Work With Batches

1. Follow the steps to review voucher batches.
2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, verify the following field:
  - Journal Entries Balanced
4. From the Row menu, choose G/L Distribution.
5. On Enter Voucher – G/L Distribution, change the information in any field that is not a key field.

Field	Explanation
Journal Entries Balanced	A code that indicates whether the journal entries (JEs) for a document are in balance. Valid codes are: Y Yes, JEs are in balance N No, at least one of the JEs is not in balance  After you correct an out-of-balance situation, the N code remains until you run the daily system integrity check.

## Approving Voucher Batches

After you enter a batch of vouchers, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the A/P constants, the system assigns either a pending or an approved status to the batch.

The review program displays and updates information from the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)
- A/P Ledger (F0411)

### ► To approve voucher batches

---

On Voucher Journal Review

1. Follow the steps to review voucher batches.

See *Reviewing Vouchers (P00201)*.

2. Complete the following field for a batch:

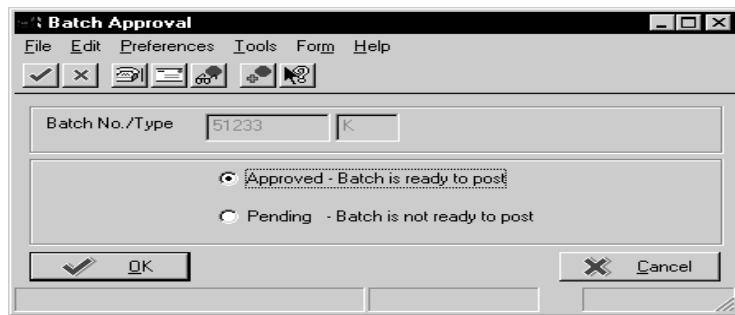
- Approved

On Work With Batches

1. Follow the steps to review voucher batches.

See *Reviewing Vouchers*.

2. From the Row menu, choose Batch Approval.



3. On Batch Approval, click the Approved option and click OK.
4. To verify the approval, review the following field on Work With Batches:
  - Status Description

---

Field	Explanation
Approved	<p>A code that indicates whether a batch is ready for posting. Valid codes are:</p> <p style="margin-left: 40px;">A      Approved, ready for posting. P      Pending approval. The batch will not post.</p> <p>If the system constants do not specify manager approval, the system automatically approves batches that are not in error.</p>

---

## What You Should Know About

**Preventing a batch from posting** To temporarily prevent a batch from posting, change its status from approved to pending.

## Accounts Payable

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# Understand the Post Process for A/P

## About the Post Process for A/P

After you enter, review, and approve vouchers, you post them so that your general ledger reflects them.

There are two parts to the post process:

- Pre-post
- Post

### What Happens During the A/P Pre-Post Process?

When you post payments, the system uses a pre-post process to create records in the Account Ledger table (F0911). In the Accounts Payable system, these records credit the cash account. The system also creates records for discounts taken and lost. When you post vouchers, the system skips the pre-post process because voucher records are created in the Account Ledger table when you enter a voucher.

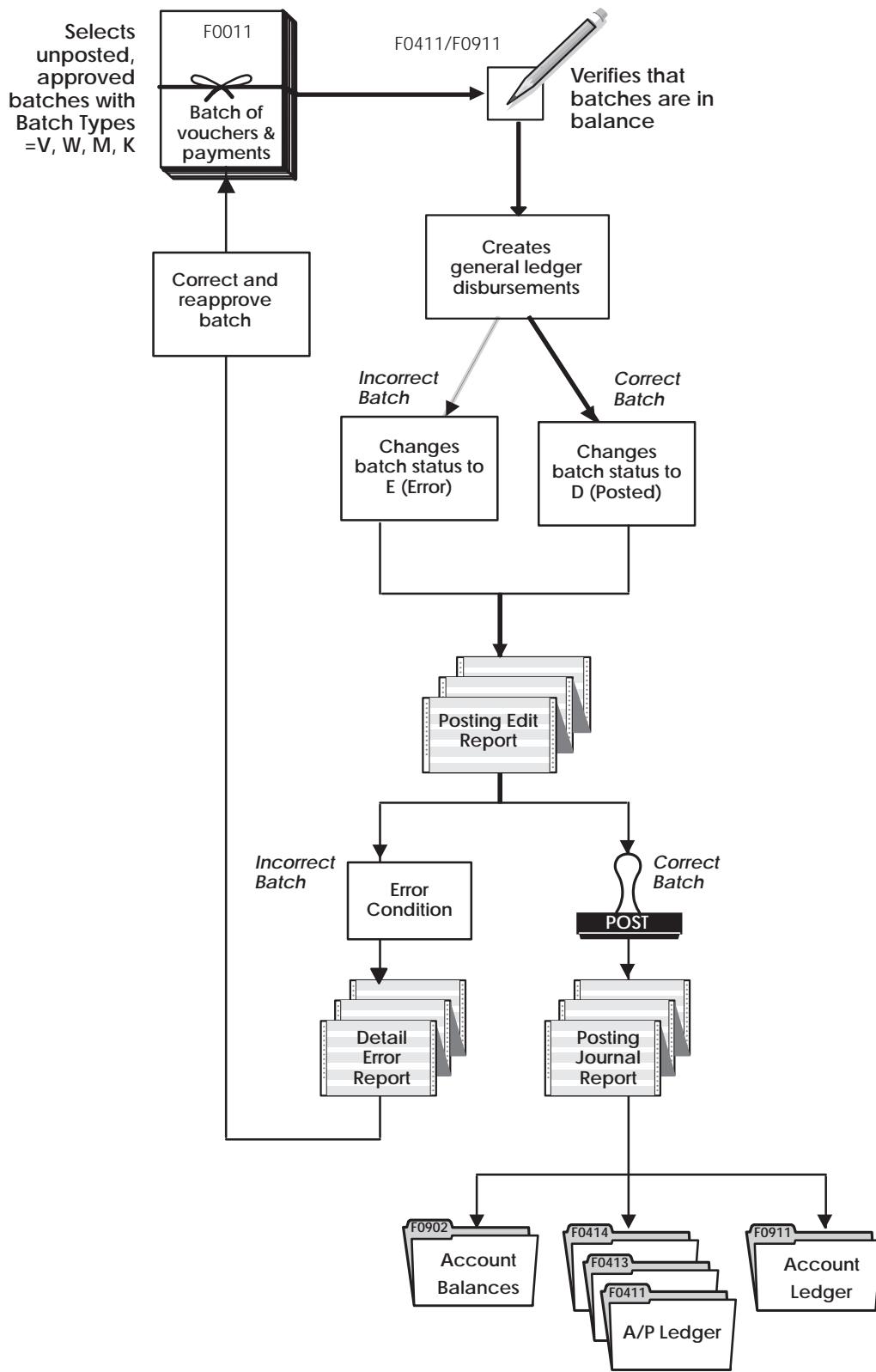
### What Happens During the A/P Post Process?

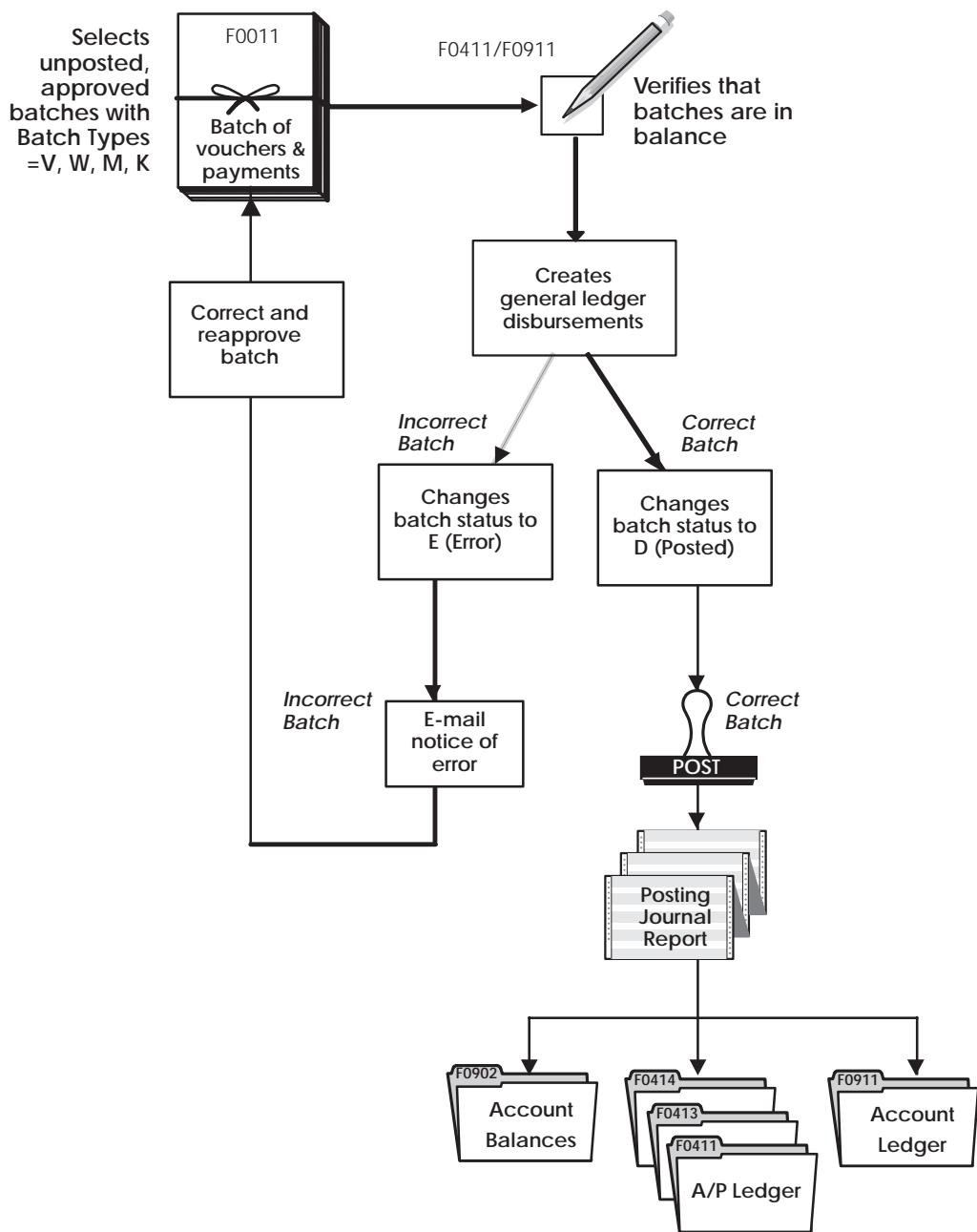
The system performs the following tasks for the post process:

- Selects unposted and approved transactions with the criteria specified in processing options.
- Selects unposted and approved transactions with the criteria specified in data selection.
- Edits each transaction to determine whether:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).
  - The G/L date is valid.
  - Intercompany settlements exist.
- Edits each batch to ensure that it is in balance and approved for posting.
- Prints a Posting Edit Report that shows any batch errors.

- Prints a Detail Error report that shows if AAIs are not set up correctly or if there is an invalid account number.
- Sends electronic mail messages for transactions that are in error.
- Prints an out-of-balance report if the batch does not balance.
- Places the entire batch in error if any transactions are in error. This prevents the batch from posting.
- Retrieves the automatic offset method from A/P Constants.
- Accumulates and posts automatic offset amounts using document type AE. The system uses the company number and the G/L offset from each voucher to locate the AAI item PC. This item contains the offset account to which you are posting.
- Updates the period net postings to include the posted amounts for a particular account in the Account Balances table.
- Updates each G/L posted code to P (posted) in the Account Ledger table (F0911).
- Updates each document in the A/P Ledger table to D (posted) and updates each posted batch status to D (posted) in the Batch Control table (F0011).
- Posts tax entries using the AAI item PT.
- Records tax pay items in the Sales/Use/VAT Tax table (F0018). The processing options control which transactions are recorded.
- Performs intercompany settlements, if applicable.
- Posts the domestic amount to the AA (actual amount) ledger and, if applicable, the foreign amount to the CA (currency amount) ledger.
- Creates reversing entries, if applicable.
- Prints a posting journal.

The following graphic illustrates the A/P post processes.





### How Are A/P Offsets Handled?

The automatic offset is a debit or credit to the A/P trade account. It is controlled by the AAI item PC. During the posting process, the system retrieves the following information for the automatic offset:

- Document type. This is AE (automatic entry).
- Document number. This is based on how you set up your offset method in A/P constants.
- Account description/explanation. For example:

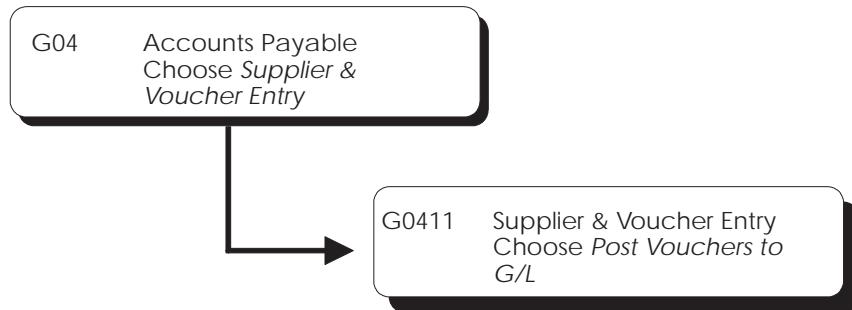
- Accounts Payable – Trade/Post Offset by Batch V (your batch number)
- Accounts Payable – Trade/Post Offset by Doc V (your voucher number).

If the transaction includes taxes, the system generates an offset transaction with the characteristics described above, except that the description comes from the AAI item PT for the tax account.

## Accounts Payable

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## Post Vouchers



### Posting Vouchers

After you enter, review, and approve vouchers, post them to the general ledger. Posting vouchers consists of:

- Posting batches of vouchers
- Verifying posted vouchers

#### Before You Begin

- Verify the offset method in the A/P constants
- Verify that the batch has an approved status
- Ensure that all post menu selections are routed to the same job queue and that the job queue only allows one job to process at a time

### Posting Batches of Vouchers

Run only one post program at a time.

#### ► To post a batch of vouchers

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1. Select the desired processing options.
2. Submit the post.

On Work With Versions

3. Choose a version of Voucher Post.
4. From the Row Menu, choose Run Version.
5. On Version Prompting, choose the Data Selection option.
6. Click one of the following:
  - Preview, to review the batch online
  - Print, to obtain a report
7. On Criterion Design, click the Batch Number field, and click Literal.
8. On Literal, click a blank line and enter the number of the batch to be posted, then click OK.
9. On Criterion Design, click Update.

### What You Should Know About

**Specifying batches to be posted**      Highlight a blank line for your data selection entry. Do not delete or type over the existing specifications for the posting status (A) or the batch type (G).

**Customizing the post program**      This program performs a number of complex tasks. J. D. Edwards strongly recommends that you do not customize it.

**Making changes during the posting process**      Do not change accounts, AAIs for A/P, AAIs for intercompany settlements, A/P, constants, G/A constants, or processing options while the post program is running.

**Posting to an alternate currency ledger**      If you use the XA (alternate currency) ledger, set the post program to automatically update the ledger and produce a separate Posting Journal report.

**Deleting paid and posted vouchers**

You cannot delete a paid or posted voucher. You must void it.

**See Also**

- *Working with Data Selection* in the *Common Foundation Guide* for more information about data selection

## Verifying Posted Vouchers

After you post your vouchers, verify that the batch vouchers posted successfully. If a batch did not post, you must correct all errors and set the batch status to approved before the system will post the batch. The system creates a variety of reports that you can use to verify the posting information.

Complete the following tasks:

- Reviewing the Posting Edit Report
- Reviewing the Batch Edit Report
- Reviewing electronic mail for error messages
- Reviewing the Posting Journal
- Reviewing Batches with Balancing Problems Report
- Reviewing the Post Detail Error Report

### Reviewing the Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. The following appear on this report:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

09800	J.D. Edwards & Company General Ledger Post - Voucher Entry Posting Edit Report						Page 4 Date 4/10/98
Create Intercompany Settlements: *							
Batch Number	Batch Date	Account Number - Input Account ID	G/L Subldgr	Date Ty	Do Number	Document JE Line Number	Error Messages
75206	03/15/95						***NO ERRORS*** Batch will post. *

### Reviewing the Batch Edit Report

If you enter vouchers with multiple currencies, the system generates a Batch Edit report. This report lists problems with the batch.

### Reviewing Electronic Mail for Error Messages

After you run the post program, review your electronic mail for error messages. You can access forms for the Accounts Payable system from these error messages. This allows you to locate problems and make changes interactively.

### Reviewing the Posting Journal

After you run the post program, use the Posting Journal to verify the automatic offsets that the system created. This report lists only those batches that posted successfully.

When a posting journal contains only heading information, this indicates that the post program could not post any batches and has sent messages to your electronic mail.

If you enter vouchers with multiple currencies, this report lists the amounts in both the CA (currency amounts) ledger and converted AA (actual amounts) ledger for foreign currency transactions. The CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry.

Additionally, this report lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount. Both the CA and the AA ledgers must be in balance. CA totals might not be currency specific.

09801	J.D. Edwards & Company General Ledger Post - Voucher Entry										Page 1										
Batch Type - V											Date 4/10/98										
Batch Number - 75206																					
Batch Date - 04/10/98																					
Posting Journal																					
Post Out of Balance :																					
Create Intercompany Settlements: *																					
Do Document TY	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	Debit	Amounts . . . . .	Credit	LT	Units												
PV	8324	06/30/98	00100 Entertainment Gourmet & More	USD 90.8665	1,500.00				AA												
AE	75206	06/30/98	00100 Accounts Payable-Trad USD Post Offset by Bact V 00080173	Customer Number-43058 100.4110		1,500.00	-		1,500.00- AA												
Batch Total																					
-----																					
1,500.00 1,500.00- AA																					

## Reviewing Batches with Balancing Problems Report

### Reviewing the Post Detail Error Report

If a batch is not in balance, the system generates an error report. If an out-of-balance voucher is in error, correct the error and post the batch again.

If you enter vouchers with multiple currencies, this report includes AA (actual amounts) and CA (currency amounts) ledger information. Both the CA and AA ledgers must be in balance.

In some cases, you might need to post an out-of-balance voucher. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

## Processing Options for Post to General Ledger

### BATCH SELECTION:

1. Enter Batch Number
- or Batch Date
- or Batch User ID

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## Accounts Payable

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### PRINT SELECTION:

2. Identify how to print amount fields on Post Journal:  
'1' = to Millions (w/ commas)  
'2' = to Billions (w/o commas)  
Blank (Default) = No Journal Printed.

---

3. Identify which account number to print on report:  
'1' = Account Number  
'2' = Short Account ID  
'3' = Unstructured Account  
'4' = (Default) Number Entered During Input

---

### FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets.

---

NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.

5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

---

### CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)

---

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

---

### ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post.  
NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

---

### TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018):  
'1' = V.A.T. or Use Tax only  
'2' = for All Tax Amounts  
'3' = for All Tax Explanation Codes  
Blank (Default) = No Update to File.
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.  
'1' = update VAT amount only  
'2' = update VAT amount, extended price and taxable amount

---

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross

Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

- '1' = update VAT amount only
- '2' = update VAT amount, extended price and taxable amount

**PROPERTY MANAGEMENT:**

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '//.)

**UPDATE OPTION:**

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)

**REPORT FORMAT:**

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.

**DETAILED CURRENCY RESTATEMENT:**

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.
16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

**BATCH TYPE SELECTION:**

NOTE: This option should NOT be changed by User.

## Processing Options for Post to General Ledger

**{Insert processing options}**



### Exercises

See the exercises for this chapter.

## Test Yourself: Posting Vouchers

1. When does the system update the Account Balances table (F0902)?  

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2. Which posted status does the system assign to vouchers in the A/P Detail table (F0411)?  

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3. Which posted status does the system assign to transactions in the Account Ledger table (F0911)?  

---
4. Which posted status does the system assign to batch statuses in the Batch Header table (F0011)?  

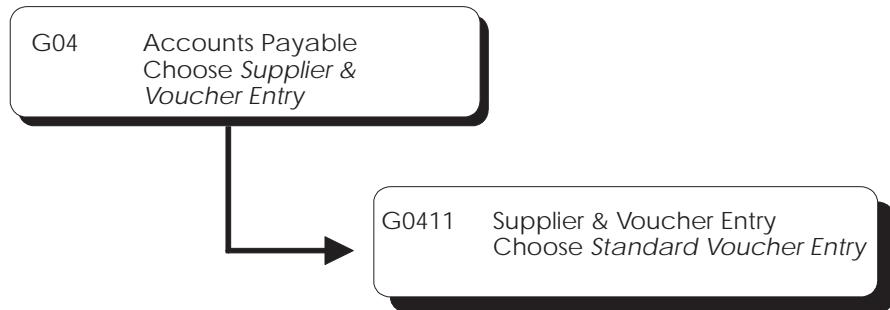
---
5. Which document type does the system assign to the automatic offset entry?  

---
6. To post vouchers, what must the Batch Type processing option equal?  

---

The answers are in *Appendix B*.

## Revise Posted Vouchers



### Revising Posted Vouchers

After a voucher is posted but before you pay it, you might need to change it. For example, you might need to add lines to the G/L distribution. You might also need to void it. Revising posted vouchers includes:

- Revising posted vouchers
- Voiding posted vouchers

### Revising Posted Vouchers

You might need to change posted, unpaid vouchers. For example, you might need to add lines to the G/L distribution.

The system maintains an audit trail when you change a posted voucher. It uses document type PE (change in gross amount) for the new transactions that adjust the posted transactions.

You *cannot* change the following key fields:

- Voucher Number
- Voucher Type
- Voucher Company
- Supplier Number

- G/L Date
- Company
- G/L Offset

Company and G/L Offset become key fields when a voucher is posted.

To change the information in one of these key fields, do one of the following:

- Void and re-enter the voucher
- Copy the voucher and change these fields on the new voucher before you enter it

If you make certain types of changes, the system changes the batch status from posted to unposted. You must post the batch again. This is true if you:

- Change the total gross amount for the voucher
- Change the number of vouchers in a batch
- Change a journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original voucher was pending.

### ► **To revise a posted voucher**

---

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Vouchers (P04105)*.

2. Change the information in any field that is not a key field.
3. Access AR and AP Journal Entries by pressing Enter.
4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
  - Explanation 2 (optional)

### On Supplier Ledger Inquiry

5. Locate the voucher and click Select.

See *Locating Vouchers*.

6. On Enter Voucher – Payment Information, change the information in any field that is not a key field and click OK.
7. On Enter Vouchers – G/L Distribution, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
  - Explanation 2 (optional)

### What You Should Know About

#### **Changing a posted voucher with taxes**

You cannot add taxes to a posted voucher. However, you can change the gross amount of the voucher, and enter tax information as an additional pay item.

To change a posted voucher with taxes, enter a new gross amount and remove the tax amount and taxable amount information. The system recalculates the tax information.

### See Also

- *Revising Unposted Vouchers (P04105)*
- *Copying Vouchers (P04105)*
- *Revising Unposted Vouchers*
- *Copying Vouchers*

### Voiding Posted Vouchers

To remove a posted voucher from your general ledger, you must void it and then post the batch again. You can void a voucher in any open fiscal period. You cannot delete a posted voucher.

To void a paid voucher, you must void the payment. After you do so, the voucher is considered unpaid and can be voided.

The system maintains an audit trail when you void a posted voucher. It uses document type PE (change in gross amount) for the new transactions that reverse the posted transactions.

### ► **To void a posted voucher**

---

On Standard Voucher Entry

1. Locate the voucher.

See *Locating Vouchers (P04105)*.

2. To void the voucher in a different period, change the following field (optional):
  - G/L Date
3. Access AR and AP Journal Entries by performing the Delete action.
4. On AR and AP Journal Entries, complete the following optional field:
  - Void
5. If you do not complete the Void field, complete the following fields:
  - Account Number
  - Amount
  - Explanation 2
6. Use the change action.
7. To verify the void, locate the original voucher.
8. Verify the following:
  - The gross amount in supplier invoice information is zero (blank)
  - The original gross amount in payment information is zero
  - The payment status code is P (paid)
  - The G/L date is unchanged
9. To verify the audit trail, locate the new document (document type PE).
10. Verify the following:
  - The gross amount reflects the amount of the original voucher.
  - The G/L date is blank. The date does not appear on the new document until you post the voucher.

## On Supplier Ledger Inquiry

1. Locate the voucher and highlight it.

See *Locating Vouchers*.

2. Click Delete.
3. From the Row menu, choose Void.
4. On Void Journal Entry, change the following field to void the voucher in a different period, if necessary:
  - G/L Date
5. Click OK to proceed with the void.

The Reverse or Void field does not show the void character (V). However, this information is stored in the Account Balances table (F0902).

6. To verify the void, locate the voided voucher and click Select.
7. From the Form menu, choose G/L Distribution.
8. On Enter Voucher – G/L Distribution, review the reversing entry (created by the void).

Field	Explanation
Reverse or Void (R/V)	<p>A code that controls whether transactions are automatically reversed or voided. Valid codes are:</p> <ul style="list-style-type: none"> <li>R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period.</li> <li>V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry.</li> <li>Blank Do not reverse or void transactions.</li> </ul>
Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p> <p>..... <i>Form-specific information</i> .....</p> <p>To manually reverse the G/L distribution, you can enter the new balancing amount and account number.</p>

### See Also

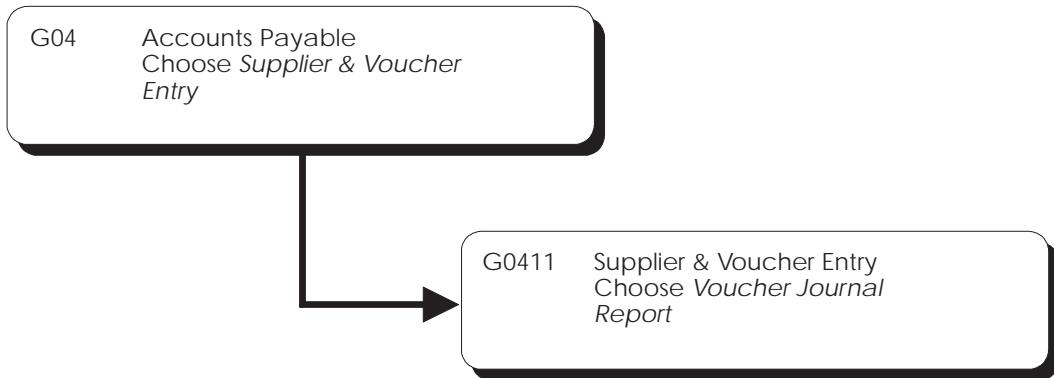
- *Voiding Automatic Payments (P04103)*
- *Voiding Automatic Payments*



### Exercises

See the exercises for this chapter.

## Print Voucher Journals



### Printing Voucher Journals

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

This report lists transactions from the A/P Ledger (F0411) and Account Ledger (F0911) tables. The processing time for this report is related to the number of records in your system.

This is a DREAM Writer report.

### See Also

- *Reviewing Vouchers (P00201)* for information about reviewing voucher journal information online
- *Reviewing Vouchers* for information about reviewing voucher journal information online

## Accounts Payable

Report Total:

## What You Should Know About

### Abbreviated column headings

This report uses the following column headings:

- Ty – Document Type
- PC – Posted Code
- L/T – Ledger Type
- PS – Payment Status
- PI – Payment Instrument

## Processing Options for Voucher Journal

### PRINT FORMAT CONTROL:

1. Enter a format to print:

' ' = 132 characters.

'1' = 198 characters, including  
tax amounts and Journal Entry  
remarks.

\_\_\_\_\_

### SUBHEADING CONTROL:

2. Enter a '1' to print the User ID from  
the Batch Header file (F0011) in the  
report subheading. If left blank,  
the User ID from the A/P Ledger file  
(F0411) will be printed.

\_\_\_\_\_

### ACCOUNT NUMBER DISPLAY MODE:

3. Enter which account number to print  
on the Journal:

' ' = Number entered during input.

or '1' = Account number

or '2' = Short account ID

or '3' = Unstructured account

\_\_\_\_\_

### ROUNDING FACTOR:

4. Enter desired rounding factor:

' ' = no rounding (Default)

'0' = round decimals only

'1' = divide by 10

'2' = divide by 100

'3' = divide by 1000

'4' = divide by 10000

'5' = divide by 100000

\_\_\_\_\_

Amounts are rounded to the nearest whole  
number. Actual amounts are used to  
accumulate totals.

### TAX PROCESSING:

5. Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts and also to balance A/P Ledger and General Ledger amounts with Use and VAT taxes (for posted vouchers). If left blank, only the tax amount from the A/P Ledger file (F0411) will be printed.
- NOTE: This option is only valid when option 1 is set to '1' (Print 198 character format).

### Processing Options for Voucher Journal

{Insert processing options when available}

### Data Sequence for Voucher Journal

The report totals are dependent on the following sequence:

1. User ID
2. Batch date
3. Batch Number

# Other Voucher Entry Methods

## Objectives

- To understand the other voucher entry methods and when to use them

## About Other Voucher Entry Methods

Not all of your vouchers are typical standard or speed vouchers. You might need to enter a voucher to pay an employee for a travel advance, or you might need to enter several vouchers at the same time for one supplier.

Working with other voucher entry methods consists of:

- Working with logged vouchers
- Working with recurring vouchers
- Entering prepaid vouchers
- Entering vouchers for multiple companies
- Entering multiple vouchers for suppliers

## Why Do You Use Other Voucher Entry Methods?

You might have many suppliers with different payment expectations. Depending on the supplier, you might need to enter a voucher with limited information for many internal companies, or set up a voucher that is the same amount every month.

### Logged Vouchers

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. This is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a G/L suspense account. Later, you review and redistribute the voucher to the correct G/L accounts.



To view those vouchers assigned to a suspense account, print the Voucher Detail report. This report shows transaction totals from the A/P Ledger table.

### Recurring Vouchers

You can enter a recurring voucher for a supplier who sends you invoices for the same amount on a regular basis. This voucher entry method is ideal for lease and rent payments.

You specify the frequency and the number of payments when you enter the original voucher.

### Prepaid Vouchers

When a supplier requires you to pay for goods or services before they submit an invoice, enter a prepaid voucher. You can enter prepaid vouchers to:

- Pay employee expenses or travel advances
- Pay deposits on services to be rendered
- Take advantage of discounts

With this method, you can enter a voucher and produce a payment in the next automatic payment run or produce a manual payment. Later, when you receive the actual invoice, the system reduces the payment to the supplier by the amount of the negative voucher.

If you need to issue payment immediately, use the payment with voucher match methods.

### One Voucher for Many Companies

To distribute a voucher among several internal companies of a supplier for the same expense, enter a voucher for multiple companies. You can distribute the voucher among:

- Different G/L offset accounts
- Different bank accounts

### Many Vouchers for One or More Suppliers

To enter several vouchers quickly, you can enter:

- Multiple vouchers for one supplier
- Multiple vouchers for more than one supplier

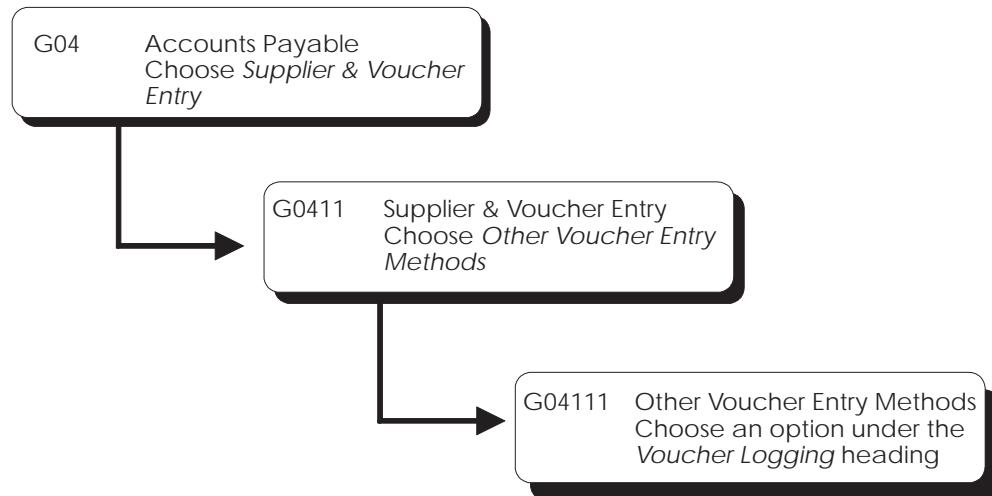
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Entering multiple vouchers at one time speeds up the entry process, but limits the information you can enter.

## Accounts Payable

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## Work with Logged Vouchers



### Working with Logged Vouchers

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

Working with logged vouchers consists of:

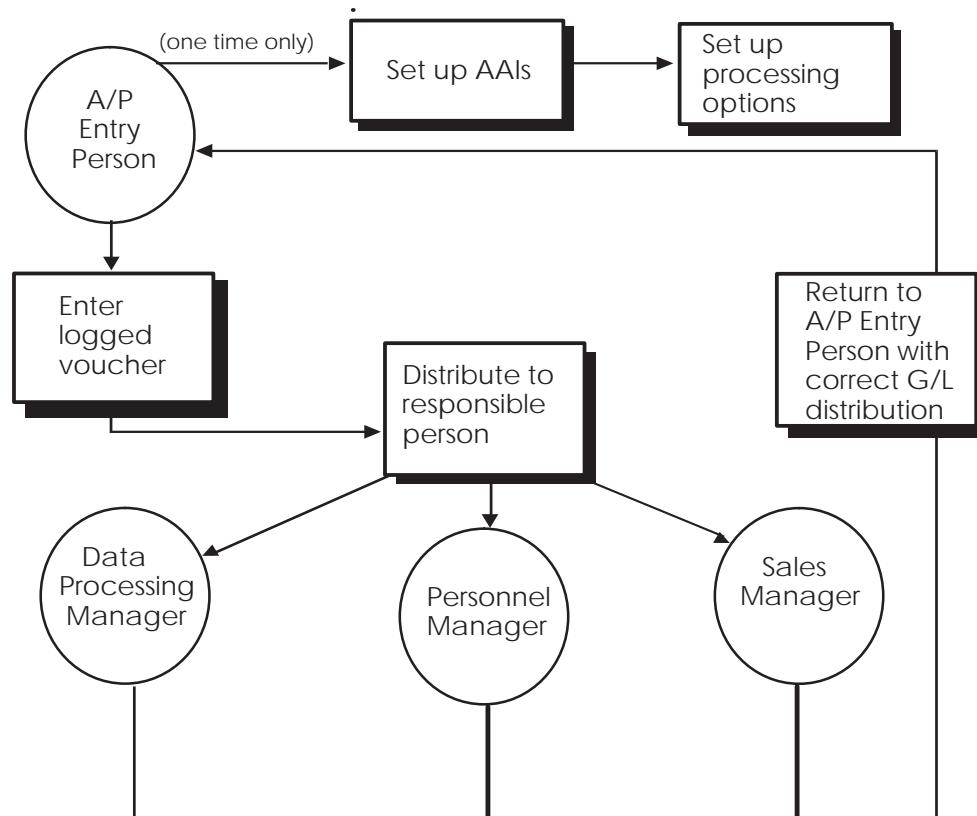
- Entering logged vouchers
- Printing the Voucher Detail report
- Redistributing logged vouchers

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

When you enter a logged voucher, the system:

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

The following graphic illustrates the voucher logging process.



## Example: Voucher Logging

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

When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

### Entry



- Debit of 500 to the Expense Suspense account
- Credit of 500 to the A/P Trade account

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

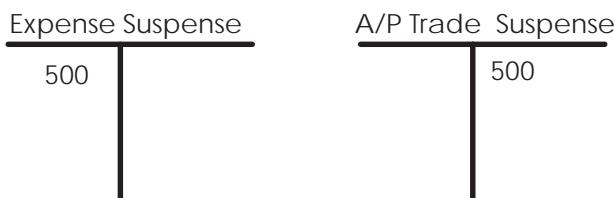
### Redistribution



- Credit of 500 to the Expense Suspense account
- Debit of 500 to the Expense account

If AAI items PP and PQ point to both the G/L and A/P trade suspense accounts, when you post the system distributes amounts to the suspense accounts as follows:

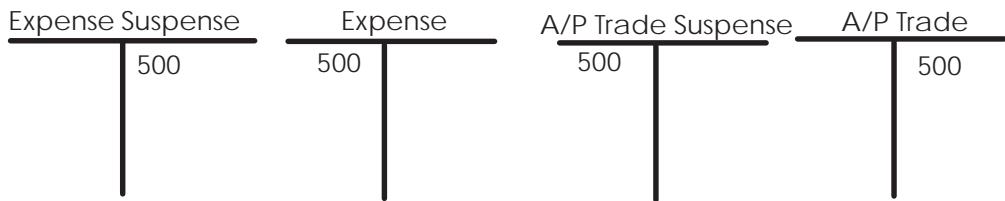
### Entry



### Entry

- Debit to the Expense Suspense account
- Credit to the A/P Trade Suspense account

### Redistribution



### Redistribution

- Credit to the Expense Suspense account
- Debit to the Expense account
- Debit to the A/P Trade Suspense account
- Credit to the Trade account

### Before You Begin

- Set up AAI items PP and PQ
- Set the voucher suspense flag in company numbers and names to identify whether the A/P suspense trade account should be used
- Assign an approver number to each supplier (optional)
- Run Update Approver/Category Code 7 (optional)

### Entering Logged Vouchers

There might be times when you do not know the G/L account to distribute a voucher. You might want to enter a logged voucher when you receive the supplier's invoice so that you can maintain accurate A/P information.

► To enter a logged voucher

On Voucher Logging Entry

The screenshot shows the 'Voucher Logging Entry' window (P04105) with the following details:

- Supplier Number:** 4010
- Invoice Number:** 8342
- Amount:** 375.00
- Date:** 06/10/98
- G/L Date:** 06/30/98
- Mode (F):** D
- Voucher/Type/Co:** Prev Voucher: 00100
- Business Unit:** [empty]
- Payment Terms:** [empty]
- Company:** [empty]
- Approver Number:** 6001
- Currency Code:** [empty]
- Remaining Amount:** [empty]
- Exchange Rate:** [empty]
- Batch Number:** [empty]
- Payment Schedule:**

Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date	P/S
	375.00		Gourmet pastries	07/10/95	
- Buttons:** Checkmark, X, Help, More Keys, MW.
- Keyboard Shortcuts:** F4=Details, F9=Name Srch, F11=Addr Book, F13=J.E. Inq, F16=Ledger Inq, F24=More.

- Follow the steps for entering a standard voucher.

See *Entering Standard Vouchers (P04105)*.

- Complete the following optional field and press Enter.

- Approver Number

The screenshot shows the 'Journal Entry Prompt' window (P041051) with the following details:

- Mode (F):** D
- Amount:** 375.00
- Account Number:** 90.8799
- Remark:** Gourmet pastries
- Buttons:** Checkmark, X, Help, More Keys.
- Keyboard Shortcuts:** F3=Exit, F24=More Keys.

3. On Journal Entry Prompt, review and change the following fields (optional):

- Account Number
- Remark

This distributes the journal entry to the suspense expense account.

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

## Printing the Voucher Detail Report

To see vouchers that need to be redistributed, print the Voucher Detail report. This report is similar to the Open A/P Details report.

### See Also

- *Printing Open A/P Detail Reports (P04423)*

## Redistributing Logged Vouchers

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

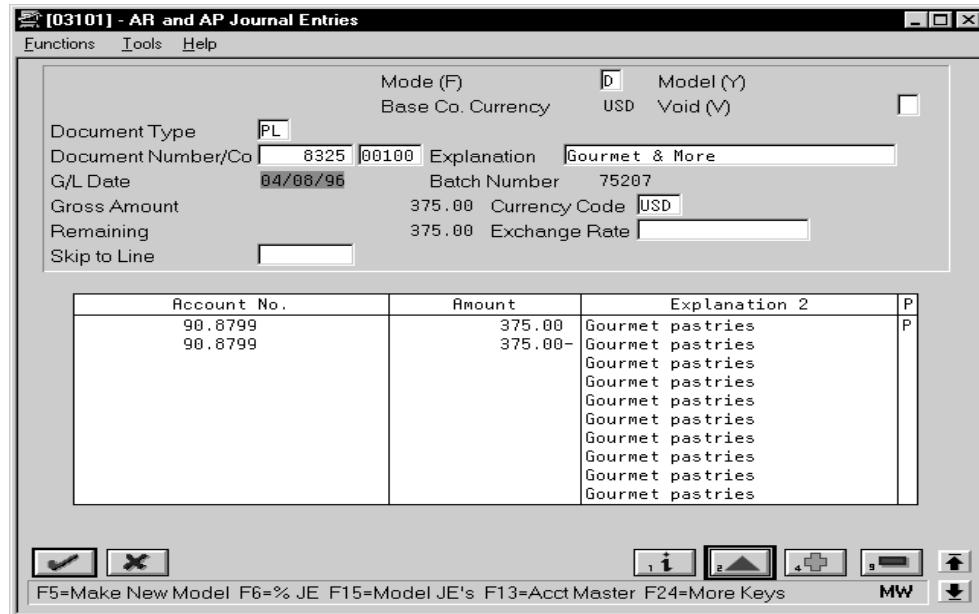
### ► To redistribute a logged voucher

On Voucher JE Redistribution

D O C U M E N T T Y P E	D O C U M E N T N U M B R A N C H	S U P P L I E R N U M B R A N C H	S U P P L I E R N A M E	D U E/ C H K D A T E	G R O S S A M O U N T	P S
PL	8325	4010	Gourmet & More	07/10/98	375.00	R
			TOTAL		----- 375.00	

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

Note that the original suspense account distribution is automatically reversed.



3. On AR and AP Journal Entries, complete the following fields:

- Account Number
- Amount
- Explanation 2

### What You Should Know About

**Revising a logged voucher**

You can change a logged voucher before you redistribute it.

If you post a logged voucher before you redistribute it, you cannot change it. Void the voucher and re-enter it.

**Voucher G/L dates**

You can redistribute a voucher using a G/L date earlier than the voucher's G/L date. To do so, you must post the voucher before you redistribute it.

**Redistributing a purchase order voucher**

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

**Reports**

To see vouchers that need to be redistributed, print the Voucher Detail report. This report is similar to the Open A/P Details report.

## See Also

- *Processing Options for Voucher Entry (P04105)*



## Exercises

See the exercises for this chapter.

## Accounts Payable

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# Work with Recurring Vouchers

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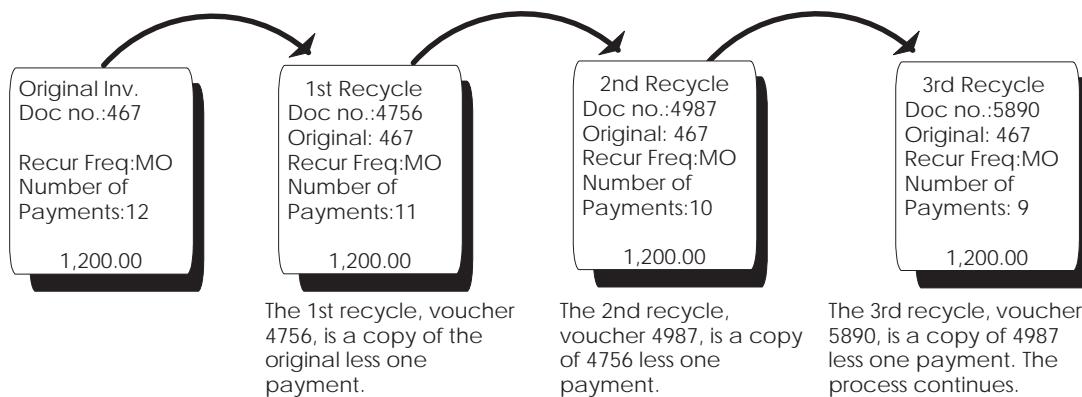
## Working with Recurring Vouchers

If you owe a supplier a specific amount on a regular basis, such as a lease payment, set up your Accounts Payable system to create the voucher on a recurring basis.

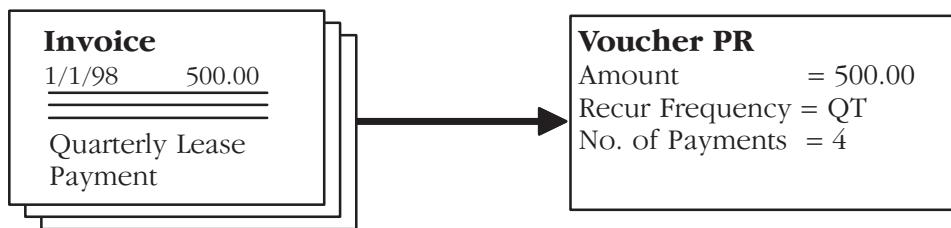
Working with recurring vouchers consists of:

- Entering recurring vouchers
- Reviewing recurring vouchers
- Revising recurring vouchers
- Recycling recurring vouchers

To set up a recurring voucher, you first specify the initial payment, the total number of payments, the recurring frequency, and the accounting distributions for the periodic voucher amount.



On a periodic basis, you generate a copy of the original voucher. This copying process is called *recycling*. The recycled voucher has its own document number and batch that is different from the original voucher.



When you recycle vouchers, you use a slightly modified version of the J.D. Edwards three-tier processing steps:

1. Recycle. Recycle the vouchers that you want to submit for payment. You can do this at any time, but usually you recycle on a weekly, monthly, or quarterly basis. The system creates a new voucher.
2. Review and Approve. Review and approve the batches.
3. Post. Post the batches to the general ledger.

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

### See Also

- *About Voucher Processing (P04105)* for more information about three-tier processing
- *Understanding Voucher Processing* for more information about three-tier processing

### Example: Recurring Vouchers

You enter the following voucher in the system:

Document Number	1267	PR 00100 .
Supplier Number	4010	Gourmet & More
Invoice Number	8950	
Invoice Amount	1200	
Invoice Date	6/1/98	
G/L Date	6/30/98	
Recur Freq.	QT	# Pymts    4

**Document number** 1267 PR 00100

**Supplier number** 4010

<b>Invoice number</b>	4463
<b>Invoice amount</b>	1200
<b>Invoice date</b>	06/15/98
<b>G/L date</b>	06/30/98
<b>Recurring frequency</b>	QT
<b>Number of payments</b>	4

Voucher 1267 is the original voucher and is the first of four vouchers. When you recycle this voucher, it is used as a "master" to copy information to the next quarterly voucher. If you do not recycle voucher 1267, it is the only voucher in the system.

The first time you run the recycle program, the following occurs:

ORIGINAL Voucher		
Document Number	1267	PR 00100 .
Supplier Number	4010	Gourmet & More
Invoice Number	8950	00100
Invoice Amount	1200	
Invoice Date	6/1/98	
G/L Date	6/30/98	
Recur Freq.		# Pymts

<b>Document number</b>	1267 PR 00100
<b>Supplier number</b>	4010 Gourmet & More
<b>Invoice number</b>	4463 00100
<b>Invoice amount</b>	1200
<b>Invoice date</b>	06/15/98
<b>G/L date</b>	06/30/98

**Recurring frequency** blank

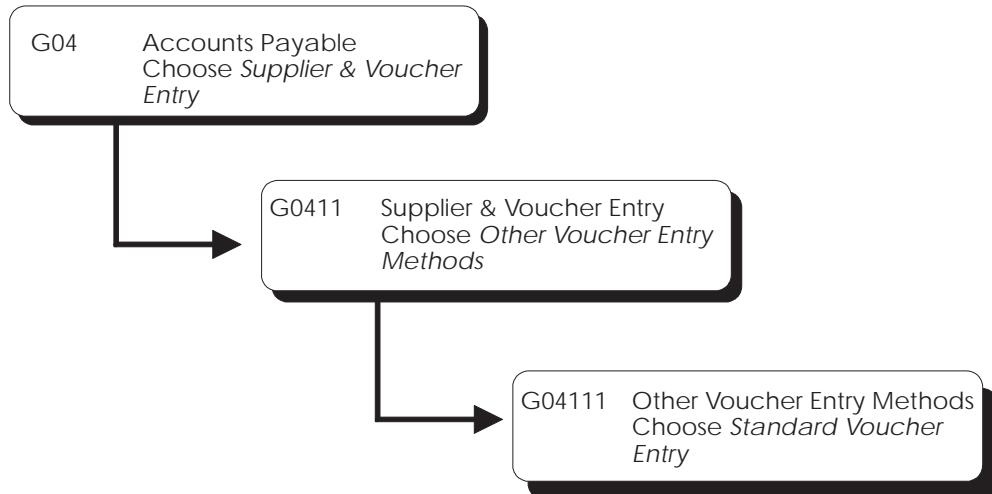
**Number of payments** blank

The system copies voucher 1267 to a new voucher, 2275. Voucher 1267 no longer contains a recurring frequency or number of payments.

NEW Voucher		
Document Number	2275	PR 00100 .
Supplier Number	4010	Gourmet & More
Invoice Number	8950	
Invoice Amount	1200	
Invoice Date	9/15/98	
G/L Date	9/30/98	
Recur Freq.	QT	No. of Payments    3

Voucher 2275 has a quarterly recurring frequency, three remaining payments, and updated invoice and G/L dates.

### Entering Recurring Vouchers



To pay a supplier on a periodic basis, enter a recurring voucher. The system assigns a document type of PR to recurring vouchers.

### ► To enter a recurring voucher

On Standard Voucher Entry

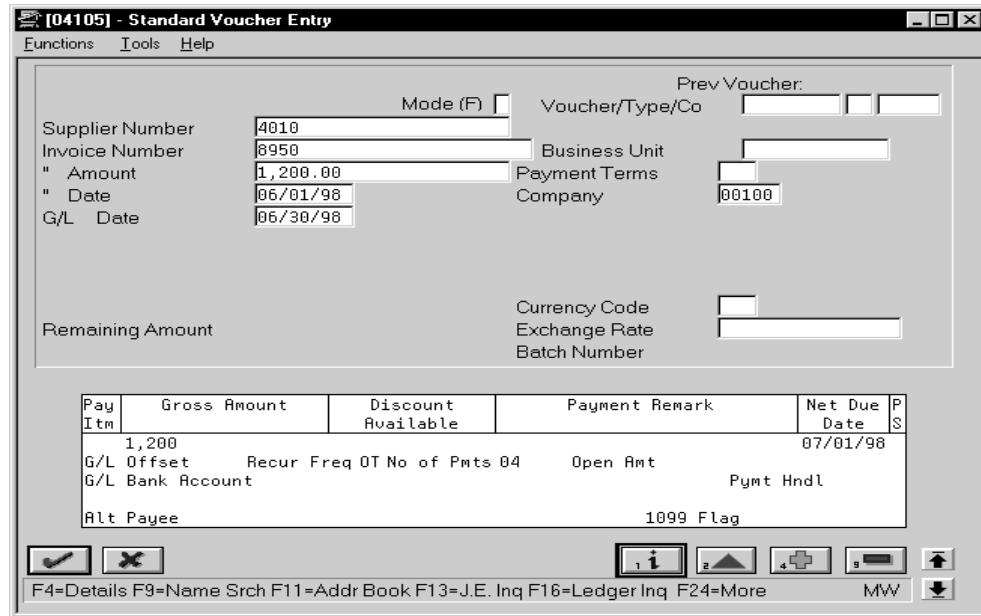
Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date	P/S
	1,200			07/01/98	

- Follow the same steps for entering information for a standard voucher.

See *Entering Standard Vouchers (P04105)*.

- Choose Details.

## Accounts Payable



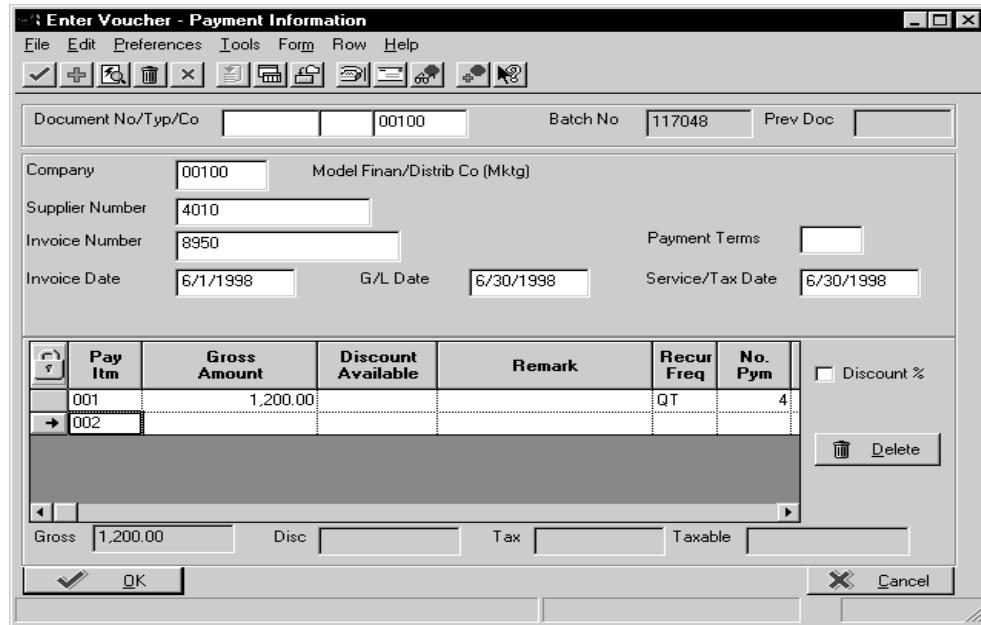
3. Complete the following fields:

- Recurring Frequency
- Number of Payments

On Supplier Ledger Inquiry

1. Follow the steps for entering a standard voucher.

See *Entering Standard Vouchers*.

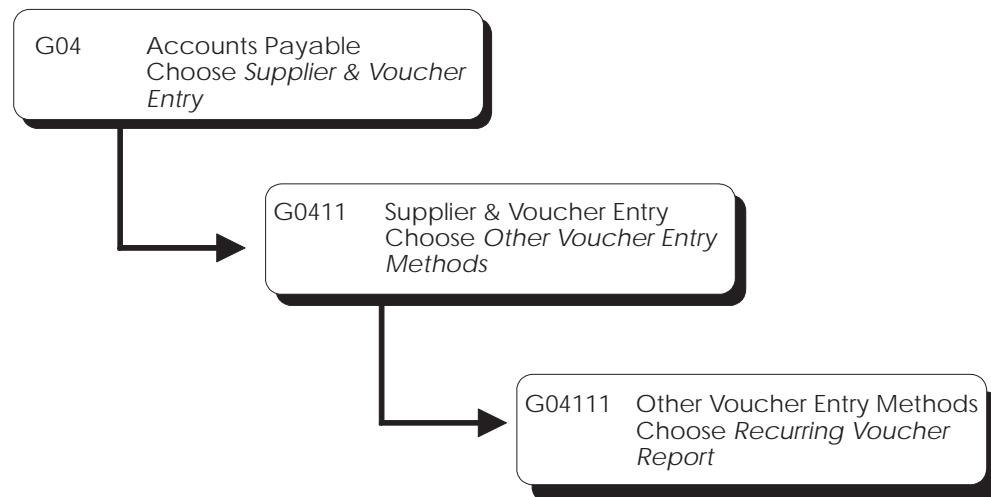


2. On Enter Voucher – Payment Information, complete the following fields in the detail area:

- Number of Payments
- Recurring Frequency

<b>Field</b>	<b>Explanation</b>												
Recurring Frequency	<p>A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program.</p> <p>If you specify a recurring frequency in voucher or invoice entry, you cannot enter multiple pay items.</p> <p>Valid recurring frequency values are:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>MO</td><td>Monthly</td></tr> <tr><td>AN</td><td>Annually</td></tr> <tr><td>WK</td><td>Weekly</td></tr> <tr><td>QT</td><td>Quarterly</td></tr> <tr><td>SA</td><td>Semiannually</td></tr> <tr><td>BW</td><td>Biweekly</td></tr> </table>	MO	Monthly	AN	Annually	WK	Weekly	QT	Quarterly	SA	Semiannually	BW	Biweekly
MO	Monthly												
AN	Annually												
WK	Weekly												
QT	Quarterly												
SA	Semiannually												
BW	Biweekly												
Number of Payments	<p>Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment.</p> <p>When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.</p>												

### Reviewing Recurring Vouchers

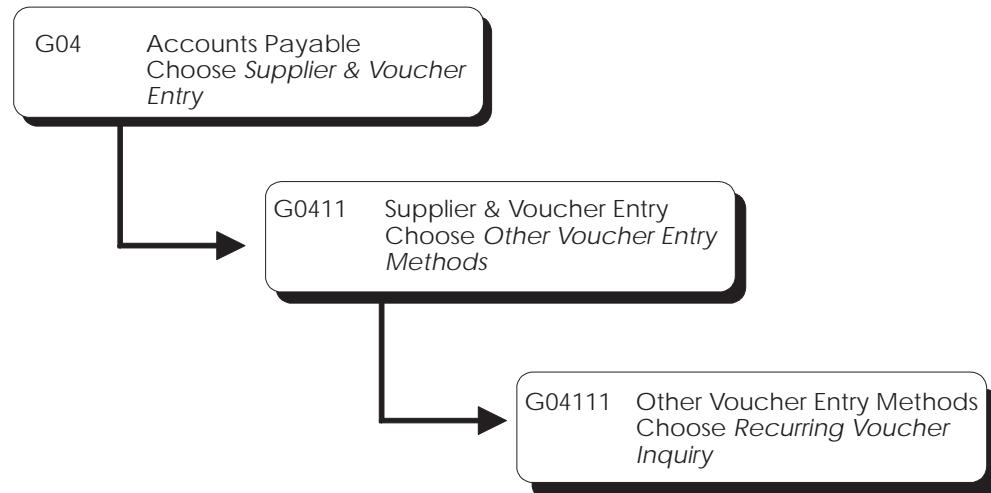


After you enter recurring vouchers, you might want to verify them before running the recycle program.

You can:

- Review recurring vouchers online
- Review the Recurring Voucher Report

### Reviewing Recurring Vouchers Online

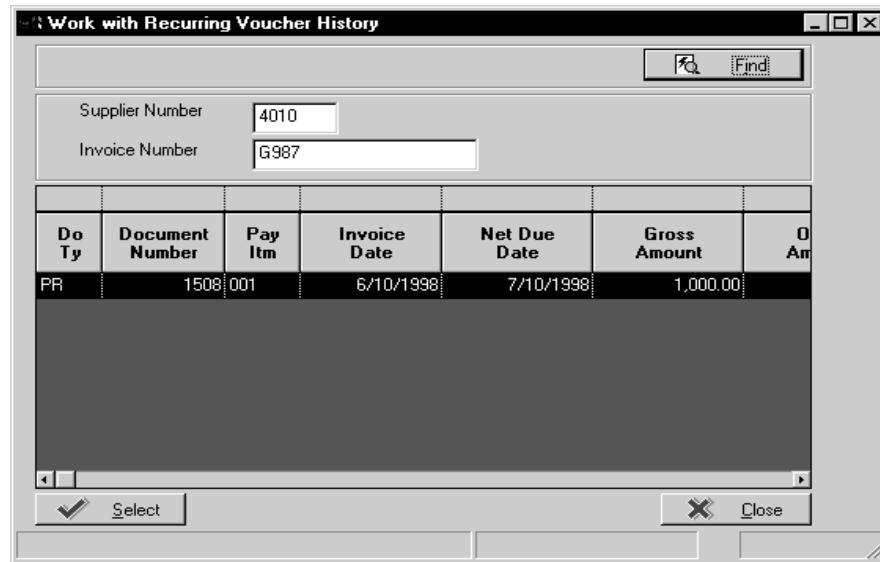


You can review recurring voucher history online.

► **To review recurring vouchers online**

On Supplier Ledger Inquiry

1. To limit your search, click Recurring Vouchers.
2. Follow the steps for locating a voucher.  
See *Locating Vouchers*.
3. Choose a voucher.
4. From the Row menu, choose Revise Recurring Vouchers.



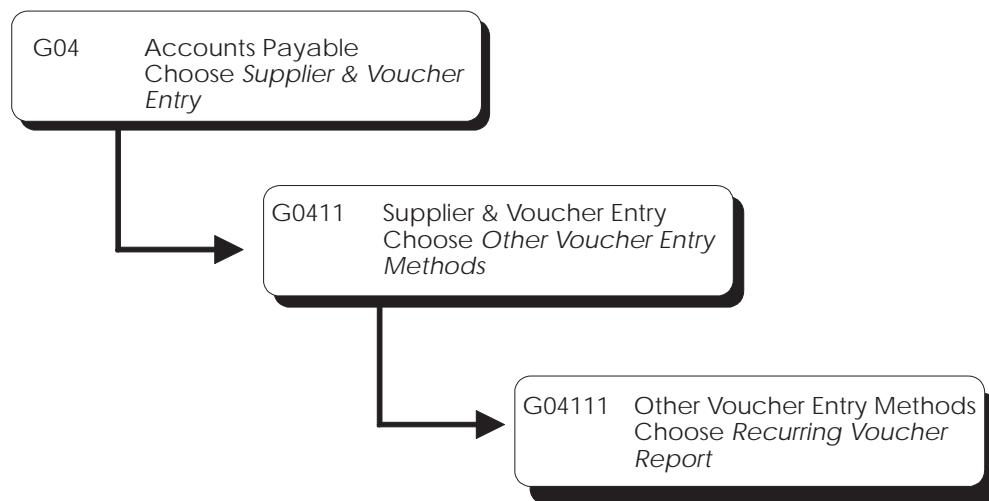
5. Complete the following optional fields and click Find:

- Supplier Number
- Invoice Number

#### See Also

- *Reviewing Vouchers* for information about reviewing vouchers online
- *Revising Recurring Vouchers* for information about updating recurring vouchers

### Reviewing the Recurring Voucher Report



Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the A/P Ledger table (F0411) and related information from the Account Ledger table (F0911).

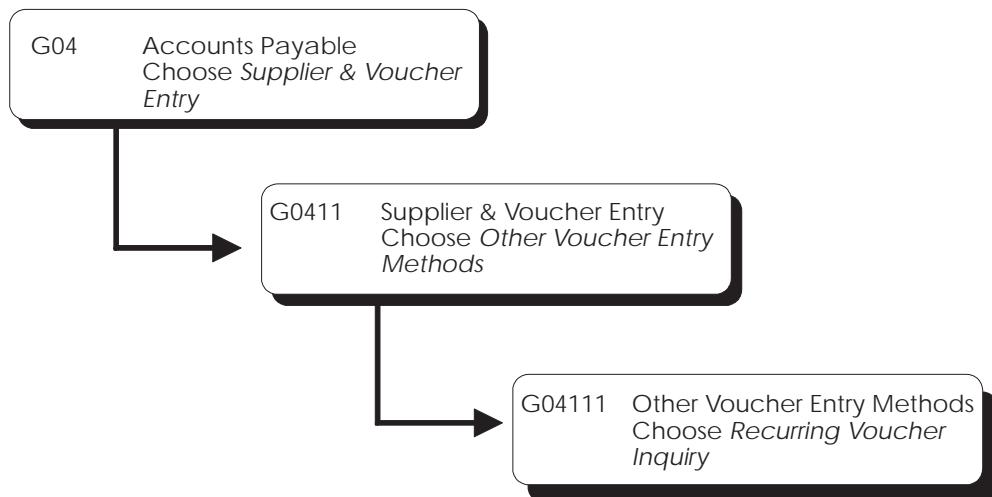
This is a DREAM Writer report.

#### See Also

- *Reviewing Vouchers (P04105)* for information about reviewing vouchers online
- *Revising Recurring Vouchers (P04105)* for information about updating recurring vouchers
- *Printing a Voucher Journal (P04305)* for information about processing options
- *Printing a Voucher Journal* for information about processing options



### Revising Recurring Vouchers



Before you recycle your recurring vouchers, you might choose to revise them. The system assigns a new document number each time it generates a recurring voucher. Therefore, there are no conflicts with old recurring voucher information. You can:

- Change selected information
- Cancel the voucher
- Delete the voucher

This program updates information in the Account Ledger table (F0411).

## ► To revise a recurring voucher

On Recurring Voucher Inquiry

The screenshot shows a Windows application window titled "[04120] - Recurring Voucher Inquiry". The menu bar includes "Functions", "Options", "Tools", and "Help". The main area displays a grid of voucher information. At the top right of the grid, there are fields for "Company" and "G/L Offset" with an asterisk (\*) indicating required fields. Below these fields is a section labeled "Net Due Date or Recur Frequency". The grid has columns for Supplier Number, Payment Remark, Net Due Date, Invoice Number, Gross Amount, and P/S. The data in the grid is as follows:

Supplier Number	Payment Remark	Net Due Date	Invoice Number	Gross Amount	P/S
10002	Monthly Legal Fees	06/30/98	B405	250.00	R
4005		06/30/98	55242	104.00	R
4010		07/01/98	8950	1,200.00	R
5910		07/14/98	441289	59.55	R
2268	Monthly Rent-5 year	08/01/98	R100	1,000.00	R
2250		07/03/09	010010	600.00	R

At the bottom of the window, there are standard Windows controls for "OK" and "Cancel", and a status bar with the text "Opt: 1=Voucher Entry 2=Ledger Inquiry F4=Full Detail F24=More Keys MW".

1. Display all recurring vouchers by pressing Enter, or complete any of the following fields to limit your search:
  - Company
  - G/L offset
  - Net Due Date
  - Recurring Frequency
2. Change any information in the following fields:
  - Payment Remark
  - Net Due Date
  - Invoice Number
3. Choose Full Detail (optional).

## Accounts Payable

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**[04120] - Recurring Voucher Inquiry**

Functions Options Tools Help

P Number	Supplier Name	Payment Method	Net Due Date	Invoice Number	Gross Amount	
					P	S
1002	Monthly Legal Fees	06/30/98	B405		250.00	A
Name Edwards & Edwards					Recur Freq	M0 No of Pay 23
Ty/Doc/Co/Item PR	379	00000 001	Inv Dt 06/01/98		Disc Avail	
4005			06/30/98	55242		104.00 A
Name A & D Parts Company					Recur Freq	M0 No of Pay 14
Ty/Doc/Co/Item PR	626	00000 000	Inv Dt 06/01/98		Disc Avail	
5910			07/14/98	441289		59.55 A
Name New York Times					Recur Freq	M0 No of Pay 11
Ty/Doc/Co/Item PR	627	00000 000	Inv Dt 06/15/98		Disc Avail	
2268	Monthly Rent-5 year	08/01/98	R100			1,000.00 A
Name Silver Property Management Co.					Recur Freq	M0 No of Pay 59
Ty/Doc/Co/Item PR	410	00000 001	Inv Dt 07/01/98		Disc Avail	

Opt: 1=Voucher Entry 2=Ledger Inquiry F4=Full Detail F24=More Keys MW

4. Change any information in the following fields:
  - Recurring Frequency
  - Number of Payments
  - Invoice Date
5. To change any additional fields, choose Voucher Entry for a recurring voucher.

**[04105] - Voucher Entry**

Functions Tools Help

POSTED		Prev Voucher:		
Supplier Number	Mode (F) [D]	Voucher/Type/Co	410 PR 00000	
Invoice Number	2268	Silver Property Management Co.		
" Amount	R100	Business Unit	1	
" Date	2,000.00	Payment Terms		
G/L Date	07/01/98	Company	00001 USD	
Remaining Amount		Currency Code	USD	
		Exchange Rate		
		Batch Number	1937	
Payment Schedule				
Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date
000	1,000.00		0 Monthly Rent-5 year lease	07/01/98 P
001	1,000.00		0 Monthly Rent-5 year lease	08/01/98 R

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

6. On Voucher Entry, change any information in the following fields:

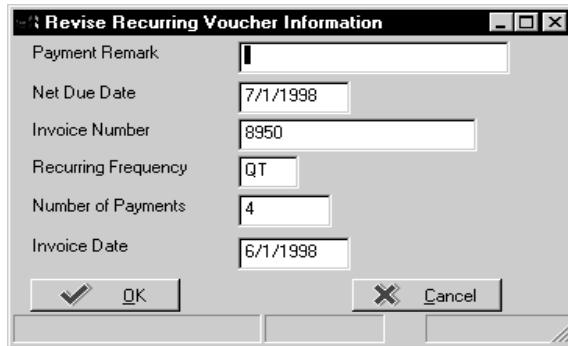
- Gross Amount
- Discount Available

#### On Supplier Ledger Inquiry

7. To limit your search, click Recurring Vouchers.
8. Follow the steps for locating a voucher.

See *Locating Vouchers*.

9. Choose a voucher.
10. From the Row menu, choose Revise Recurring Vouchers.



11. On Revise Recurring Voucher Information, change any of the following fields and click OK.
  - Invoice Number
  - Invoice Date
  - Payment Remark
  - Net Due Date
  - Recurring Frequency
  - Number of Payments

### What You Should Know About

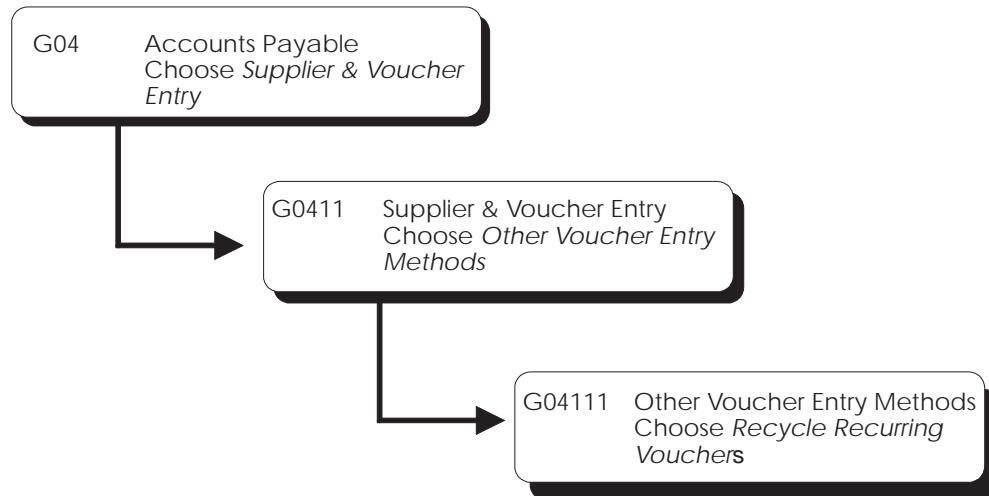
**Revising paid vouchers** If a voucher is paid, you can only update the recurring frequency and number of remaining payments on Recurring Voucher Inquiry.

**Cancelling recurring vouchers** To cancel a recurring voucher, clear the Recurring Frequency and Number of Payments fields.

**Deleting recurring vouchers** You can delete a recurring voucher that has never been recycled. To do so, use Standard Voucher Entry.

**Deleting recurring vouchers** You can delete a recurring voucher that has never been recycled.

## Recycling Recurring Vouchers



After you enter, review, and revise recurring vouchers, recycle them to create a new batch of vouchers. Recycling recurring vouchers generates vouchers that are based on the number of payments and recurring frequency you specify when you set up the recurring voucher.

When you recycle a voucher, the system makes a copy of the previous copy and updates the appropriate fields. The system repeats this process every time you recycle the voucher until the number of payments equals one. You do not have to pay existing recurring vouchers to generate the next batch of recurring vouchers.

This program updates information in the following tables:

- Batch Header (F0011)
- Supplier Master (F0401)
- Account Ledger (F0411)
- Account Ledger (F0911)

---

This is a DREAM Writer process.

## What Happens When You Recycle Recurring Vouchers?

When you recycle recurring vouchers, the system:

- Removes the recurring frequency and number of payments on the original voucher.
- Creates a new voucher and updates the following:
  - Voucher number with a new number
  - Batch number with a new number
  - Number of payments (decreases by one)
  - G/L date and net due date, using the recurring frequency to calculate the next date
  - Invoice date and number, according to the processing options
- Updates the A/P Ledger table (F0411) for the new voucher.
- Creates an error report, if errors exist. The errors might occur for the following reasons:
- Sends messages to electronic mail, if errors exist. The errors might occur for the following reasons:
  - Accounting distribution records are not created. This happens when there are no matching records in the Account Ledger table (F0911) for the recurring voucher.
  - The G/L date for the newly created voucher is for a prior fiscal year (PYEB) or the G/L date is for a prior month (PBCO).
  - The prior month dates were not specified in the general accounting constants.
  - The G/L date does not fall within a valid fiscal date pattern for the company.

When you recycle a voucher for the first time, the system:

- Makes a copy of the original voucher
- Changes the recurring frequency and number of payments on the original voucher to blank
- Duplicates the recurring frequency from the original to the copy
- Subtracts one payment from the number of payments of the original voucher

### Before You Begin

- Set up a separate version for each recurring frequency you use, for example, monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.
- Set up a next numbers series for recurring vouchers (optional).

### Processing Options for Recycle Recurring Vouchers

**Invoice Number Default:**

1. Enter a '1' to leave the invoice number blank. Default of blank will duplicate the invoice number.

---

**Invoice Date Default:**

2. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.

---

### Processing Options for Recycle Recurring Vouchers

{Insert processing options}



### Exercises

See the exercises for this chapter.

---

## Test Yourself: Working with Recurring Vouchers

1. What information must you enter for a voucher to make it a recurring voucher?

---

---

2. Which document type does the system assign to recurring vouchers?

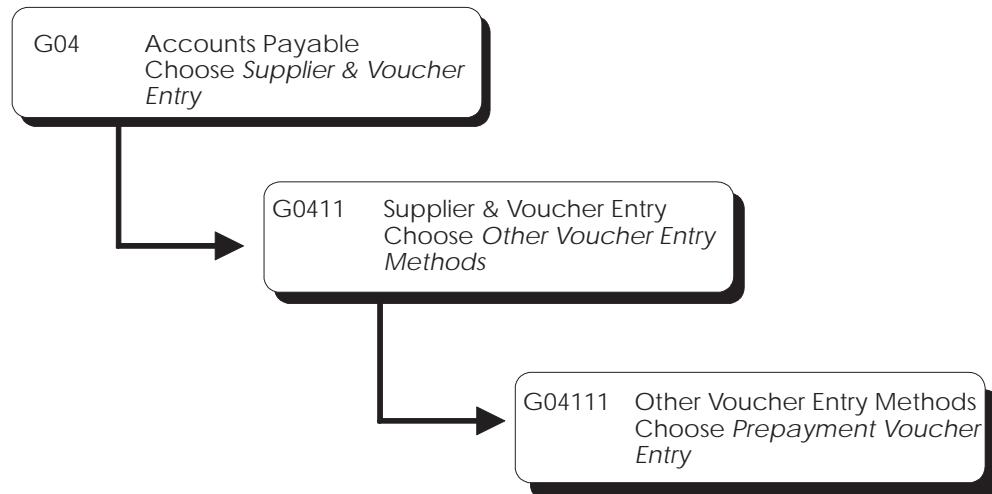
---

The answers are in *Appendix B*.

## Accounts Payable

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## Enter Prepaid Vouchers



### Entering Prepaid Vouchers

Sometimes it is necessary to pay for goods or services before you receive an invoice. For example, you can enter a prepaid voucher:

- To pay for employee expenses or travel advances
- To pay for up-front deposits on services to be rendered
- To take advantage of a discount

When you enter a prepaid voucher, the system creates a voucher for payment the next time you process a batch of automatic payments. It also creates a pending negative voucher.

When the actual voucher is received, enter the information just as you would a standard voucher. The system reduces the total amount owed to the supplier by the amount of the negative voucher.

If you need to prepay a voucher immediately, use Payment with Voucher Match.

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

### Example: Prepaid Vouchers

An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, enter 1,000 in the Invoice Amount field and 0 (zero) to an expense account in the G/L distribution. The system creates a negative pay item of 1,000. The voucher post program creates a 1,000 debit to the prepaid expense account you specified in the AAIs and a 1,000 credit to the A/P trade account.

You can pay the prepaid voucher using either automatic or manual payment processing.

When you post the payment, the system creates G/L entries to debit the A/P trade account and credit the cash account.

### After Posting Payment

	Prepaid Expenses 100.1890	Cash 100.1110.Bear	A/P Trade 100.4110	Expense 90.8740
Enter Voucher			1000	0
Negative Pay Item	1000		1000	
Auto Prepay Voucher		1000	1000	

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the negative voucher for 1,000 from a held payment status to an approved status. The net open amount is now 1,200. You can process payments to pay the 1,200 balance.

### After Releasing Payment

	Prepaid Expenses 100.1890	Cash 100.1110.Bear	A/P Trade 100.4110	Expense 90.8740
Enter Voucher				
Negative Pay Item	1000		1000	0
Auto Prepay Voucher		1000	1000	
Enter Expense Voucher			2200	2200
Auto Pay Negative Voucher	1000	1200		
Auto Pay Expense Voucher			2200	

### Before You Begin

- Set up the AAI item PCyyyy to assign a default prepaid expense account
- Enter the G/L offset in the processing options for prepaid vouchers

#### ► To enter a prepaid voucher

On Prepayment Voucher Entry

## Accounts Payable

---

**[04105] - Prepayment Voucher Entry**

Functions Tools Help

Prepayment	Mode (F)	Voucher/Type/Co	Prev Voucher:		
Supplier Number	4010	Business Unit			
Invoice Number	98765	Payment Terms			
" Amount	1000.00	Company	00100		
" Date	06/15/98				
G/L Date	06/30/98				
Approver Number		Currency Code			
Remaining Amount		Exchange Rate			
Batch Number					
Payment Schedule					
Pay Itm	Gross Amount	Discount Available	Payment Remark	Net Due Date	P/S
	1,000.00		Travel Advance	07/15/98	
<input checked="" type="checkbox"/> <input type="checkbox"/>					
F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More MW					

- Follow the steps for entering a standard voucher.

See *Entering Standard Vouchers (P04105)*.

- Complete the following field and press Enter.
  - Prepayment
- On AR and AP Journal Entries, complete the required G/L distribution with a zero amount.

**[03101] - AR and AP Journal Entries**

Functions Tools Help

Mode (F)	<input type="checkbox"/>	Model (Y)	<input type="checkbox"/>								
Base Co. Currency	USD	Void (V)	<input type="checkbox"/>								
Document Type	PV										
Document Number/Co	8390	00100	Explanation: Gourmet & More								
G/L Date			Batch Number: 75222								
Gross Amount		Currency Code: USD									
Remaining		Exchange Rate									
Skip to Line											
<table border="1"> <thead> <tr> <th>Account No.</th> <th>Amount</th> <th>Explanation 2</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>90.8740</td> <td></td> <td>Travel Advance</td> <td>P</td> </tr> </tbody> </table>				Account No.	Amount	Explanation 2	P	90.8740		Travel Advance	P
Account No.	Amount	Explanation 2	P								
90.8740		Travel Advance	P								
<input checked="" type="checkbox"/> <input type="checkbox"/>											
F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW											

Field	Explanation
Prepayment	Enter a '1' to have the system create prepayment pay items when adding new vouchers.

## See Also

- *Processing Options for Voucher Entry (P04105)*



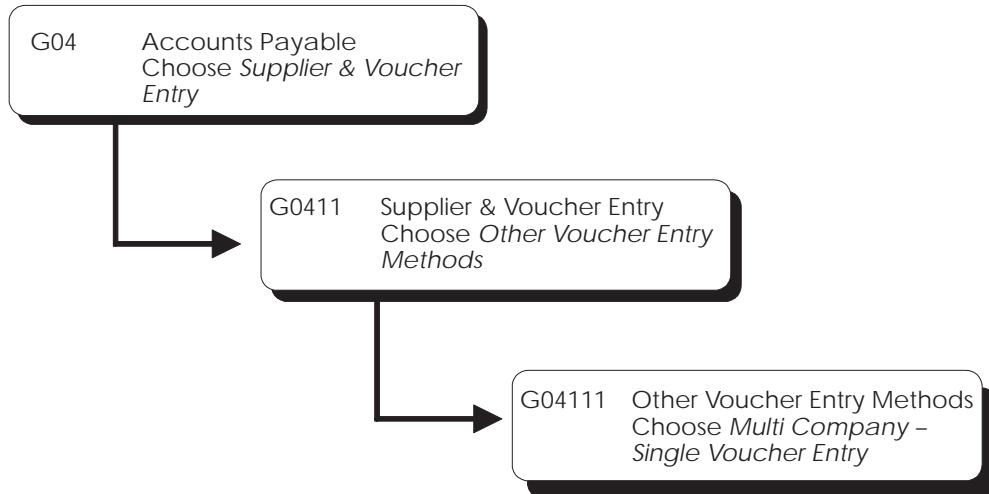
## Exercises

See the exercises for this chapter.

## Accounts Payable

---

## Enter Vouchers for Multiple Companies



### Entering Vouchers for Multiple Companies

To distribute a voucher to a supplier with multiple internal companies, different G/L offset accounts, and different bank accounts, enter a voucher for multiple companies. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

For a voucher with multiple companies:

- The G/L distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

The primary difference between entering a voucher for multiple companies and entering a standard voucher is that, for a standard voucher, you must enter a company.

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

### Example: Vouchers for Multiple Companies

The A/P liability account and bank account used in this example are determined by the following:

- The business unit used in the G/L distribution and the company associated with the business unit
- The –character A/P class code (G/L offset), which is a default from the supplier master

You distribute a voucher of 2,500 to two accounts:

210.8370	205.8370
Expense	Expense
Company 00100	Company 00004
<hr/> 1,500	<hr/> 1,000

- You debit 210.8370 (Expense) for 1,500
- You debit 205.830 (Expense) for 1,000

The system credits the A/P trade (liability) accounts using AAI item PCxxxx set up for each company.

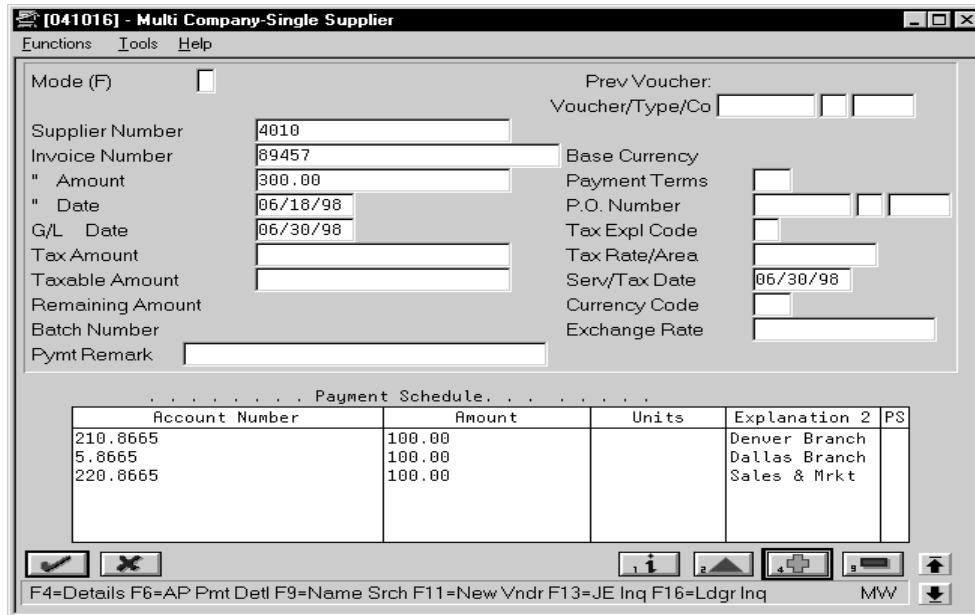
100.4110	200.4110
A/P Trade	A/P Trade
Co. 00100 / PCxxxx	Co. 00004 / PCxxxx
<hr/> 1,500	<hr/> 1,000

- The system credits 100.4110 (A/P Trade for company 100) for 1,500
- The system credits 200.4110 (A/P Trade for company 4) for 1,000

The offsets can also point to the same AAI A/P trade account (PCxxxx). The system generates intercompany offsets, as necessary.

► To enter a voucher for multiple companies

On Multi Company-Single Supplier



Follow the steps for entering a standard voucher, except do not enter a company.

See *Entering Standard Vouchers (P04105)*.

## What You Should Know About

### Reviewing vouchers

When you review a voucher for multiple companies, you can access the detail area to review the companies assigned to each line.

### Multi-Currency

When you distribute a voucher to more than one company, the base currency must be the same for all companies.

### Posting a voucher for multiple companies

When you post vouchers, the system creates intercompany entries if the bank account or liability accounts used for automatic offsets are from different companies.

### Processing Options for Multi Company-Single Supplier

**Field Display Control:**

1. Enter a '1' to select the following capabilities for this program:  
Sales/Use/Vat Tax Processing \_\_\_\_\_  
PO Number Entry \_\_\_\_\_  
Extra Date for Service/Tax \_\_\_\_\_

**Two Cycle Option:**

2. Enter a '1' for 2 cycle data entry \_\_\_\_\_

**Dw Version For A/P Voucher Processor**

3. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup. \_\_\_\_\_

**Dw Version For Journal Entry Processor**

4. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup. \_\_\_\_\_

### What You Should Know About

**Processing option 3**

See *Processing Options for Voucher Entry (P04105)* for information about the XT0411Z1 A/P functional server.

**Processing option 4**

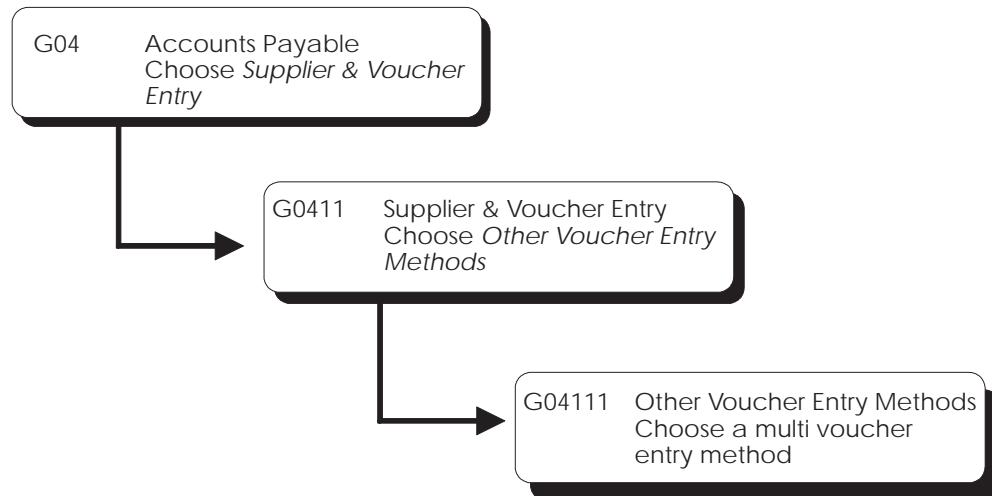
See *Entering Speed Vouchers (P041015)* for information about the XT0411Z1 A/P functional server.



### Exercises

See the exercises for this chapter.

## Enter Multiple Vouchers for Suppliers



### Entering Multiple Vouchers for Suppliers

Use a multiple voucher entry method to quickly enter vouchers with limited information at the same time for one or more suppliers.

Entering multiple vouchers for suppliers consists of:

- Entering multiple vouchers for a single supplier
- Entering multiple vouchers for multiple suppliers

Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry method is a single-step process.

You cannot use this method to enter:

- Split pay items
- Multiple pay items
- Recurring vouchers

- Special bank accounts
- Special A/P class codes (G/L offset)
- Special payment handling
- Automatic reversing entries
- Multiple journal entries per voucher
- Prepaid vouchers
- Logged vouchers
- Discounts
- Taxes
- Zero invoice amounts

The system creates a voucher for each detail line and updates the A/P Ledger (F0411) and Account Ledger (F0911) tables.

### Before You Begin

- To make entry easier, organize your vouchers by G/L date and due date. Additionally, you can organize them by payment terms, invoice date, and currency.
- Set the appropriate processing option to display additional fields on the form.

### What You Should Know About

#### **Revising multiple vouchers**

You cannot use the multiple voucher entry method to change, delete, or void a voucher. To do this, use standard voucher entry.

## Entering Multiple Vouchers for a Single Supplier

To enter many vouchers at one time for a specific supplier, use the multiple voucher entry method.

### ► To enter multiple vouchers for a single supplier

On Multi Voucher-Single Supplier

1. Complete the following fields:

- Supplier Number
- G/L Date
- Invoice Date
- Due Date
- Payment Terms
- Currency Code (optional)
- Exchange Rate (optional)

The information you enter applies to all vouchers.

2. Complete the following fields for each voucher:

- Invoice Number (optional)
- Invoice Amount

## Accounts Payable

- G/L Account

- Remark

3. Choose Detail.

The screenshot shows the 'Multi Voucher-Single Supplier' window (041017). The header contains fields for Supplier (4010), G/L Date (06/30/98), Due Date, Tax Explan, Pay Terms (1), Tax Rate/Area, Invoice Date (06/22/98), Serv/Tax Date, and Batch Number. Below the header is a grid titled 'Voucher / General Ledger' containing two rows of data:

Inv	S5032	Inv Amt	250.00	Rmk	After hours get together	S/L
G/L	90.8665				PO/Ty/Co	
Inv Date		Units				
G/L Date		J/E Explan	5 party trays			

Inv	S5033	Inv Amt	175.00	Rmk	After hours get together	S/L
G/L	210.8665				PO/Ty/Co	
Inv Date		Units				
G/L Date		J/E Explan	5 party trays			

At the bottom are standard Windows-style buttons (checkmark, X, up/down arrows) and keyboard shortcuts (F4=Detail, F9=Name Search, etc.).

4. To override the information in the header portion of the form, complete the following optional information for each voucher:

- Invoice Date
- Units
- G/L Date
- Journal Entry Explanation

5. For WorldSoftware, scroll to the next page to enter more vouchers.

6. Access Processed Voucher Summary by pressing Enter.

The screenshot shows the 'Processed Voucher Summary' window (04017W). It displays two sections: 'Just Processed -' and 'Accumulated Totals -'. Both sections show a count of 2 and a total amount of 425.00.

Just Processed -	
Count:	2
Amount:	425.00

Accumulated Totals -	
Count:	2
Amount:	425.00

At the bottom are standard Windows-style buttons (checkmark, X, up/down arrows) and a message 'Press ENTER to continue'.

7. On Processed Voucher Summary, review the summary information, then press Enter.

8. To review detail information about the batch of entries, on Multi Voucher-Single Supplier, choose Voucher Review to access Voucher Entry Journal Review.

## Entering Multiple Vouchers for Multiple Suppliers

To enter multiple vouchers at one time for more than one supplier, use the multiple voucher entry method.

### ► To enter multiple vouchers for multiple suppliers

On Multi Voucher-Multi Supplier

1. Follow the steps for entering multiple vouchers for a single supplier.

See *Entering Multiple Vouchers for a Single Supplier (P041007)*.

2. Complete the following additional field:
  - Supplier

## Processing Options for Multi-Voucher Entry

### **Supplier Number Inclusion:**

1. Enter a '1' to include the supplier number on each voucher entry line. \_\_\_\_\_  
This will allow you to assign a unique supplier to each voucher entry.

**Field Display Controls:**

2. Enter '1' to select the following capabilities of this program:

Sales/Use/VAT Tax Processing . . . . .	_____
PO Number Entry . . . . .	_____
Extra Date for Service/Tax. . . . .	_____

**Two Cycle Option:**

3. Enter a '1' for 2 Cycle processing. \_\_\_\_\_

**Dw Version For A/P Processor:**

4. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

**Dw Version For G/L Processor:**

5. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

### What You Should Know About Processing Options

**Processing option 4**

See *Processing Options for Voucher Entry (P04105)* for information about the XT0411Z1 A/P functional server.

**Processing option 5**

See *Entering Speed Vouchers (P041015)* for information about the XT0911Z1 Journal Entry functional server.

## Test Yourself: Entering Multiple Vouchers for Suppliers

- When would you use Multi Voucher – Single Supplier to enter a voucher?

---

---

- When would you use Multi Voucher – Multi Supplier to enter a voucher?

---

---

- True or False

Multiple voucher entry allows you to change, delete, or void any information you entered.

---

- To review your current batch of entries, which of the following would you press?

- F5
- F10
- F3
- F4

The answers are in *Appendix B*.

## Accounts Payable

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# Automatic Payment Processing

## Objectives

- To withhold taxes from suppliers
- To print a cash requirements report
- To approve and pay vouchers
- To create bank tapes
- To post payments
- To revise and void payments

## About Automatic Payment Processing

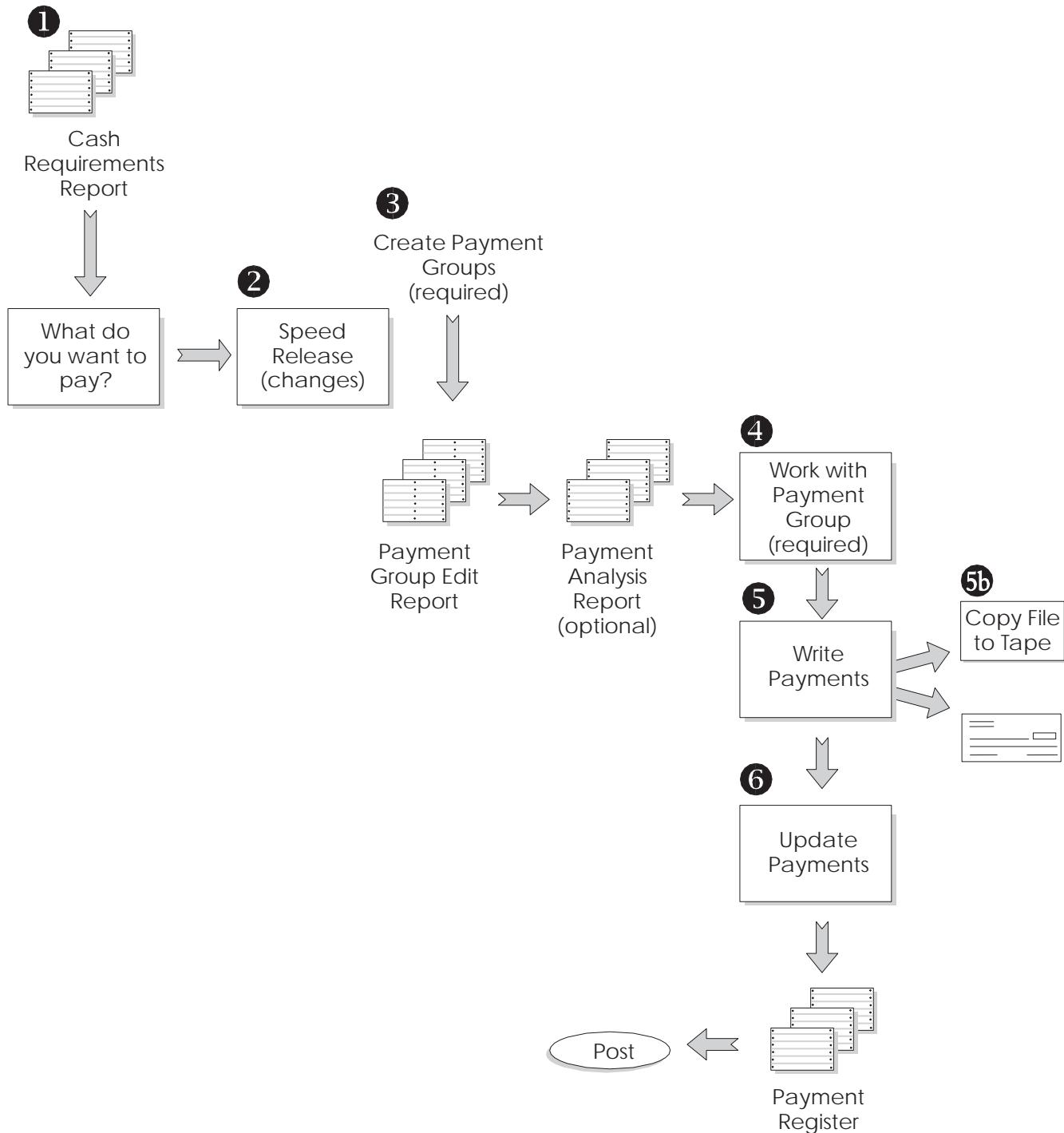
Automatic payment processing allows you to manage your payments, so you maintain company finances at maximum levels while issuing disbursements on time to take advantage of favorable discount terms. Use automatic payment processing to pay vouchers during your usual payment cycle. Automatic payment processing consists of:

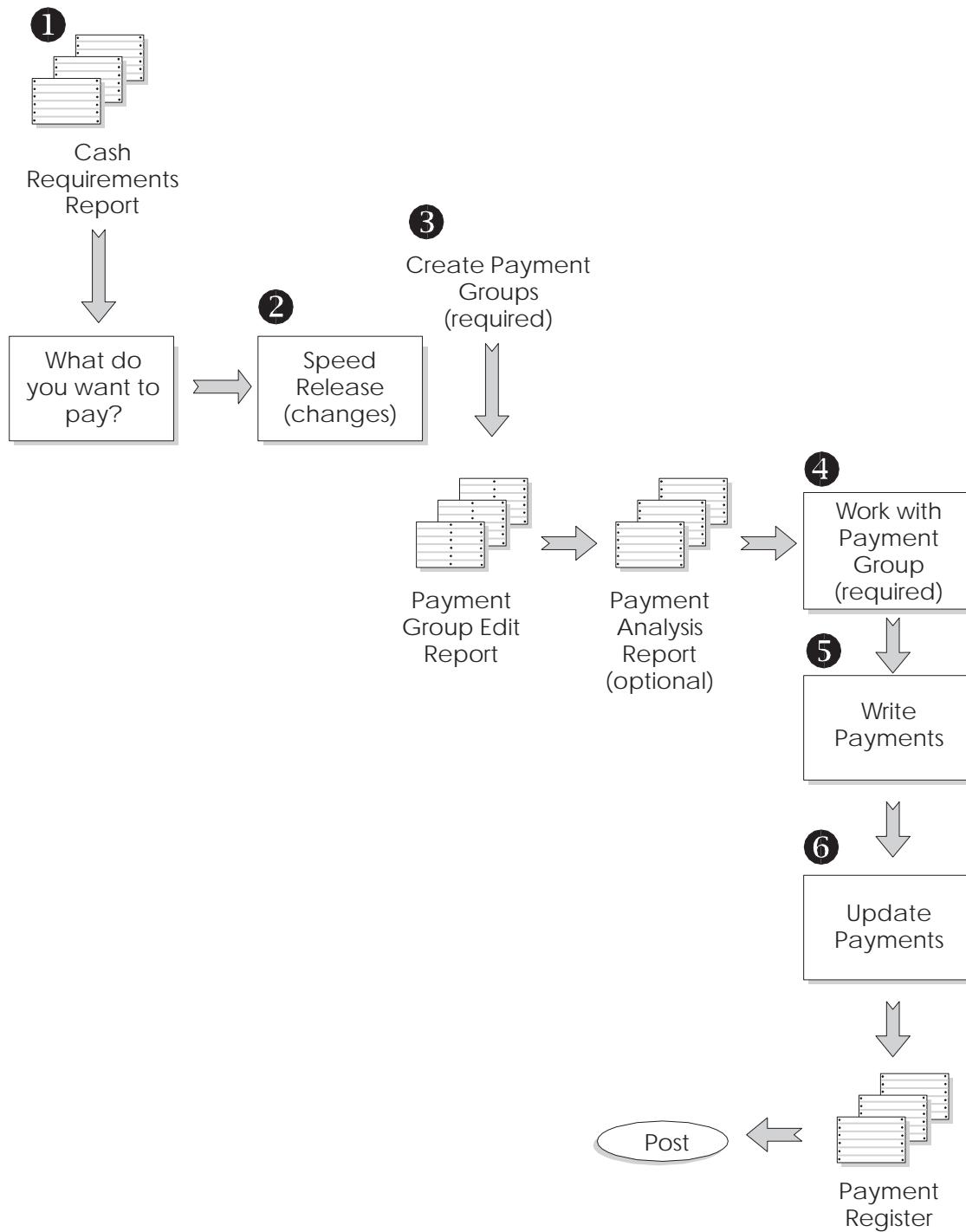
- Withholding supplier taxes
- Preparing vouchers for payment
- Grouping vouchers for payment
- Working with payment groups
- Working with payments
- Updating the A/P ledger
- Approving and posting automatic payments
- Voiding automatic payments



## Accounts Payable

The following illustration shows the automatic payment process.





### How Does the System Identify Automatic Payments?

The following table shows the identifying characteristics of automatic payments:

<b>Voucher document type</b>	<ul style="list-style-type: none"><li>• PV (voucher)</li><li>• PR (recurring voucher)</li><li>• PL (voucher logging)</li><li>• PD (debit memo)</li></ul>
<b>Payment document type</b>	<ul style="list-style-type: none"><li>• PK (automatic payment)</li><li>• PT (electronic funds transfer)</li><li>• P1 (draft)</li></ul>
<b>Payment document type</b>	<ul style="list-style-type: none"><li>• PK (automatic payment)</li></ul>
<b>Batch type</b>	<ul style="list-style-type: none"><li>• K (automatic payment)</li></ul>

### See Also

- *About Document Type Codes for A/P (P00051)*
- *About User Defined Codes for A/P*

# Withhold Supplier Taxes

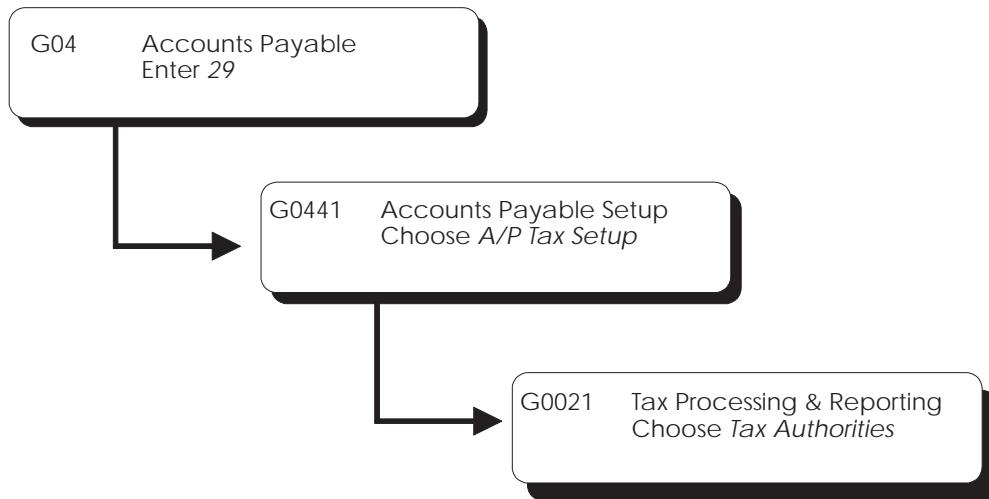
---

## Withholding Supplier Taxes

You might need to comply with government regulations that require you to withhold a percentage of payments to suppliers for whom you do not have a tax ID. Withholding supplier taxes consists of:

- Setting up tax authorities
- Setting up suppliers for withholding
- Setting up existing vouchers for withholding
- Calculating withholding
- Paying and reporting withheld amounts

## Setting Up Tax Authorities for Withholding



If you are required to report or pay withheld taxes to a particular tax authority, you must set up that tax authority in the address book.

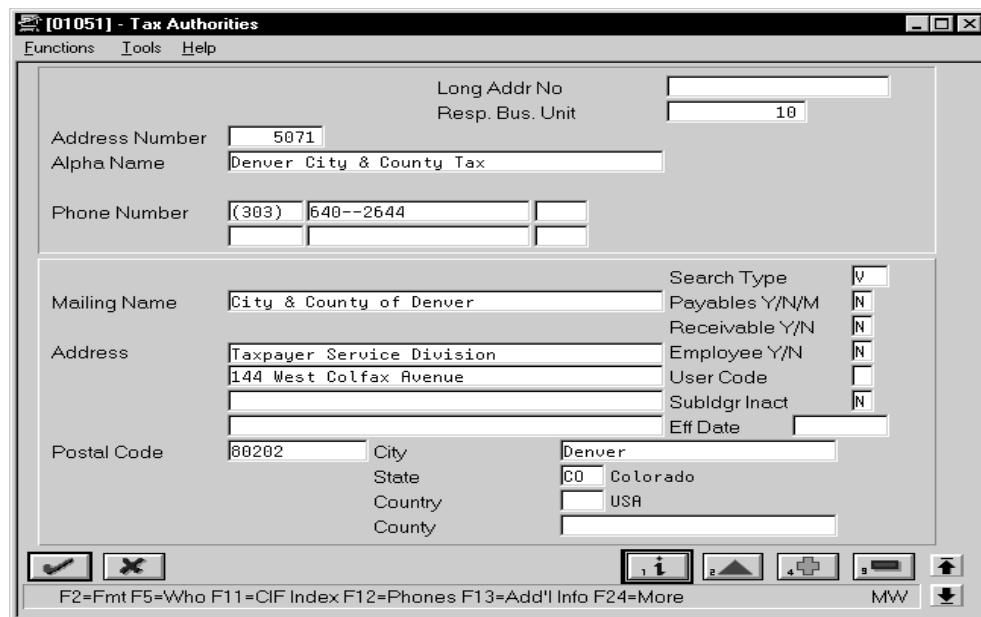
### Before You Begin

- Set up the G/L offset for the withheld pay item
- Enter the G/L offset in the processing options

#### ► **To set up a tax authority**

---

##### On Tax Authorities



Complete the following fields:

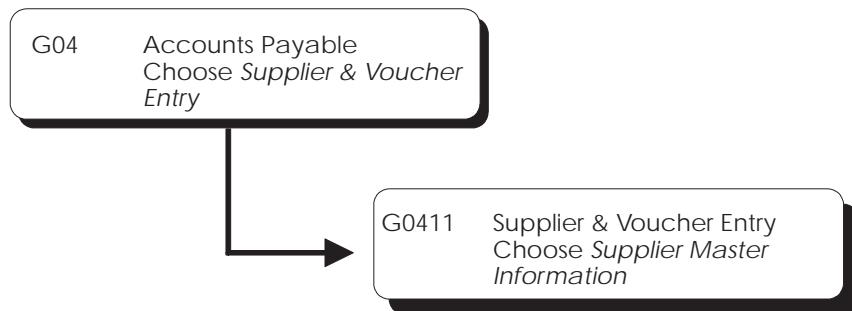
- Alpha Name
- Mailing Name
- Search Type

Field	Explanation												
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td style="padding-right: 10px;">E</td><td>Employees</td></tr> <tr><td style="padding-right: 10px;">X</td><td>Ex-employees</td></tr> <tr><td style="padding-right: 10px;">V</td><td>Suppliers</td></tr> <tr><td style="padding-right: 10px;">C</td><td>Customers</td></tr> <tr><td style="padding-right: 10px;">P</td><td>Prospects</td></tr> <tr><td style="padding-right: 10px;">M</td><td>Mail distribution lists</td></tr> </table> <p style="text-align: right; margin-top: -20px;">..... <i>Form-specific information</i> .....</p> <p>J.D. Edwards recommends that you use T as the search type for each tax authority.</p>	E	Employees	X	Ex-employees	V	Suppliers	C	Customers	P	Prospects	M	Mail distribution lists
E	Employees												
X	Ex-employees												
V	Suppliers												
C	Customers												
P	Prospects												
M	Mail distribution lists												

## See Also

- *Setup Activities* in the *Tax Reference Guide*

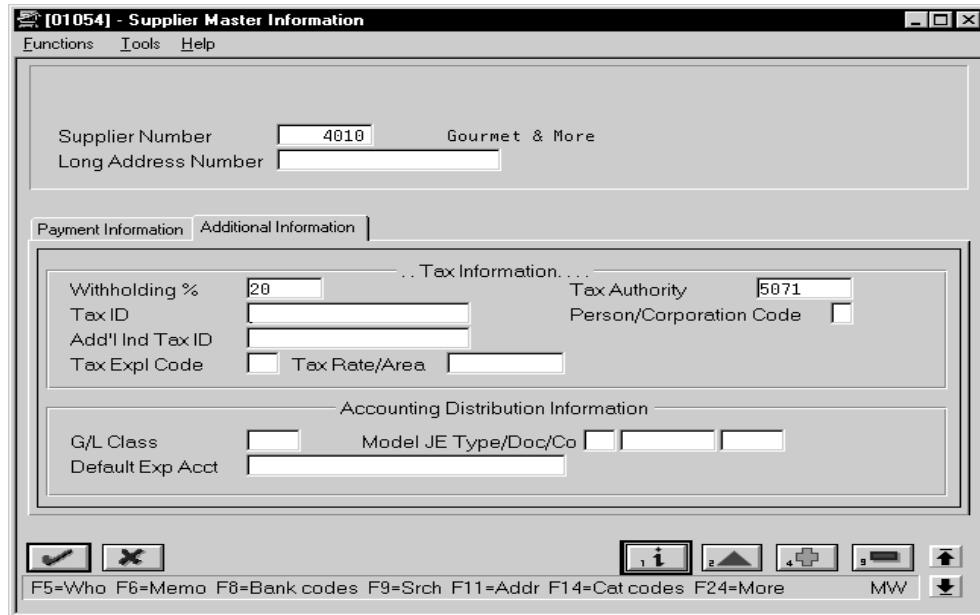
## Setting Up Suppliers for Withholding



If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. The system will deduct the percentage you specify from each voucher you enter. It will also make that percentage payable to the tax authority you specify.

### ► To set up a supplier for withholding

On Supplier Master Information



1. Locate the supplier.
2. Choose the Additional Information tab.
3. Complete the following fields:
  - Withholding Percent
  - Tax Authority
4. Use the Change action.

Field	Explanation
Withholding Percent	The rate of U.S. withholding tax to be retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20% would be expressed as .2000.
Tax Authority	A code that identifies the government agency for which you withhold taxes from supplier payments.

## What You Should Know About

### **Pay status**

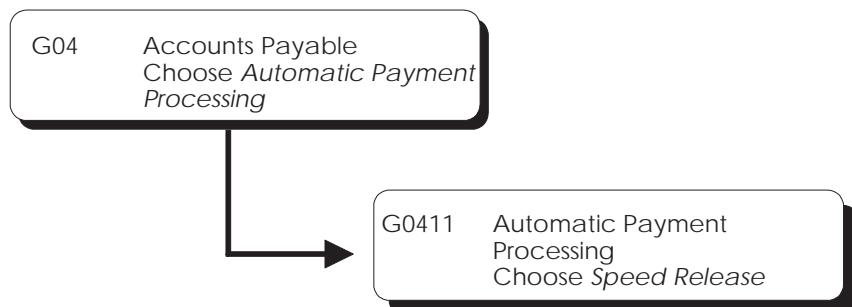
When you enter a voucher for a supplier that you have set up for withholding, the system assigns it a pay status of % (withholding applies).

### **Stopping withholding for a supplier**

To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields on Supplier Master Information.

## Setting Up Existing Vouchers for Withholding

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to indicate that withholding should be calculated when you pay them.



### ► To set up an existing voucher for withholding

On Speed Release

1. Locate the voucher.

See *Reviewing Vouchers (P04114)*

2. Change the following field to indicate that withholding applies:
  - Pay Status

Field	Explanation
Pay Status-From	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P Paid. The voucher or invoice is paid in full. A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H Hold pending approval. R Retainage. % Withholding applies. ? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.  ..... <i>Form-specific information</i> .....

You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).

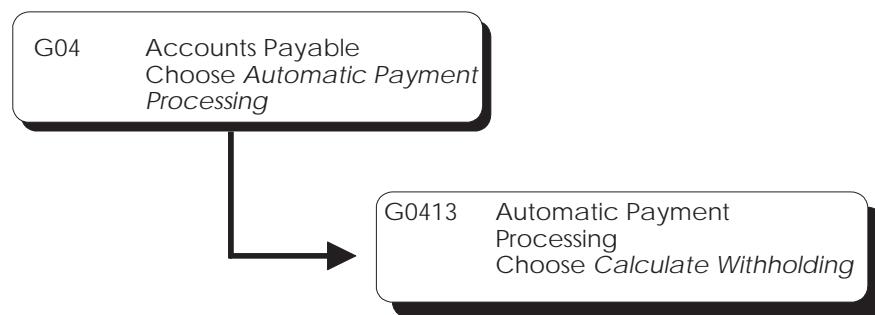
---

### What You Should Know About

#### Column headings

PS represents Pay Status

### Calculating Withholding



Calculate Withholding is a DREAM Writer program that creates withholding records for existing vouchers.

## What Happens When You Calculate Withholding?

The Calculate Withholding program does the following:

1. Selects voucher pay items with a pay status of % (withholding applies).
2. Calculates withholding amounts using the withholding percentage in the supplier master record.
3. Changes the pay status on the original pay item from % to A (approved).
  - The system assigns a pay status of A to original pay items so you can pay them in the next payment run.
  - You can change the default pay status with a processing option for Voucher Entry.
4. Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.
  - If you change the default pay status of the original pay item, the system changes the default pay status for the negative pay item.
  - The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.
5. Creates a pay item for the withholding amount using the tax authority in the supplier master record as the payee. This new pay item has the same due date and G/L bank account as the original pay item.
  - The system assigns a pay status of H (hold) to pay items for tax authorities so that you can accumulate withholdings and pay them on a periodic basis.
  - You can change the default pay status with a processing option.
6. Produces two reports:
  - Calculate Withholding Status Report lists the new pay items and the pay status of each item.
  - Calculate Withholding Error Report (if applicable) lists the vouchers that were not released for payment and the error associated with each voucher or pay item.

## Accounts Payable

04580	J.D. Edwards & Company Calculate Withholding Status	Page No. . . . . 3 Date - . . . . . 3/17/98				
Vendor Number	Alpha Name	. . Document . . Number Ty Co	Pay Itm	Gross Amount	P S	G/L Account Number
4010 Gourmet & More		8333 PV 00100	001	1,200.00	A	
		8333 PV 00100	002	240.00-	A	
		8333 PV 00100	003	240.00	H	

### Example: Pay Items Created by Calculating Withholding

The following example shows the pay items created when you calculate withholding. In this example, the system creates two pay items:

- A negative pay item to be deducted from the original pay item
- A positive pay item to be paid to the tax authority

The screenshot shows the [04105] - Standard Voucher Entry window. The main area displays a payment schedule with three items:

Pay Item	Gross Amount	Discount Available	Payment Remark	Net Due Date
001	1,200.00	0	Speciality Buffet Items	07/18/98 #
002	240.00-	0	Backup Withholding	07/18/98 #
003	240.00	0	Backup Withholding	07/18/98 H

At the bottom of the window, there are several icons and keyboard shortcuts:

- F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More
- Icons: a checkmark, an X, a magnifying glass, a plus sign, a minus sign, an up arrow, a down arrow.

## What You Should Know About

### **Creating payment groups**

You can automatically calculate withholding by changing a processing option for Create Payment Groups. The system calculates withholding when you group vouchers for payment. If you use this method, you must change the data selection criteria for Create Payment Groups so that you pay both posted and unposted items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted.

### **Paying posted vouchers**

If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups.

When you calculate withholding for posted vouchers, the system:

- Creates pay items in the A/P Ledger table (F0411) with a posted code of blank.
- Creates zero amount (blank) records in the Account Ledger table (F0911), so that the new pay items in the A/P Ledger table can be posted. These blank records use the G/L account you specify in a processing option.

Because the withholding program must create blank records, you must set a processing option in the XT0911Z1 Journal Entry functional server to allow the creation of blank Account Ledger records. If disk space is limited, these blank records can cause a problem.

### **Paying unposted vouchers**

When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the Account Ledger table (F0911).

## Processing Options for Calculate Withholding

### **Pay Status:**

1. Enter the Pay Status to assign to the voucher to be released for payment. If left blank, the data dictionary default will be assigned. If the data dictionary default is blank, an 'A' will be assigned. \_\_\_\_\_
2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned. \_\_\_\_\_

**G/L Offset:**

3. Enter the G/L Offset, AAI PC, to be assigned to the withheld pay item. \_\_\_\_\_  
This offset should represent the withholding account and is required.
  
4. Enter the G/L account for the zero balance records if any are created. \_\_\_\_\_  
(This must be the SHORT account number and is required.)

**Tax Authority:**

5. Enter an override Tax Authority to be assigned to the Alternate Payee field in the withholding entry.  
Leave blank to retrieve Tax Authority from supplier's address book record.

**Dw Version For A/P Voucher Processor:**

6. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version 001), enter an override version number. This should only be changed by persons responsible for system wide setup.

**Dw Version For Journal Entry Processor:**

7. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version 001), enter an override version number. This should only be changed by persons responsible for system wide setup.

### What You Should Know About Processing Options

**Processing option 6**

See *Processing Options for Voucher Entry (P04105)* for information on the XT0411Z1 functional server.

**Processing option 7**

See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

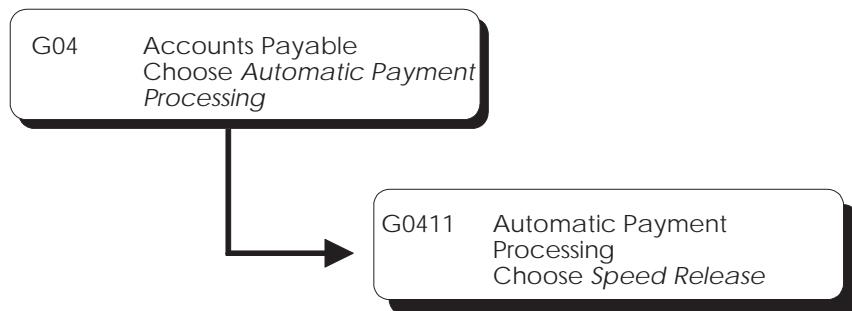
## Paying and Reporting Withheld Amounts

When you calculate withholding, the system creates a pay item for the tax authority and places it on hold. When you release it, the system processes the pay item for payment in your next automatic payment cycle.

If you withhold taxes because you do not have a tax ID for a supplier and later receive a tax ID, you can pay the withheld amount to the supplier instead of the tax authority.

Paying and reporting withheld amounts consists of:

- Paying withheld amounts to a tax authority
- Paying withheld amounts to a supplier
- Reporting withholding to a tax authority



## See Also

- *Preparing Vouchers for Payment (P04114)* for information on locating vouchers on Speed Release and changing the pay status and alternate payee
- *Printing A/P Standard Reports (P04423)* for information on the Open A/P Detail Report

### ► To pay a withheld amount to a tax authority

On Speed Release

1. Locate the voucher.  
See *Reviewing Vouchers (P04114)*
2. Change the following field for the pay item:
  - Pay Status

### ► To pay a withheld amount to a supplier

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On Speed Release

1. Locate the voucher.

See *Reviewing Vouchers (P04114)*

2. Change the following field for the pay item:
  - Pay Status (optional)
3. Access the detail area.
4. Change the following field for the pay item:
  - Alternate Payee

### ► To report withholding to a tax authority

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Print an Open A/P Detail Report using data selection for the Alternate Payee field to specify a tax authority. This report shows only withheld amounts, not the amounts of the original voucher pay items.

You can print the same information from Supplier Ledger Inquiry by entering the address number of a tax authority in the Address Number field and choosing Print.



### Exercises

See the exercises for this chapter.

# Prepare Vouchers for Payment

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## Preparing Vouchers for Payment

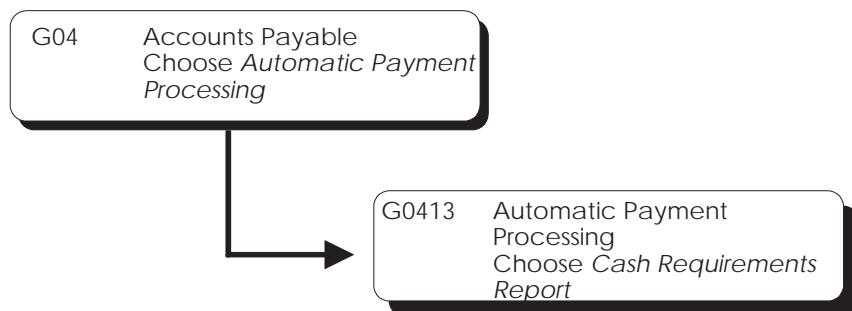
Before paying vouchers, you need to review and release them. You can also change the pay status and due dates of open vouchers. Preparing vouchers for payment consists of:

- Determining cash requirements
- Reviewing vouchers
- Revising vouchers
- Releasing vouchers
- Splitting payments

### Before You Begin

- Review and approve changed information for vouchers. See *About Payee Control (P0450)*.

## Determining Cash Requirements



## Accounts Payable

You can use the Cash Requirements Report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in four aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

This is a DREAM Writer report.

This report shows transactions from the A/P Ledger table (F0411).

J.D. Edwards & Company Cash Requirements - 7 Days Aging								As of	-	07/01/98
								Page	-	3
								Date	-	3/17/98
..... Vendor . . . . .	..... Document. . .	Due	Due As Of	Due As Of	Due As Of	Due After	Total	P P		
Number	Name	Ty	Number	Date	07/01/98	07/08/98	07/15/98	07/15/98	Due	S I
Acct: *00000108 Co: 00001 A Model Financial Co (Trng)	Bear Creek National Bank	Balance:	244,420.62	Curr: USD U.S. Dollar						
4010 Gourmet & More	PV 00008332 002	07/18/98 Invoice Number. . .	89457				100.00	100.00	A	
00004010	Gourmet & More						100.00	100.00		
00000108	G/L Bank Account . . . . .						100.00	100.00		

## What You Should Know About

### Multi-Currency

When you choose the Foreign Currency Aging format, the report shows both the foreign and domestic amounts, with amounts aged in three columns instead of four.

## Processing Options for Cash Requirements Report

### PRINT OPTIONS:

1. Specify one of the following print formats:
  - ' ' = Standard format. (Default)
  - '1' = Format print with Alternate Payee.
  - '2' = Format print with Foreign Currency Aging.

2. Specify which account format to print on report:
  - '1' = Short Account ID (Default)
  - '2' = Account Number
  - '3' = Unstructured Account

3. Enter a '1' to print the Supplier Invoice Number. If left blank, the invoice number will not appear.

### AGING:

4. Enter the 'As Of' date for processing. If left blank, the current date will be used.
5. Enter the Aging Days. If left blank, 7 days will be calculated.

### DISCOUNT ALLOWANCE:

6. Enter the cutoff date for allowing discounts. Pay Items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken regardless of the due date.

### BYPASS SUPPLIERS:

7. Enter a '1' to bypass suppliers whose payments are on hold (Hold Payment code in Supplier Master is set to either 'Y', '1', or '2'). If left blank, then all suppliers will be included in the report.

### ROUNDING FACTOR:

8. Enter the desired rounding factor:
  - ' ' = no rounding (Default)
  - '0' = round decimals only
  - '1' = divide by 10
  - '2' = divide by 100
  - '3' = divide by 1000
  - '4' = divide by 10000
  - '5' = divide by 100000

Any value of 0 through 5 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate total fields.

### Processing Options for Cash Requirements Report

#### PRINT

1. Enter '1' to print the Payee Number,  
'2' to print Foreign Currency Aging,  
or leave blank for the standard  
format.

Print Format (FUTURE) \_\_\_\_\_

2. Enter '1' or blank for Short Account  
ID, '2' for Account Number or '3'  
for Unstructured Account.

Account Format \_\_\_\_\_

3. Enter '1' to print the Supplier  
Invoice Number.

Print Invoice Number \_\_\_\_\_

#### AGING

1. Enter the 'As Of' date for  
processing or leave blank to use  
today's date.

As Of Date \_\_\_\_\_

2. Enter the aging days or leave blank  
to base the aging on 7 days.

Aging Days \_\_\_\_\_

#### PROCESS

1. Enter the cutoff date for allowing  
discounts. If left blank, all  
discounts will be taken.

Discount Cutoff Date \_\_\_\_\_

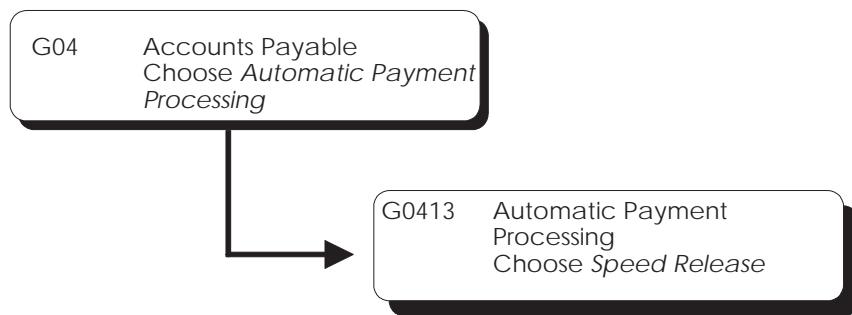
2. Enter '1' to bypass suppliers whose  
payments are on hold (the Hold  
Payment Code in Supplier Master is  
set to 'Y', '1' or '2').

Bypass Suppliers on Hold \_\_\_\_\_

### Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To specify only unpaid  
pay items, change Pay Status to not equal (NE) P.

## Reviewing Vouchers



You can review vouchers and change or release them for payment. You will generally group your searches according to supplier, job or business unit, or G/L bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

- Supplier
- Job or business unit
- G/L bank account
- Pay status

When you review vouchers, the system displays open pay items in ascending order by net due date. It does not display records with pay status equal to paid, draft accepted, or payment in process. The form displays the total of selected vouchers with pay statuses of approved and hold.

The system displays information from the A/P Ledger table (F0411).

► To review vouchers

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On Speed Release

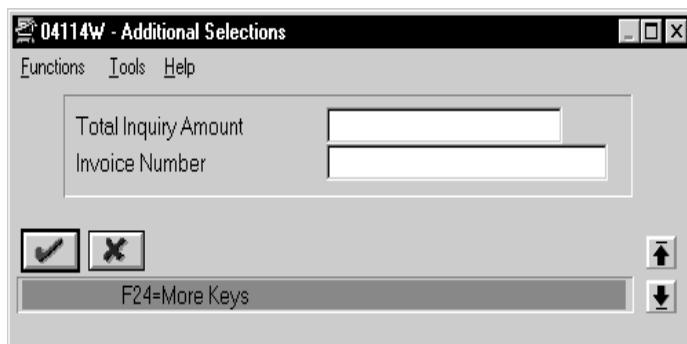
The screenshot shows a Windows application window titled "[04114] - Speed Release". The menu bar includes Functions, Options, Tools, and Help. The main area has several search fields: Supplier Number (4010), Job or BU, G/L Bank Account, Net Due Date, Invoice Date, Pay Stat-From, Document Type, G/L Offset, Pay Instrument, Approver Num, and Currency Code. Below these fields is a grid displaying voucher details:

	Name	Document Type	Number	Itm	Open Amount	P P S I	Net Due Date	Discount Taken
Gourmet & More		PR	8326	001	1,200.00	R	07/01/98	
Gourmet & More		PV	8324	001	1,500.00	R	07/05/98	
Gourmet & More		PL	8325	001	375.00	R	07/10/98	
Gourmet & More		PV	8329	001	825.00	R	07/10/98	
Gourmet & More		PV	8330	001	1,000.00	R	07/15/98	
Gourmet & More		PV	8693	001	1,000.00	R T	07/15/98	
Gourmet & More		PV	8332	001	100.00	R	07/18/98	
Gourmet & More		PV	8332	002	100.00	R	07/18/98	
Gourmet & More		PV	8332	003	100.00	R	07/18/98	
Gourmet & More		PV	8333	001	1,200.00	R	07/18/98	

At the bottom are standard Windows-style buttons for Save, Cancel, and Print, along with a toolbar icon for F12/Fb. The status bar at the bottom displays keyboard shortcuts: O: 1=Split F2=Fmt F4=Dtl F6=Update F8=Addn'l Sel F9=NS F24=More MW.

1. Complete any of the following fields and press Enter:
  - Supplier Number
  - Job or Business Unit
  - Bank Account
2. To limit your search, complete any of the following fields and press Enter (optional):
  - Net Due Date
  - Invoice Date
  - Pay Status From
  - Document Type
  - G/L Offset
  - Payment Instrument From
  - Approver Number From
  - Currency Code

3. To further limit your search, choose Additional Selections.



4. On Additional Selections, complete the following fields (optional):

- Total Inquiry Amount
- Invoice Number

On Work With AP Speed Release

	Alpha Name	Do Ty	Document Number	Doc Co	Pay Itm	Open Amount	Pay Stat	Pay In
	Gourmet & More	PV	8473	00001	002	-800.00	H	T
	Gourmet & More	PV	7295	00001	001	100.00	A	T
	Gourmet & More	PV	7296	00001	001	2,500.00	A	T
	Gourmet & More	PV	7299	00001	001	2,500.00	A	T
	Gourmet & More	PV	7297	00001	001	100.00	A	T
	Gourmet & More	PV	7298	00001	001	1,200.00	A	T
	<b>Pay Status 'A'</b>					<b>6,400.00</b>		
	<b>Grand Total</b>					<b>5,600.00</b>		

Complete any of the following fields and click Find:

- Supplier Number
- G/L Bank Account
- Pay Status

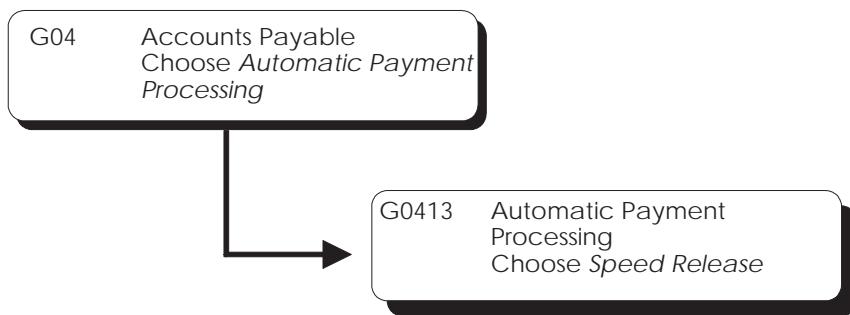
Field	Explanation
Currency Code	<p>Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The Currency Code field in the header applies to the vouchers you want displayed. The Currency Code field in the fold area applies to individual vouchers.</p> <p>Valid values for the Currency Code field in the header are:</p> <ul style="list-style-type: none"> <li>A specific currency code This can be any currency code defined on your system. Only vouchers entered in the specified currency are displayed.</li> </ul>
Blank	<p>The system supplies the currency code for the supplier from the Address Book system. It is the currency most commonly used by the supplier. Only vouchers entered in that currency are displayed. If the Address Book system has no currency code for the supplier, an * (asterisk) is used (described below).</p> <p>*</p> <p>The form displays all vouchers in all currencies. Amounts are displayed in the domestic currency of the company they are associated with.</p>
Total Inquiry Amount	<p>The target open amount. The amount you enter in this field limits the number of detail lines that appear on the form.</p> <p>Example: The form displays five detail lines, each with an open amount of 225. You enter 800 in this field. Only the first four lines appear because they total 900 (<math>225 \times 4 = 900</math>). The fifth detail line does not appear because the total inquiry amount has already been reached.</p> <p>If you limit a search using total inquiry amount, you must also enter a currency code or bank account. The search on total inquiry amount uses the selected currency or the currency of the selected bank account.</p>

### What You Should Know About

#### **Reviewing vouchers with multiple currencies**

If you do not use a monetary bank account, supplier, or currency code to locate vouchers, the totals could be hash totals.

## Revising Vouchers



You might need to change vouchers prior to payment. For example:

- If you enter all vouchers using a specific bank account, you can locate all vouchers that equal a specified amount, then change their G/L bank account to the account from which you will actually pay,
- If you close a bank account, you can locate all vouchers that are set up to be paid from that account, then change the G/L bank account to the account from which you will now pay.

Making changes through speed release can be more efficient than making them through voucher entry because:

- You can display and change more than one voucher at a time for a supplier.
- The system does not reopen the batch, so you do not need to post it again.

You can:

- Revise a voucher
- Revise multiple vouchers

The system updates information in the A/P Ledger table (F0411).

### ► To revise a voucher

On Speed Release

1. Locate the specific voucher you want to revise.

See *Reviewing Vouchers (P04114)*.

## Accounts Payable

2. Change any of the following fields:

- Pay Status
- Payment Instrument
- Net Due Date
- Discount Taken

3. Choose Detail.

The screenshot shows the SAP Speed Release interface for transaction [04114]. The top menu bar includes Functions, Options, Tools, and Help. The main area has fields for Supplier Number (4010), Job or BU, and G/L Bank Account. To the right are filters for Net Due Date, Invoice Date, Pay Stat-From, Document Type, G/L Offset, Pay Instrument, Approver Num, and Currency Code. Below these is a table of invoices:

D	Name	Document	Open Amount	P	I	Net Due	Discount
P		Ty	Number	SI	Date	Taken	
	Gourmet & More	PV	8332 002	100.00	A	07/18/98	
	Supplier	4010	Co 100 Pymt Cd	Rmk	French Pastries for Branches		
	Payee		4010 Gourmet & M	Bank		1.1110.BEAR	
	Approver N			PO			
	Invoice	89457		Curr USD			
	Gourmet & More	PV	8332 003	100.00	A	07/18/98	
	Supplier	4010	Co 100 Pymt Cd	Rmk	French Pastries for Branches		
	Payee		4010 Gourmet & M	Bank		200.1110.BEAR	
	Approver N			PO			
	Invoice	89457		Curr USD			

At the bottom are standard SAP toolbar icons and keyboard shortcuts: F1=Split, F2=Fmt, F4=Dtl, F6=Update, F8=Addn'l Sel, F9=NS, F24=More.

4. Change any of the following fields:

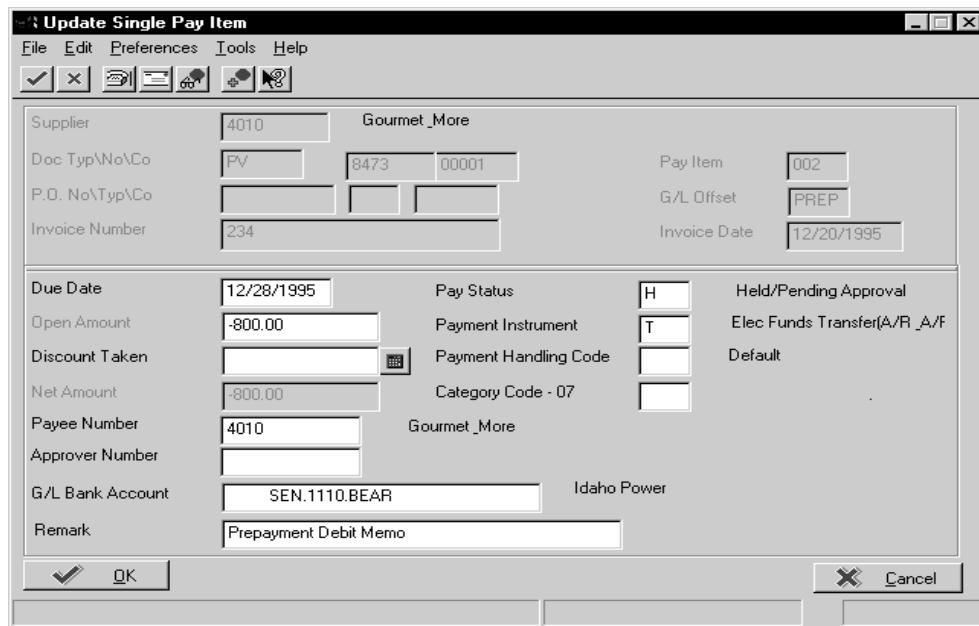
- Payment Handling Code
- Payment Remark
- Payee
- Bank Account
- Approver Number

On Work With AP Speed Release

5. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers*.

6. Choose a voucher to revise and click Select.



7. On Update Single Pay Item, change any of the following fields and click OK.

- Due Date
- Discount Taken
- Payee Number
- Approver Number
- G/L Bank Account
- Pay Status
- Payment Instrument
- Payment Handling Code
- Category Code 07
- Remark

### ► To revise multiple vouchers

When you change single fields for multiple vouchers, the system changes all selected pay items to the new value. When you change multiple fields, the system selects all pay items with information matching the From field and changes them to the value of the To field.

When you change single fields for multiple vouchers, the system changes all selected pay items to the new value.

### On Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers (P04114)*.

Locate only the vouchers you want to change.

2. Complete any of the following fields:

- Net Due Date
- Pay Status (From/To)
- G/L Bank Account
- Payment Instrument (From/To)
- Approver Number (From/To)

3. Scroll to the last voucher to update all selected vouchers.

If you do not, the system only updates the vouchers that appear on this and previous forms.

4. Do one of the following:

- For WorldSoftware, choose Update.
- For WorldVision, click Update.

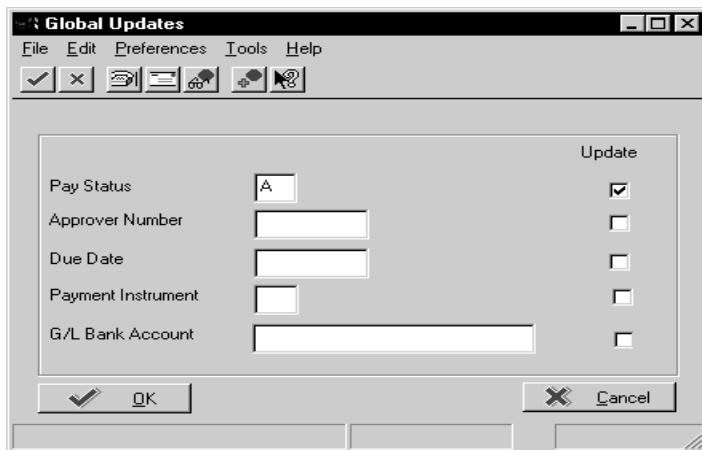
### On Work With AP Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers*.

2. Choose the vouchers that you want to release or place on hold.

3. From the Row menu, choose Global Update.



4. On Global Updates, change any of the following fields:

- Pay Status
- Approver Number
- Due Date
- Payment Instrument
- G/L Bank Account

## What You Should Know About

### **Changing posted vouchers**

If you change posted vouchers using speed release, you do not need to repost the batch because the changes you make do not reopen the batch.

### **Changing the bank account with multiple currencies**

You can change the bank account to any monetary bank account with the same currency as the voucher. The system edits the currency of the bank account against the transaction currency of the voucher.

You can change the bank account to any non-monetary bank account which is in a company with the same domestic currency as the voucher company. You can then pay any foreign currency out of that bank account, provided it is the transaction currency.

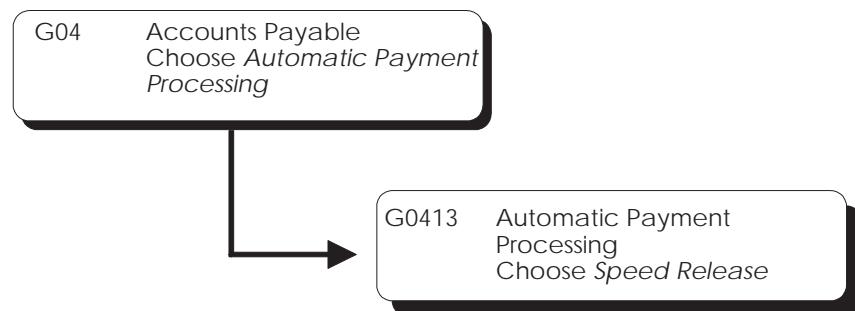
### **Changing a discount**

You cannot increase the amount of a discount.

### **Changing a payee**

If you change the payee for an individual voucher, the system records the payment at the supplier level, even if the payee is a third party.

## Releasing Vouchers



Releasing vouchers for payment is the most common reason for using speed release. You can:

- Release or place a voucher on hold
- Release or place multiple vouchers on hold

The system updates information in the A/P Ledger table (F0411).

### ► **To release or place a voucher on hold**

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On Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers (P04114)*.

2. Change the following field:
  - Pay Status-From

On Work With AP Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers*.

2. Choose a voucher and click Select.
3. On Update Single Pay Item, change the following field and click OK:
  - Pay Status

### ► **To release or place multiple vouchers on hold**

---

You can use search criteria to locate and change multiple vouchers. For example, you can:

- Review vouchers with a pay status of hold that equal a specific amount and approve them
- Review approved vouchers and hold them

On Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers (P04114)*.

2. Change the following field:
  - Pay Status-From
  - Pay Status-To
3. Do one of the following:
  - For WorldSoftware, choose Update.
  - For WorldVision, click Update.

On Work With AP Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers*.

2. Choose the vouchers that you want to release or place on hold.
3. From the Row menu, choose Global Update.
4. On Global Updates, change the following field and click OK:
  - Pay Status

---

Field	Explanation
Pay Status-From	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <ul style="list-style-type: none"> <li>P Paid. The voucher or invoice is paid in full.</li> <li>A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.</li> <li>H Hold pending approval.</li> <li>R Retainage.</li> <li>% Withholding applies.</li> <li>? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.</li> </ul> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).</p>

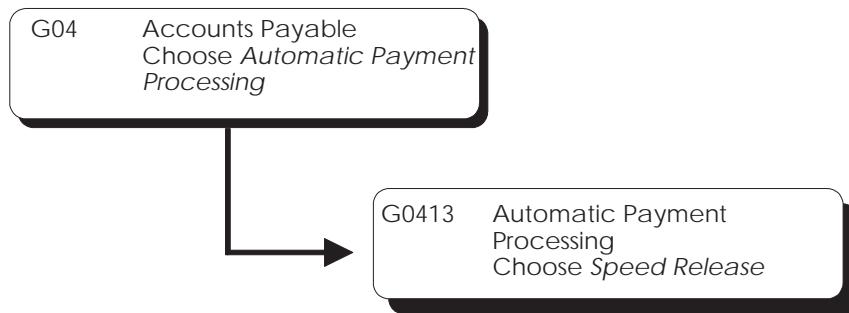
---

## What You Should Know About

### Prepaid vouchers

Before you process payments, approve the pending negative vouchers from any prepaid vouchers to offset the actual voucher.

### Splitting Payments



You might want to split a voucher into more than one payment. For example, you can:

- Make a partial payment on a voucher now, and schedule one or more payments for a later date.
- Split the payment between two payees.

The new pay items have the same document number as the original voucher, but different pay item numbers. When you split payments, you might need to allocate discounts and taxes among the new voucher pay items.

The system updates information in the A/P Ledger table (F0411).

#### ► To split a payment

---

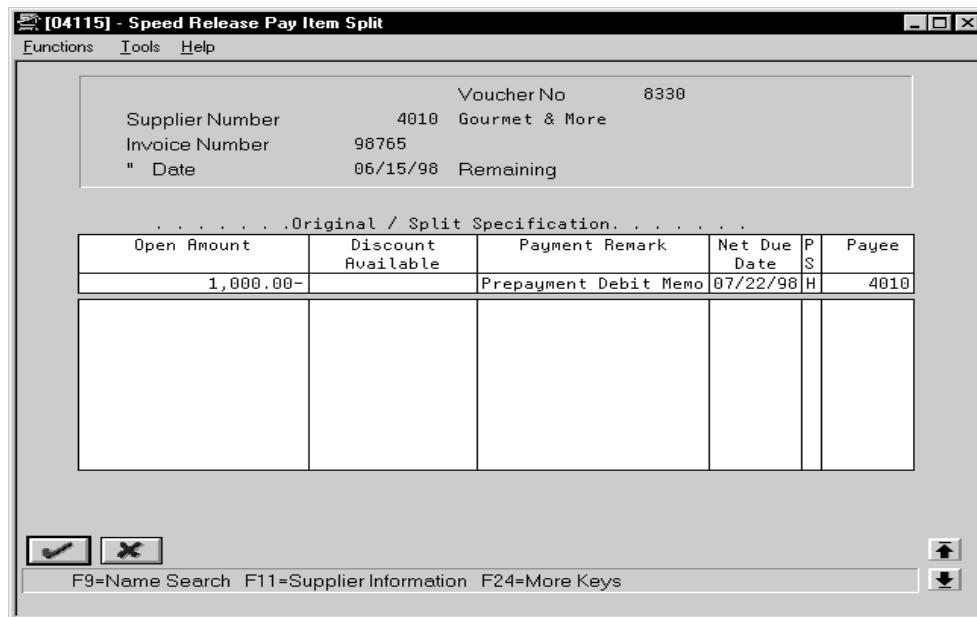
On Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers (P04114)*

Do not use the change action. You are accessing another program.

2. Choose the Split option for a pay item.



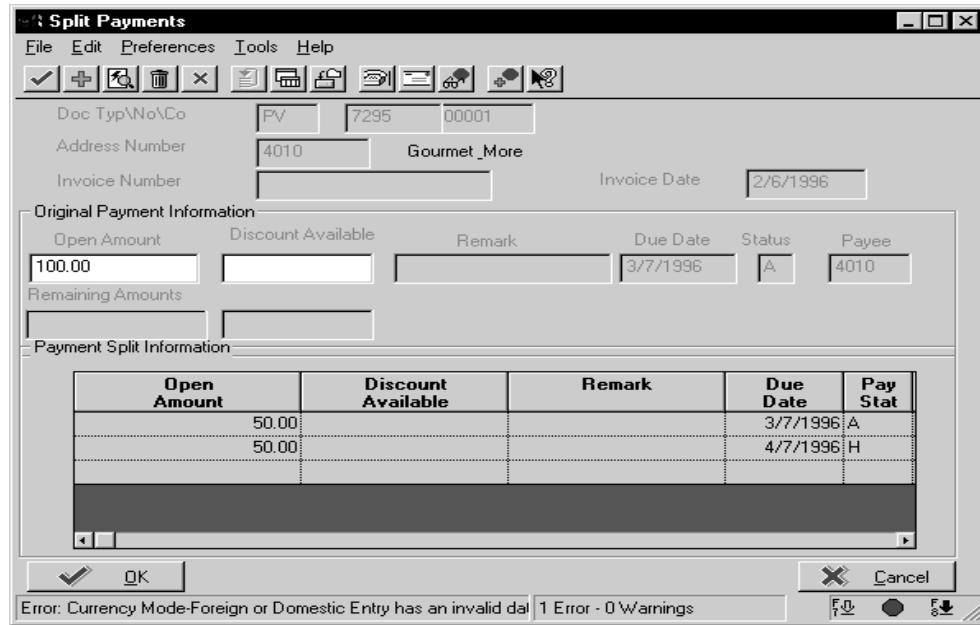
3. On Speed Release Pay Item Split, complete the following field for each new pay item:
  - Open Amount
4. Complete the following optional fields:
  - Discount Available
  - Payment Remark
  - Net Due Date
  - Pay Status
  - Payee
5. To split the pay item and return to Speed Release, press Enter.
6. To update the list of pay items, press Enter again.

#### On Work With AP Speed Release

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers*.

2. Choose a voucher.
3. From the Row menu, choose Split.



4. On Split Payments, complete the following fields and click OK.

- Open Amount
- Discount Available
- Remark
- Due Date
- Pay Status
- Payee Number

The total of the open amounts you enter in the detail area must be equal to the open amount that is shown in the header.

### What You Should Know About

**Splitting recurring vouchers**

You cannot split a recurring voucher pay item (document type PR) because this type of voucher can have only one pay item.

**Allocating discounts**

If you split a voucher that includes a discount, the system applies the discount to the first split pay item, but allows you to allocate the discount. The following rules apply to allocating discounts:

- You cannot take a discount on a split pay item if the original voucher is already partially paid.
- If the open amount is positive, the discount available must be positive. If the open amount is negative, the discount available must be negative.
- Discounts for split pay items must balance to the discount for the original voucher.
- A discount cannot be greater than the open amount of the split pay item.

**Allocating taxes**

If you split a voucher that includes taxes, the system applies the taxes to the first split pay item, but allows you to allocate the taxes.

**See Also**

- *Entering Vouchers with Taxes (P04105)* for information on allocating taxes
- *Entering Vouchers with Taxes* for information on allocating taxes

### Processing Options for Speed Release

#### TOTAL DISPLAYS:

1. Enter a '1' to display the Pay Status 'A' Total and the Grand Total in the header portion of the screen.  
Note: This may require additional processing time. These totals will still appear at the end of the screen detail.

#### FORMAT CONTROL:

2. Enter format numbers (1-3) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order shown below.

Discount Amount . . . . .	_____
Approver Number . . . . .	_____
Supplier Invoice Number	_____

Note: These are used with the format selection function key.

#### PRE-LOADED DATA SELECTIONS:

3. Any values that are entered for the following fields will be loaded on screen.

Pay Status. . . . .	_____
Document Type . . . . .	_____
G/L Offset. . . . . (*=All)	_____
Currency Code . . . . . (*=All)	_____
Payment Instrument. (*=All)	_____
Approver Number . . . (*=All)	_____

#### PRE-LOADED ADDITIONAL SELECTIONS:

4. Any values that are entered for the following fields will be loaded into the Additional Selections.

Total Inquiry Amount. . .	_____
Supplier Invoice Number .	_____

### Processing Options for Speed Release

#### PRE-LOAD DATA

1. Any values entered for the following fields will be loaded on screen:

Pay Status Code	_____
Document Type	_____
G/L Offset	_____
Payment Instrument	_____
Address Number - Approver	_____
Currency Code - From	_____

#### ADDL PRE-LOAD

Supplier Invoice Number	_____
Total Inquiry Amount	_____



## Exercises

See the exercises for this chapter.

## Test Yourself: Preparing Vouchers for Payment

1. How do you indicate the number of days to use for the aging columns on the Cash Requirements Report?

---

2. List three features of the Cash Requirements Report:

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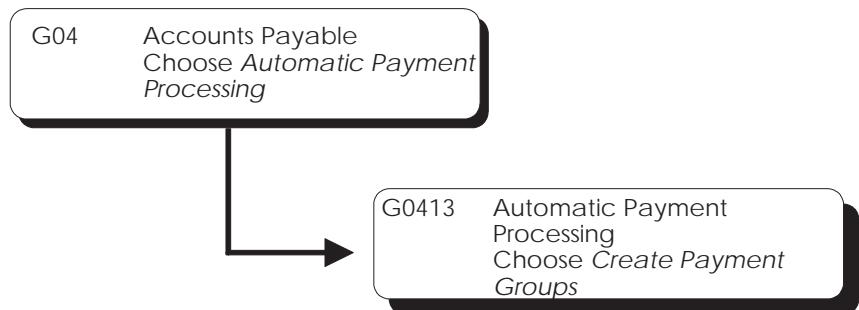
3. How can you specify that you want the Cash Requirements Report to include only vouchers that were approved for payment?

---

The answers are in *Appendix B*.

## Group Vouchers for Payment

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### Grouping Vouchers for Payment

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

This is a DREAM Writer program.

You run Create Payment Groups once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which program to use for:

- Payments
- Registers
- Attachments
- Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the A/P ledger.

### What Happens When You Create Payment Groups?

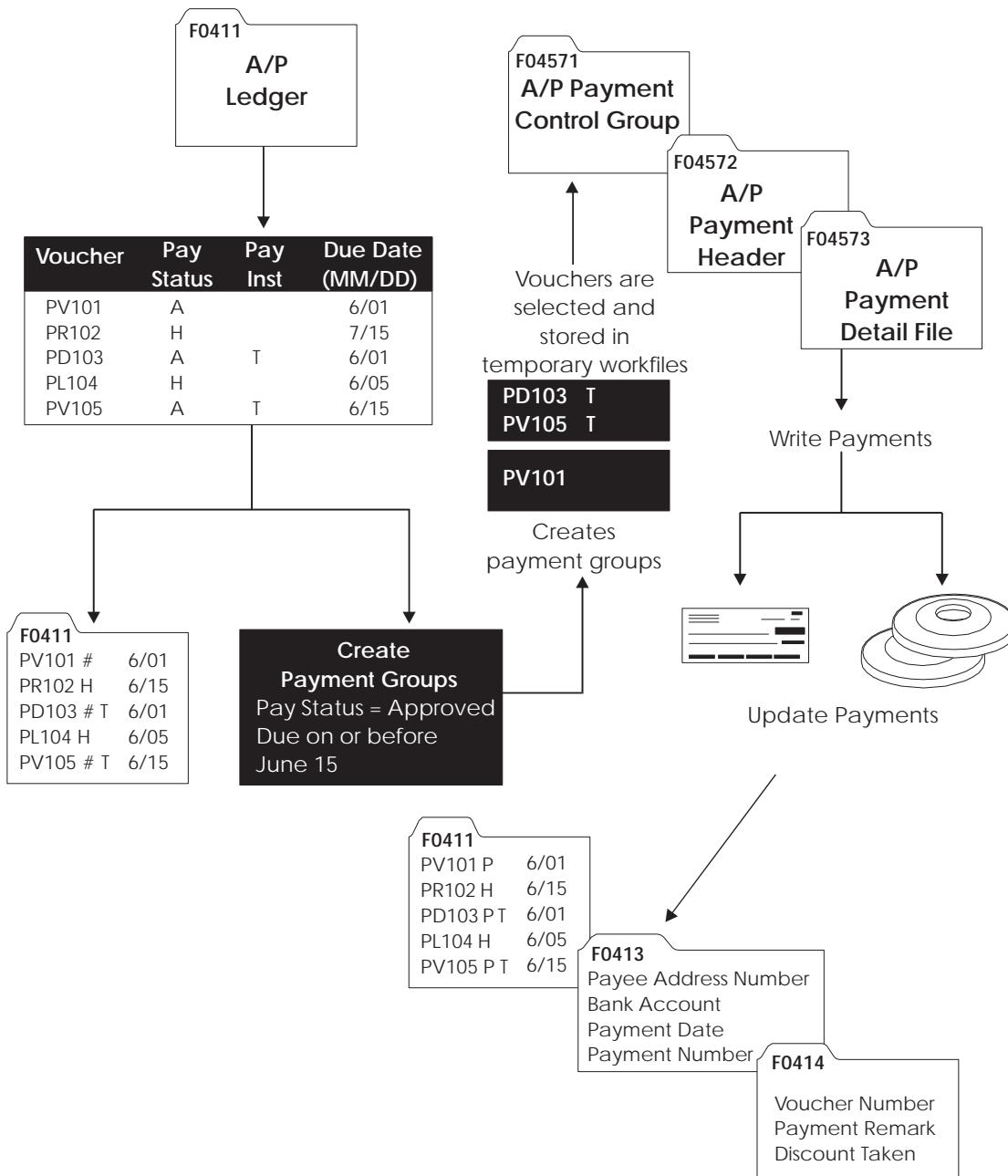
When you create payment groups, the system:

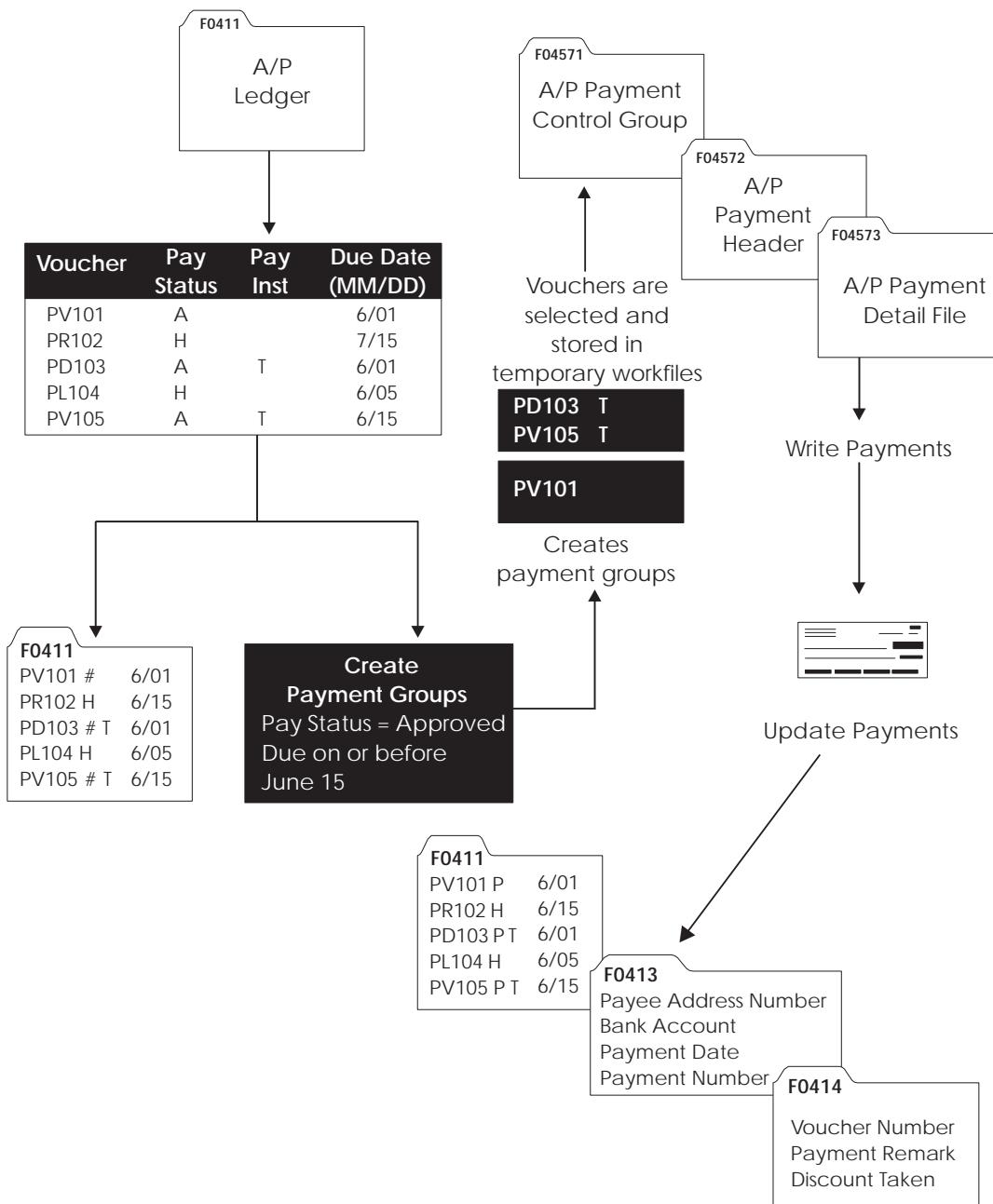
1. Selects vouchers with a pay status of A (approved).
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
  - Bank account
  - Payment instrument
  - Currency code
  - Business unit (optional)
  - Company (optional)

After the system creates payment groups, each group also has the following information in common:

- Version ID
  - User
  - Creation date
  - Output queue
3. Assigns each payment group a “next status” of WRT (write).
  4. Changes the pay status of selected vouchers from A to # (payment in-process).
  5. Creates worktables to use in writing payments:
    - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
    - A/P Payment Header table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work With Payment Groups program.
    - A/P Payment Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and be used to update the A/P ledger.
  6. Prints a Payment Group Edit report that shows vouchers that are selected for payment.

The following graphic shows the system process for creating payment groups:





### Before You Begin

- Verify that you set up suppliers with the correct payment instrument.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.

- Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- Approve vouchers for payment.

### See Also

- *Appendix F – Payment Processing (A5.2 to A7.3 Comparison)* for information on debit statements
- *Setting Up Debit Statements (P0417)*
- *Setting Up Debit Statements*

## Reviewing the Payment Group Edit Report

When you create payment groups, the system generates this report, which shows the vouchers that are selected for payment. You can use this report to review vouchers and payment groups.

## Accounts Payable

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## Processing Options for Create Payment Groups

**Payment Selection:**

1. Enter in either a Pay Thru date or the number of displacement days from today.

Pay Thru Date	_____
Displacement Days	_____

**Discount Date:**

2. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken.

**Amount Range:**

3. Enter the payment amount range to be included in this pre-payment run. Also enter the pay instrument to be assigned to payments outside of the amount range. If currency conversion is turned on, enter the currency code for the amount range. Enter your amount range in whole numbers.

Minimum Amount . . .	_____
Min Pay Instrument . .	_____
Maximum Amount . . .	_____
Max Pay Instrument . .	_____
Currency Code . . .	_____

**Company Processing:**

4. Enter a '1' to create a different payment by company. Leave blank to process multiple companies on each payment.

**Due Date Processing:**

5. Enter a '1' to print a separate payment by due date. If left blank a separate payment by due date will not be printed.  
Note: If choosing this option, the DREAM Writer sequence should be set to include Due Date after Alternate Payee Address Number.

**Payee Processing:**

6. Enter a '1' to create one payment per payee regardless of supplier.

**Print Control:**

7. Enter a '1' to print a special attachment when payment detail information will not print on the stub.
8. Enter the sequence ID which will order the payments when printed.

## Accounts Payable

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9. Enter a '1' to print the full address for each payee on the Edit report. Leave blank to only print the payee alpha name. \_\_\_\_\_

10. Enter a '1' to print contract information on the report. \_\_\_\_\_

11. Enter a '1' to print job information on the report. \_\_\_\_\_

Note: If choosing either option 10 or 11, payments should be sequenced by contract number.

**Pay Item Summarization:**

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

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

**Bank Account:**

14. Enter an override bank account to be used for payment. If left blank the bank account in the Accounts Payable detail record will be used. \_\_\_\_\_

Note: This must be a Short Acct ID.

**Currency Processing:**

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

- ' ' - Bank Account Monetary Unit
- '1' - Voucher Domestic Currency
- '2' - Voucher Foreign Currency
- '3' - Current Domestic Amount

**Business Unit Processing:**

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

**Electronic Funds Transfer/Edi Only:**

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

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

---

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

**Calculate Withholding:**

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

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

**User Exit Option:**

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

## Processing Options for Create Payment Groups

### {Insert processing options - R04570}

#### What You Should Know About Processing Options

**Processing option 3**

To process debit balances and print debit statements, set the minimum amount to a negative number.

To exclude debit balances and not print debit statements, set the minimum amount to zero.

**Amounts**

To process debit balances and print debit statements, set the minimum amount to a negative number.

To exclude debit balances and not print debit statements, set the minimum amount to zero.

## Example: Selecting Payment Currency

You set the currency processing method you want to use for payments with a processing option:

- Bank Account Monetary Unit
- Voucher Domestic Currency
- Voucher Foreign Currency
- Current Domestic Amount

You can also use a processing option to override the bank account. Two multi-currency considerations exist for overriding the bank account:

- The monetary bank account must have the same currency as the transaction.
- The bank account's company currency must be the same as the foreign or domestic currency of the transaction.

The following examples describe these methods.

### **Bank Account Monetary Unit**

When you use the Bank Account Monetary Unit method, you pay in the currency of the bank account. A gain/loss might be calculated. For example:

Company base currency = USD

Monetary bank account = FRF

<u>Voucher Number</u>	<u>Domestic</u>	<u>Foreign</u>
PV1	USD	FRF

Because the monetary bank account is FRF, choosing this method results in paying the foreign amount of the voucher (FRF).

### **Voucher Domestic Currency**

When you use the Voucher Domestic Currency method, you pay the domestic amount of the voucher. No gain/loss is calculated. For example:

Company base currency = USD

<u>Voucher Number</u>	<u>Domestic</u>	<u>Foreign</u>
PV1	USD	FRF
PV2	USD	

Choosing this method results in paying the domestic USD amount for both vouchers.

### **Voucher Foreign Currency**

When you use the Voucher Foreign Currency method, you pay the foreign transaction amount of the voucher. A gain/loss might be calculated.

---

Example 1:

Company base currency = USD

<u>Voucher Number</u>	<u>Domestic</u>	<u>Foreign</u>
PV1	USD	FRF

Example 2:

Company base currency = GBP

<u>Voucher Number</u>	<u>Domestic</u>	<u>Foreign</u>
PV2	GBP	FRF

Choosing this method results in paying the foreign FRF amount for both vouchers.

### **Current Domestic Amount**

When you use the Current Domestic Amount method, you pay the current domestic amount of the voucher. A gain/loss might be calculated. For example:

Company base currency = FRF

Transaction currency = USD

<u>Voucher Number</u>	<u>Domestic</u>	<u>Foreign</u>	<u>Exchange Rate</u>
PV1	5,000 FRF	1,000 USD	5.0

When you pay this voucher, the exchange rate has changed:

PK1	6,000 FRF	1,000 USD	6.0
-----	-----------	-----------	-----

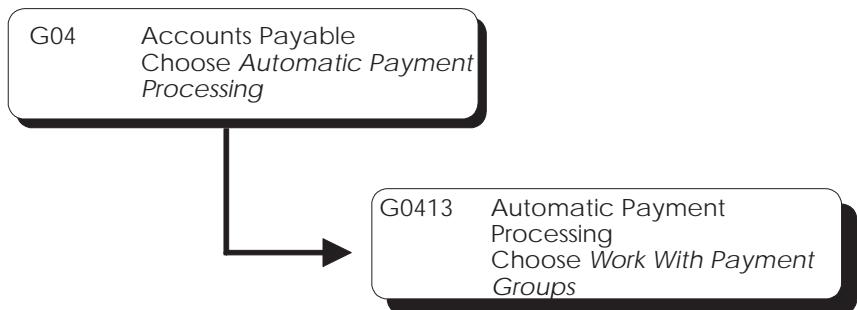
Choosing this method results in payment of 6,000 FRF. The system calculates a 1,000 FRF loss on the transaction.

## Accounts Payable

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# Work with Payment Groups

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## Working with Payment Groups

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

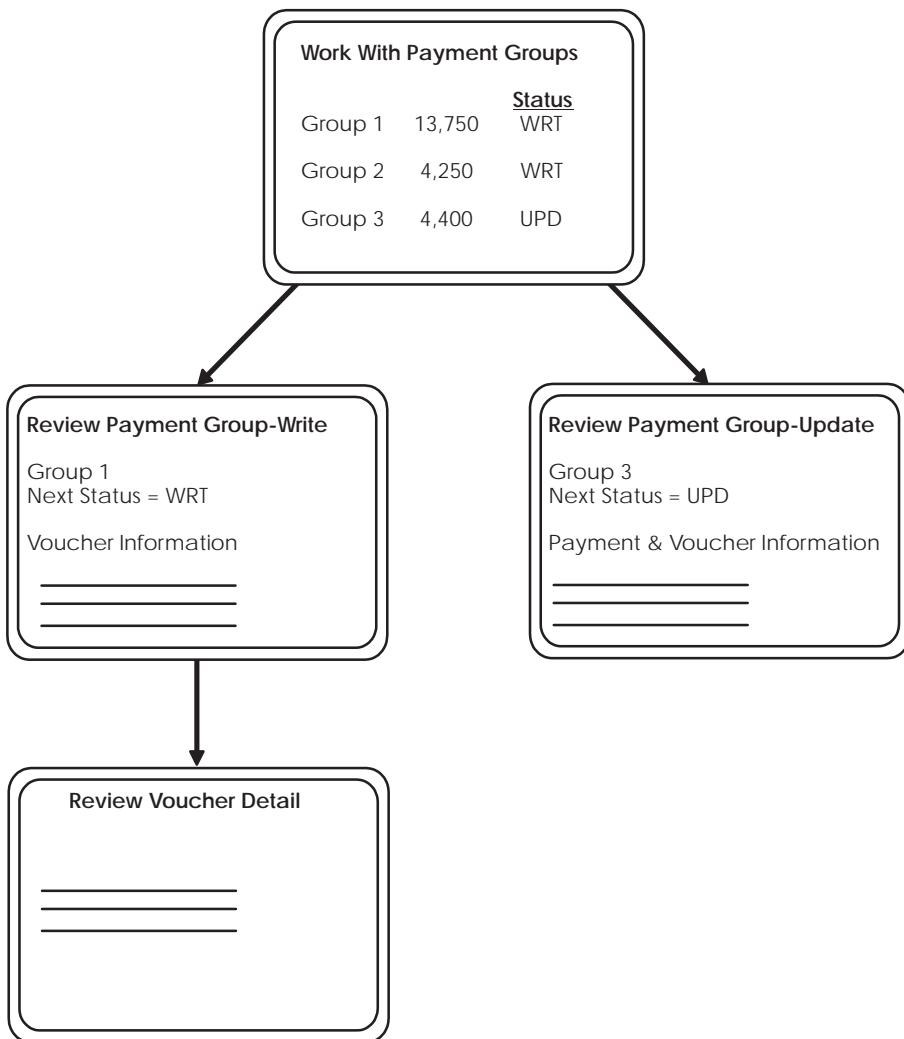
- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:
  - Change information at the payment and voucher levels
  - Remove payment groups, payments, and vouchers from the payment cycle
  - Change control information for payment groups
- After you write payments but before you update the A/P ledger. This allows you to identify payments that you want to void or remove from the payment cycle. You can:
  - Void the payments that were written and rewrite them
  - Remove payment groups, payments, and vouchers from the payment cycle

Working with payment groups consists of:

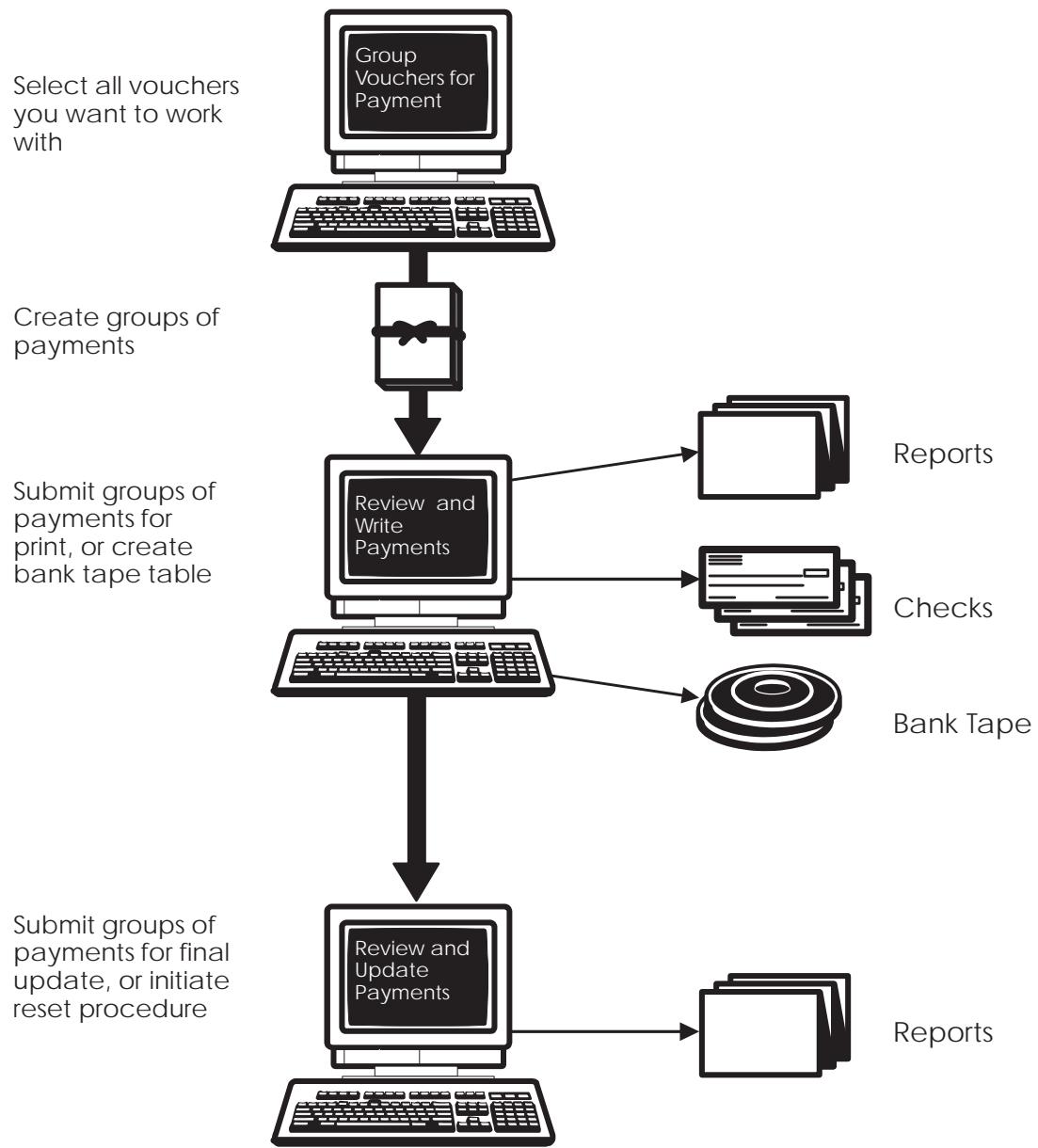
- Printing the Payment Analysis Report
- Reviewing payment groups

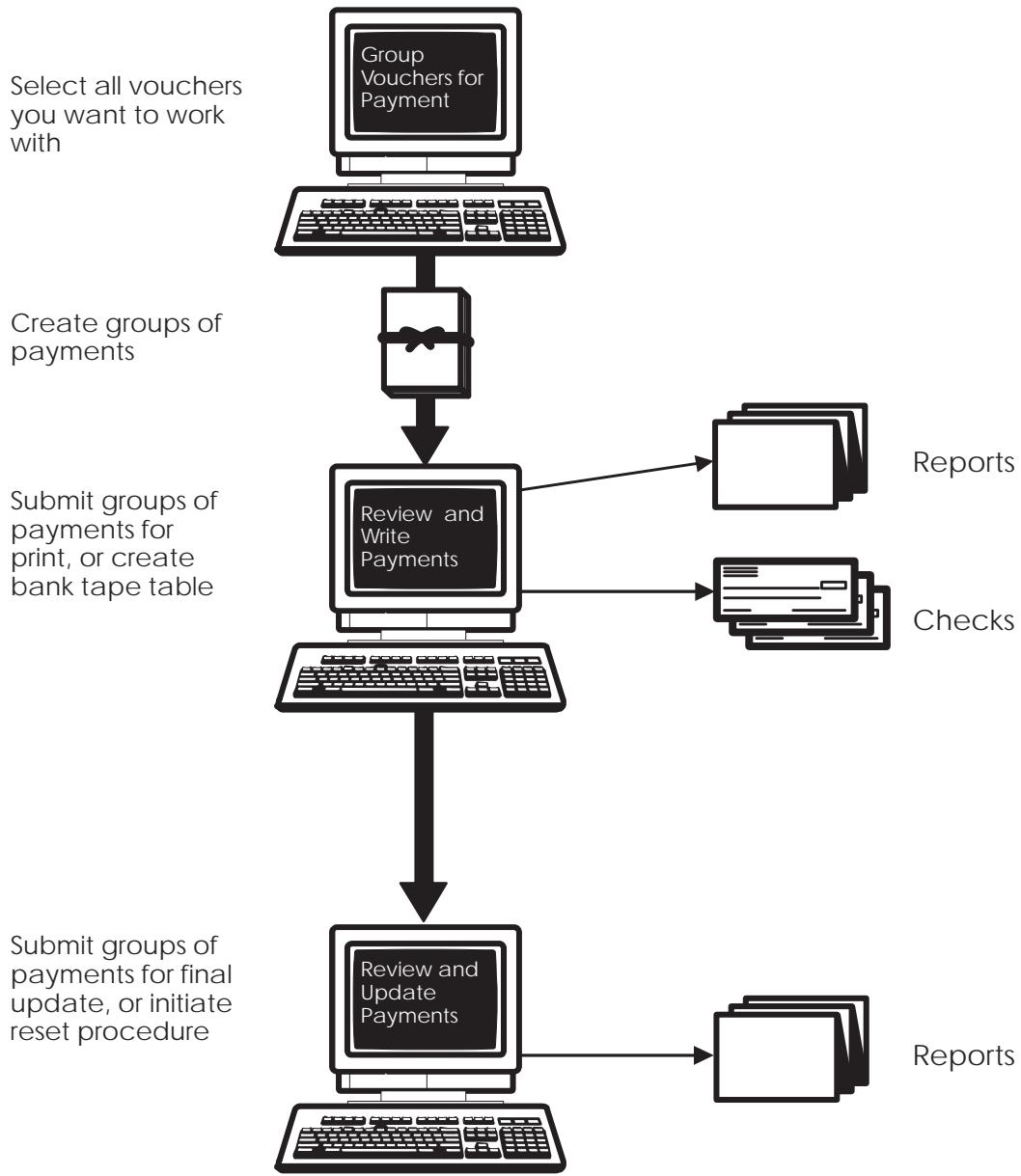
- Reviewing payments within payment groups
- Reviewing payment header information
- Reviewing vouchers within payment groups
- Revising unprocessed payments

The following graphic shows the relationships among the forms that you use to work with payment groups.



The following graphic shows the principal steps for processing payment groups.





### Printing the Payment Analysis Report

You can print the Payment Analysis Report at any time in the automatic payment process to ensure that payments are correct. This report shows whether payments are ready to be written or ready to be updated to the A/P ledger. It shows all payments in all payment groups.

This program displays and updates information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

This is a DREAM Writer report.

# Accounts Payable

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J.D. Edwards & Company Payment Analysis Report with Voucher Detail G/L Bank Account:										Page Number: 2	Date: 5/06/98	Bear Creek National Bank													
Version	:	0001	Originator	:	DEMO	Currency Code	:	USD U.S. Dollar	Total Payments	:	5,960.00	Payee Name		S Ty Number		Payment Date		Detail S Lines C	Bank Transit	Customer Bank Account Number	To Write . . .	To Update . . .	Amount	Discount	Discount
					</td																				

---

## Processing Options for Payment Analysis Report

**Detail Voucher Information:**

1. Enter a '1' if you would like to see the detail voucher information displayed. If left blank, only payment information will print.

**Business Unit:**

2. Enter a '1' if you are processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

## Processing Options for Payment Analysis Report

**PRINT**

1. Enter a '1' if you would like to see the detail voucher information displayed. If left blank, only payment information will print.

## Detail Voucher Information

2. Enter a '1' if processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

Business Unit will not appear.  
Business Unit

## Reviewing Payment Groups

You can review payments at different levels before you write them. When you review payment groups, you can display a list of groups based on a G/L bank account, payment instrument, or next status. For example, you might want to review all payment groups with a next status of WRT (write).

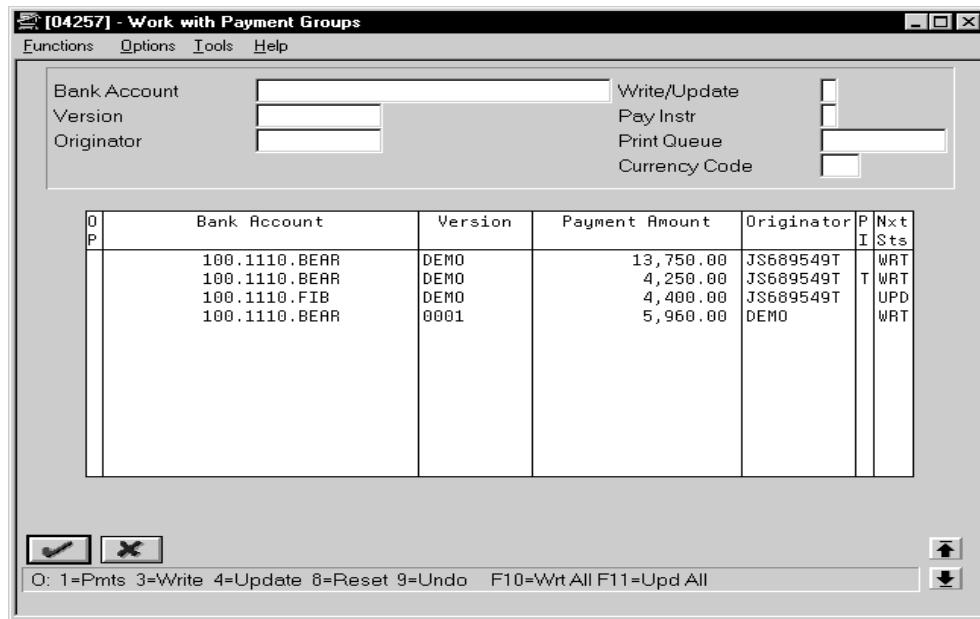
You can review payments at different levels before you write them. When you review payment groups, you can display a list of groups based on a G/L bank account, payment instrument, or next status. For example, you might want to review all payment groups with a next status of WRI (write).

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

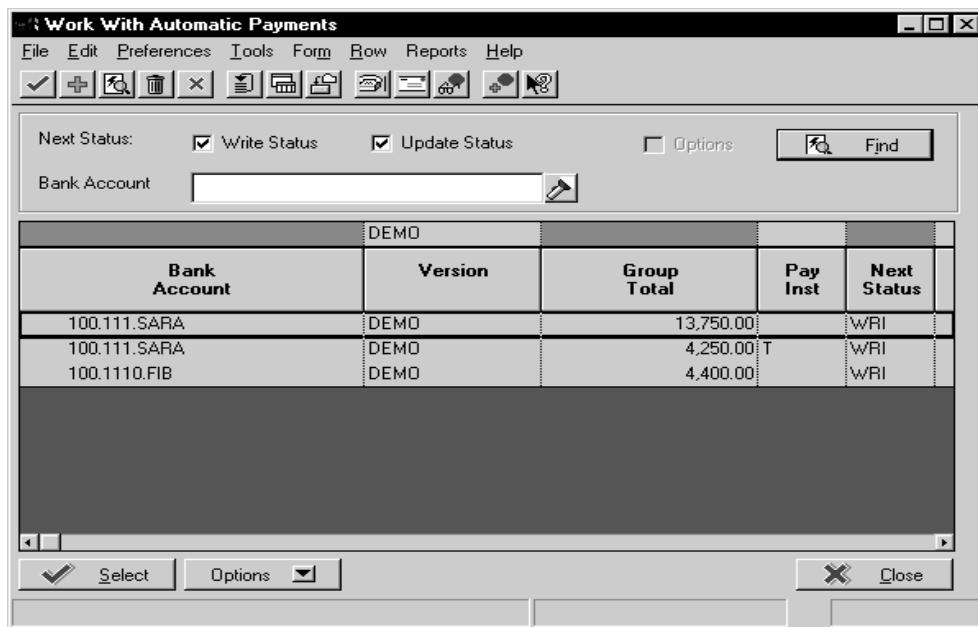
► To review a payment group

On Work with Payment Groups



1. Display all payment groups by pressing Enter.
2. To limit your search, complete any of the following fields:
  - Bank Account
  - Write/Update
  - Version
  - Payment Instrument
  - Originator
  - Print Queue
  - Currency Code
  - Business Unit

## On Work With Automatic Payments



3. To limit your search by next status, click one of the following options:
  - Write Status
  - Update Status
4. To limit your search further, complete the following field:
  - Bank Account
5. Click Find.

Field	Explanation
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.
Write/Update	A code that indicates which type of payment record will be displayed. Valid selections are: 0 Payments to be written or updated 1 Payments to be written 2 Payments to be updated  The default (blank) is 0.
Originator	The person who originally entered the transaction.

Field	Explanation
Print Queue	This is the print output queue for A/P payments.
Next Status	<p>This field represents the next status for the A/P payments. The data in this field is driven by a VTX field and can be revised.</p> <p>The initial values include:</p> <p>WRT Payment is ready to be printed UPD Payment is ready to be updated</p>

## Reviewing Payments within Payment Groups

After you review a list of payment groups, you can access payment detail for a specific payment group.

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)



### To review a payment within a payment group

---

#### On Work with Payment Groups

Choose Payments for a payment group.

The system displays payments on a form that is appropriate to the next status of the payment group:

- WRT – The next status is write. The system displays Review Payment Group – Write.
- UPD – The next status is update. The system displays Review Payment Group – Update.

#### On Work With Automatic Payments

Choose a payment group and click Select.

The system displays payments on a form that is appropriate to the next status of the payment group:

- WRI – The next status is write. The system displays Work With Payment Group – Write Status.
- UPD – The next status is update. The system displays Work With Payment Group – Update Status.

## Reviewing Payment Header Information

When you review payments within a payment group, you can review summary information about each payment.

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

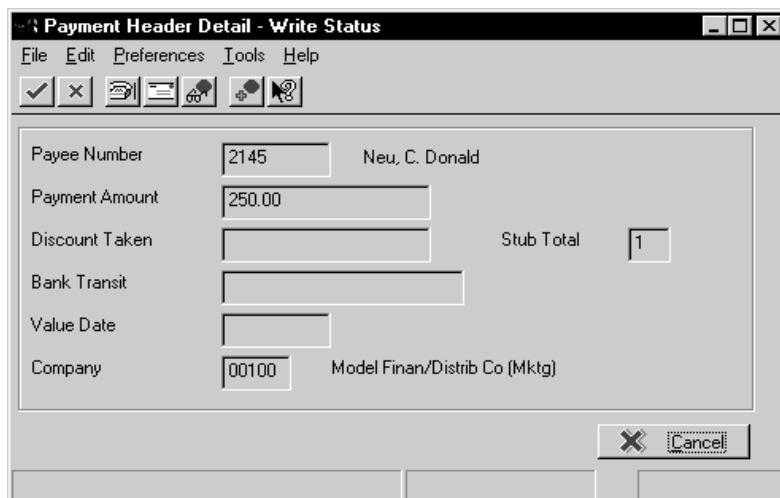
### ► To review payment header information

On Work With Automatic Payments

1. Follow the steps to review payments within a payment group.

See *Reviewing Payments within Payment Groups*.

2. On either Work With Payment Group – Write Status or Work With Payment Group – Update Status, choose Detail from the Row menu.



The system displays either Payment Header Detail – Write Status or Payment Header Detail – Update Status, depending on the status of the payment group.

### Reviewing Vouchers within Payment Groups

After you review a list of payment groups, you can access voucher detail for a specific payment group. You might need to review vouchers before you write them.

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

#### ► To review a voucher within a payment group

---

On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.

The screenshot shows the 'Review Payment Group - Write' window (F042571) with the following details:

Bank Acct	100.1110.BERR	Bank Transit	Amount From
Version	0001	Amount Thru	Value Date
Print Queue	Curr Code	USD	Payee
Print Total	5,960.00		
No. of Pmts	1		

Below the table, there is a grid for payment details:

0 . . . . .	Payee . . . . .	Payment Amount	Discount Taken
P Address	Name		
4010	Gourmet & More	5,960.00	

At the bottom of the window, there are status messages: Opt: 1=Vch Detail 3=Write 9=Undo F4=Details F10=Wrt All F11=Undo All.

2. On Review Payment Group - Write, choose Voucher Detail for a payment.

[042572] - Review Voucher Detail

Functions Options Tools Help

Bank Account 100.1110.BEAR			
Version	0001	Total to Print	5,960.00
8324	PV	00100	001
8325	PL	00100	001
8326	PR	00100	001
8329	PV	00100	001
8330	PV	00100	001
8332	PV	00100	001
8333	PV	00100	001
8333	PV	00100	002

Payment Amount Invoice Number

1,500.00 6123  
 375.00 8342  
 1,200.00 8950  
 825.00 82597  
 1,000.00 98765  
 100.00 89457  
 1,200.00 98756  
 240.00- 98756

Opt: 1=Split 9=Undo F4=Split Details

### On Work With Automatic Payments

1. Choose a payment group with a next status of WRT and click Select.

Work With Payment Group - Write Status

File Edit Preferences Tools Form Row Help

Bank Account	100.1110.FIB	First Interstate Bank	
Version	DEMO	Total Amount	4,400.00
Print Queue		Number of Payments	1

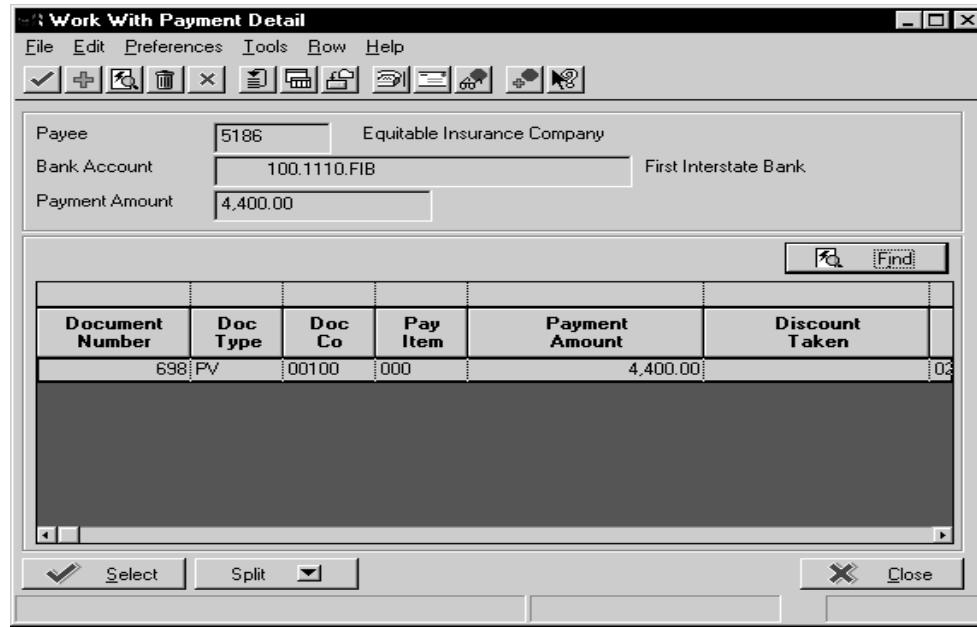
Amount From [ ] Through [ ] Find [ ]

Payee Number	Payee Name	Payment Amount	Discount Taken
5186	Equitable Insurance Company	4,400.00	

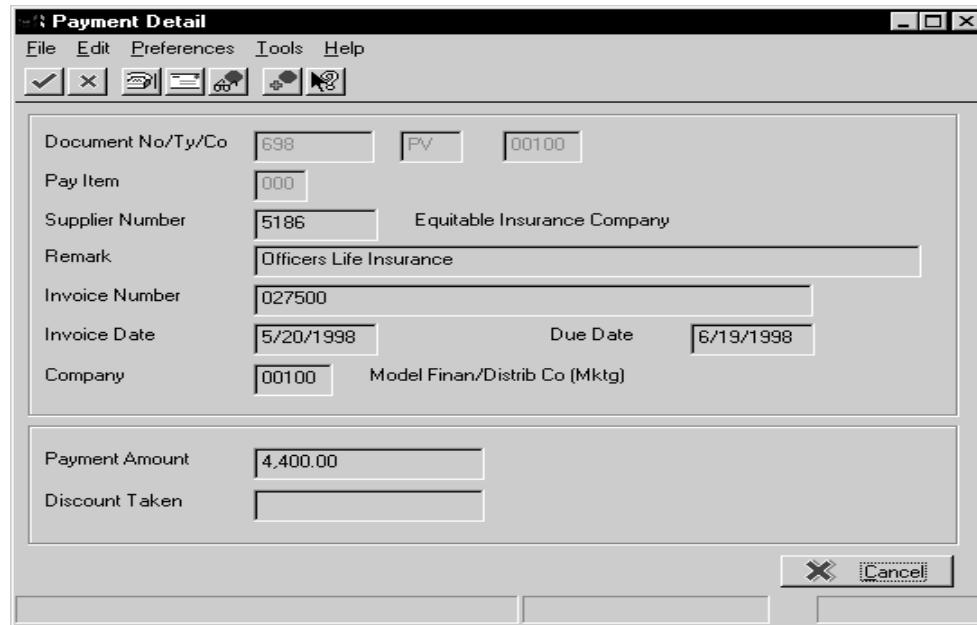
Select ValueDate Close

2. On Work With Payment Group – Write Status, choose a payment and click Select.

## Accounts Payable



3. On Work With Payment Detail, choose a voucher and click Select.



## Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them. This task includes:

- Excluding debit balances

- 
- Splitting payments
  - Decreasing the amount of discounts
  - Revising the value date of payments
  - Removing voucher pay items
  - Removing unprocessed payments
  - Revising control information for a payment group

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

## **Excluding Debit Balances**

You might have debit balances that you want to exclude from payment processing.

### **To exclude a debit balance**

---

On Work with Payment Groups, Review Payment Group - Write, Review Voucher Detail, or Review Payment Group - Update

Choose Undo for a payment group, payment, or voucher.

On Work With Automatic Payments, Work With Payment Group – Write Status, Work With Payment Detail, or Work With Payment Group – Update Status

1. Choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.

## **What You Should Know About**

### **Excluding debit balances**

To exclude all debit balances, set the processing option for Minimum Amount in Create Payment Groups.

### Reviewing debit balances

When you process debit balances for review purposes only, you can run the Payment Analysis Report or review them on Work with Payment Groups before you undo them.

## Splitting Payments

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system adds a new voucher pay item for the remaining balance. The new pay item is automatically approved for payment but is not part of a payment group.

### ► To split a payment

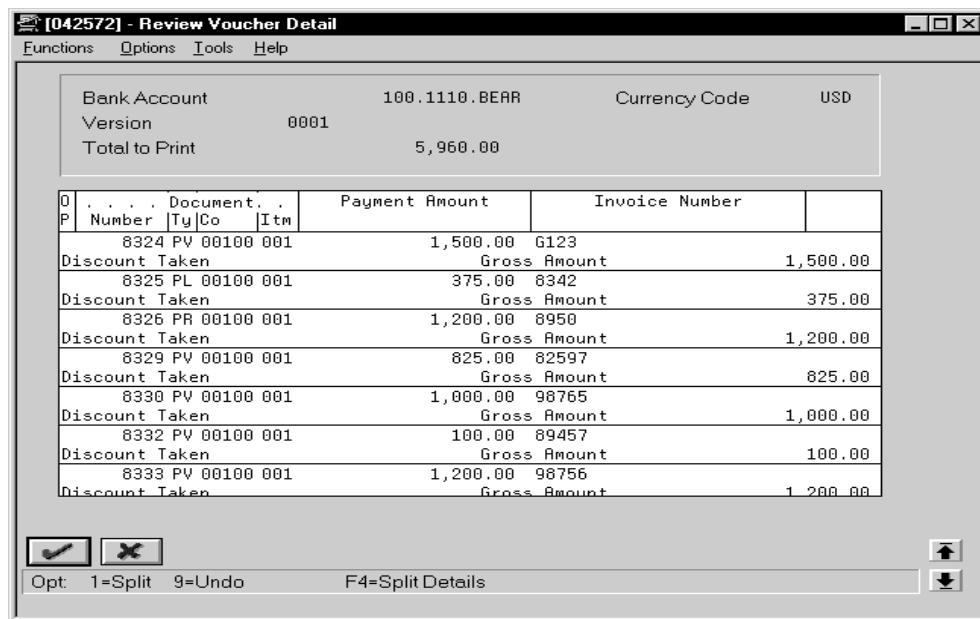
---

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers within a Payment Group (P04257)*.

2. On Review Voucher Detail, choose Split Detail.



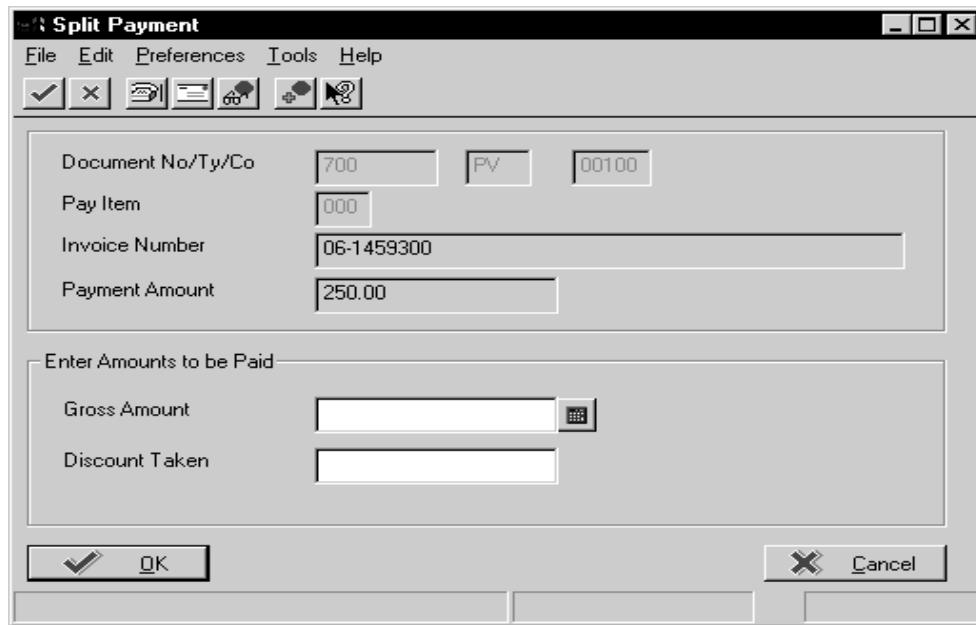
3. Choose Split for a voucher.
4. Complete the following field:
  - Gross Amount

## On Work With Automatic Payments

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers within Payment Groups*.

2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Split.



4. On Split Payment, complete the following field and click OK:

- Gross Amount

Field	Explanation
Gross Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.

### Decreasing the Amount of Discounts

You can decrease but not increase the amount of a discount.

#### ► To decrease the amount of a discount

---

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers within a Payment Group (P04257)*.

2. On Review Voucher Detail, choose Split Detail.
3. Complete the following field:
  - Discount Taken

On Work With Automatic Payments

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers within Payment Groups*.

2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Split.
4. On Split Payment, complete the following fields and click OK:
  - Discount Taken

Field	Explanation
Discount Taken	In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice. In Accounts Payable, it is the amount of discount you take when you process a payment to a supplier for an open voucher.  The discount taken does not have to be the same as the discount available.

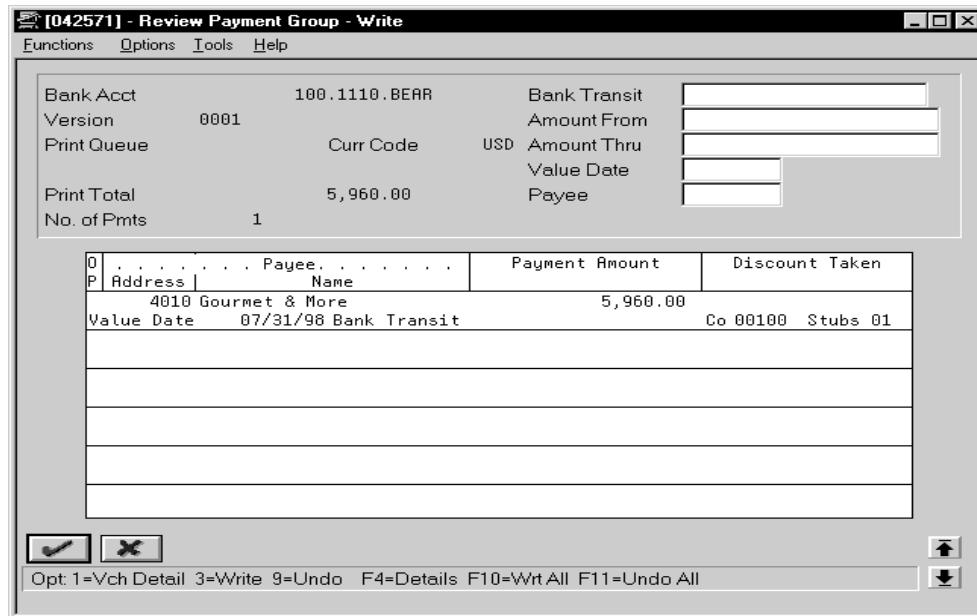
## Revising the Value Date of Payments

Typically, payment value dates apply to draft processing.

### ► To revise the value date of a payment

On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.
2. On Review Payment Group - Write, access the detail area.



3. Complete the following field:

- Value Date

On Work With Automatic Payments

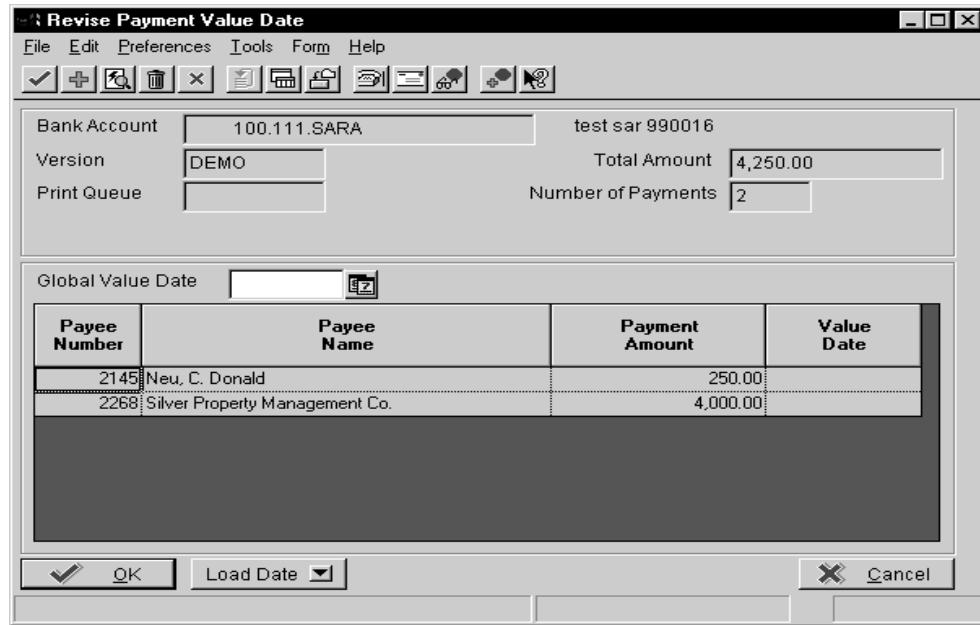
1. Follow the steps for reviewing payments for a payment group with a next status of Write.

See *Reviewing Payments within Payment Groups*.

2. On Work With Payment Group – Write Status, choose Value Date from the Form menu.

## Accounts Payable

---



3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group and click OK:
  - Global Value Date
4. To revise the value date of individual payments, complete the following field and click OK:
  - Value Date

---

Field	Explanation
Value Date	The date that the item was debited or credited to the bank account.

---

### Removing Voucher Pay Items

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

#### ► To remove a voucher pay item

---

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers (P04257)*.

- 
2. On Review Voucher Detail, choose Undo for a pay item.

#### On Work With Automatic Payments

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers within Payment Groups*.

2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.

### Removing Unprocessed Payments

When you do not want to pay a payment, remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

#### ► To remove an unprocessed payment

---

##### On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.
2. On Review Payment Group - Write, do one of the following:
  - Choose Undo for a payment
  - Choose Undo All for all payments

##### On Work With Payment Group – Write Status or Work With Payment Group – Update Status

1. Follow the steps for reviewing payments.

See *Reviewing Payments within Payment Groups*.

2. Choose a payment.
3. From the Row menu, choose Undo.

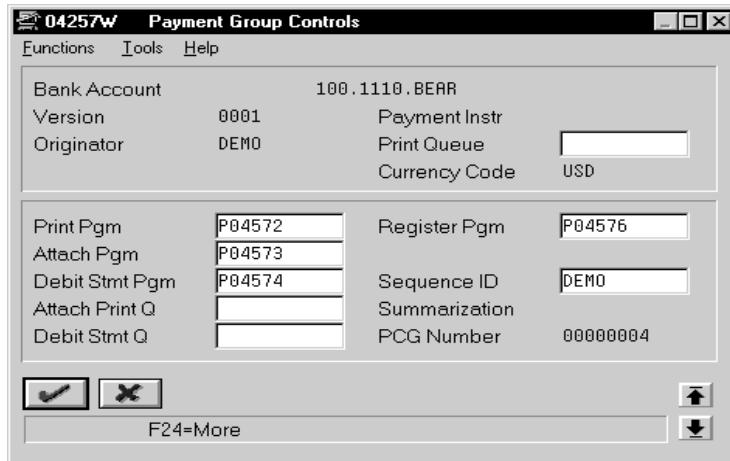
### Revising Control Information for Payment Groups

To change the payment instrument, payment register, attachments, debit statements, and print queues for payments, change the control information for the payment group. The system uses payment instrument defaults to create this information when you create payment groups. You can change it before you write payments. Any change you make affects the entire payment group.

### ► To revise control information for a payment group

On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.
2. On Review Payment Group - Write, choose Payment Group Controls for a payment group.



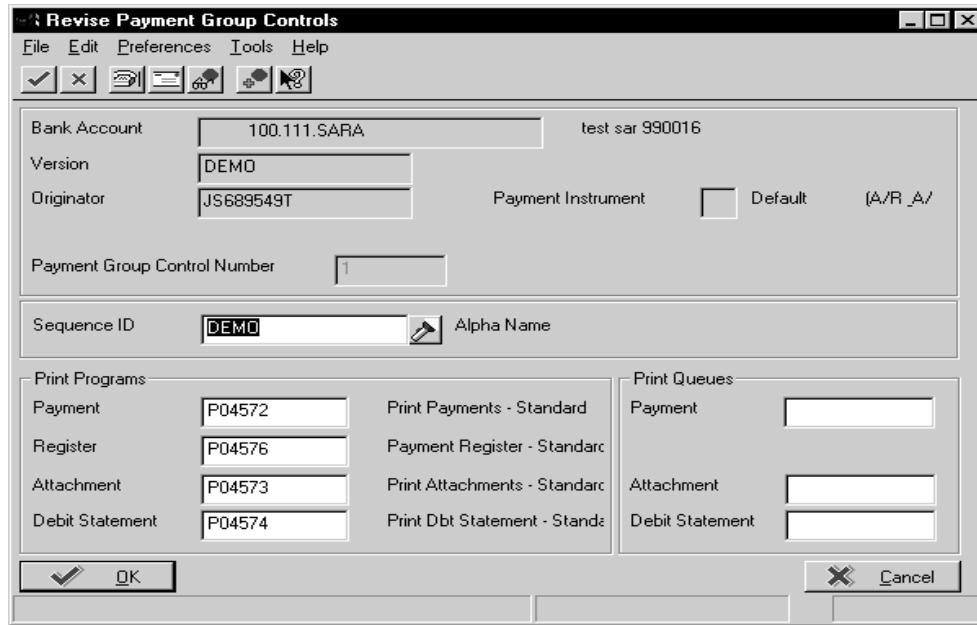
3. On Payment Group Controls, change any of the following fields:
  - Payment Instrument
  - Print Queue
  - Print Program
  - Register Program
  - Attachment Program
  - Debit Statement Program
  - Sequence ID
  - Attachment Print Queue
  - Debit Statement Print Queue
4. Exit to Review Payment Group - Write.

On Work With Automatic Payments

1. Follow the steps for reviewing payment groups.

See *Reviewing Payment Groups*.

2. Choose a payment group.
3. From the Row menu, choose Controls.



4. On Revise Payment Group Controls, change any of the following fields and click OK:

- Print Queue
- Print Program
- Register Program
- Attachment Program
- Debit Statement Program
- Sequence ID
- Attachment Print Queue
- Debit Statement Print Queue

## See Also

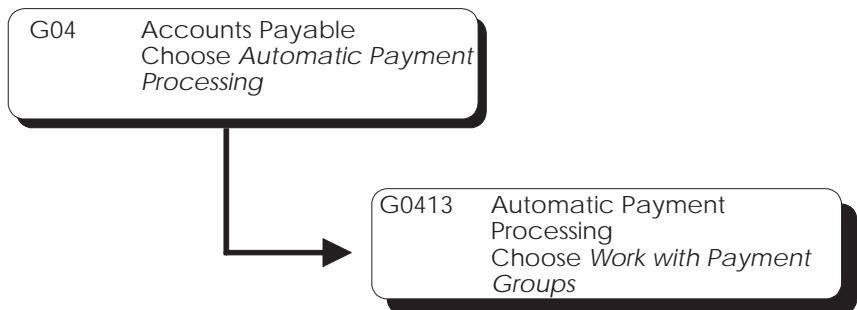
- *Setting Up Payment Instruments (P0417)*
- *Setting Up Payment Instruments*

## Accounts Payable

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# Work with Payments

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## Working with Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. When you work with payments, you use these records to print payments or create a bank tape table, depending on your setup. Working with payments consists of:

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. When you work with payments, you use these records to print payments. Working with payments consists of:

- Writing payments
- Resetting payment processing
- Removing processed payments
- Copying payments to tape

## What Happens When You Write Payments?

When you write payments, the system uses worktables to:

- Create a matching document with a document type of PK (automatic payment), PT (electronic funds transfer), or P1 (draft). This payment closes the voucher.

- Create a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Assign payment numbers.
- Change the “next status” of the payment group from WRT (write) to UPD (update).
- Print payments (or create bank tape tables) using control information for payment groups.
- Print payments using control information for payment groups.

The system does not update the A/P Ledger table (F0411) until the update process.

### Before You Begin

- Review payments and make any changes necessary
- Verify control information for payment groups

### Writing Payments

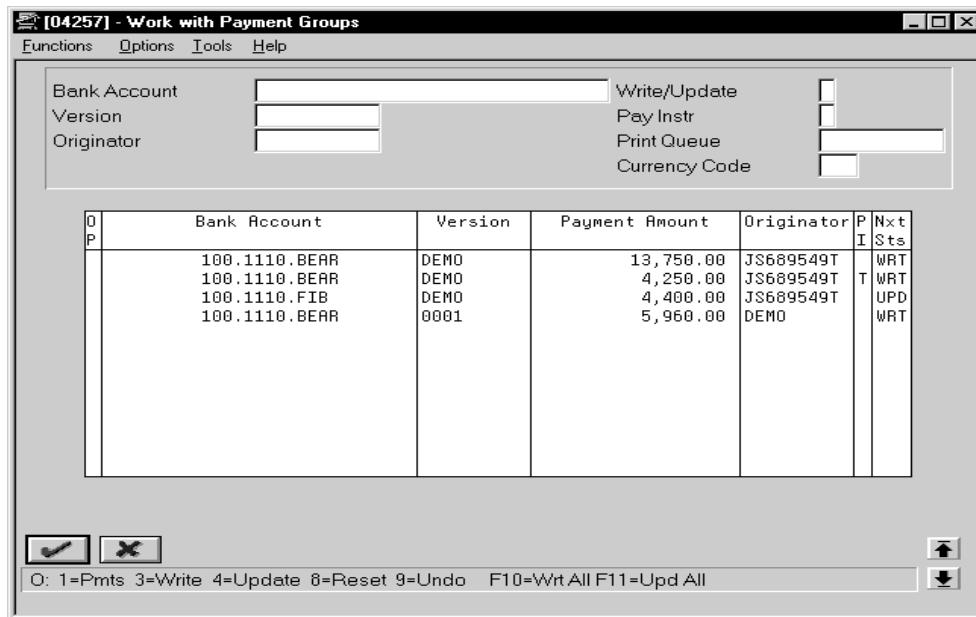
When you write payments, the system prints payments or creates a bank tape table. You can:

When you write payments, the system prints payments. You can:

- Write all payments in a payment group
- Write selected payments in a payment group

► **To write all payments in a payment group**

On Work with Payment Groups



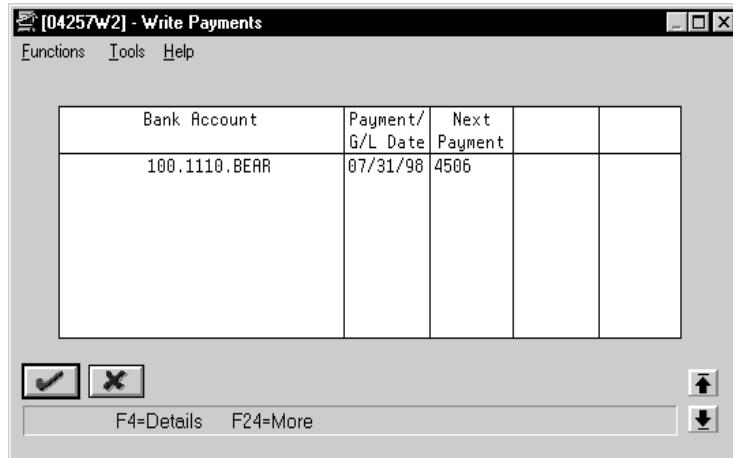
- Follow the steps for reviewing payment groups.

See *Reviewing Payment Groups (P04257)*.

- Do one of the following for a payment group with a next status of WRT and press Enter:
  - Choose Write for a payment group.
  - Choose Write All for all payment groups.
  - Choose Write or Copy to Tape/Update for a payment group. Use this option only if you are creating bank tape tables.

See *Copying Payments to Tape (P0457)*.

## Accounts Payable



3. On Write Payments, verify the following fields and press Enter:

- Payment/G/L Date
- Next Payment

On Work with Automatic Payments

4. Follow the steps for reviewing payment groups.

See *Reviewing Payment Groups*.

5. Choose a payment group.
6. From the Row menu, choose Write.



7. On Write Payments, verify the following fields and click OK:

- Payment/G/L Date
- Next Payment

<b>Field</b>	<b>Explanation</b>
Payment G/L Date	A date that identifies the financial period to which the transaction is to be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Next Payment	The system updates the next available payment number during automatic payment print processing.

### ► To write selected payments in a payment group

On Work with Payment Groups

1. Follow the steps for reviewing payments.

See *Reviewing Payments within Payment Groups (P04257)*.

2. Choose Payments for a payment group with a next status of WRT.

The screenshot shows the 'Review Payment Group - Write' window (P042571). At the top, there are menu options: Functions, Options, Tools, and Help. Below the menu, there are several input fields and dropdowns:

Bank Acct	100.1110.BEAR	Bank Transit	<input type="text"/>
Version	0001	Amount From	<input type="text"/>
Print Queue	Curr Code	USD Amount Thru	<input type="text"/>
Print Total	5,960.00	Value Date	<input type="text"/>
No. of Pmts	1	Payee	<input type="text"/>

Below these fields is a grid table with the following columns: Payee, Name, Payment Amount, and Discount Taken. One row is visible in the grid:

Payee	Name	Payment Amount	Discount Taken
4010	Gourmet & More	5,960.00	

At the bottom of the window, there are two buttons: a checkmark button and a delete button. A status bar at the bottom displays keyboard shortcuts: Opt: 1=Vch Detail, 3=Write, 9=Undo, F4=Details, F10=Wrt All, F11=Undo All.

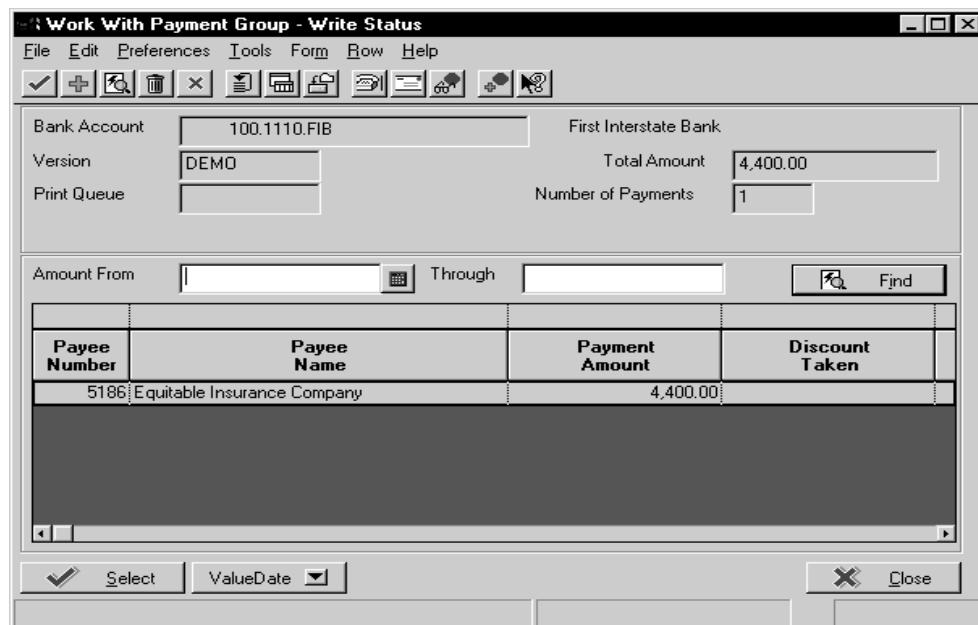
3. To limit your search, on Review Payment Group - Write complete any of the following fields and press Enter:
  - Bank Transit
  - Amount From
  - Amount Thru
4. Do one of the following and press Enter:
  - Choose Write for a payment.
  - Choose Write for all payments.
  - Choose Write or Copy to Tape/Update for a payment group. Use this option only if you are creating bank tape tables.
5. On Write Payments, verify the following fields and press Enter:
  - Payment/G/L Date
  - Next Payment

### On Work with Automatic Payments

1. Follow the steps for reviewing payment groups.

See *Reviewing Payments within Payment Groups*.

2. On Work With Payment Group – Write Status, choose a payment.



3. From the Row menu, choose Write.
4. On Write Payments, verify the following fields and click OK:
  - Payment/G/L Date
  - Next Payment

---

Field	Explanation
Bank Transit	The routing and transit number for a particular bank account.
Amount From	This field is used to specify the lower limit for selecting an amount range.
Amount Through	This field is used to specify the upper limit for selecting an amount range.

---

## What You Should Know About

<b>Electronic payments</b>	U. S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.
----------------------------	---

## Resetting Payment Processing

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset payment processing. When you reset payments, you undo the write process. Written payments have a next status of UPD (update). You are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

When you reset payment processing, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the G/L.

You can set a processing option for Work with Payment Groups to process voided payments in the Account Ledger table (F0911).

### ► To reset payment processing

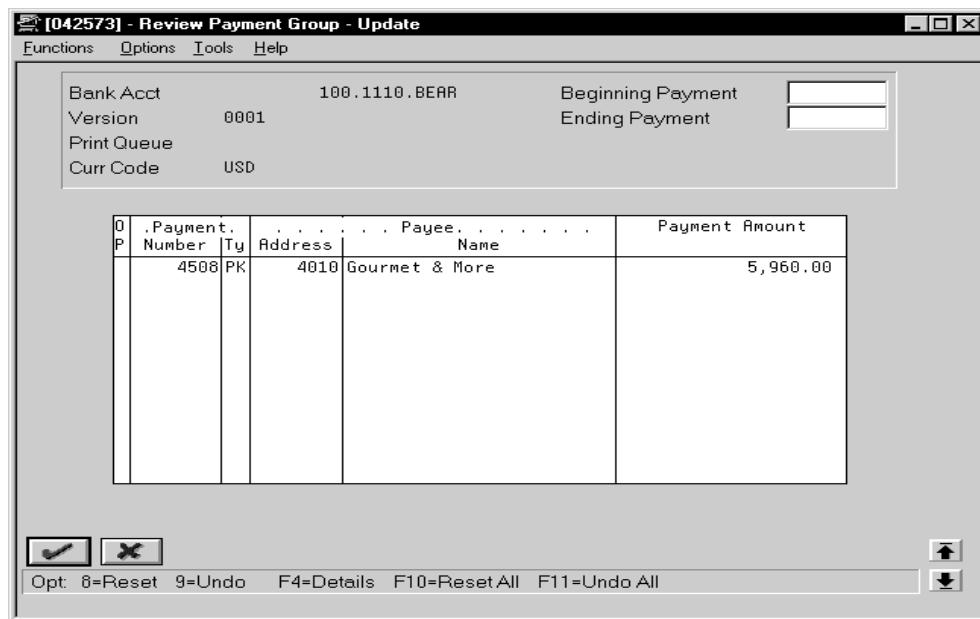
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On Work with Payment Groups

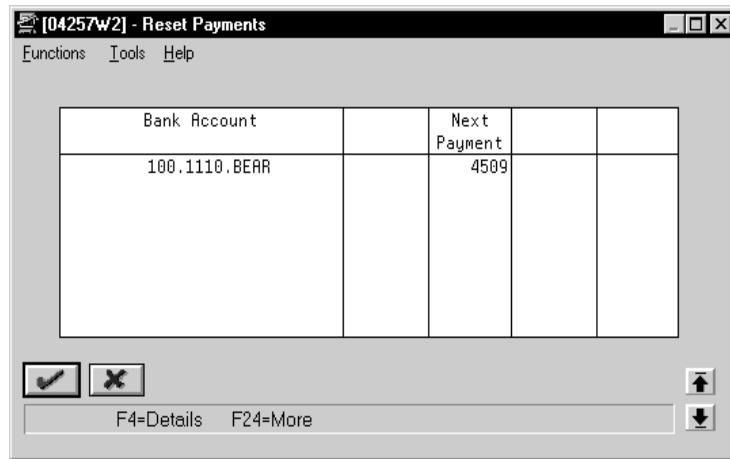
1. Follow the steps for reviewing payment groups.

See *Reviewing Payment Groups (P04572)*.

2. Choose Payments for a payment group with a UPD status.



3. On Review Payment Group - Update, complete the following optional fields:
  - Beginning Payment
  - Ending Payment
4. Choose one of the following:
  - Reset for a single payment
  - Reset All for all payments



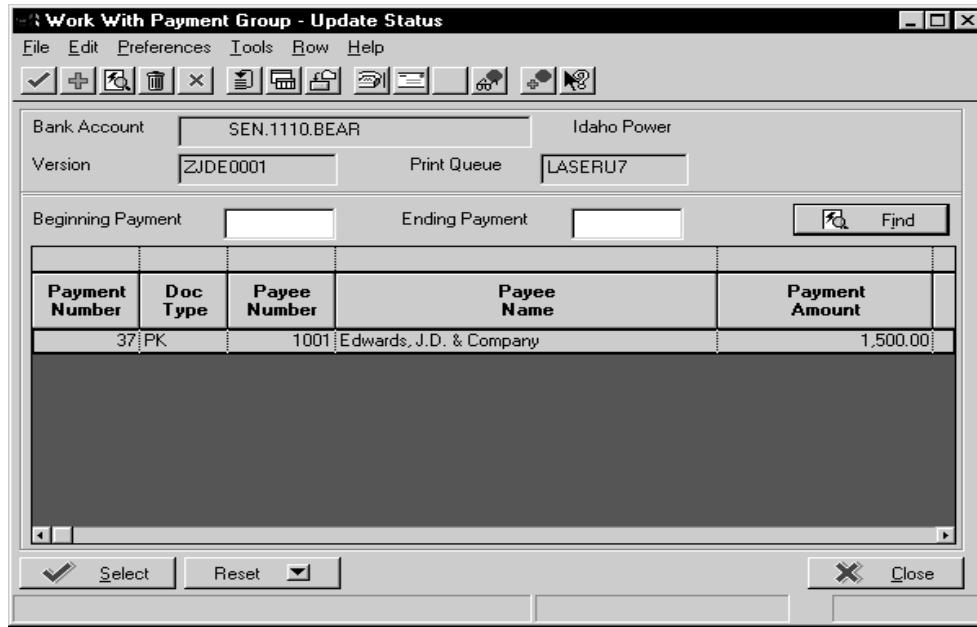
5. On Reset Payments, complete the following optional field:

- Next Payment

#### On Work With Automatic Payments

1. Follow the steps for reviewing payment groups or reviewing payments.

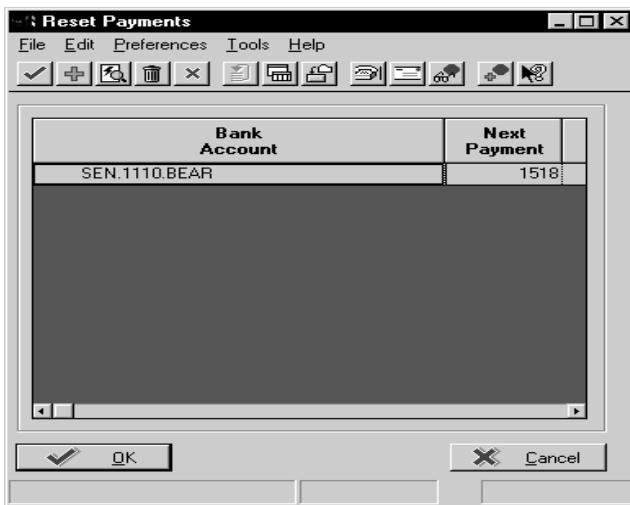
See *Reviewing Payment Groups* and *Reviewing Payments within Payment Groups*.



2. Do one of the following:

- On Work With Automatic Payments, choose a payment group with a next status of UPD
- On Work With Payment Group – Update Status, choose a payment

3. From the Row menu, choose Reset.



4. On Reset Payments, complete the following optional field:
  - Next Payment

Field	Explanation
Beginning Payment	Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run.
Ending Payment	A range of payment numbers may be entered to void when restarting the payment run. If this field is left blank, all payments processed after the beginning payment number will be voided. This represents the end of the range of payment numbers to be voided.

## Removing Processed Payments

After you write payments but before you update them, you might need to remove a payment from the current payment cycle.

To remove processed payments from the current payment cycle, you undo them. The system:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

## ► To remove processed payments

On Work with Payment Groups

1. Follow the steps for reviewing payment groups or reviewing payments.

*See Reviewing Payment Groups (P04572) and Reviewing Payments within Payment Groups (P04572).*

2. Choose Payments for a payment group with a next status of UPD.
3. On Review Payment Group - Update, choose one of the following:
  - Undo for a single payment
  - Undo All for all payments
4. On Reset Payments, complete the following optional field:
  - Next Payment

On Work With Automatic Payments

1. Follow the steps for reviewing payment groups or reviewing payments.

*See Reviewing Payment Groups and Reviewing Payments within Payment Groups.*

2. Do one of the following:
  - On Work With Automatic Payments, choose a payment group with a next status of UPD
  - On Work With Payment Group – Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Reset Payments, complete the following optional field:
  - Next Payment

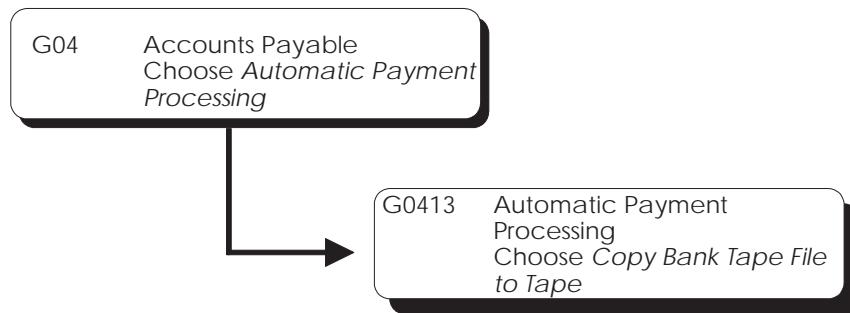
If you do not reset the next payment number, the system creates void payments.

## What You Should Know About

### Voiding payments

When you undo or reset processed bank tape payments, the system does not remove the payment record from the bank tape table. You must delete payment records from a bank tape table to complete the void.

### Copying Payments to Tape



When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printing them. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

You set tape format specifications in a processing option for the Produce Bank Tape program (P04572T). You can access these options through the versions list. You can also change many format specifications prior to copying the table to tape.

The A/P Payment Tape table (F0457) is a multimember table. This means that the system does not overwrite a bank tape table when you create a new one. The system also does not automatically delete records in this table. You can delete a member table after you verify that your bank has received the bank tape.

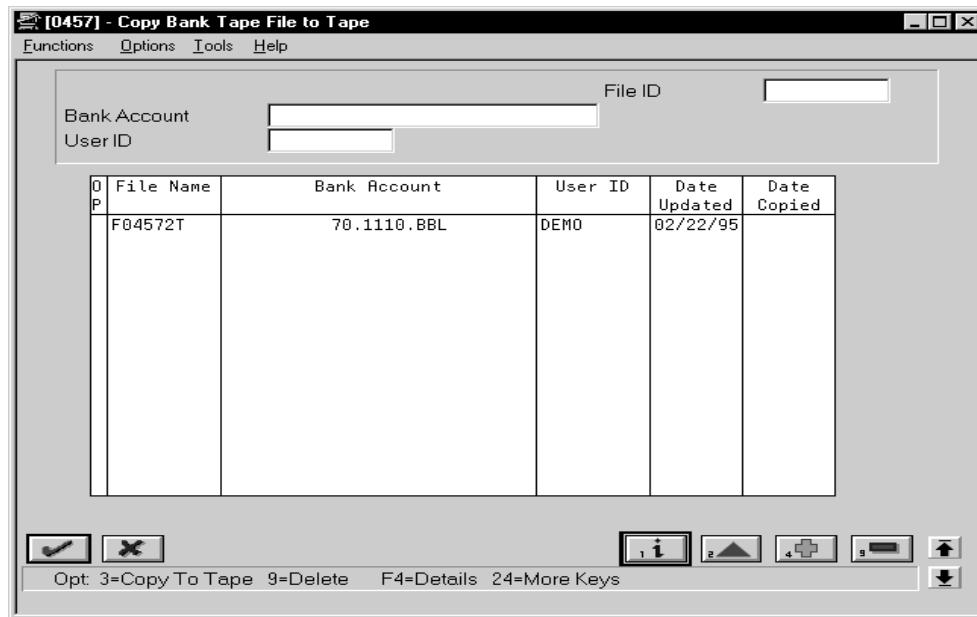
You can also re-copy a bank table to tape if, for example, your financial institution loses the original tape.

#### ► To review and change status and detail for a tape table

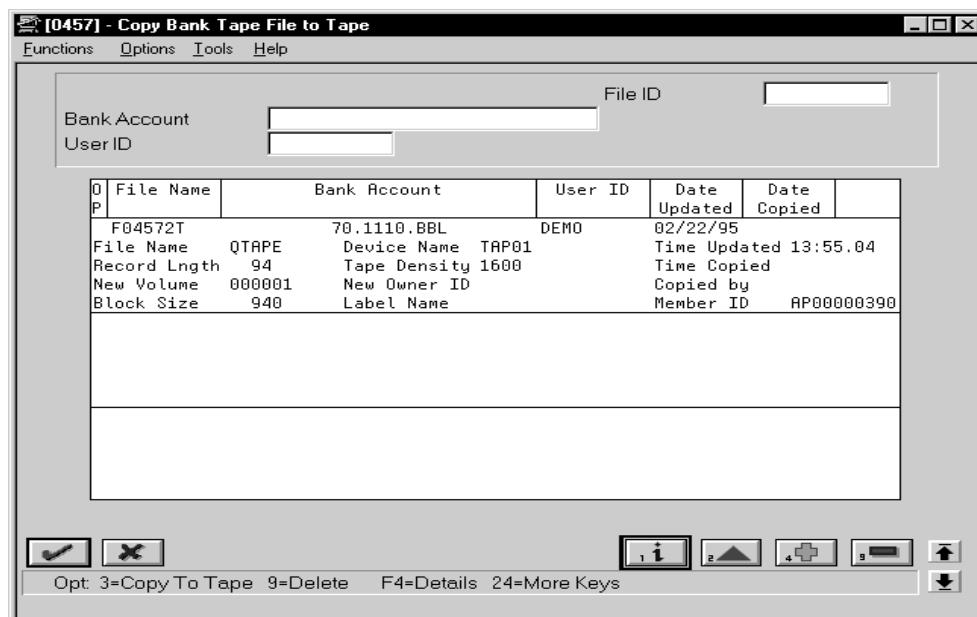
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The detail for a tape table is generally preset by your MIS department in the processing options for A/P Payment Processing - Produce Bank Tape (P04572T). You should not change this information unless instructed to do so.

## On Copy Bank Tape File to Tape



1. To locate a tape table, complete the following optional fields and press Enter:
  - File ID
  - Bank Account
  - User ID
2. Choose Details.



3. Change the information in the following fields (optional):

- File Name
- Device Name
- Record Length
- Tape Density
- New Owner ID
- Block Size
- Label Name

### ► **To copy a tape table to tape or diskette**

---

On Copy Bank Tape File to Tape

Choose Copy To Tape for a table.

## What You Should Know About

### **Reviewing tape tables**

You can also use IBM system commands to view the tape table. You must specify the table and member IDs. This information appears in the detail area, for example, table ID F04572T and member ID AP00000390.

### **Transmitting tape tables via modem**

Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution via modem.

## Processing Options for Copy to Tape

### **Bacs Processing:**

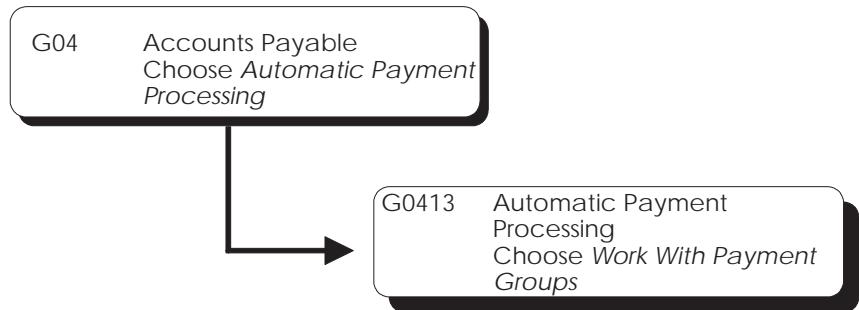
1. Enter a '1' to display the BACS format.
- 

### **Alternate Processing Program:**

2. Enter the name of an alternate program to be used. If left blank, program J0457T will be used.  
NOTE: This processing option is ignored if BACS processing is turned on.
-

## **Update the A/P Ledger**

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### **Updating the A/P Ledger**

Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

After you update the A/P ledger tables, you can post payments to the G/L. Alternately, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to G/L after updating the A/P ledger tables.

After you update the A/P ledger tables, you can post payments to the G/L.

#### **Before You Begin**

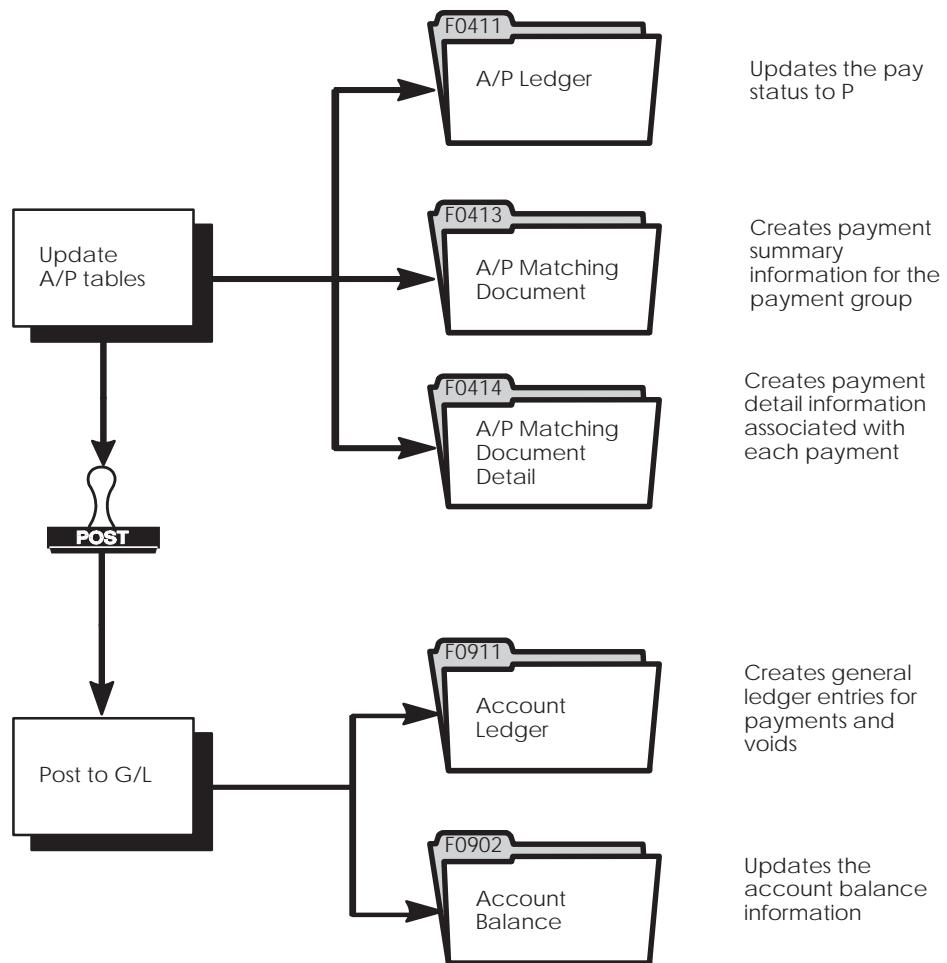
- Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.
- Review processed payments.

### What Happens When You Update the A/P Ledger?

When you update the A/P ledger, the system:

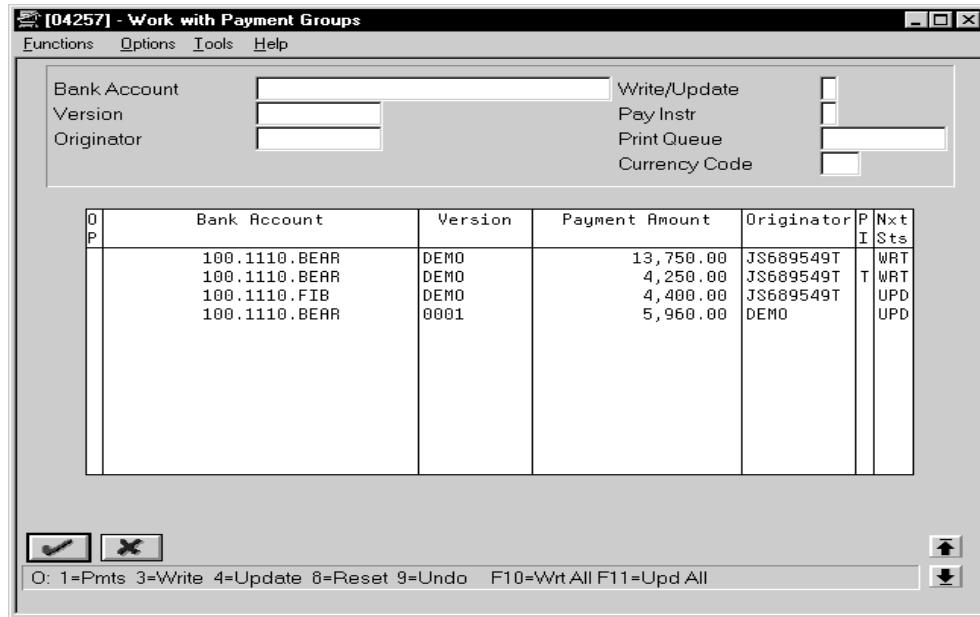
- Processes void payments
- Changes the pay status of vouchers from payment in-process (#) to paid (P)
- Creates the journal entries that debit the A/P trade account and credit the payables bank account
- Prints a payment register
- Copies payment information from the worktables to the A/P ledger tables:
  - A/P Ledger (F0411)
  - A/P Matching Document (F0413)
  - A/P Matching Document Detail (F0414)
- Closes the worktables it created when you grouped vouchers for payment

The following graphic shows how the system updates the A/P ledger and posts payments to the G/L.



### ► To update the A/P Ledger

On Work with Payment Groups

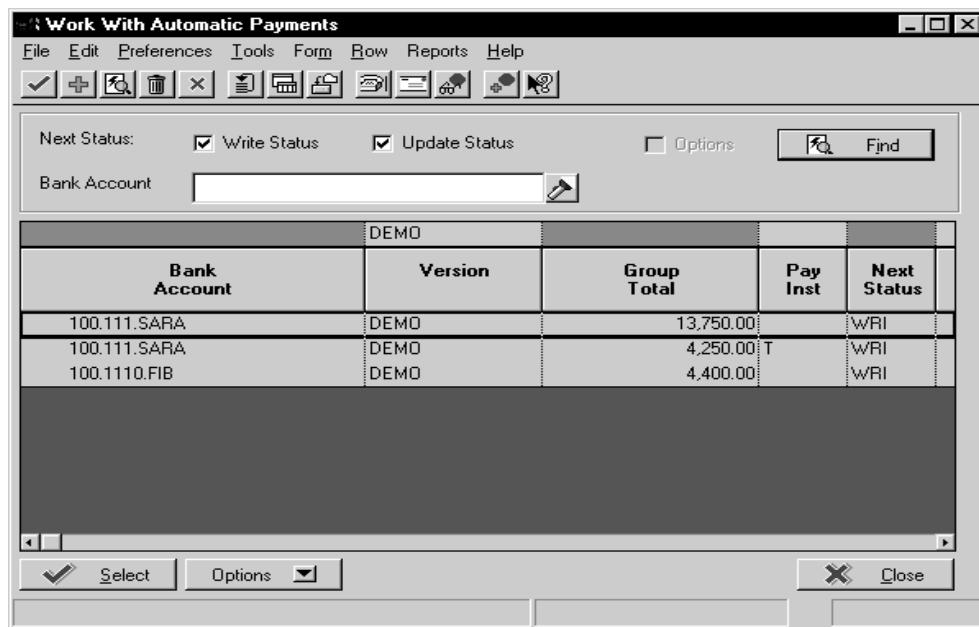


1. Follow the steps for reviewing payment groups.

See *Reviewing Payment Groups (P04257)*.

2. Do one of the following for a payment group with a next status of UPD:
  - Choose Update for a single payment group
  - Choose Update All for all payment groups

## On Work With Automatic Payments



3. Follow the steps for reviewing payment groups.

See *Reviewing Payment Groups*.

4. Choose one or more payment groups with a next status of Update.
5. From the Row menu, choose Update.



### Exercises

See the exercises for this chapter.

## Accounts Payable

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# Processing Options

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## Processing Options for Work with Payment Groups

### **Interactive Or Batch:**

1. Enter a '1' to process the payments interactively. Leave blank to submit the write or update in batch mode without a submittal message.

### **Business Unit Processing:**

2. Enter a '1' to display the business unit fields. If left blank, the business unit fields will not display.  
Note: The selection and display of the business unit would only be applicable if you ran your Payment Control Group using business unit as a control field.

### **Print Options:**

3. Enter a '1' to use the voucher exchange rates (thus ignoring any gains/losses) or an effective date to use to retrieve the exchange rate. If both options are blank, the G/L date assigned to the payment will be used to retrieve the exchange rate.  
Voucher Exchange Rate. . . .  
or Effective Date . . . . .
4. For BACS, enter a '1' to allow entry of BACS processing dates. If left blank, BACS processing will not function.
5. Enter one of the following options for output:  
' ' - Each Payment Control Group(PCG) will be output to a separate tape file or spool file.  
'1' - Group PCGs for the same bank account into one file.  
'2' - Group all selected PCGs into one file regardless of account.
6. Enter a '1' to request the following:  
Save Spool File . . .  
Hold Spool File . . .
7. Enter the version number for the print program. If left blank, version ZJDE0001 will be used.

## Accounts Payable

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8. Choose one of the following to print on the stub:  
' ' - Remark.  
'1' - Supplier Name (Useful if paying alternate payee for several vendors).  
'2' - Supplier Invoice Number.

### **Update Options:**

9. Enter a '1' to submit the A/P payment post after the payments have been updated. If left blank, the post WILL NOT be automatically submitted. This will allow you to review the payment batch and post it at a more convenient time.

10. Enter the version number for the register program. If left blank, version ZJDE0001 will be used.

11. Enter a '1' to process void payments through the system (post to G/L, and the bank reconciliation). If left blank, void payments will not be processed.

### **Preloaded Data Selections:**

12. Any values entered into the following options will be loaded upon entry into the program:

Bank Account . . . . .	_____
Version . . . . .	_____
Originator . . . . .	_____
Payment Instrument . . . .	_____
Print Queue . . . . .	_____
Currency Code . . . . .	_____
Business Unit . . . . .	_____
Write/Update . . . . .	_____

### **Dw Version For A/P Payment Processor:**

13. To override standard A/P Payment processing (DREAM Writer XT0413, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

### **Dw Version For G/L Processor:**

14. To override standard G/L processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

## Processing Options for Work With Automatic Payments

### PRINT

1. Enter a version number for the print program, or leave blank to use version ZJDE0001:

## Print Program Version

2. Specify how Payment Control Groups will be output to tape or spool files; enter '1' for separate files by bank account, '2' for one file, or blank for separate files by PCG:

## Payment Control Group Output

3. Specify the information to be printed on the payment stub; enter '1' for Supplier Name, '2' for Supplier Invoice Number, or blank for Remark:

## Stub Information (FUTURE)

4. Enter '1' to create the spool file with the requested status:

Save Spool File (FUTURE)  
Hold Spool File (FUTURE)

## UPDATE

1. Enter a version number for the register program, or leave blank to use version ZJDE0001:

## Register Program Version

2. Enter '1' to post void payments to the General Ledger:

## Post Void Payments

3. Enter '1' to automatically submit the A/P payment post after the payments have been updated:

## Submit Post Program (FUTURE)

## DISPLAY

1. If payment groups are processed by business unit, enter '1' to display the business unit fields:

## Display Business Units

2. Enter '1' to set the default selection for Next Status:

Write Status  
Update Status

3. Specify preloaded selection criteria:

## G/L Bank Account

## MORE DISPLAY

1. Specify preloaded values for

additional selection criteria:

Payment Control Group Version	_____
Originator	_____
Print Queue	_____
Business Unit	_____
Payment Instrument	_____
Currency Code	_____

### CURRENCY

1. Exchange rates will be based on the payment's G/L date unless you...

specify an effective date or enter '1' to use the voucher's rate	_____
	_____

### PROCESS

1. Enter '1' to process payments interactively, or leave blank to submit the print and update for batch processing:

Interactive Process	_____
---------------------	-------

## What You Should Know About Processing Options

### Processing Option 3

#### Selecting Exchange Rates

You determine the exchange rate method you want to use for payments with a processing option:

- Voucher Exchange Rate
- Specific Date
- Payment G/L Date

The following examples describe these methods.

### Voucher Exchange Rate

When you use this method, you pay the voucher at the exchange rate that was in effect when you entered the voucher. No gain/loss is calculated because the voucher domestic amount is equal to the payment domestic amount. For example:

	Foreign <u>Amount</u>	Domestic <u>Amount</u>	Exchange <u>Rate</u>
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	750.00 USD	2.5000000

### Specific Date

When you use this method, the system retrieves the exchange rate for a specific date from the exchange rate table. A gain/loss might be calculated. For example, if you specify a date of 06/30/98 and the exchange rate set up for that date is 2.7500000:

	Foreign <u>Amount</u>	Domestic <u>Amount</u>	Exchange <u>Rate</u>
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	825.00 USD	2.7500000

The domestic voucher amount is 750.00 and the payment domestic amount is 825.00, which results in a loss of 75.00 on the domestic amount.

### Payment G/L Date

When you use this method, the system retrieves the exchange rate for the G/L payment date from the exchange rate table. A gain/loss might be calculated. For example, if the payment G/L date is 06/15/98 and the exchange rate set up for that date is 2.2500000:

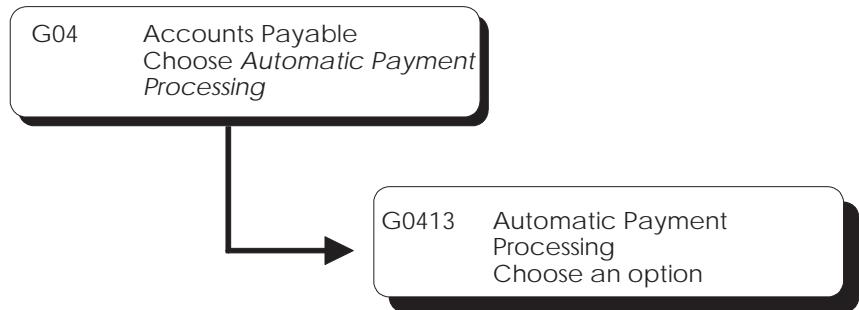
	Foreign <u>Amount</u>	Domestic <u>Amount</u>	Exchange <u>Rate</u>
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	675.00 USD	2.2500000

The domestic voucher amount is 750.00 and the payment domestic amount is 675.00, which results in a gain of 75.00 on the domestic amount.

**Processing Option 14** See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

# Approve and Post Automatic Payments

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## Approving and Posting Automatic Payments

After you update automatic payments to the A/P tables, you must review payments to approve them. You then post them to the general ledger. This process consists of:

- Approving automatic payments for posting
- Posting automatic payments

You do not need to approve payments if:

- The management approval constant is not activated.
- You submit the post automatically from Work with Payment Groups.

## Approving Automatic Payments for Posting

All J.D. Edwards journal review programs work in the same way. The Automatic Payment Review program displays batches with a batch type of K (automatic payments).

### See Also

- *Approving Voucher Batches (P00201)*
- *Approving Voucher Batches*

## Posting Automatic Payments

The post program for automatic payments creates payment disbursement entries and offset entries to the general ledger for the payable account. The system typically debits an A/P liability account and credits a cash (or bank) account.

All J.D. Edwards post programs post to the G/L in the same way. The post program for automatic payments has the processing option for batch selection set to K (automatic payments). You should not change this.

All J.D. Edwards post programs post to the G/L in the same way. The post program for automatic payments has the data selection for batch selection set to K (automatic payments). You should not change this.

If you want to post payments automatically, you can change a processing option for Work With Payment Groups to post payments after updating them to the A/P ledger.

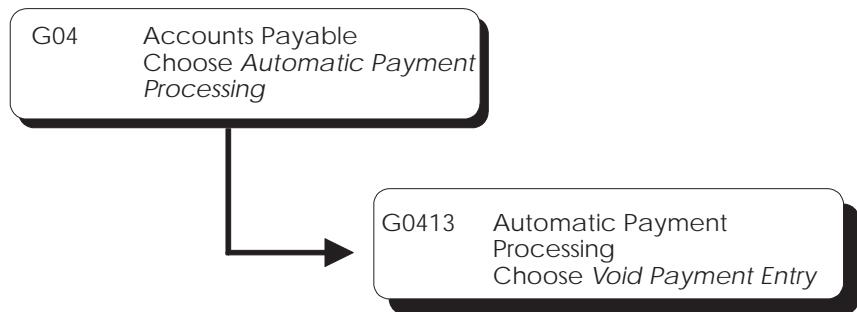
After you post payments, you can review them again and correct accounting distribution information. You cannot review account ledger information until the post is complete.

### See Also

- *About the Post Process for A/P (P09800)*
- *Posting Vouchers (P09800)*
- *About the Post Process for A/P*
- *Posting Vouchers*

## **Void Automatic Payments**

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### **Voiding Automatic Payments**

After you update payments, you can void them. You can void posted or unposted payments. When you void payments, the system creates reversing entries.

When you display a payment, the system shows the status of the payment:

- Blank. If there is no status, the payment has not been posted or voided. The system deletes the payment if you void it.
- Posted. If a payment has been posted, you can void it.
- Voided. If a payment has been voided, you cannot void it again.

Optionally, you can void the vouchers that are associated with a payment. When you void vouchers, the system:

- Voids posted vouchers, if there are no other payments against the voucher
- Deletes unposted vouchers

You can:

- Void a payment
- Void a voucher

### What Happens When You Void Payments and Vouchers?

When you void a payment, the system:

- Creates a matching document with a document type of PO (voided payment) in the A/P Matching Document Detail table (F0414). This matching document has a gross amount equal to the void amount and a pay status of P (paid).
- Reopens the original voucher with an open amount and a pay status of A (approved).

When you void a voucher that is associated with a payment, the system:

- Creates an adjustment document with a document type of PE (change to voucher amount) in the A/P Ledger table (F0411). This adjustment document has a gross amount equal to the void amount and a pay status of P (paid).
- Does not change the original voucher.

When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

- Debit the cash account and credit the A/P liability account for voided payments
- Debit the A/P liability account and credit the G/L distribution account for voided vouchers

► To void a payment

On Void Payment Entry

P	Ty	Voucher Number	Itm	Net Due Date	Co	Amount Applied	Discount Taken	Open Amount	P/C
	PV	8324	001	07/05/98	100	1,500.00			D
	PL	8325	001	07/10/98	100	375.00			D
	PR	8326	001	07/01/98	100	1,200.00			D
	PV	8329	001	07/10/98	100	825.00			D
	PV	8330	001	07/15/98	100	1,000.00			D
	PV	8332	001	07/18/98	100	100.00			D
	PV	8333	001	07/18/98	100	1,200.00			D
	PV	8333	002	07/18/98	100	240.00-			D

- Locate the payment to void by completing the following fields:
  - Supplier Number
  - Payment Number (optional)
  - G/L Bank Account (optional)
  - Payment-G/L Date (optional)
- To void a posted payment in a different period, change the following field:
  - Payment-G/L Date
- Use the Delete action.
- Confirm the void.

## Accounts Payable

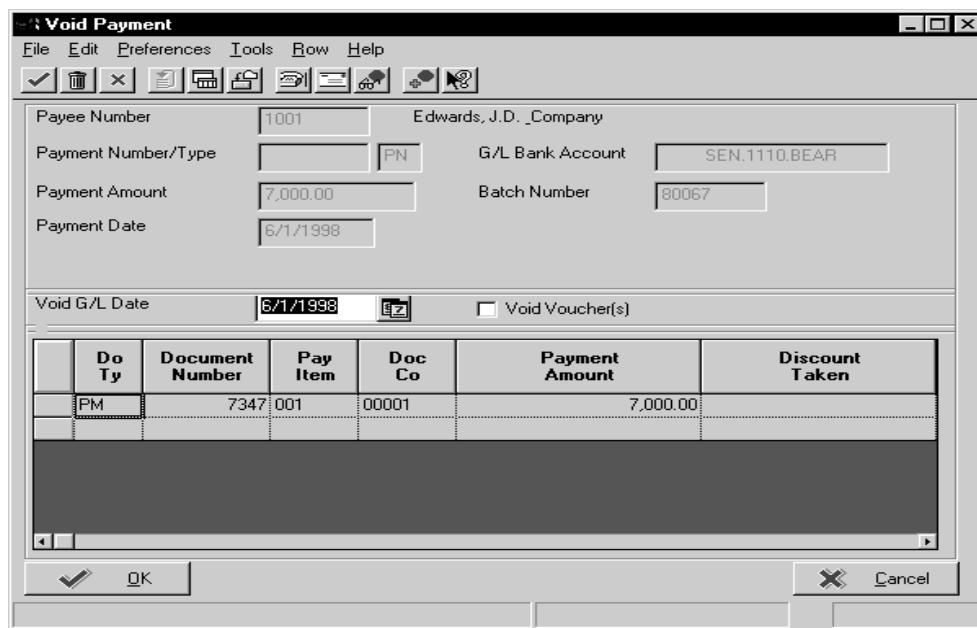
### On Work With Payments

The screenshot shows a Windows application window titled "Work with Payments". The menu bar includes File, Edit, Preferences, Tools, Form, Row, and Help. Below the menu is a toolbar with various icons. The main area has search fields for Payee Number, Payment Number, and Bank Account Number, along with From Date and Thru Date fields. A "Find" button is located in the top right corner of the search area. Below these fields is a large grid table displaying payment records. The columns in the table are: Payment Type, Payment Number, Payment Date, Payee Number, Payment Amount, Post Status, Pay Inst, Cleared Date, and Action. The table contains the following data:

Payment Type	Payment Number	Payment Date	Payee Number	Payment Amount	Post Status	Pay Inst	Cleared Date	Action
PN		6/1/1998	1001	-7,000.00	C			
PN		6/1/1998	1001	-10,000.00	C			
PN		4/1/1998	1001	-450.00	X			
PN		7/15/1998	190118	-630.00	C			
PN		6/30/1998	190753	2,000.00	C			
PK		7/31/1998	190627	-5,000.00	D		7/31/1998	
			51291	-1,000.00				
PN	1	2/1/1996	1001	-750.00				
PN	1	7/13/1998	198238				7/20/1998	

At the bottom of the window are buttons for Select, Batches, Add, Delete, and Close.

5. Locate the payment to void by completing any of the following fields and clicking Find:
  - Payee Number
  - Payment Number
  - G/L Bank Account
  - From Date (optional)
  - Thru Date
6. Choose a payment.
7. From the Row menu, choose Void.



8. On Void Payment, change the following field to void the payment in a different period and click OK:

- Void G/L Date

## What You Should Know About

### Multi-Currency

When you void payments with multiple currencies, the system voids both the domestic and foreign sides of the payment.

### ► To void a voucher

#### On Void Payment Entry

1. Locate the payment to void by completing the following fields:
  - Supplier Number
  - Payment Number (optional)
  - G/L Bank Account (optional)
  - Payment-G/L Date (optional)
2. Do one of the following:
  - To void a voucher associated with a payment, do one of the following:

- For WorldSoftware, change the action code to D, enter 9 in the OP (Option) field and press Enter.
  - For WorldVision, enter 9 in the OP (Option) field and click Delete.
  - To void all vouchers associated with a payment, choose Select All Vouchers and press Enter.
3. Confirm the void.

### On Work With Payments

1. Follow the steps to void a payment.
2. On Void Payment, click the Void Voucher(s) option.

## What You Should Know About

### **Voiding vouchers**

When you void vouchers, if you do not enter 9 in the OP (Option) field, the system does not void the voucher. You cannot use this form to void the voucher. You must use standard voucher entry.

### **Deleting unposted payments**

A processing option in the Accounts Payable Payment functional server (XT0413) allows you to delete unposted payments instead of reversing them.

## Processing Options for Void Payments

### **Two Cycle Option:**

1. Enter a '1' for 2 cycle data entry

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### **Dw Version For A/P Payment Processor:**

2. To override standard A/P Payment processing (DREAM Writer XT0413, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

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### **Dw Version For A/P Voucher Processor:**

3. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

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### **Dw Version For Journal Entry Processor**

4. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be

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changed by persons responsible for system wide setup.

## Processing Options for Work With Payments

### DEFAULTS

1. Enter a '1' to summarize pay items by Voucher number and Due Date when viewing open items.

Summarize \_\_\_\_\_

2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number.

Next Check \_\_\_\_\_

### DISPLAY

3. Enter a '1' to allow display and update of Value Date.

Value Date \_\_\_\_\_

### PROCESSING

4. Enter a '1' to display the draft entry field. [Coming in the near future...]

Draft Display \_\_\_\_\_

5. Enter a '1' to issue a warning when a duplicate payment number within a bank account has been entered. If left blank an error will be given.

Duplicate Check \_\_\_\_\_

6. Enter a '1' to allow negative payments to be entered into the system.

Negative Payment \_\_\_\_\_

7. Enter a '1' to allow unposted Automatic Payments to be physically deleted from the system.

Void Auto Payment \_\_\_\_\_

### CURRENCY

8. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the involved transaction.

Exchange Date Edit \_\_\_\_\_

9. Enter the exchange rate Tolerance Limit.

Tolerance Limit \_\_\_\_\_

PRINT

10. Enter the following default information for automatic print processing:

Payment Instrument \_\_\_\_\_  
Print Program Version Number \_\_\_\_\_  
Retain Print Field Value \_\_\_\_\_

### What You Should Know About Processing Options

#### **Processing option 2**

See *Processing Options for Voucher Entry (P04105)* for information on the XT0411Z1 functional server.

#### **Processing option 3**

See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

### Processing Options for Accounts Payable Payment Functional Server

#### **Default Processing:**

1. Enter a '1' to allow unposted automatic payments to be physically deleted from the system. \_\_\_\_\_

# Manual Payment Processing

## Objectives

- To pay existing vouchers manually
- To enter vouchers and produce payments at the same time
- To void posted payments

## About Manual Payments

If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment. Processing payments manually includes:

- Working with manual payments
- Approving and posting manual payments
- Voiding manual payments

## What Are the Types of Manual Payments?

You can enter manual payments:

- For an existing voucher
- Without an existing voucher, but with full voucher information (standard method)
- Without an existing voucher, but with abbreviated voucher information (speed method)



### Which Type Should You Use?

#### Payment with Existing Voucher

**Advantages** Enter payments against an existing voucher

**Disadvantages** Enter payments using two entry programs

#### Payment without Existing Voucher (Standard Method)

**Advantages** Enter voucher and payment in a single step

**Disadvantages** Enter payments using two entry programs

#### Payment without Existing Voucher (Speed Method)

**Advantages** Enter voucher and payment in a single program

**Disadvantages** Enter only a single pay item

Cannot enter multi-currency payments

Cannot modify voucher or payment with this program

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## What Identifies Manual Payments?

The following shows the identifying characteristics of manual payments:

### Payment with Existing Voucher

**Voucher document type** PV (voucher)

PR (recurring voucher)

PL (voucher logging)

**Payment document type** PN (manual payment)

P1 (draft)

**Batch type** M (with match)

### Payment without Existing Voucher (Both Standard and Speed Methods)

**Voucher document type** PM (manual voucher)

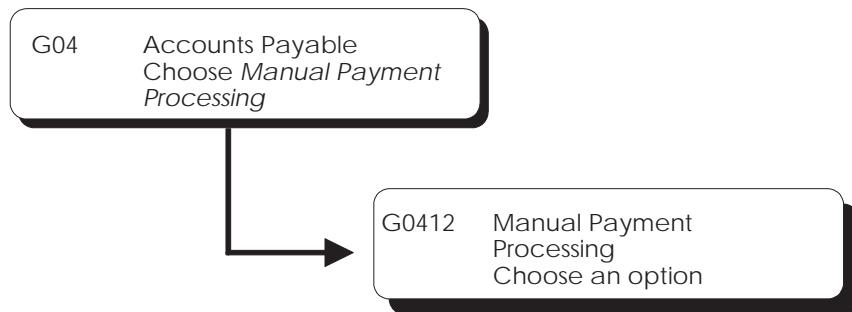
**Payment document type** PN (manual payment)

**Batch type** W (without match)

## Accounts Payable

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## Work with Manual Payments



### Working with Manual Payments

When you need to remit a payment to a supplier immediately, you can use the manual payment processing, bypassing the automatic payment process.

Working with manual payments consists of:

- Entering manual payments for existing vouchers
- Entering manual payments without existing vouchers (standard method)
- Entering manual payments without existing vouchers (speed method)
- Locating manual payments
- Revising unposted manual payments
- Revising posted manual payments

The entry programs for manual payments maintain voucher and payment information in the following A/P ledger tables:

- A/P Ledger (F0411)
- A/P Matching Document (F0413)
- A/P Matching Document Detail (F0414)
- Account Ledger (F0911)

### See Also

- *Voiding Automatic Payments* for information on processing options.

## Entering Manual Payments for Existing Vouchers

To create a manual payment for a voucher that you have already entered, enter a manual payment with voucher match. You choose whether to print the payment. If you don't print it, you will prepare it manually.

When you create manual payments for an existing voucher, you:

- Approve the voucher for payment
- Enter payment information

The system creates a payment, updates the pay status of the voucher, and reduces the open amount of the voucher.

### ► To approve the voucher for payment

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The system only displays approved vouchers on Payment With Voucher Match.

On Speed Release

1. Locate only the voucher you want to approve.
2. Change the following field:
  - Pay Status

### See Also

- *Preparing Vouchers for Payment (P04114)*

► To enter payment information

On Payment With Voucher Match

The screenshot shows the 'Payment With Voucher Match' window (04102). The top section contains fields for Print Payment (checkbox), Supplier Number (4010, Gourmet & More), Payment Number (6005), Payment Amount, Payment-G/L Date, G/L Bank (100.1110.BEAR), Remark, Currency Code (USD), and Exchange Rate. Below this is a 'Remaining' section. The main area is titled 'Payment Schedule' and lists three rows of data:

Voucher Number	Pay Itm	Invoice Number	Net Due Date	Amount Applied	Discount Taken
8693	001	41398	07/15/98		
8332	002	89457	07/16/98		
8332	003	89457	07/18/98		

At the bottom are standard Windows-style buttons for Save, Cancel, and Help, along with function keys F4 through F24.

1. Complete the following fields:

- Print Payment (optional)
- Supplier Number
- Payment Number (optional)
- G/L Bank Account (optional)
- Payment Amount (optional)
- Remark (optional)
- Payment-G/L Date
- Currency Code (optional)
- Exchange Rate (optional)

2. Use the Add action.

## Accounts Payable

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3. Choose Details.

The screenshot shows a Windows application window titled "[04102] - Payment With Voucher Match". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu is a toolbar with icons for "Print Payment" (checkbox), "Mode (F)" (checkbox), and "Batch Number" (text field containing "129153"). The main area is divided into two sections: "Payment Details" and "Payment Schedule".

**Payment Details:**

- Print Payment checkbox
- Supplier Number: 4010 Gourmet & More
- Payment Number: 6005
- G/L Bank: 100.1110.BEAR
- Payment Amount: [empty]
- Payment-G/L Date: [empty]
- Remark: [empty]
- Currency Code: USD
- Exchange Rate: [empty]

**Payment Schedule:**

Voucher Number	Pay Itm	Invoice Number	Net Due Date	Amount Applied	Discount Taken
8332 002	89457	Ty PV Key Co 00100 Co 00001 Cd USD Open	07/18/98	100.00	PS R
Rmk French Pastries for Branche					
8332 003	89457	Ty PV Key Co 00100 Co 00200 Cd USD Open	07/18/98	100.00	PS R
Rmk French Pastries for Branche					

At the bottom of the window, there are several toolbar buttons: a checkmark, a close button, a magnifying glass, a plus sign, a minus sign, and arrows for navigation. A status bar at the bottom displays keyboard shortcuts: F4=Details, F16=Ledger Inq, F11=Supplier, F9=Name Srch, F17=Void, and F24=More.

4. Verify the open amount of the voucher.
5. Complete the following fields for each voucher:
  - Amount Applied
  - Discount Taken (optional)
  - Payment Remark (optional)

## Work with Manual Payments

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<b>Field</b>	<b>Explanation</b>				
Print Payment	<p>This code indicates whether the system spools the payment to print automatically. Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td style="width: 20px; text-align: center;">0</td><td>Do not print payment (default)</td></tr> <tr> <td style="width: 20px; text-align: center;">1</td><td>Print payment</td></tr> </table>	0	Do not print payment (default)	1	Print payment
0	Do not print payment (default)				
1	Print payment				
Payment Number	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p> <p>It is possible to have duplicate payment numbers for different suppliers. The combination of the following must be unique:</p> <ul style="list-style-type: none"> <li>• Payment number</li> <li>• Supplier number</li> <li>• Bank account number</li> </ul> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>You can set a processing option to let the system automatically assign a number to manual checks or drafts. This lets you use a consecutive numbering scheme which will apply to all checks and drafts, whether manual or automated.</p>				
Payment Amount	<p>The actual amount of the receipt or payment. This amount must balance to the total amount applied to the open vouchers or invoices.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>If a payment has been voided, this field is blank. The system displays the voucher twice in the payment schedule, once with the original amount applied and once with the voided amount.</p>				
Payment – G/L Date	<p>For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).</p>				

<b>Field</b>	<b>Explanation</b>
Exchange Rate	<p>The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor.</p> <p style="text-align: right;">..... <i>Form-specific information</i> .....</p> <p>If you leave this field blank, the system uses the Currency Exchange Rate table (F0015). The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set.</p> <p>If you enter a value in this field that is different from the exchange rate in the voucher record, the system calculates a gain or loss.</p>
Amount Applied	<p>The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item.</p> <p>You can apply amounts for partial payments. The total amount applied must equal the payment amount.</p>

### What You Should Know About

<b>Clearing debit/credit vouchers</b>	To clear debit/credit vouchers that net to zero, enter a payment number, even though you are not actually writing a payment. You can enter a remark indicating that a spread has been applied. You can do this automatically through payment processing.
---------------------------------------	--

### Processing Options for Manual Payment with Voucher Match

#### **Default Processing:**

1. Enter a '1' to summarize pay items by Voucher number and Due Date when viewing open items.  
Note: A function key exists to toggle summarized pay items.
2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number.

#### **Field Display Control:**

3. Enter a '1' to allow display and update of Value Date.

#### **Draft Processing:**

4. Enter a '1' to display the draft entry field.

**Duplicate Payment Processing:**

5. Enter a '1' to issue a warning when a duplicate payment number within a bank account has been entered for different suppliers. If left blank, an error will be given for duplicate payment numbers.

**Negative Payment Processing:**

6. Enter a '1' to allow negative payments to be created.

**Automatic Print Processing:**

7. Enter in the following default information for automatic print processing:

Payment Instrument . . . . .	_____
Print Program Version Number . . .	_____
Save Spool File ('1' = yes) . . . .	_____
Hold Spool File ('1' = yes) . . . .	_____
Retain Print Field Value . . . . .	_____

**What You Should Know About Processing Options****Processing option 7**

This processing option determines how the system handles payments when you complete the Print Payment field.

**Entering Manual Payments without Existing Vouchers (Standard Method)**

To create a manual payment without an existing voucher, enter a manual payment without voucher match. For example, you might do this at the time you place an order or take delivery on product. You can:

- Enter multiple pay items for several supplier invoices
- Enter prepayment vouchers, depending on how you set the processing options

When you enter a payment without an existing voucher, you:

- Enter voucher and payment information
- Enter general ledger information

The system creates a voucher and a payment. It assigns the payment document number and document company to match those of the voucher.

The system does not print your payment. You prepare it manually.

► To enter voucher and payment information

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On Payment Without Voucher Match

The screenshot shows the SAP R/3 interface for 'Manual Pmt w/o Voucher Match' (transaction code 04106). The window has a title bar '04106 - Manual Pmt w/o Voucher Match' and a menu bar with 'Functions', 'Tools', and 'Help'. The main area is divided into two sections: 'Mode (F)' on the left and 'Prev Pymt: Voucher/Co' on the right. Under Mode (F), fields include Supplier Number (4010), Payment Number (6002), Payment Amount (350.00), Payment-G/L Date (07/05/98), Voucher-G/L Date (07/05/98), Tax Amount, Taxable Amount, Remaining Amount (129154), Batch Number, Business Unit, Company (00100), P.O. Number, Tax Expl Code, Tax Rate/Area, Serv/Tax Date, Currency Code, and Exchange Rate. Below this is a 'Payment Schedule' table:

Pay Item	Invoice Number	Date	Gross Amount	Discount Taken
	B700	07/05/98	350.00	

At the bottom are several function keys: F4=Dtls, F9=Name Srch, F13=J.E. Inq, F16=Ledger Inq, F17=Del/Void, and F24=More. There are also standard SAP toolbar icons.

1. Complete the following fields:
  - Supplier Number
  - Payment Number (optional)
  - G/L Bank Account (optional)
  - Payment Amount
  - Payment-G/L Date
  - Company
  - Voucher-G/L Date (optional)
  - Currency Code (optional)
  - Exchange Rate (optional)
2. Complete the following fields for each voucher pay item:
  - Pay Item (optional)
  - Invoice Number (optional)
  - Invoice Date (optional)
  - Gross Amount
  - Discount Taken (optional)
3. Choose Details.

## Work with Manual Payments

**[04106] - Manual Pmt w/o Voucher Match**

Functions Tools Help

Mode (F)	<input type="checkbox"/>	Prev Pymt:	
Supplier Number	4010	Voucher/Co	
Payment Number	6002	G/L Bank Acct	
Payment Amount	350.00	Business Unit	
Payment-G/L Date	07/05/98	Company	00100
Voucher-G/L Date	07/05/98	P.O. Number	
Tax Amount		Tax Expl Code	
Taxable Amount		Tax Rate/Area	
Remaining Amount		Serv/Tax Date	
Batch Number	129154	Currency Code	
		Exchange Rate	

..... Payment Schedule .....

Pay	Invoice	Date	Gross Amount	Discount Taken	
Itm	Number				
B700		07/05/98	350.00		
Rmk			G/L Offset	Appl	1099
Txbl Amt			Tax	Tax Cd	Tax Rte
Rmk			G/L Offset	Appl	1099
Txbl Amt			Tax	Tax Cd	Tax Rte

F4=Dtls F9=Name Srch F13=J.E. Inq F16=Ledger Inq F17=Del/Void F24=More

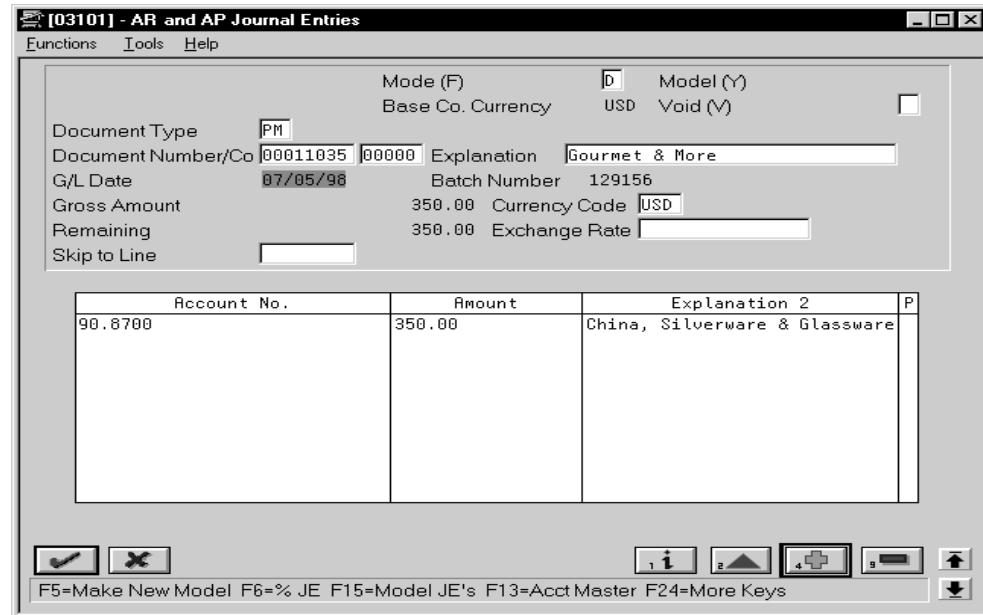
4. Complete the following optional fields:

- Remark
- G/L Offset
- Taxable Amount
- Tax
- Tax Code
- Tax Rate/Area

Field	Explanation
Gross Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.

### ► To enter general ledger information

On AR and AP Journal Entries



Complete the following fields:

- Account Number
- Amount
- Explanation 2 (optional)

### What You Should Know About

#### Taxes

You can enter a payment with multiple tax rates by entering each tax rate (with its associated gross and taxable amounts) as a separate pay item.

### Processing Options for Manual Payment without Voucher Match

#### Default Processing:

1. Select the default Service/Tax date:  
'Y' = use Invoice Date  
' ' = G/L Date
2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number.

**Field Display Control:**

3. You may suppress certain capabilities of this program by placing a 'Y' next to the following:
- |                                     |       |
|-------------------------------------|-------|
| Sales/Use/VAT Tax Processing. . . . | _____ |
| PO Number Entry . . . . .           | _____ |
| Extra Date for Service/Tax. . . . . | _____ |

**Format Control:**

4. Select the default screen format:
- |                                  |       |
|----------------------------------|-------|
| ' ' = Standard Manual Payments   | _____ |
| '1' = Manual Payments with Taxes | _____ |

**Two Cycle Option:**

5. Enter a '1' for 2 Cycle data entry.
- |       |
|-------|
| _____ |
|-------|

**Currency Processing:**

6. Enter a 'Y' to allow Value Added Tax on currency entries.
- |       |
|-------|
| _____ |
|-------|

**Prepayment Options:**

7. Enter the G/L offset to use for creating prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items.
8. Enter the default payment status for prepayment pay items. If blank, prepayment pay items will default to a payment status of 'H'.
9. Enter the number of days to add to the voucher G/L date to calculate the due date of the prepayment pay item.
- |       |
|-------|
| _____ |
| _____ |

**Date Edits:**

10. Enter a value to select Date Edit processing. Valid values are as follows:

Blank = No Edit	_____
1 = Warning	_____
2 = Hard Error	_____

Invoice Date > Todays Date	_____
Invoice Date > G/L Date	_____
Prev Doc G/L Date > New Doc G/L Date	_____

**Duplicate Payment Processing:**

11. Enter a '1' to issue a warning when a duplicate payment number within a bank account has been entered. If left blank an error will be given for duplicate payment numbers.
- |       |
|-------|
| _____ |
|-------|

## Entering Manual Payments without Existing Vouchers (Speed Method)

To create a manual payment quickly without an existing voucher, enter a manual payment without voucher match using the speed method. For example, you might do this at the time you place an order or take delivery on product.

There are several restrictions on entering manual payments with the speed method. You cannot:

- Change, delete, or void manual payments
- Enter multiple pay items or multiple supplier invoices
- Create or use model journal entries
- Convert multiple currency amounts
- Calculate currency gains and losses

The system does not print your payment. You prepare it manually.

### ► To enter a manual payment without an existing voucher

On Speed Payment Entry

Account Number	Amount	Explanation
90.8700	250.00	12 dozen

F9=Name Search F11>New Supplier F16=Ledger Inquiry F24=More Keys

1. To enter voucher and payment information, complete the following fields:
  - Supplier Number
  - Payment Number (optional)
  - Bank Account (optional)
  - Payment Date
  - Invoice Number (optional)
  - Discount Taken (optional)
  - Invoice Amount
  - Company
  - Invoice Date
  - G/L Date (optional)
  - Payment Remark (optional)
  
2. To enter general ledger information, complete the following fields:
  - Account Number
  - Amount
  - Explanation 2 (optional)

## Processing Options for Speed Payment Entry

### **Default Processing:**

1. Select the default Service/Tax Date:  
 'Y' = use Invoice Date \_\_\_\_\_  
 ' ' = G/L Date \_\_\_\_\_

2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number. \_\_\_\_\_

### **Field Display Control:**

3. You may suppress certain capabilities of this program by placing a 'Y' next to the following:  
 Sales/Use/VAT Tax Processing. . . . .  
 PO Number Entry . . . . .  
 Extra Date for Service/Tax. . . . .

### **Format Control:**

4. Select the default screen format:  
 '1' = Standard Speed Manual Payments  
 '2' = Manual Payments with Subledger  
 '3' = Manual Payments with F/A Number  
 '4' = Manual Payments with Units  
 '5' = Manual Payments with Phase Code

5. Enter sequence numbers (1-5) to indicate the order in which formats will appear. If all are left blank, all formats will appear in the following order:

Standard Speed Manual Payments  
Manual Payments with Subledger  
Manual Payments with F/A Number  
Manual Payments with Units  
Manual Payments with Phase Code

---

---

---

---

---

**Two Cycle Option:**

6. Enter a '1' for 2 Cycle data entry.

---

**Date Edits:**

7. Enter a value to select Date Edit processing. Valid values are as follows:

Blank = No Edits  
1 = Warning  
2 = Hard Error

Invoice Date > Todays Date  
Invoice Date > G/L Date

---

---

**Duplicate Payment Processing:**

8. Enter a '1' to issue a warning when a duplicate payment number within a bank account has been entered. If left blank an error will be given for duplicate payment numbers.

---

## Locating Manual Payments

Before you change, delete, or void a payment, you must first locate it.

You can locate manual payments on any of the manual payment entry forms. However, you cannot change payments on speed payment entry. You can also locate a payment using:

- Supplier Payment Inquiry

See *Reviewing Payments* for information about using this method.

- Review Payments

See *Reviewing and Approving Vouchers* for information about using this method.

## ► To locate a manual payment

On Payment With Voucher Match or Payment Without Voucher Match

Complete the following fields:

- Supplier Number
- Payment Number (optional)
- G/L Bank Account (optional)

## Revising Unposted Manual Payments

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot change the payment to apply to 1002 PV. You can, however, delete the payment and then apply the payment to 1002 PV.

You cannot change the following key fields for manual payments you entered with an existing voucher:

- Supplier Number
- Payment Number
- G/L Bank Account
- Payment-G/L Date

If any of these are incorrect, you must delete and re-enter the payment.

You cannot change the following key fields for manual payments you entered without an existing voucher:

- Voucher Number
- Supplier Number
- Payment Number
- G/L Bank Account
- Payment-G/L Date
- Voucher-G/L Date
- Currency Code
- Exchange Rate

If any of these are incorrect, you must delete and re-enter the voucher and payment.

Revising unposted manual payments includes:

- Changing a payment entered with an existing voucher
- Changing a payment entered without an existing voucher

### ► **To change a payment entered with an existing voucher**

---

On Payment With Voucher Match

Change any field that is not a key field.

### ► **To change a payment entered without an existing voucher**

---

On Payment Without Voucher Match

1. Change any field that is not a key field.
2. To change the payment amount, change the following fields:
  - Payment Amount
  - Gross Amount
3. Choose Details.
4. Change the following field, if necessary:
  - Applied
5. Access AR and AP Journal Entries by pressing Enter.
6. On AR and AP Journal Entries, change the following field:
  - Amount

## Revising Posted Manual Payments

You can change a posted payment if you entered it with an existing voucher.

You cannot change a posted payment if you entered it without an existing voucher. The only way to change a posted payment with an existing voucher is to void it and re-enter it.

### ► To change a posted manual payment

On Payment Without Voucher Match

1. Enter changes to any of the following fields and press Enter:
  - Payment Amount
  - Gross Amount
  - Remark
2. Choose Details.
3. Change the following field, if necessary:
  - Applied
4. Access AR and AP Journal Entries by pressing Enter:
5. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
  - Explanation 2

## What You Should Know About

### Multi-Currency

When you change a posted manual foreign payment, the system changes both the domestic and the foreign sides of the payment.

### **Deleting unposted manual payments**

You can only delete unposted payments. If a payment is posted, you must void it.

When you delete an unposted manual payment, the system reopens vouchers that were paid by the deleted payment. If you no longer want to pay a reopened voucher, you can delete or void it.

When you delete an unposted manual payment, the system does not provide an audit trail. When you delete a manual payment with multiple currencies, the system reverses any gain or loss it calculated.

### **Voiding manual payments**

To void a manual payment and its associated vouchers, use Void Payment Entry.

See *Voiding Automatic Payments*.



### **Exercises**

See the exercises for this chapter.

## Test Yourself: Entering Manual Payments

1. When would you use Payment With Voucher Match to enter a payment?

---

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2. When would you use Payment Without Voucher Match to enter a payment?

---

---

3. What batch type does the system assign to payments without an existing voucher?

---

---

4. What document type does the system assign to manual payments?

---

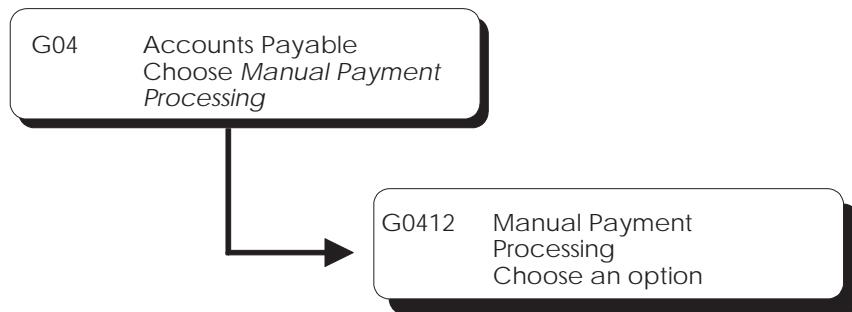
---

The answers are in *Appendix B*.

## Accounts Payable

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## Approve and Post Manual Payments



### Approving and Posting Manual Payments

After you enter manual payments, you must review payments to approve them for posting to the general ledger.

You can print a payment journal for proofing and balancing. This journal is an alternative to reviewing payments online. If you have a problem balancing the G/L, the printed journal can be a more workable format for detailed review.

This process involves:

- Approving manual payments for posting
- Posting manual payments

Posting payments creates records in the Account Ledger table (F0911).

#### Before You Begin

- Set the A/P constant for management approval of input according to your needs

### Approving Manual Payments for Posting

To review payments prior to posting, you can:

- Review manual payments online
- Print the payment journal

#### Reviewing Manual Payments Online

All J.D. Edwards journal review programs work in the same way. There are two review programs for manual payments, depending on the menu option you choose:

- Entry With Voucher Matching (batch type M)
- Entry Without Voucher Matching (batch type W)

#### See Also

- *Reviewing Voucher Batches (P00201)*

#### Printing the Payment Journal

The processing time for this report is related to the amount of history retained in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

This is a DREAM Writer report.

**Approve and Post Manual Payments**

04311	User	- DEMO	J.D. Edwards & Company Manual Check Journal User/Batch			Page -	2
	Batch Number	- 80208				Date -	4/11/98
	Batch Date	- 04/11/95					
	Bank Account	- 20053 Bear Creek National Bank					
... Document ...	Date	Co.	Name	Address Number	Amounts	P	LT
Check	Check	Co.	Remark	G/L Account	Applied Amount	G/L	C
Ty Voucher	Co	G/L	Account Description		Discount	Distribution	
PN	6002	07/05/98	00100 Gourmet & More	4010	350.00		
PM	10619-000 00100	07/05/98					
			Miscellaneous Expenses	90.8700	350.00	AA	
			Bank Acct Total	- Gross/Posted - Discount/Unposted	350.00		
					350.00		
			Batch Total	- Gross/Posted - Discount/Unposted	350.00		
					350.00		
			User Total	- Gross/Posted - Discount/Unposted	350.00		
					350.00		
			Total	- Gross/Posted - Discount/Unposted	350.00		
					350.00		

**What You Should Know About****Printing tax information**

To print tax information on the journal, VAT users should set the Maximum Form Width field to 150 using the printer overrides on Processing Options Revisions.

**Processing Options for A/P Payment Journal Report**

To select which account number to print on the journal, enter a:  
 '1'- account number;  
 or '2'- short account ID;  
 or '3'- unstructured account;  
 or '4'- number entered during input.  
 If left blank, default will be number entered during input.

**Data Selection for A/P Payment Journal Report**

The DEMO versions of this program print the entire A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in the DEMO versions of this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

You should not include Document Type equal to (EQ) PE in your data selection. This document type creates an audit trail of changes to posted vouchers. If included, it creates inaccurate totals.

## Posting Manual Payments

This DREAM Writer program creates payment disbursement entries and offset entries to the general ledger for the payable account. The system typically debits an A/P liability account and credits a cash (or bank) account.

All J.D. Edwards post programs work in the same way. There is only one post program for both types of manual payments. It has the processing option for batch selection set to M (manual payments), which selects:

- Payments With Matching Vouchers (batch type M)
- Payments Without Matching Vouchers (batch type W)

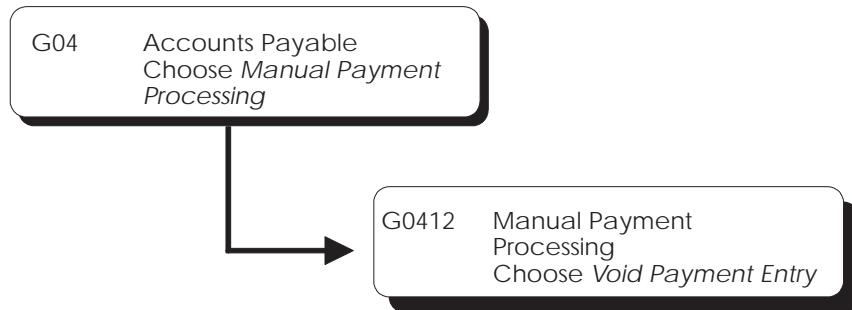
You should not change the batch selection in this processing option.

This DREAM Writer program creates payment disbursement entries and offset entries to the general ledger for the payable account.

### See Also

- *About the Post Process (P09800)*
- *Posting Vouchers (P09800)*

## Void Manual Payments



### Voiding Manual Payments

You can void posted or unposted payments. Optionally, you can choose to void the vouchers associated with a payment. The process for voiding manual payments is the same as that for voiding automatic payments.

#### See Also

- *Voiding Automatic Payments (P04103)*



#### Exercises

See the exercises for this chapter.

## Accounts Payable

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# A/P Draft Processing

## Objectives

- To pay drafts
- To select drafts as paid
- To post outstanding drafts

## About A/P Draft Processing

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing.

Because of the legal nature of the underlying liabilities, the steps for draft processing differ slightly from the steps for automatic payment processing. The tasks that have a different result in draft processing are:

- Writing payments
- Updating the A/P ledger

Draft processing also consists of the following additional tasks:

- Selecting paid drafts
- Posting outstanding A/P drafts

## How Does Draft Processing Differ from Automatic Payment Processing?

The following describes the steps for draft processing that are different from automatic payment processing or that have a different result.

### Writing Payments

When you write payments, the system creates and prints drafts.



### Updating the A/P Ledger

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

- Creates the journal entries that debit the A/P trade account and credit the drafts payable account. The system uses AAI item PDx to identify the G/L account to use for drafts payable.
- Creates an original document with a document type of P1 and a pay status of D (draft created). This document is the draft, which replaces the original voucher.
- Creates a matching document with a document type of P1. This matching document closes the voucher.
- Changes the pay status of the voucher from # (payment in-process) to P (paid).

### Selecting Paid Drafts

When you know a draft has been paid, you select it. This closes the draft and allows you to post it. This step has no equivalent in the automatic payment process.

### Posting Outstanding A/P Drafts

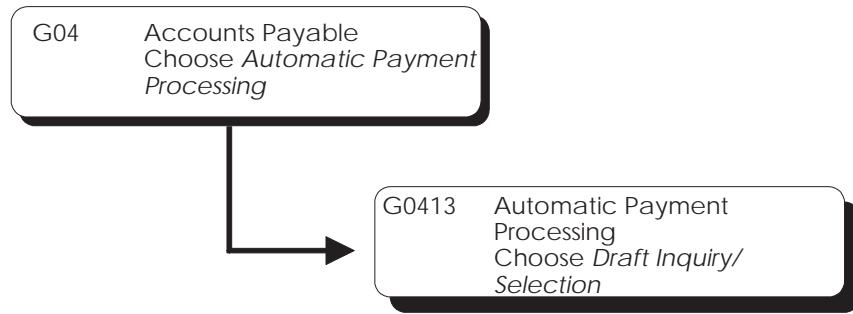
After a draft has been paid, you post it to the general ledger. The system selects drafts with a pay status of draft selected, then generates and posts journal entries that debit drafts payable and credit the payables bank account. It also changes the pay status of the draft to paid and generates a post report. This step has no equivalent in the automatic payment process.

### Example: Paying Drafts

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

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

## Select Paid Drafts



### Selecting Paid Drafts

When you know a draft has been paid, either from your bank statement or based on the draft due date, you select the draft as paid. This closes the draft and allows you to post it.

You select drafts from a list of drafts against a particular bank account. You can review drafts with pay statuses of draft created and draft selected. When you select a draft as paid, the system changes its pay status to draft selected.

► To select a paid draft

On Draft Inquiry/Selection

The screenshot shows the SAP Draft Inquiry/Selection screen (04260). The window title is "[04260] - Draft Inquiry/Selection". The menu bar includes Functions, Options, Tools, and Help. The top input fields are G/L Bank Account (70.1110.BBL), Net Due Date (07/20/98), and Pay Status (unchecked). The main area displays a table of draft details:

O	P	Address Number	Name	Draft Amount	Net Due Date	P
1		7005	De Vydt S.A./N.V.	1,111.50-	07/20/98	D

At the bottom, there are selection buttons (checkmark, X), function keys (F1-F12), and a message bar: Opt: 1=Select for Payment F4=Details F24=More Keys MW.

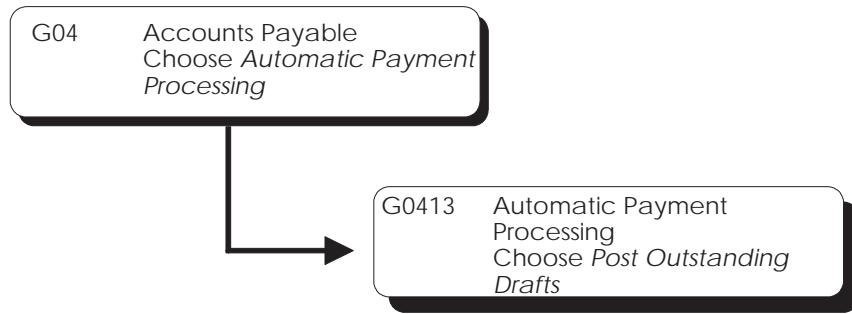
1. Complete the following fields:
  - Pay Status (optional)
  - G/L Bank Account
  - Net Due Date (optional)
2. To prevent a draft from being selected as paid, change the following field to blank:
  - Option

<b>Field</b>	<b>Explanation</b>
Pay Status Code	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P      Paid. The voucher or invoice is paid in full. A      Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H      Hold pending approval. R      Retainage. %      Withholding applies. ?      Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.
<i>..... Form-specific information .....</i>	
In the context of drafts, the following codes apply:	
D	Draft accepted.
#	Draft selected.
P	Draft paid.

## Accounts Payable

---

## Post Outstanding A/P Drafts



### Posting Outstanding A/P Drafts

After you select paid drafts, you post them to the general ledger. This updates the general ledger with the final payment information.

Post Outstanding Drafts is a DREAM Writer program that selects all drafts with a pay status of draft selected. It uses the AAI item PDx to generate and post journal entries that debit the drafts payable account and credit the payables bank account. It also changes the pay status of the draft to paid and generates a posting report.

There are four DEMO versions:

<b>Post Selected Drafts Payable – Proof</b>	This version runs a proof report, showing all drafts you have selected for posting on Draft Inquiry/Selection.
<b>Post Selected Drafts Payable – Final</b>	This version is similar to the proof version except that it posts those drafts to the general ledger.
<b>Post Drafts Payable by Due Date – Proof</b>	This version runs a proof report, showing all drafts eligible for payment as of the date you specify.
<b>Post Drafts Payable by Due Date – Final</b>	This version is similar to the proof version except that it posts those drafts to the general ledger.

## Accounts Payable

04803	J. D. Edwards & Co	Page -	3
	Post Selected Drafts Payable	Date -	
	** FINAL **		4/12/98
Bank Account	70.1110.BBL	Banque Bruxelles Lambert	
Batch Number	80743		
G/L Date	07/06/98		
Address Number	Alpha Name	. Document . Net Due Number Ty Itm Date	Amount P I
7001 JDE Europe		5500 P1 001 07/06/98	10,000- D
7002 JDE France		Vendor Total . . . . . 5600 P1 001 07/06/98	10,000- 20,000- D
		Vendor Total . . . . .	20,000-
		Bank Acct/Draft Acct Total . .	30,000-
		Grand Total. . . . .	30,000-

## Processing Options for Post Drafts Payable

### **Journal Entry Creation:**

1. Enter a '1' to create Journal Entries. Default of blank will print a report only.
2. Enter a '1' to create summary Journal Entries. Default of blank will create detail Journal Entries for each draft.

### **Override Automatic Batch Approval**

3. Enter a '1' to override the automatic approval of the Journal Entries batch for payment and have it follow the batch management approval setup defined in the A/P Constants.

### **Pay Thru Date:**

4. Enter the pay thru date to process. If left blank, the system date will be used.

### **G/L Date:**

5. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

### **For Foreign Currency:**

6. Enter the override exchange rate. Note: The DREAM Writer selection criteria must include currency code if an exchange rate is entered.

# Supplier Ledger and Payment Information

## Objectives

- To locate and review voucher and payment information
- To revise voucher information to prepare for payment

## About Supplier Ledger and Payment Information

When you want to audit a supplier's transaction history, you can review the supplier's ledger and payment information.

Supplier ledger and payment information consists of:

- Reviewing supplier ledger information
- Reviewing payment information

At different times during the A/P process, you might need to view voucher and payment information for a specific supplier. To do this, review the supplier ledger for information such as:

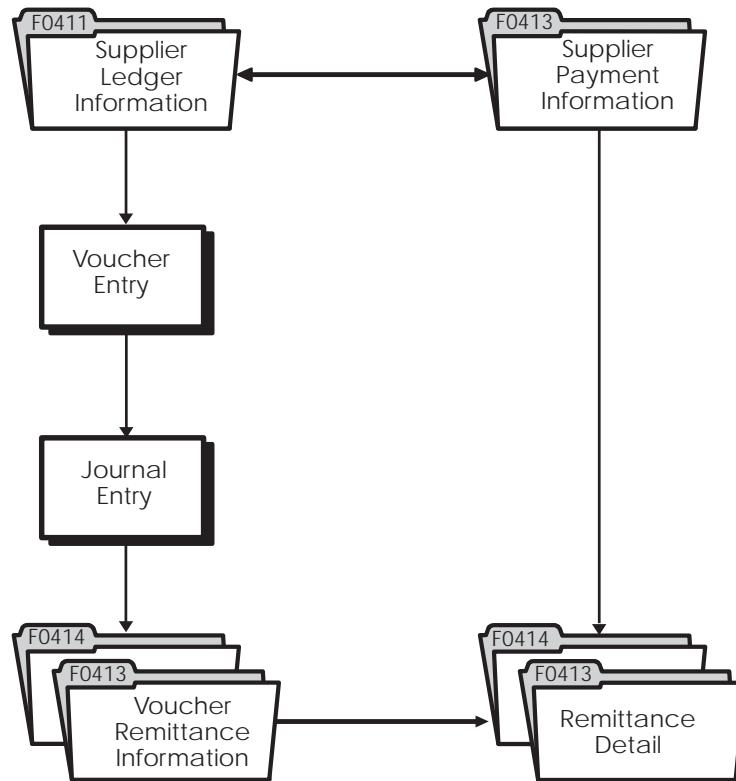
- Open amounts remaining on a voucher
- Invoice, account, and purchase order information
- Pay status or posted code for a voucher
- Voucher detail and associated journal entry information
- Payment history

You might need to view transaction history for a supplier (payee), payment number, or bank account. To do this, review the supplier's payment information, such as:

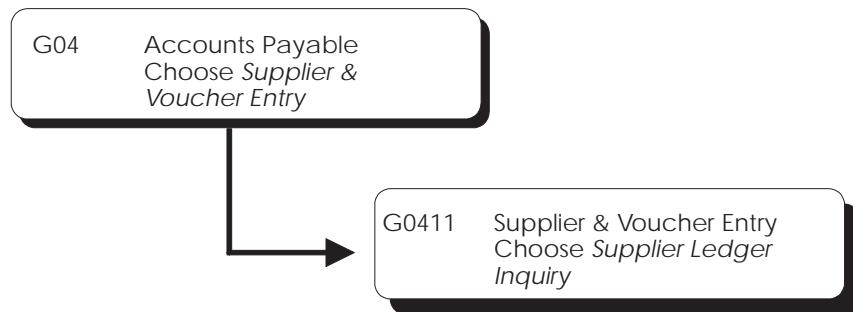
- Payment detail and associated journal entry information
- Remittance information
- Payment summary information
- A/P ledger information



The following graphic shows how you view supplier ledger information in conjunction with payment information.



## Review Supplier Ledger Information



### Reviewing Supplier Ledger Information

When a supplier has questions about a transaction or its account, you need to be able to locate it quickly. Reviewing supplier ledger information consists of:

- Locating vouchers
- Reviewing vouchers and voucher information
- Reviewing voucher journal entries
- Reviewing voucher payments

## Accounts Payable

**[042003] - Supplier Ledger Inquiry**

Address Number: 4010      Gourmet & More

Parent Number:

Document Number:

P.O. Number:

Invoice Number:

Skip To Page:

Date From:

Date Through:

Ledger Inq Sequence: 6

Paid: 0

Company:

Currency Code: \*

P Ty	D ocument Number	I tm	D ate	N et Due Date	G ross A mount	O pen A mount	P C S
PV	8330	002	06/15/98	07/22/98	1,000.00-	1,000.00-	D H
PV	8332	002	06/18/98	07/16/98	100.00	100.00	A
PV	8332	003	06/18/98	07/16/98	100.00	100.00	A
PV	8333	003	06/18/98	07/18/98	240.00	240.00	D H
PV	8693	001	06/15/98	07/15/98	1,000.00	1,000.00	A
				TOTAL	440.00	440.00	

Opt: 1=Vouch 2=JE 3=Pmts 5=Detail F10=Pmt Ledger F21=Print F24=More MW

**Supplier Ledger Inquiry**

File Edit Preferences Tools Form Row Help

Supplier Number:  Find

Date From: Thru: Invoice G/L

Recurring Vouchers  Summarized Paid Open All

Batch Number: \*

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Gross Amount	Open Amount	Pay Stat
1500	PV	00001		6/1/1998	6/1/1998	10,500.00	10,500.00	A
1501	PV	00001		4/10/1998	4/15/1998	3,250.00	3,250.00	A
1502	PV	00001		4/10/1998	4/15/1998	7,000.00	7,000.00	A
1503	PV	00001		6/5/1998	6/15/1998	25,000.00	25,000.00	A
1504	PV	00001		6/7/1998	6/25/1998	50,000.00	50,000.00	A
1505	PM	00001		6/9/1998	6/28/1998	5,000.00		P
1506	PM	00001		6/10/1998	6/28/1998	8,500.00		P

Select Batches Add Copy Delete Close

### See Also

- *Processing Options for Standard Voucher Entry* for information about processing options

## Locating Vouchers

In order to review voucher information, you must first locate a list of vouchers that meet your search criteria. From this list, you choose a voucher to review.

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

### ► To locate vouchers

On Supplier Ledger Inquiry

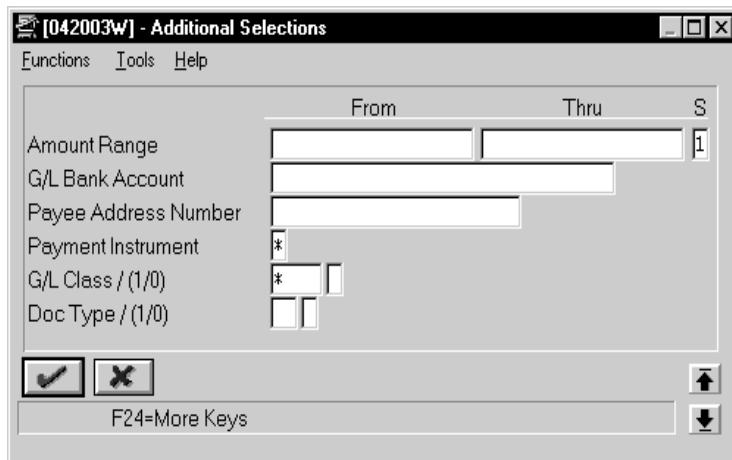
For amounts in currencies different from the currency of the company, use Voucher Detail to review the exchange rate that was effective when you entered the voucher.

1. Complete one or more of the following fields and press Enter:
  - Address Number
  - Document Number
  - Purchase Order Number
  - Invoice Number
2. To limit your search, complete one or more of the following optional fields and press Enter:
  - From Date
  - Thru Date
  - Ledger Inquiry Sequence
  - Paid
  - Company
3. To locate vouchers that use a specific currency, complete the following optional field and press Enter:
  - Currency Code
4. Toggle the display to review other currency related fields (optional).

## Accounts Payable

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5. To refine your search, choose Additional Selections Window (optional).



6. On Additional Selections, complete one or more of the following optional fields:

- Amount From
- Amount Thru
- Sequence
- G/L Bank Account
- Payee Address Number
- Payment Instrument
- G/L Class
- Include/Exclude
- Document Type
- Include/Exclude

---

Field	Explanation
Date From	The beginning date in the date range. This is the date starting with which you want the system to display information.
Thru Date	Identifies either the period number or the date that you want to locate. If you leave this field blank, the system uses the ending date of the current period that is set up for the company. Valid period numbers are 1 through 14.

---

<b>Field</b>	<b>Explanation</b>
Ledger Inquiry Sequence	<p>A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are:</p> <ul style="list-style-type: none"> <li>1 document number</li> <li>2 net due date</li> <li>3 invoice date</li> <li>4 statement number (A/R) or invoice number (A/P)</li> <li>5 purchase order number</li> <li>6 document type, document number</li> <li>7 matching document</li> <li>8 G/L date</li> <li>A summarized by document</li> <li>B summarized by due date and document</li> </ul>
Paid	<p>This field determines which types of transaction are displayed. Valid values are:</p> <ul style="list-style-type: none"> <li>0 or N – Only open transactions are displayed.</li> <li>1 or P – Only paid transactions are displayed.</li> <li>2 or Y – All transactions are displayed – open and paid.</li> <li>3 – Paid transactions and receipts are displayed.</li> </ul>

<b>Field</b>	<b>Explanation</b>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>..... <i>Form-specific information</i> .....</p> <p>This is the currency code of the vouchers you want displayed.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>Blank</li> <li>The system supplies the currency code for the supplier from the Address Book system. It is the currency most commonly used by the supplier. Only vouchers entered in that currency are displayed. If the Address Book system has no currency code for the supplier, the currency of company 00000 is used.</li> <li>A specific currency code</li> <li>This can be any currency code defined on your system. Only vouchers entered in the specified currency are displayed.</li> <li>* (asterisk)</li> <li>All vouchers are displayed in all currencies for the supplier. Amounts are displayed in the domestic currency associated with the company.</li> <li>+ (plus)</li> <li>All vouchers are displayed in all currencies for the supplier. Amounts are displayed in the foreign currency of the transaction.</li> <li>- (minus)</li> <li>Amounts are displayed in the currency of the transaction. Foreign amounts are displayed if the transaction was foreign. Domestic amounts are displayed if the transaction was domestic.</li> </ul>
Amount From	This field is used to specify the lower limit for selecting an amount range.
Amount Thru	This field is used to specify the upper limit for selecting an amount range.

Field	Explanation
Payee Address Number	The address number that identifies the recipient of the payment.  If you do not enter a value, the default is from the original pay item.
Include/Exclude	This code allows you to include or exclude records with a specified field of information. A field of information can be document type, G/L offset, and so on. This code is dependent on the other field which specifies the information to be included or excluded. Allowed values are:  0 If a value is specified in the other field of information, select only the records with this same value in that field (default). 1 If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field.

## What You Should Know About

**Reviewing  
multi-currency voucher  
information**

If your organization uses the same supplier for various companies, you can enter a company number to limit your selection. This ensures that all amounts display in the same currency when viewing all vouchers.

## See Also

- *Appendix G - Structured Query Language (P042003)* for information on speeding processing time using IBM's Structured Query Language (SQL)
- *Locating Vouchers with SQL (P042003)* for information on speeding processing time using IBM's Structured Query Language (SQL)

## Reviewing Vouchers and Voucher Information

When reviewing an unpaid or a paid voucher, you can review various information from the supplier ledger. For example, to find the G/L offset, you can access the voucher. To find the gross amount of the voucher and its due date, access summary information.

When you want to review information on a voucher, you can access the voucher or voucher information. For example, to find the G/L offset or exchange rate, access the voucher. To find the gross amount of the voucher and its due date, access summary information.

You can:

- Review a voucher
- Review the detail of a pay item
- Review voucher information
- Review summary information
- Review voucher payment history

This program shows information in the A/P Ledger table (F0411).

### What You Should Know About

#### **Revising a voucher**

To change or delete a voucher from Supplier Ledger Inquiry, set the appropriate processing option. Otherwise, you can only view a voucher.

### See Also

- *Locating Vouchers*

#### **To review a voucher**

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On Supplier Ledger Inquiry

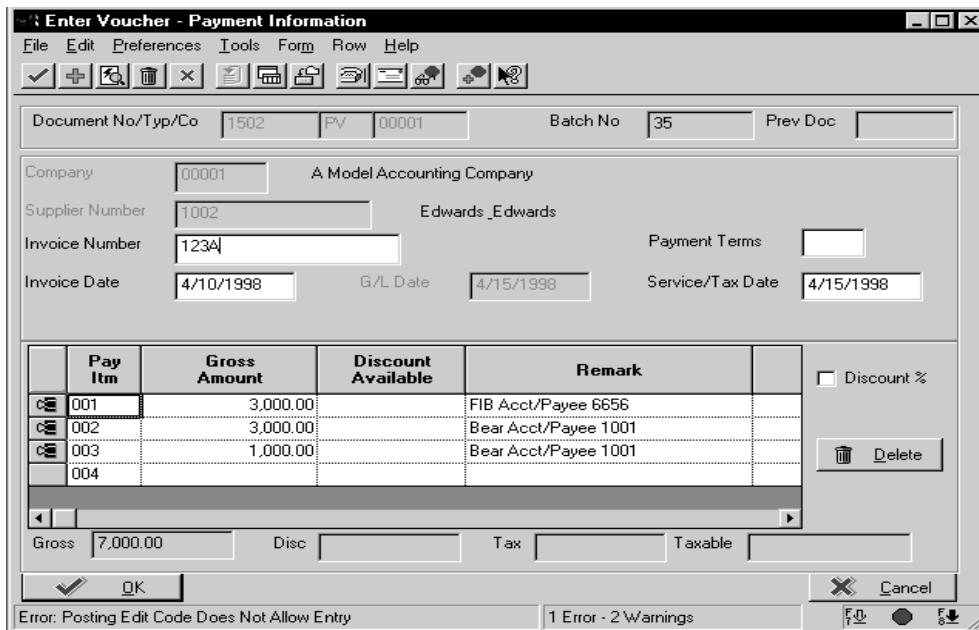
1. Follow the steps for locating vouchers.

See *Locating Vouchers (P042003)*.

2. Choose Voucher to access Voucher Entry.
3. Follow the steps for locating vouchers.

See *Locating Vouchers*.

4. Choose the voucher that you want to review and click Select to access Enter Voucher – Payment Information.



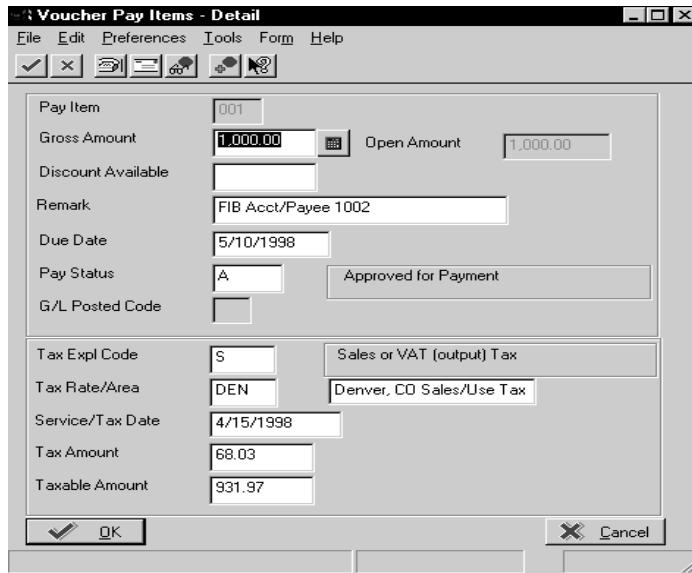
► To review the detail of a pay item

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher that you want to review and click Select to access Enter Voucher – Payment Information.
3. On Enter Voucher – Payment Information, choose the pay item that you want to review.
4. From the Row menu, choose Detail.



### ► To review voucher information

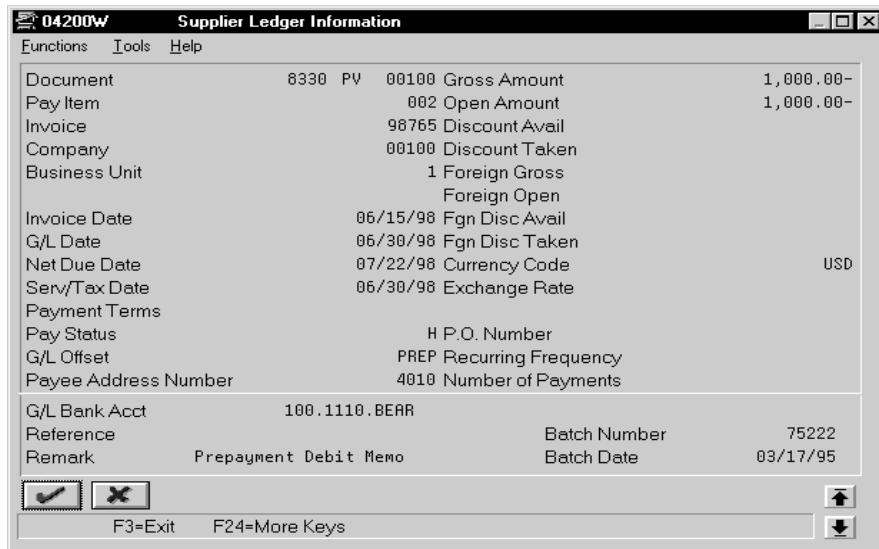
---

On Supplier Ledger Inquiry

- Follow the steps for locating vouchers.

See *Locating Vouchers (P042003)*.

- Choose Detail to access Supplier Ledger Information.



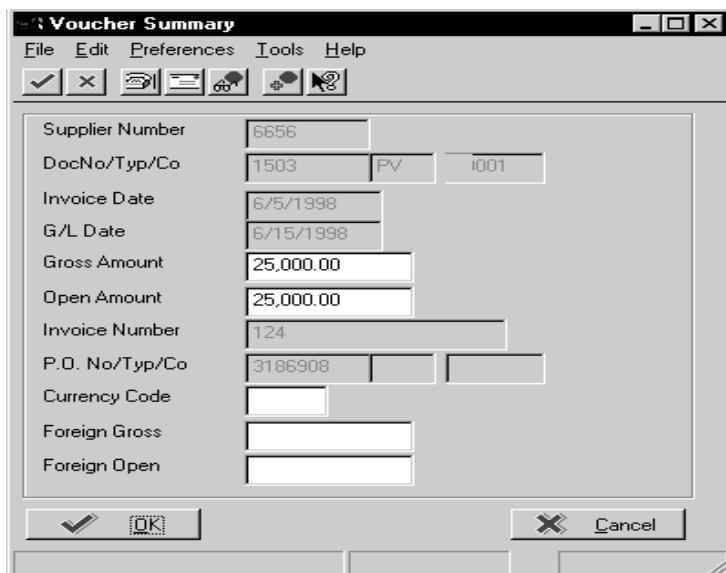
► **To review voucher summary information**

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher that you want to review.
3. From the Row menu, choose Summary.



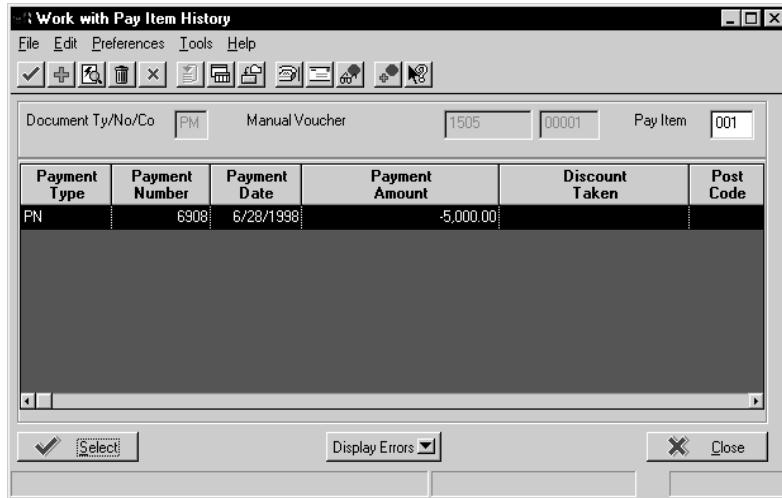
► **To review voucher payment history**

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher that you want to review.
3. From the Row menu, choose Payment History.



### Reviewing Voucher Journal Entries

To review the G/L distribution for a specific voucher, access the associated journal entry.

This program shows information in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

#### ► To review a voucher journal entry

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On Supplier Ledger Inquiry

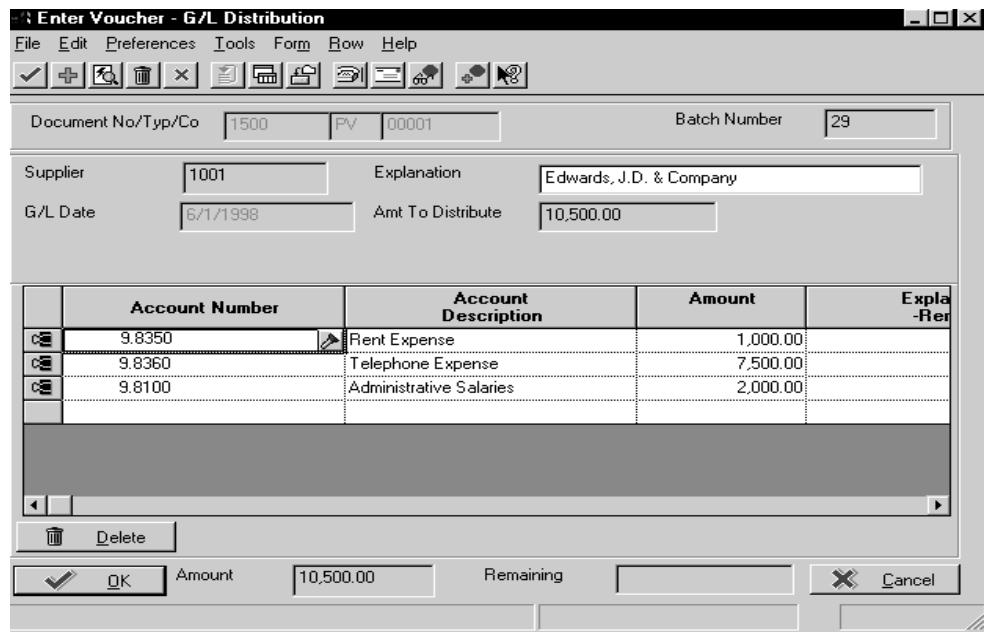
1. Follow the steps for locating vouchers.

See *Locating Vouchers (P042003)*.

2. Choose Journal Entry for a voucher to access AR and AP Journal Entries.
  1. Follow the steps for locating vouchers.

See *Locating Vouchers*.

2. Choose the voucher that you want to review and click Select to access Enter Voucher – Payment Information.
3. On Enter Voucher – Payment Information, choose G/L Distribution from the Form menu.



## What You Should Know About

**Revising a journal entry** If you set the appropriate processing option, you can change a journal entry by accessing it through the individual voucher. You cannot change a journal entry by accessing it directly from Supplier Ledger Inquiry.

## Reviewing Voucher Payments

When you want to review all vouchers paid by a specific payment, you can use payment information. For example, you can determine when a voucher was paid and the amount of the payment.

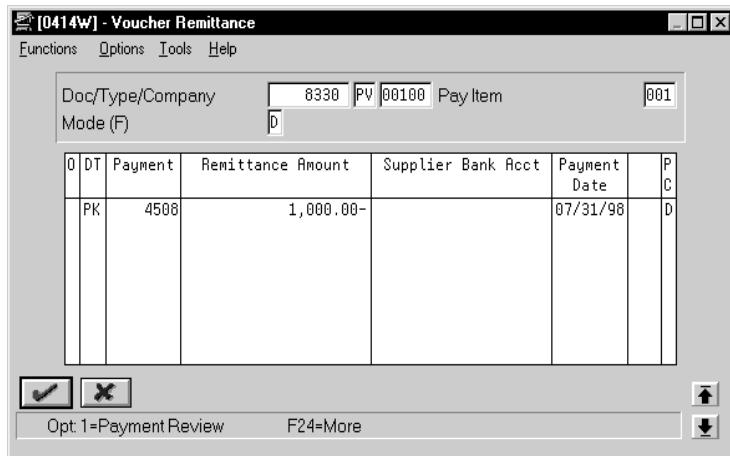
You can:

- Review voucher payments
- Review voucher payments for multiple children

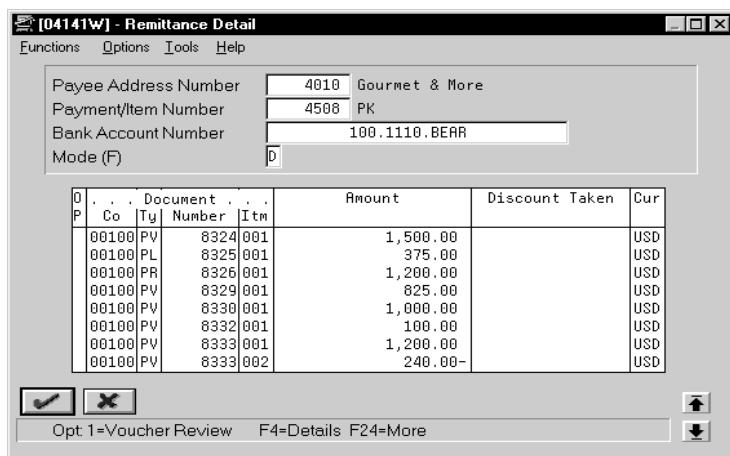
### ► To review voucher payments

On Supplier Ledger Inquiry

1. Complete the following fields:
  - Address Number
  - Paid
2. Choose Payments for a voucher to access Voucher Remittance.



3. On Voucher Remittance, choose Payment Review for a payment to access Remittance Detail.



Field	Explanation
Paid	This field determines which types of transaction are displayed. Valid values are: 0 or N – Only open transactions are displayed. 1 or P – Only paid transactions are displayed. 2 or Y – All transactions are displayed – open and paid. 3 – Paid transactions and receipts are displayed.

### ► To review voucher payments for multiple children

When you review information for a parent, you can review all of the children associated with that parent. The number of children is unlimited.

On Supplier Ledger Inquiry

- Follow the steps for locating vouchers.  
See *Locating Vouchers (P042003)*.
- Complete the following field:
  - Parent Number

### What You Should Know About

#### Reviewing voucher and payment information

You can review voucher information along with payment information instead of using two separate programs. To do this, enter the appropriate value (2 or Y, 3) in the Paid field and set a processing option.

### See Also

- Reviewing Payment Information (P042004)* for more information on remittance detail
- Reviewing Payment Information* for more information on remittance detail

### Processing Options for Supplier Ledger Inquiry

#### Format Control:

- Enter sequence numbers (1-8) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order shown below.

Due Date . . . .

## Accounts Payable

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Note: These are used with the format selection function key.	Supplier Number . . Invoice Number . . . P.O. Number . . . . G/L Date . . . . . Currency Code . . . Document Company . Foreign/Domestic .	_____ _____ _____ _____ _____ _____ _____
--	---	---

2. Enter a '1' to display the Payment Instrument field. \_\_\_\_\_
3. Enter a '1' to suppress commas from amount fields. \_\_\_\_\_
4. Enter a '1' to display payment detail along with voucher detail when paid items are selected. \_\_\_\_\_

**Date Sequence:**

5. If sequencing by Due Date, Invoice Date or G/L Date, enter a '1' to display dates in descending order, (latest to earliest date). If left blank, dates will display in ascending order. \_\_\_\_\_

**Voucher Entry Mode:**

6. Enter a '1' to allow changes in Voucher Entry (Option 1). If left blank, Voucher Entry will be restricted to inquiry mode when accessed from this program. \_\_\_\_\_

**Default Sequence:**

7. Enter the Default Sequence to be used if there is no default in the Address Book or Data Dictionary for the entry. \_\_\_\_\_

**Pre-Loaded Data Selections:**

8. Any values entered in the following options will be loaded upon entry into the program:

Sequence . . . . .	_____
Paid . . . . .	_____
Company . . . . .	_____
Currency Code . . . . .	_____

**Additional Selection Window:**

G/L Class Code (*=All) .	_____
- Include/Exclude (1) .	_____
Document Type . . . . .	_____
- Include/Exclude (1) .	_____
Payment Inst. (*=All) . .	_____

**D/W Version Setup:**

9. Enter the DREAM Writer version of the Purchasing Receipts Review program you want to execute when the option to review purchasing receipts is selected. The default if left blank is ZJDE0001. \_\_\_\_\_

**Sql Options:**

10. Enter a '1' to only allow inquiries \_\_\_\_\_

that are compatible with existing logical files. If left blank, SQL will be used for inquiries that cannot be processed with a logical file.

### What You Should Know About Processing Options

**Processing option 4** You can only inquire on payment records. The options and function keys only relate to voucher records.

**Processing option 10** See *Appendix G - Structured Query Language (SQL)*

## Test Yourself: Reviewing Supplier Ledger Information

1. You are viewing supplier ledger information for supplier number 4010. How do you review only the vouchers that range in amounts from 1,000 to 2,500?

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2. How do you review the invoice numbers that are associated with your open vouchers?

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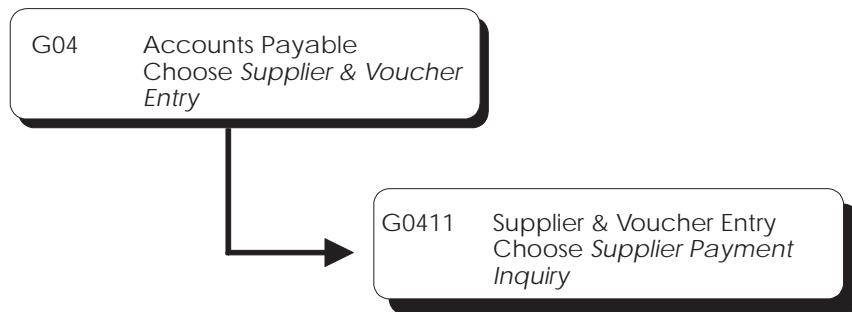
3. How do you review the G/L offset that is associated with a certain voucher?

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The answers are in *Appendix B*.

## Review Payment Information



### Reviewing Payment Information

To verify a payment to a supplier or review a supplier's payment history, you need to locate the information quickly. Locating supplier payment information consists of:

- Locating payments
- Reviewing payments
- Reviewing payment journal entries
- Reviewing payment remittances
- Reviewing payment summary information

## Accounts Payable

The image displays two screenshots of SAP R/3 software interfaces for Accounts Payable.

The top screenshot shows the "Supplier Payment Inquiry" screen (F042004). It includes fields for Payee (Gourmet & More), Payment Number, Supplier Bank Acct, From Date, Thru Date, Payment Instrument, and Currency Code. Below this is a grid showing payment details:

P Ty	Document	Date	Payee Name	Payment Amount	P P C I
PK	4508	07/31/98	Gourmet & More	5,960.00-	D
			USD TOTAL	5,960.00-	

The bottom screenshot shows the "Work with Payments" screen (F0413). It includes fields for Payee Number, Payment Number, Bank Account Number, From Date, and Thru Date. Below this is a grid showing payment history:

Payment Type	Payment Number	Payment Date	Payee Number	Payment Amount	Post Status	Pay Inst	Cleared Date	Acco
PN	6908	6/28/1998	1001	-5,000.00	C			
PN	6909	6/28/1998	1002	-8,500.00	C			

## Locating Payments

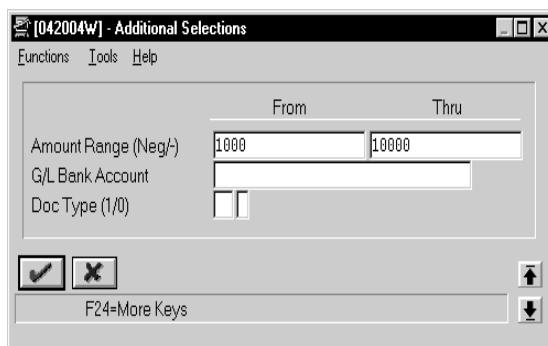
To review payment information you must first locate a list of payments that meet your search criteria. From this list, you choose a payment to review.

Supplier payment information is stored in the A/P Matching Document (F0413) and the A/P Matching Document Detail (F0414) tables.

► **To locate payments**

On Supplier Payment Inquiry

1. Complete one or more of the following fields and press Enter:
  - Payee
  - Payment Number
  - Supplier Bank Account
2. To limit your search, complete one or more of the following optional fields and press Enter:
  - From Date
  - Thru Date
  - Payment Instrument
  - Currency Code
3. To refine your search, choose Additional Selections Window (optional).



4. On Additional Selections, complete one or more of the following optional fields:
  - Amount Range From
  - Amount Range Thru
  - G/L Bank Account
  - Document Type
  - Include/Exclude

### On Work with Payments

Click Find to display all payments, or complete any of the following fields to limit the documents that display:

- Payee Number
- Payment Number
- Bank Account Number
- From Date
- Thru Date

---

Field	Explanation
Amount Range From	This field is used to specify the lower limit for selecting an amount range. ..... <i>Form-specific information</i> .....

---

## Reviewing Payments

You can review information about a specific payment, such as the supplier's invoice number or the voucher number. To do so, access the payment.

### ► To review a payment

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#### On Supplier Payment Inquiry

1. Follow the steps for locating payments.

See *Locating Payments (P042004)*.

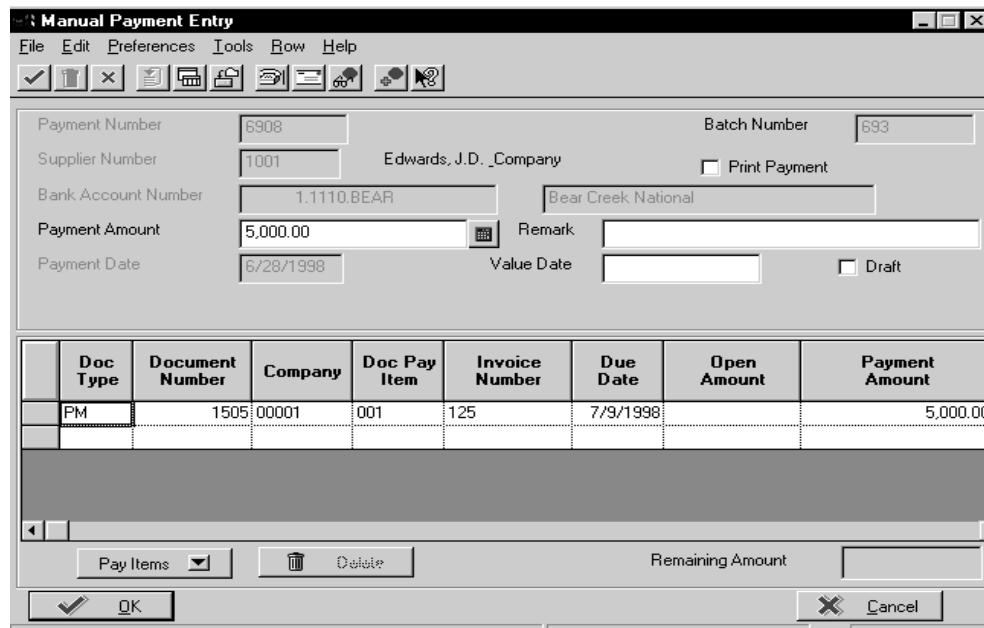
2. Choose Payment to access the form where you created the payment.

#### On Work with Payments

3. Follow the steps for locating payments.

See *Locating Payments*.

4. Choose the payment that you want to review and click Select to access Manual Payment Entry.



- To review the voucher that is associated with the payment, choose the voucher, then choose Voucher Detail from the Row menu to access Enter Voucher – Payment Information.

## What You Should Know About

### **Deleting a payment**

You cannot delete a payment on Supplier Payment Inquiry. To do so, use Void Payment Entry.

## Reviewing Payment Summary Information

To quickly review information about a payment without directly accessing it, you can access the payment's summary information. For example, you might want to verify the bank account from which the payment is made or the amount of the payment.

### ► **To review payment summary information**

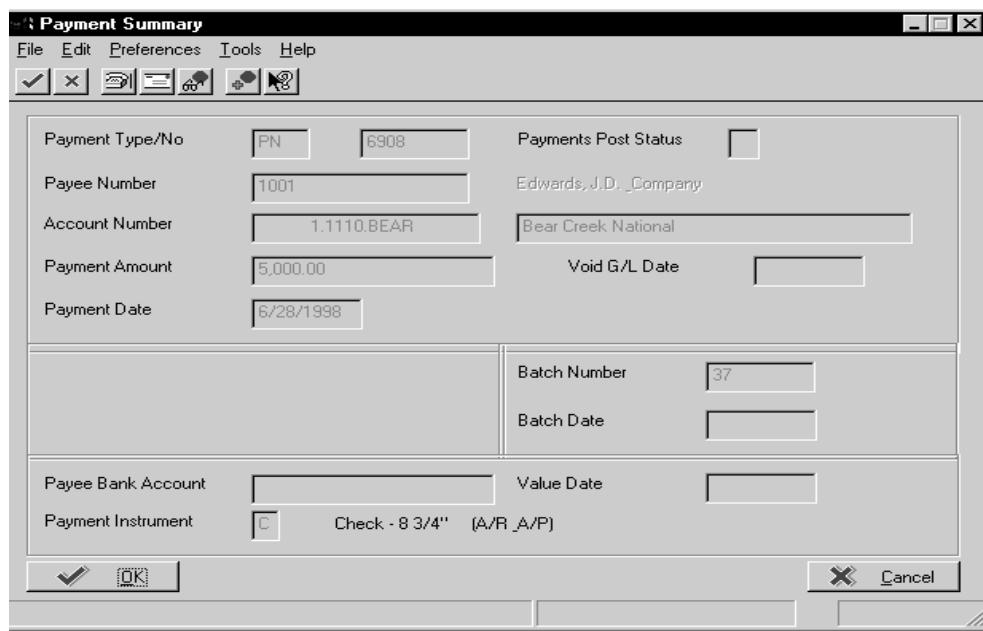
On Work with Payments

- Follow the steps for locating payments.

See *Locating Payments*.

- Choose the appropriate payment.

3. From the Row menu, choose Payment Summary.



## Reviewing Payment Journal Entries

When you want to verify the accounting distribution for a specific payment, access the payment's journal entry.

### ► To view an associated journal entry

---

On Supplier Payment Inquiry

1. Follow the steps for locating payments.

See *Locating Payments (P042004)*.

2. Choose Journal Entry for a payment to access AR and AP Journal Entries.

## Reviewing Payment Remittances

To review detailed information on a payment, access remittance information. You can review:

- Bank account information
- Discount information
- Currency information

- Remittance information for another payment or supplier

## ► To review payment remittances

On Supplier Payment Inquiry

1. Follow the steps for locating payments.

See *Locating Payments (P042004)*.

2. Choose Remittance for a payment to access Remittance Detail.

The screenshot shows the 'P04141WJ - Remittance Detail' window. At the top, there are fields for Payee Address Number (4010 Gourmet & More), Payment/Item Number (4508 PK), Bank Account Number (100.1110.BEAR), and Mode (F). Below these are two tables. The first table has columns for Document Type (D), Document Number (Co), Item Number (Ty), and Amount. The second table has columns for Amount, Discount Taken, and Currency (Cur). Both tables show multiple rows of transaction details. At the bottom, there are buttons for Voucher Review (checkmark) and Details (cross), and keyboard shortcuts: Opt 1=Voucher Review, F4=Details, F24=More.

D	. . . Document . . .	Amount	Discount Taken	Cur	
P	Co	Ty	Itm		
00100	PV	8324	001	1,500.00	USD
00100	PL	8325	001	375.00	USD
00100	PR	8326	001	1,200.00	USD
00100	PV	8329	001	825.00	USD
00100	PV	8330	001	1,000.00	USD
00100	PV	8332	001	100.00	USD
00100	PV	8333	001	1,200.00	USD
00100	PV	8333	002	240.00-	USD

3. To view the remittance information for other payments or suppliers, on Remittance Detail change the information in any of the following fields and press Enter:
  - Payee Address Number
  - Payment/Item Number
  - Bank Account Number
4. To review the payment remark or exchange rate, access the detail area.
5. To review a voucher, choose Voucher Review for a document to access Voucher Entry.

### What You Should Know About

#### Selecting a payment

If you do not specify a payment/item number on Remittance Detail, the Payment Selection Window appears. It also appears when one payment number is issued out of multiple bank accounts and the bank account is not specified.

### Processing Options for Supplier Payment Inquiry

FORMAT CONTROL

1. Enter a '1' to allow display and selection of the Payment Instrument. \_\_\_\_\_
2. Enter a '1' to suppress commas in the amount fields. \_\_\_\_\_

PRE-LOADED DATA SELECTIONS:

3. Enter values in the following options to be loaded upon entry into the program:  
Payment Inst. (\*=All) . . . . .  
Currency Code. . . . .
-

## Test Yourself: Reviewing Payment Information

1. How can you review all payments made to supplier number 4010 that were paid out of G/L bank account 100.1110.BEAR?

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2. How can you review all payments made to supplier 4010 that were paid by electronic funds transfer?

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The answers are in *Appendix B*.

## Accounts Payable

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# A/P Reports

## Objectives

- To review and manage A/P information

## About A/P Standard and Analytical Reports

### About A/P Analytical Reports

To effectively manage A/P information about vouchers and suppliers, print A/P reports.

Printing A/P reports consists of:

- Printing A/P standard reports
- Printing A/P analytical reports

### Why Would You Print a Standard Report?

Print standard reports to review and manage voucher information, such as:

- Open balances and aging
- History for a supplier
- Multi-currency amounts

### Why Would You Print an Analytical Report?

Print analytical reports to review and analyze payment information for a supplier, such as:

- Payment detail
- Summarized payment register information
- Duplicate payment information
- Open A/R and A/P amounts

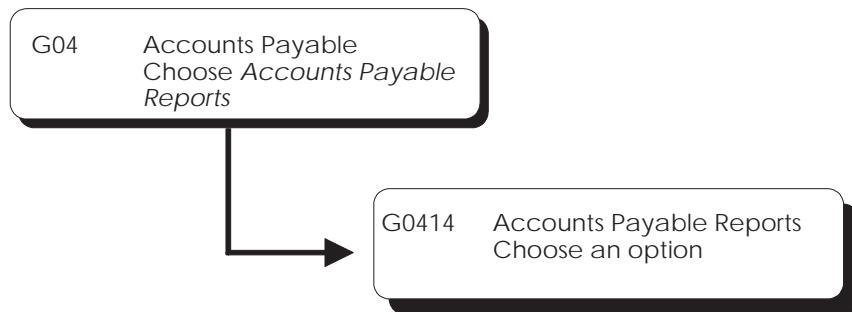


## Accounts Payable

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- Year-to-date voucherized amounts
- G/L account detail

## Print A/P Standard Reports



### Printing A/P Standard Reports

You can print standard reports to review and manage A/P information such as vouchers to be paid, open balance amounts for suppliers, and total payment amounts for a selected supplier.

This task consists of:

- Printing Open A/P Summary reports
- Printing Open A/P Detail reports
- Printing Open A/P reports with Foreign Amounts

These reports read information from the A/P Report table (F0411JC), a join table of the Address Book Master (F0101) and A/P Ledger (F0411) tables.

The processing time for these reports depends on the amount of history retained in the Address Book and A/P Ledger tables. Print the reports during off-peak hours.

### Printing Open A/P Summary Reports

To review current summary information about open voucher balances and aging records, print any of the following Open A/P Summary report versions:

- A/P Summary by Company
- A/P Summary by Supplier
- A/P Summary by Branch Office
- A/P Summary by Company – As Of
- A/P Summary by Company – Foreign

Specify your aging categories for this report by one of the following:

**A/P constants**

Specify aging by due date

**Processing options**

Specify aging by aging method and by type of A/P date  
(due date, invoice date, or G/L date)

04413	J.D. Edwards & Company			Page	-	3		
	A/P Summary by Supplier			Date	-	07/04/98		
				As Of	-	08/15/98		
<hr/>								
	Number	Name	Phone Number	Co	Aging			
					31 - 60	61 - 90	91 - 120	Over 120
	4010 Gourmet & More	303 488-4500	00001	Balance	Open	Current		
	4010 Gourmet & More	303 488-4500	00100	6700.00	300	6400		
	4010 Gourmet & More	303 488-4500	00200	100.00	100			
	<hr/>							
00004010	Gourmet & More			6900.00	500	6400		
	<hr/>							
	Grand Total			6900.00	500	6400		
	<hr/>							

## Processing Options for Open A/P Summary

### **Print Options:**

1. Specify one of the following print formats:
  - ' ' = Standard 132 character format. (Default)
  - '1' = Long 198 character format with foreign currency aging.

### **Bypass Suppliers:**

2. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y'. If left blank, all suppliers will print.

### **Aging:**

3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

5. Specify one of the following dates to age accounts from:
  - D = Due Date (Default)
  - I = Invoice Date
  - G = General Ledger Date

6. Specify one of the following methods for aging calculations:
  - 1 = Aging Days (Default)
  - 2 = Fiscal Periods
  - 3 = Calendar

7. Enter the following aging category information: (for method "1" only)
 

Aging Days:	Beginning	
	thru	

8. Specify one of the following for aging credits:
  - ' ' = Apply Credits to Current Column (Default)
  - '1' = Age Credits

### **"As Of" Date Processing:**

9. Enter a '1' to use the "As Of" date process. (Note: DREAM Writer Based On File must be F0411AJC).

### **Summary Page:**

10. Enter a '1' to print the company summary page at the end of the report. If left blank, no summary page will be printed.

**Rounding Factor:**

11. Enter the desired rounding factor:  
' ' = no rounding (Default)  
'0' = round decimals only  
'1' = divide by 10  
'2' = divide by 100  
'3' = divide by 1000  
'4' = divide by 10000  
'5' = divide by 100000  
'6' = divide by 1000000  
Actual amounts are used to accumulate total fields.

---

### Data Sequence for Open A/P Summary

The report totals are dependent on the following sequence:

1. Company
2. Address Number
3. Currency Code (for correct totaling by currency)

### Printing Open A/P Detail Reports

To view voucher information for one or more suppliers, print the Open A/P Detail report. This report shows aging information, net amounts, due dates, or remarks along with the open amount information. Print any of the following versions:

- Open A/P Detail by Supplier with Remarks
- Open A/P Detail by Supplier - Net Amounts
- Open A/P Detail with Aging
- Retainages Payable with Aging
- Open A/P Detail by Supplier – As Of
- Open A/P Detail with Foreign Currency Aging
- Recurring Frequency Detail with Remarks

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J.D. Edwards & Company  
Open A/P Detail by Supplier w/remarks

Page . . . . .  
Date . . . . .  
As of . . . . .

Invoice	Inv Date	Co.	Document Type	Document Reference	Original Date	Original Due Date	Balance	Open	Discount Available	P	Remark
<hr/>											
A Model Financial Co (Trng)	00001	Gourmet & More	00004010								
89457	06/18/98	1	PV	8332 00100 002 18.07.98			100.00				A French Pastries for Branches
Gourmet & More			00004010				100.00				
A Model Financial Co (Trng)	00001						100.00				
Model Finan/Distrib Co (Mktg)	00100	Gourmet & More	00004010								
G264	06/30/98	100	PV	8620 00100 001 30.06.98			1,500.00				A
8950	06/01/98	100	PR	8326 00100 001 01.07.98			1,200.00				A
G123	06/05/98	100	PV	8324 00100 001 05.07.98			1,500.00				A Customer Number-43058
8342	06/10/98	100	PL	8325 00100 001 10.07.98			375.00				A Gourmet pastries
82597	06/10/98	100	PV	8329 00100 001 10.07.98			825.00				A For Corporate Visitor Center
98765	06/15/98	100	PV	8330 00100 001 15.07.98			1,000.00				A Travel Pastries for Branches
89457	06/18/98	100	PV	8332 00100 001 18.07.98			100.00				A Speciality Buffet Items
98756	06/18/98	100	PV	8333 00100 001 18.07.98			1,200.00				A Backup Withholding
98756	06/18/98	100	PV	8333 00100 002 18.07.98			240.00				H Backup Withholding
98756	06/15/98	100	PV	8330 00100 002 23.07.98			500.00-				H Prepayment Debit Memo
98765	06/15/98	100	PV	8330 00100 003 23.07.98			500.00-				H Prepayment Debit Memo
Gourmet & More			00004010				6,700.00				
Model Finan/Distrib Co (Mktg)	00100						6,700.00				
Model Manuf/Distrib Company	00200	Gourmet & More	00004010				6,700.00				
89457	06/18/98	200	PV	8332 00100 003 18.07.98			100.00				A French Pastries for Branches
Gourmet & More			00004010				100.00				
Model Manuf/Distrib Company	00200						100.00				
Grand Total:							6,900.00				

### Processing Options for Open A/P Detail

**Print Formats:**

1. Specify one of the following print formats:
  - ' ' = Standard 132 characters with remarks. (Default)
  - '1' = Standard 132 characters with net amounts.
  - '2' = Long 198 characters with aging.
  - '3' = Long 198 characters with foreign currency aging.

**Bypass Hold Suppliers:**

2. Enter a '1' to bypass suppliers with a Hold Payment Code of "Y". If left blank, all suppliers will be printed.

**Aging: (If Aging Format Is Selected)**

3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

NOTE: If selected, all other aging processing options will be ignored.

4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

5. Specify one of the following dates to age accounts from:

D = Due Date  
I = Invoice Date  
G = General Ledger Date  
(If left blank, "D" is the default.)

6. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)  
2 = Fiscal Periods  
3 = Calendar

7. Enter the following aging category information: (for method "1" only)

Aging Days: Beginning  
                                  thru  
                                  thru  
                                  thru

8. Enter a '1' to age credits. If left blank, credits will be applied to the "Current" aging column.

**"As Of" Processing:**

9. Enter a '1' to use "As Of" date processing. (Note: the DREAM Writer Based on File must be F0411AJC).

#### **Payment Processing:**

10. Enter a '1' to print payment information. If left blank only original voucher information will be printed.
  11. Enter a '1' to include payment amounts in the Original amount column total on the report. If left blank, only original document amounts will be totalled in this column. This option is only valid if payment information is being printed (option 10).

### Rounding Factor:

12. Enter the desired rounding factor:  
' ' = no rounding (Default)  
'0' = round decimals only  
'1' = divide by 10  
'2' = divide by 100  
'3' = divide by 1000  
'4' = divide by 10000  
'5' = divide by 100000  
'6' = divide by 1000000

Actual amounts are used to accumulate totals.

### **Recurring Frequency:**

13. Enter a '1' to print the recurring voucher information on the report. If left blank, no recurring information will be printed.  
(This applies to all formats except the foreign aging.)
  14. Enter the number of remaining payments to highlight on the report. Any vouchers with this number of remaining payments or less will be flagged on the report.

## Generic Text:

15. Enter a '1' to print the generic text for pay items in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed.

## Data Selection for Open A/P Detail

The report totals are dependent on the following sequence:

1. Company
  2. Address Number

## Printing Open A/P Reports with Foreign Amounts

To view voucher information for one or more suppliers using multiple currencies, print the Open A/P with Foreign Amounts report. This report is similar to the Open A/P Detail report. Use a processing option to print:

- Aged amounts. Prints the foreign amounts. If there are none, prints domestic amounts.
- Both foreign and domestic amounts.

This report includes:

- The base currency of the company as the original domestic and open amounts
- The original and open foreign balances

Foreign totals on this report use the decimals of the currency of the last transaction before the total.

## Accounts Payable

3  
7/04/98

J.D. Edwards & Company  
Accounts Payable Detail  
Foreign & Domestic Amounts

### Processing Options for Open A/P With Foreign Amounts

**Print Format:**

1. Enter a '0' to print aging information, or a '1' to print foreign and domestic information.
- 

**Hold Payment Code:**

2. Enter a '1' to bypass suppliers with a Hold Payment code of "Y". Leave blank to show all suppliers.
- 

**Aging: (If Aging Format Is Selected)**

3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.
  4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.
- 

5. Specify one of the following dates to age accounts from:

D = Due Date  
I = Invoice Date  
G = General Ledger Date  
(If blank, "D" is the default)

6. Specify one of the following methods for aging calculations:  
1 = Aging Days (Default)  
2 = Fiscal Periods  
3 = Calendar
- 

7. Enter the following aging category information: (for method "1" only)

Aging Days:	Beginning	<hr/>
	thru	<hr/>
	thru	<hr/>
	thru	<hr/>

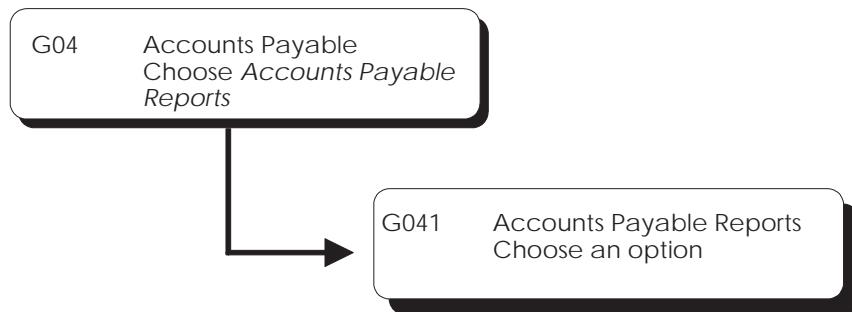
8. Enter a '1' to age credits or leave blank to apply credits to the current column.
- 

### Data Sequence for Open A/P With Foreign Amounts

The report totals are dependent on the following sequence:

1. Company
2. Alpha Name
3. Address Number
4. Currency Code

## Print A/P Analytical Reports



### Printing A/P Analytical Reports

To review and analyze supplier information, print an analytical report.

This task consists of:

- Printing Payment Details reports
- Printing Payment Register reports
- Printing Suspected Duplicate Payments reports
- Printing Receivables/Payables Netting reports
- Printing Supplier Analysis reports
- Printing Supplier Totals by G/L Account reports

The processing time for these reports depends on the amount of history retained in the Supplier Master (F0401), A/P Ledger (F0411), and Account Ledger (F0911) tables. Print the reports during off-peak hours.

## Printing Payment Detail Reports

The Payment Detail report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

The payment header and voucher detail information is from the A/P Matching Document join table (F0413JA), a join table of the Address Book Master (F0101), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

### What You Should Know About

#### Duplicate vouchers

To avoid duplicate vouchers, set the A/P constants so that you either get an error message or are warned of a possible duplicate when you enter a voucher.

# Accounts Payable

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J.D. Edwards & Company  
A/P Payment Detail

Page No. . . . . 2  
Date - . . . . . 7/04/98

Payee Address Number . . . . .	4010	Gourmet & More	Supplier Number							
Payment Type . . . . .	PK	Automated Check	Supplier Description							
Payment Number . . . . .	4510									
Payment Date . . . . .	31.07.98									
Payment Register Amount . . . . .	5,960.00-	USD								
Invoice Number	Doc. Date	Document Type	Net Due Date	Payment Amount	Discount Taken	P	C	Check Remark	Supplier Number	Supplier Description
GL23	06/05/98	PV	8324	07/05/98	1,500.00-				4010	Gourmet & More
8342	06/10/98	PL	8325	07/10/98	375.00-				4010	Gourmet & More
8350	06/01/98	PR	8326	07/01/98	1,200.00-				4010	Gourmet & More
83597	06/10/98	PV	8329	07/10/98	825.00-				4010	Gourmet & More
98765	06/15/98	PV	8330	07/15/98	1,000.00-				4010	Gourmet & More
89457	06/18/98	PV	8332	07/18/98	100.00-				4010	Gourmet & More
98756	06/18/98	PV	8333	07/18/98	1,200.00-				4010	Gourmet & More
98756	06/18/98	PV	8333	07/18/98	240.00				4010	Gourmet & More
Payment/Item Number . . . . .	00004510				5,960.00-					
Payee Address Number . . . . .	00004010				5,960.00-					
Grand Total . . . . .					5,960.00-					

### Processing Options for A/P Payment History Detail

**Print Formats:**

1. Enter a '1' to print the report with foreign and domestic amounts of the payment. If left blank, only the payment amount will display.
2. Enter a '1' to begin a new page with each payment number. If left blank, a new page will begin with each payee.

### Data Sequence for A/P Payment History Detail

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

### Printing Payment Registers

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized, instead of detailed. This register also lists multi-stub payments and payments that were voided due to a reset.

09313	J.D. Edwards & Company Payment Register Total by Address Number and Payment Date					Page - 2 Date - 7/31/98
... Check ... Ty	Address Number Number	Name	LT	Account Number	Account Description	Amount
PK	4508 07/31/98	4010 **VOID VOID VOID VOID VOID* AA Void Payment		100.1110.BEAR	Bear Creek National Bank	
PK	4509 07/31/98	4010 **VOID VOID VOID VOID VOID* AA Void Payment		100.1110.BEAR	Bear Creek National Bank	
PK	4510 07/31/98	4010 Gourmet & More	AA	100.1110.BEAR	Bear Creek National Bank	5,960.00-
					Gourmet & More	5,960.00-
					Check Date . . . . .	5,960.00-
						----- 5,960.00-

## Data Sequence for Payment Register

The report totals are dependent on the following sequence:

1. Check Date
2. Document Type
3. Document Number
4. Document Company
5. Address Number

## Printing Suspected Duplicate Payments Reports

Prior to payment processing, you might want to identify any duplicate vouchers. If the A/P constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the A/P Ledger table (F0411). Vouchers appear on this report based on one of the following criteria:

- Duplicate invoice number
- Duplicate amount within an invoice

This report does not adjust the status of any vouchers listed.

04601		J.D. Edwards & Company Suspected Duplicate Payments				Page - 2	Date - 7/04/98
Number	Address Name	Voucher D Document	Invoice Number	Invoice Date	Invoice Amount	Remark	
4005	A & D Parts Company	586 55242		05/01/98	104.00		
		626 55242		06/01/98	104.00		
4005	A & D Parts Company	475 6550		04/30/98	2,000.00		
						Grand Total	2,208.00

## See Also

- *Setting Up A/P Constants (P000904)*

### Processing Options for Suspected Duplicate Payments

**Selection Date:**

1. Enter a selection date. Only vouchers with an invoice date greater than or equal to this date will be selected for printing. If left blank, all vouchers will be selected.
- 

### Data Sequence for Suspected Duplicate Payments

The report totals are dependent on the following sequence:

1. Address Number
2. Invoice Number
3. Document Number
4. Document Type
5. Document Company
6. Pay Item
7. Pay Item Extension Number

### Printing Receivables/Payables Netting Reports

If you have an address book record for a company that is both a supplier and a customer, print the Receivables/Payables Netting report to show whether a company owes or is owed money.

Information on this report is from the A/R Ledger (F0311) and A/P Ledger (F0411) tables. Receivables/Payables Netting does not make adjustments to the account ledgers. It only lists unusual conditions, such as:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer/supplier has both A/R and A/P balances.

When you print this report, the system:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Lists the potential offset in the corresponding column on the report. For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential A/R offset of 20,000. If the opposite is true, it lists the potential offset.

- 
4. Nets the two offset fields and lists the grand total in the appropriate column, after calculating the potential offset for each address book number.

Use the Credit Note Reimbursement program to reclassify a credit memo or unapplied cash in the Accounts Receivable system to an open voucher in the Accounts Payable system.

## Before You Begin

- Verify that the logical table (F03450) exists in your library. Unlike other reports, the Receivables/Payables Netting report does not create the table if it does not already exist.

		J.D. Edwards & Company A/R to A/P Netting			Page - 2	
					Processed - 10/29/98	
Number	Name	Address	Phone Number	Co	Balance . . . . .	. . . Potential Offsets . . .
				Open A/R	Open A/P	A/R      A/P
1001	Edwards, J.D. & Company	844-8000		00001	20,651.00	675.00
1001	Edwards, J.D. & Company	844-8000		00100	62,335.64	74,212.29
1002	Edwards & Edwards	779-4510		00001	1,017.71	2,100.00
1002	Edwards & Edwards	779-4510		00150	3,725.00-	
5733	Newark Office Supply	456-8521		00100	3,005.00	1,378.67
6736	Tattered Books			00150	2,920.00-	
7001	JDE Europe	2-647.08.00		00070	6,753.19	4,056.93
7005	De Vydt S.A./N.V.	3-687.01.00		00070	7.50-	2,696.26
					1,016.50	1,024.00
					87,110.04	83,439.39
						3,670.65

## Data Selection and Sequence for Receivables/Payables Netting

Each data selection field should be equal to \*ALL so that the report includes all data and gives a complete picture of potential netting.

This report is sequenced by address number and company. You should not change this.

## See Also

- Working with Credit Note Reimbursements (P03610) in the Accounts Receivable Guide

### Printing Supplier Analysis Reports

To view a supplier's transaction activity, print the Supplier Analysis report. This report lists suppliers in descending order according to their year-to-date voucherized amount. The voucher amounts on this report are gross amounts less any taxes.

Print this report after you update YTD voucher amounts. If you do not, the Supplier Analysis report shows information only as of the last time it was run.

Information on this report is from the Supplier Master table (F0401).

04602	J.D. Edwards & Company Supplier Analysis	Page - 2 Date - 4/10/98
<hr/>		
Currency Code . . USD	Address . . . . .	Voucherized Year to Date
Number	Name	% Vouch
4010 Gourmet & More		100.0 1
		-----
	3,000.00	5,400.00
	3,000.00	-----
		5,400.00

### Processing Options for Supplier Analysis Report

#### **Report Currency:**

Enter the currency that the report is to be stated in. If left blank the report will be stated in U.S. Dollars (USD). This is only used if multi-currency is on.

### Data Sequence for Supplier Analysis Report

The report totals are dependent on the following sequence:

1. Amount Voucherized Year-to-Date
2. Address Number

### Printing Supplier Totals by G/L Account Reports

To analyze which suppliers provide specific types of services and products based on G/L distributions, print the Supplier Totals by G/L Account report. This shows G/L account detail information and totals by supplier from the Account Ledger table (F0911).

09450

J.D. Edwards & Company  
Supplier Totals by G/L Account  
AA Ledger

Page Number 2  
Date 7/04/98

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Co	Amount
5,8665	4010	Gourmet & More	30.06.98	Dallas Branch	PV	8332	00100	100.00
		Address Number . . . . .	00004010	Gourmet & More				100.00
		Account ID . . . . .	00015192					100.00
		Business Unit. . . . .	5	San Francisco Branch				100.00
		Company. . . . .	00001	A Model Financial Co (Trng)				100.00

### Processing Options for Supplier Totals by G/L Account

**Account Display Mode:**

1. Enter the type of account number to print on the Report.  
' ' = Number entered during input.  
'1' = Structured Account.  
'2' = Short Account ID.  
'3' = Unstructured Account Number

---

**Display Address:**

2. Enter a '1' to print the supplier/customer address. If left blank, no address will print.

---

# Periodic

## Accounts Payable

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# Period-End Processing

## Objectives

- To check the integrity of your A/P tables
- To review the information in your A/P ledger as of a specific date

## About A/P Integrity and “As Of” Reports

### About A/P Integrity Reports

As part of your internal balancing procedures, you need to verify that your data is correct.

This task consists of:

- Processing A/P integrity reports
- Printing A/P “as of” reports

### Why Should You Run Periodic Reports?

Both of the following types of periodic reports help identify balancing problems and data inconsistencies between your accounts payable and general ledgers.

Run integrity reports to:

- Ensure that your A/P and general ledgers remain in balance
- Identify any problems and inconsistencies in a timely and efficient manner

Run “as of” reports to:

- View summary or detail information about your accounts payable
- Compare totals on the “As of” report to your A/P trade account balance in the general ledger to identify any balancing problems

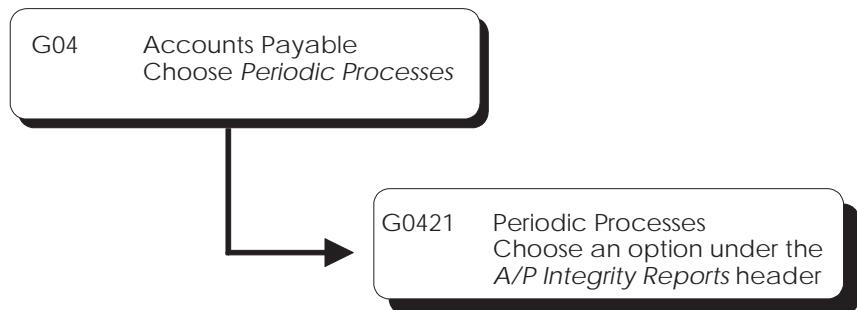


## Accounts Payable

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## Process A/P Integrity Reports

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### Processing A/P Integrity Reports

Integrity reports help identify any problems and inconsistencies with your data so that you can resolve them and ensure that your J.D. Edwards systems remain in balance. Use these reports to verify that your A/P data matches your G/L data and that your A/P payments have the correct pay status.

Processing A/P integrity reports consists of:

- Running A/P integrity reports
- Correcting A/P out-of-balance conditions

You should:

- Submit one integrity report at a time
- Run these reports when other users are not accessing the system, to ensure accuracy

## Running A/P Integrity Reports

To identify potential balancing problems and data inconsistencies, run A/P integrity reports. This task consists of:

- Running A/P Original Document to G/L by Batch
- Running A/P Payments to G/L by Batch
- Running A/P to G/L by Offset Account

Run these integrity reports:

- Weekly, so you do not risk compromising your accounting data
- As-needed during the conversion process at a new software installation site or during an initial learning period, so you can correct any errors promptly

When balancing to the general ledger, you can include both posted and unposted transactions.

### What You Should Know About

#### “As of” capabilities

Integrity reports do not have “as of” capabilities. That is, you cannot run the reports as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time. You can run the report only as of the current day.

### Running A/P Original Document to G/L by Batch

A/P Original Document to G/L by Batch verifies that each batch of A/P Ledger (F0411) gross amounts is in balance with the corresponding batch of Account Ledger (F0911) amounts. It also checks for an invalid pay status on every pay item.

This report performs two types of integrity tests:

- Balance Test
- Pay Status Test

## Balance Test

This test performs the following for each batch:

- Compares the gross amount in the A/P Ledger table to the gross amount in the Account Ledger table
- Compares the automatic offset amount to the A/P control amount
- Compares both the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain/loss transactions to the gross voucher amounts. It does, however, add the discount taken and subtract the discount lost from the gross amount for the associated payment transaction.

The system adds the VAT to the voucher gross amount and subtracts the amount of use tax on transactions. It also adds the VAT tax from unposted PE (matching document type) transactions for any change to the gross amount.

## Pay Status Test

This test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status is paid. If a voucher has an open amount, the pay status might be held or approved. If there are any discrepancies, the voucher transactions print on the integrity report.

## Accounts Payable

J.D. Edwards & Company A/P to G/L by Batch Integrity Invalid Pay Status Integrity							Page Date	2 4/03/98
B T	Batch Number	Gross Amount - F0411	Distribution Amount - F0911	Automatic Offset Amount - F0911	Document Type/Number	Pay P Item S	Open Amount	
K	3140		612,850-	612,850				
V	3370	25,998.96	25,998.96	37,499.21-				
V	3405	199,166.90	199,166.90	201,167.05-				
V	3411	80,279.47	77,813.34	77,813.34-				
V	3422	53,369.39	53,369.39	44,913.27-				
V	12192	15,988,653.13						
V	12321	2,800.00						
V	12330	3,300.00						
V	13436	18,131,924.43						
V	13699	4,679,561.70						
W	1901	520.00						
W	3496	600.00	1,825.00-					
W	4629	800.00						
W	4654	100.00						

### Running A/P Payments to G/L by Batch

A/P Payments to G/L by Batch verifies that each batch of A/P Matching Document Detail (F0414) payments are in balance with the corresponding batch of Account Ledger (F0911) amounts.

This test performs the following for each batch:

- Compares the gross amount in the A/P Matching Document Detail table to the gross amount in the Account Ledger table
- Compares the automatic offset amount to the A/P control amount
- Compares both of the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain/loss transactions because there are no offset accounts in the G/L.

04702	J.D. Edwards & Company A/P Payments to G/L by Batch	Page - . . . 2		
03/17/98		Date - . . .		
<hr/>				
Bt Ty	Batch Number	Gross Amount - F0414	Distribution Amount - F0911	Automatic Offset Amount - F0911
M	3276	14,456.12-	49,132.95-	49,132.95
W	1901	520.00-		
W	3496	600.00-		
W	4629	800.00-		
W	4654	100.00-		

### Running A/P to G/L by Offset Account

A/P to G/L by Offset Account compares the open A/P Ledger (F0411) amounts to the balance in the offsetting A/P control (trade) accounts in the Account Balances table (F0902).

This test performs the following:

- Summarizes the A/P Ledger open amounts for each G/L account. (The G/L class code points to the A/P control offset account in AAIs.)
- Compares the G/L account amount to the corresponding A/P control account. The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the G/L offset account number appear on the integrity report. AAIs determine which accounts appear on the report.
- Prints the sum of any G/L class code that cannot be associated with an account in the Account Balances table. This usually occurs if an AAI is missing or if it points to an invalid account.

047001	J.D. Edwards & Company A/P to G/L by Offset Account	Page 2 Date 03/17/98	
Account	Detail (F0411) Amount Open	A/P Account Balance (F0902)	Difference
1.4110	10,495.00	2,727,181.39-	2,716,686.39-
50.4110	3,956,378.57	3,932,938.94-	23,439.63
50.4140	467,067.50	467,067.50-	
50.4135	715,775.00	353,250.00-	362,525.00
70.4110	6,075,740	8,645,328-	2,569,588-
75.4110	53,304,578	53,304,578-	
100.4110	2,986,286.95	3,541,053.15-	554,766.20-
15020.4110	8,012.50	8,012.50-	
15210.4110	20,000.00	20,000.00-	
200.4110	47,916.00	17,965,174.64-	17,917,258.64-
Total	8,805,734.70	29,634,177.18-	20,828,442.48-

## Correcting A/P Out-of-Balance Conditions

After running an integrity report, you must correct any errors the system detects. Some typical errors, their causes, and possible recovery are:

<b>Report amounts do not net to zero</b>	This error occurs with the A/P Original Document to G/L by Batch and A/P to G/L by Offset Account reports. It is usually caused by unposted A/P batches. The system updates the A/P ledger tables, whereas the post program updates the Account Balances table. To correct this error, post all A/P batches.
<b>Batch was posted out of balance without automatic offset entries</b>	This error occurs only with the A/P to G/L by Offset Account report. It can occur when there is a power failure during posting or when there is more than one post program active at the same time. To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.
<b>Invalid journal entry was posted to an A/P account</b>	This error occurs with the A/P Original Document to G/L by Batch and A/P to G/L by Offset Account reports. Typically, the A/P control offset account (posting edit code = M) only includes machine-generated entries with a document type of AE (automatic entry). A manually entered document, such as a journal entry, that appears in this account can cause a balancing problem. To correct this, locate the journal entry, correct or void the entry, and post it.
<b>Data records are damaged</b>	This error can occur with any A/P integrity report due to a variety of reasons, including hardware failure. To correct this problem: <ul style="list-style-type: none"><li>• If the damaged records are in the A/P Ledger table, you might need to remove them from the table by running a data file utility program. For more information, contact your System Administrator.</li><li>• If the records are in the Account Balances table, you might need to repost the Account Ledger.</li></ul>

**G/L class code was changed**

This error occurs only with the A/P to G/L by Offset Account report. It occurs if you change the G/L class code that your vouchers are assigned to and the system cannot find a match for the A/P Ledger records that contain the old class code.

The report prints the old PCyyyy (where yyyy equals the G/L class code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code.

The report does not print the G/L account balance, because the system cannot find a match. There are two ways to correct this:

- Change the A/P amounts with the old class codes to include the new class code
- Set up the old class code and retain it until you have paid all open vouchers that have the old code

**A/P control account was changed**

This error occurs only with the A/P to G/L by Offset Account report. It occurs if you change the AAIs for the A/P control account to which the voucher G/L class code is attached. The system cannot find a match in the Account Balances table because the association between the G/L class code and the old account number is lost.

The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old A/P control account balance amount.

To correct this problem, locate the old A/P control offset account total and manually add it to balance this account.

**See Also**

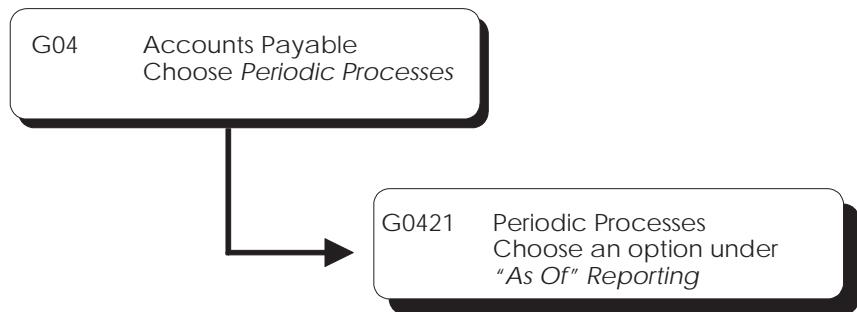
- *Updating Batch Header Amounts (P09930)* in the *General Accounting II Guide* for more information about posting out-of-balance
- *Reposting the Account Ledger (P099102)* in the *General Accounting II Guide* for more information about reposting transactions

## Accounts Payable

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## Print A/P “As Of” Reports

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### Printing A/P “As Of” Reports

“As of” reports are an excellent tool to help resolve any problems with your data. Prior to printing these reports, you must create a complete picture of the A/P ledger as of a specific date.

This consists of:

- Generating date tables
- Reviewing A/P “as of” information

### Generating Date Tables

Run the Date File Generation program to update your worktables. The system uses the date you specify and creates the following:

- As Of A/P Ledger worktable (F0411A), based on the A/P Ledger table (F0411)
- As Of A/P Matching Document worktable (F0413A), based on the A/P Matching Document table (F0413)
- As Of A/P Matching Document Detail worktable (F0414A), based on the A/P Matching Document Detail table (F0414)

You can use the As Of A/P Matching Document and As Of A/P Matching Document Detail worktables to produce custom reports that include payment information as of a specific date.

You should schedule this procedure after business hours to ensure adequate processing time.

### What Happens When You Generate the Date Table?

The Date File Generation program selects vouchers and matching documents with a G/L date less than (before) or equal to the date that you specify in the processing options. The program:

- Determines if a payment record exists. If a record exists, it retrieves the amount of the payment and subtracts that amount from the gross amount of the voucher to determine the voucher's open amount. If a payment record does not exist, the program places gross amount in the open amount.
- Determines if a void or change in gross amount occurred after the as of date. If one occurred, the program subtracts the amount from the original document's gross amount.
- Sets the open amount on the voucher to zero if the G/L date is before the as of date and the voucher has been voided.
- Writes the open amount to the As Of A/P Ledger worktable after all transactions for a voucher have been processed.

### Processing Options for Date Table Generation

**'As Of' Date:**

1. Enter the 'As Of' date. If left blank, the current date will be used.

---

**Update Option:**

2. Include paid items in 'As Of' file:  
' ' = open items only  
'1' = open and paid items  
Note: The inclusion of paid items in the 'As Of' file will increase the processing time.

---

**Pre-Payments:**

3. Enter a '1' if you want the remarks field of pre-paid vouchers to show the document type and number of the payment. Only the first payment will appear. Any remarks already in the field will be overwritten.

---

## Reviewing A/P "As Of" Information

To review information in your A/P ledger as of a specific date, run the following "as of" reports:

- Open A/P Detail
- Open A/P Summary

These DREAM Writer reports are excellent problem-solving tools. For example, you can use the Open A/P Detail report to compare the A/P period end balance to the general ledger A/P trade account balance.

These reports include information as of the date you specify when you run the generation program. They are versions of the Open A/P Detail and Open A/P Summary reports and are based on a join logical table (F0411AJC) of the Address Book Master table (F0101) and the A/P Ledger "As Of" worktable (F0411A).

### Before You Begin

- Verify that the Based on File field on DREAM Writer Additional Parameters is set to F0411AJC

## Accounts Payable

# Currency Gains and Losses

## Objectives

- To calculate and report realized and unrealized gains and losses

## About Currency Gains and Losses

When you enter a foreign invoice or voucher, it is converted to the domestic currency of the company. When the invoice or voucher is finally paid, the exchange rate might have changed. To track these changes, you need to:

- Revalue your open foreign vouchers
- Record your realized gains and losses when you make a payment or get a receipt

This task consists of:

- Understanding AAIs for A/P gains and losses
- Calculating unrealized A/P gains and losses

## See Also

- *About Detailed Currency Restatement* in the *General Accounting I Guide*

## What Are the Types of Gains and Losses?

Gains and losses on foreign currency transactions can be categorized as either:

- Realized gains and losses, which are tracked on an ongoing basis and are recorded at the time you enter an A/P payment.
- Unrealized gains and losses, which apply to unpaid or the open portion of partially paid invoices or vouchers. They are calculated at the end of the period when the system creates reversing journal entries.



### Example: Gain/Loss for a Foreign Voucher

The following is an example of a foreign voucher (USD) that was entered for a Belgian company (BEF). This illustrates how a foreign voucher can create gain or loss amounts for the domestic ledger (AA).

#### Voucher and Payment

	<u><b>CA Ledger</b></u>				<u><b>AA Ledger</b></u>	
	Transaction Amount	Currency Code	Exchange Rate (*)	Domestic Amount	Currency Code	Gain (-)/ Loss (+)
Voucher Entry	100.00	USD	33.5	3,350	BEF	
Partial Payment (50%)						
(current rate)	50.00	USD	34.0	1,700	BEF	25
(original rate)	50.00	USD	33.5	1,675	BEF	
End of Month Valuation						
(current rate)	50.00	USD	35.0	1,750	BEF	75
(original rate)	50.00	USD	33.5	1,675	BEF	

#### Journal Entries

<b>Description</b>	<b>Account</b>	<b>AA Ledger Amounts</b>	<b>CA Ledger Amounts</b>
Voucher Entry	Expense Account	3,350	100.00
	Accounts Payable	3,350–	100.00
Payment Processing	Accounts Payable	1,675	50.00
	Realized Loss	25	
	Cash	1,700	50.00
Revalue Open Items	Unrealized Loss	75	
	A/P - Other	75–	

## Example: Gain/Loss for a Domestic Voucher

The following is an example of a domestic voucher entered for a Colombian company (COP) that uses Detailed Currency Restatement processing. Their alternate currency is USD. This illustrates how a domestic voucher can create gain or loss amounts for the alternate ledger (XA).

### Voucher and Payment

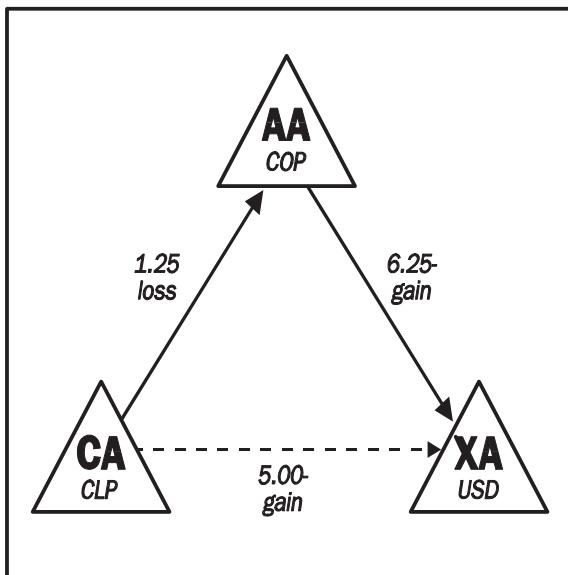
	<b><u>AA Ledger</u></b>		<b><u>XA Ledger</u></b>			
	Domestic Transaction Amount	Currency Code	Exchange Rate (/)	Alternate Currency Calculated	Currency Code	Gain (-)/Loss (+)
Voucher Entry	85,000	COP	850	100.00	USD	
Payment Processing						
(current rate)	85,000	COP	860	98.84	USD	1.16–
(original rate)	85,000	COP	850	100.00	USD	

### Journal Entries

<b>Description</b>	<b>Account</b>	<b>AA Ledger Amounts</b>	<b>XA Ledger Amounts</b>
Voucher Entry	Expense Account	85,000	100.00
	Accounts Payable	85,000–	100.00–
Payment Processing	Accounts Payable	85,000	100.00
	Cash	85,000–	98.84–
	Realized Gain		1.16–

### Which Ledgers Are Used to Calculate Gains and Losses?

The following is an example of a foreign transaction (Chilean Peso = CLP) entered for a Colombian company (COP) that uses an alternate currency (USD). This illustrates how gain and loss records are created among the foreign, domestic, and alternate ledgers.



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Field	Explanation
<b>CA --&gt; XA</b>	No calculation is performed between the CA and XA ledgers. The net amount of the two previous calculations is the equivalent of the gain/loss between the CA ledger and the XA ledger (transaction amount to restated amount).

---

## How Are Gains and Losses Calculated?

Gains and losses are calculated by measuring the changes in exchange rates during the time that a transaction is processed.

Detailed currency restatement performs two steps when calculating the gain or loss amount for a foreign transaction. These steps are described below. The examples in the steps use the following information:

Date	Document	CA Ledger (CLP)	x Exchange Rate	AA Ledger (COP)	/ Exchange Rate	XA Ledger (USD)
06/01/98	Voucher	100,00	.75	75,000	750	100.00
	Payment	100,00	.76	76,000	800	95.00
				1,000		
						5.00-Net

1. The gain/loss record in the AA ledger (calculated between the CA and AA ledgers) is converted to the XA ledger using the exchange rate on the payment G/L date.

$$1,000 \text{ COP} / 800 = 1.25 \text{ loss}$$

Realized loss in AA ledger	Current exchange rate (COP to USD)	CA to AA
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2. A gain/loss amount is also derived from the AA and XA ledgers. This amount is calculated using the voucher amount and the exchange rate difference between the voucher and payment dates.

$$\begin{aligned} 75,000 / 750 &= 100.00 \\ 75,000 / 800 &= \underline{93.75} \\ &\quad 6.25- \text{gain (AA to XA)} \end{aligned}$$

Voucher amount (COP)	Exchange rates (COP to USD) on 6/01/98 and 6/30/98, respectively	
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## Accounts Payable

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## Set Up AAIs for A/P Gains and Losses

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### Setting Up AAIs for A/P Gains and Losses

When the system calculates currency gains and losses, it uses AAIs to distribute the gain or loss to the correct G/L account. These AAIs are used to calculate the following:

- Realized gains and losses
- Unrealized gains and losses

#### See Also

- *Setting Up AAIs for A/P (P00121)*

### Which AAIs Are Used to Calculate Realized Gains and Losses?

The system uses the following AAIs to calculate realized gains and losses:

#### Accounts Payable

- Realized gain: item PGxxx
- Realized loss: item PLxxx

#### Accounts Receivable

- Realized gain: item RGxxx
- Realized loss: item RLxxx

To determine the gain or loss amount, the system multiplies the voucher amount by the difference in the exchange rate between the original voucher and the payment.

The following applies to realized gains or losses on foreign currency payments:

- The system uses the account number to track foreign currency gains or losses.
- The system creates a gain/loss entry at time of payment.
- You can set up these items by company and currency code (xxx). The currency code is used to track gains and losses by currency.

### Which AAIs Are Used to Calculate Unrealized Gains and Losses?

You can do one of the following to calculate your unrealized gains and losses:

- Enter them manually
- Create them automatically by running the Unrealized Gains and Losses report

You must set up the following AAIs if you want the system to automatically calculate your unrealized gains and losses:

#### Accounts Payable

- Unrealized gain: item PVxxxx
- Unrealized loss: item PWxxxx
- Offsets: item PRyyyy

#### Accounts Receivable

- Unrealized gain: item RVxxxx
- Unrealized loss: item RWxxxx
- Offsets: item RRyyyy

The following applies to items PVxxxx and PWxxxx for Accounts Payable:

- xxx represents the currency code used to track unrealized gains and losses by currency.
- yyyy represents the G/L class code (which creates the offset).
- The system creates reversing entries for unrealized gains or losses on open items if the exchange rate changes after the original entry was made.
- The system creates unrealized gains, based on one of the following (in hierarchical order):
  - PVxxxx for a specific company
  - PVxxxx for company 00000
  - PVyyyy for G/L class code
  - PV for a specific company
  - PV for company 00000
- The system uses item PRyyyy to create the offsetting entry.

## Set Up AAIs for A/P Gains and Losses

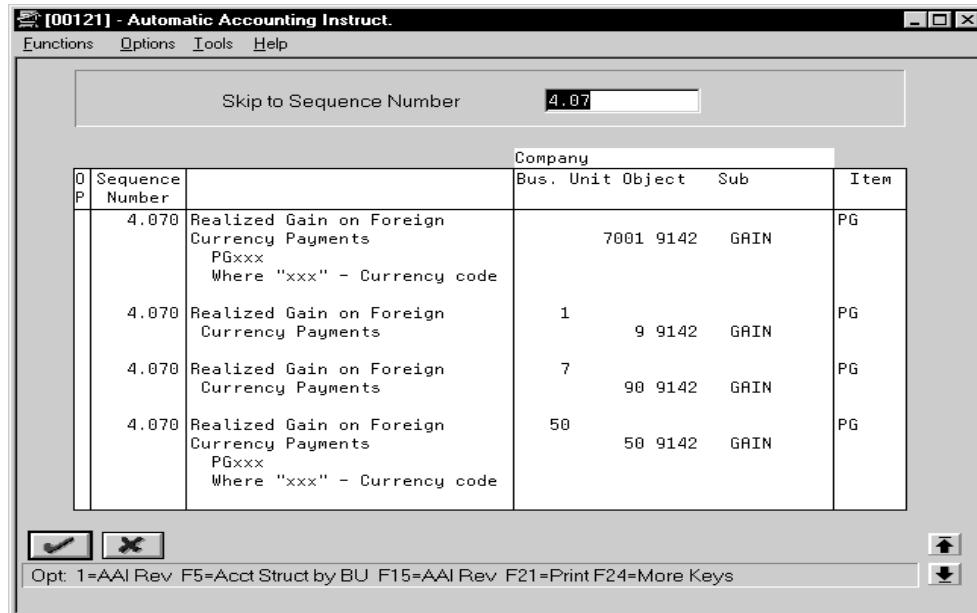
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- The system creates an offsetting entry, based on one of the following (in hierarchical order):
  - PRyyyy for a specific company
  - PRxxx for a specific company
  - PRyyyy for company 00000
  - PRxxx for company 00000
  - PR for a specific company
  - PR for company 00000

### ► To set up AAIs for A/P gains and losses

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On Automatic Accounting Instructions



1. Choose one of the following:

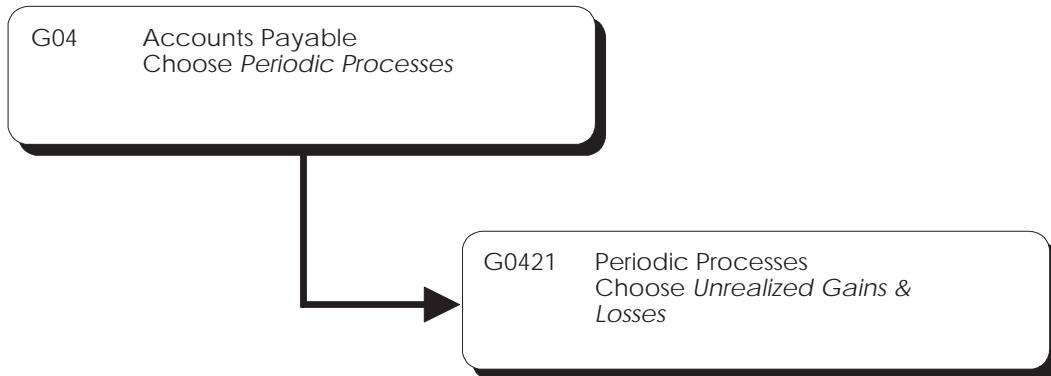
- Single AAI Revisions to access Single AAI Revisions
- Multiple AAI Revisions to access Multiple AAI Revision

2. On either Single AAI Revisions or Multiple AAI Revision, complete the following fields:
  - Item Number
  - Company
  - Business Unit
  - Object Account
  - Subsidiary (optional)

### See Also

- *Setting Up AAIs for A/P (P00121)*

## Calculate Unrealized A/P Gains and Losses



### Calculating Unrealized A/P Gains and Losses

If you work with multiple currencies, you need to calculate unrealized gains and losses for your foreign vouchers and invoices. To do this, run the Unrealized Gains and Losses report for A/P and A/R. This DREAM Writer:

- Revalues your open foreign vouchers
- Analyzes your realized gains and losses in detail

You should run the Unrealized Gains and Losses report first in proof mode. You can then review the report to verify the journal entries. If necessary, correct the exchange rates and run the report again in proof mode.

After you have corrected all exchange rates, run the Unrealized Gains and Losses report in final mode.

Use a processing option to create the reversing journal entry necessary to record the unrealized gain or loss. The system assigns journal entries a document type of JX. This is the only document type that can be used to adjust the domestic side of a monetary (currency-specific) account. The system creates only one reversing journal entry per company.

The Unrealized Gains and Losses report shows:

- The base company currency and the transaction currency for each voucher
- The voucher number and due date

- The original domestic amount calculated for each voucher
- The current domestic amount calculated for each voucher
- The foreign amount of the voucher
- The realized gain or loss if the voucher or invoice has had a payment
- The unrealized gain or loss for any open voucher or invoice

### Before You Begin

- Enter new exchange rates on Set Daily Transaction Rates

# Accounts Payable

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J.D. Edwards & Company Gains & Losses on Foreign Currency Accounts Payable										Page 3 Date 06/30/98- As of 06/08/98-			
Address . . .	Alpha Name . . .	Co . . .	Document Reference . . .	Number . . .	Co Net Due	Original	Open	Discount	Amount	Paid	Unrealized	Gain (+) / Loss (-) . . .	Realized
7002 JDE France			00070 PV 420 000 00000 14.02.98 F			12,385.00			12,385.00				
	01/15/98 BEF	Tran Curr	FRF	D		74,904			74,904			557-	
98002	00070 PV 421 000 00000 17.03.98 F			C		8,360.00			8,360.00			75,461	
	02/15/98 BEF	Tran Curr	FRF	D		50,561			50,561			50,561	
98003	00070 PV 424 000 00000 14.04.98 F			C		4,595.50			4,595.50			50,937	
	03/15/98 BEF	Tran Curr	FRF	D		27,794			27,794			4,595.50	
98004	00070 PV 425 000 00000 15.05.98 F			C		6,305.00			6,305.00			28,000	
	04/15/98 BEF	Tran Curr	FRF	D		38,133			38,133			6,305.00	
B2-7052	00070 PV 614 000 00000 09.06.98 F			C		865,302.55			865,302.55			38,416	
	05/10/98 BEF	Tran Curr	FRF	D		5,272,202			5,272,202			865,302.55	
98005	00070 PV 426 000 00000 14.06.98 F			C		2,538.70			2,538.70			5,272,202	
	05/15/98 BEF	Tran Curr	FRF	D		15,354			15,354			2,538.70	
45126	00070 PM 1 000 00070 15.06.98 F			C		15,000.00			15,000.00			15,354	
	06/08/98 BEF	Tran Curr	FRF	D		91,394			91,394			15,000.00-	
				C								91,394-	

### What You Should Know About

**Mixing currencies**

If you mix multiple currencies when you record your unrealized gains and losses, the foreign grand total and any other subtotals appear as \*\*NA\*\* (not applicable) because totals for mixed currencies are meaningless.

To prevent this, set up a different DREAM Writer version for each company that has a different base currency.

**Calculating the alternate currency amount**

The Detailed Restatement field in company constants determines if a multiplier or divisor is used in calculating the alternate currency amount. This typically is the opposite setting from the general accounting constants used for foreign transactions. For example, if the general accounting constant for foreign transactions is a multiplier, the company constant for detailed restatement is a divisor.

See *Setting Up Detailed Currency Restatement* in the *General Accounting I Guide*.

**Reducing report size**

To reduce the size of the Unrealized Gains and Losses report, set up a version for each specific company.

### Processing Options for A/P Currency Gains & Losses

**As Of Date Processing:**

1. Enter the "As Of" date for processing the current exchange rate. Default of blank will process rate using today's date.

---

**Bypass Hold Payment:**

2. Enter a '1' to bypass suppliers with a Hold Payment code of "Y". Default of blank will show all suppliers.

---

**Journal Entries:**

3. Enter a '1' to create journal entries for Unrealized Currency Gains/Losses. Default of blank will not create journal entries.
4. Enter the G/L date. Default of blank will use last day of current period.
5. Enter a '1' to create the journal entry batches in an Approved status regardless of the value in the Management Approval of Input general constant. Default of blank will not override the settings.

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**Dw Version For Journal Entry Processor**

6. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.
- 

### What You Should Know About Processing Options

**Processing option 6**

See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 Journal Entry functional server.

## Accounts Payable

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# 1099 Preparation

## Objectives

- To highlight J.D. Edwards 1099 capabilities
- To explain how to prepare your 1099 data for processing

## About 1099s

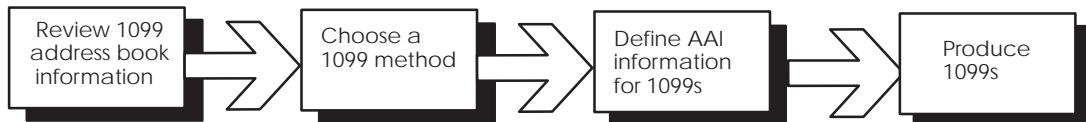
The J.D. Edwards Accounts Payable system helps you produce 1099s, an income tax reporting form required by the U.S. federal government for many types of payments. Federal regulations require that you annually report payments made to suppliers using 1099 forms. You send 1099s to suppliers of goods and services who are not corporate entities, such as individuals and partnerships.

You can choose to produce 1099s using one of the following two methods:

- General Ledger (G/L) method
- A/P Ledger method

The method you choose depends on amount of data in the Account Ledger table (F0911).

The 1099 process requires you to complete the following tasks:



This section describes the first three tasks. These tasks, plus the fourth task, producing 1099s, are described in more detail in the *1099 Processing Guide*. J.D. Edwards publishes this guide at the end of every calendar year. It is shipped with all 1099 software orders and is used in the 1099 training class. This guide includes specific information for the reporting year and detailed instructions for each 1099 program.



1099 preparation consists of:

- Reviewing 1099 address book information
- Choosing a 1099 method
- Understanding AAIs for 1099s

## How Do You Prepare for 1099 Reporting?

When preparing for 1099s it is important to consider the following:

- Begin preparing 1099s before year end to allow plenty of time for researching and updating supplier and voucher information.
- You must have information in the G/L or A/P Ledger tables. The system requires this information to calculate 1099 information for specific suppliers. For this reason, you should not purge the following tables until after you print 1099s:

**Address Book Master (F0101)** Do not purge address book records for any supplier with A/P activity in the calendar year you are reporting.

**Supplier Master (F0401)** Do not purge supplier master records for any supplier with A/P activity in the calendar year you are reporting.

**A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414)** If you are using the A/P Ledger method, do not purge vouchers paid in the calendar year you are reporting. You must have information in these tables for all vouchers paid in the 1099 reporting calendar year for which a 1099 might be required. If it is necessary to purge these tables, you must restore the A/P Ledger Purge (F0411P), A/P Matching Document Purge (F0413P), and A/P Matching Document Detail Purge (F0414P) tables before you produce 1099s.

**Account Ledger (F0911)** If you are using the G/L method, do not purge the Account Ledger for the calendar year you are reporting. You must have information in this table for all journal entries involving transactions in the 1099 reporting calendar year for which a 1099 might be required. If it is necessary to purge this table, you must restore the Account Ledger Purge table (F0911xx, where xx is the reporting year) before you produce 1099s.

# Review Address Book Information for 1099s

## Reviewing Address Book Information for 1099s

Accurate 1099 reporting depends on setting up supplier and company records correctly. The information for suppliers must meet 1099 specifications to be accepted by the Internal Revenue Service (IRS).

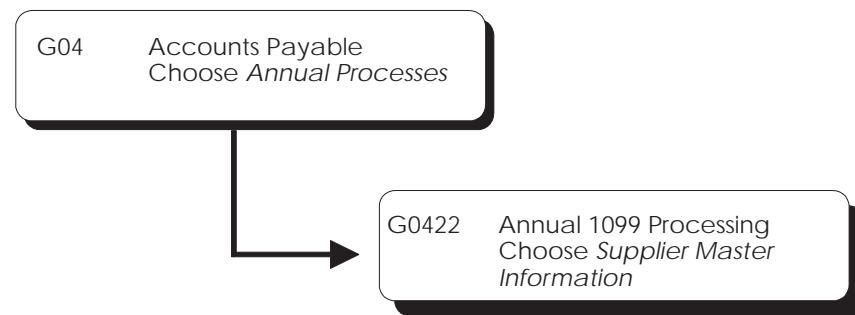
Begin preparing for 1099s early enough to review address book information for your suppliers and companies, enter corrections, and still meet the 1099 deadline. Leave sufficient time for researching and updating supplier records.



Reviewing address book information is the first task in the 1099 process and consists of:

- Reviewing supplier and company information for 1099s
- Verifying supplier information for 1099s

### Reviewing Supplier and Company Information for 1099s



As part of the 1099 process, you must review address book records for your suppliers and companies to ensure that you have the necessary information and that your information meets IRS requirements. To do so, access the following forms:

- Supplier Master Information
- Company Numbers and Names
- Address Book Revisions

When you review your supplier and company information, ensure adherence to the following:

- Supplier address information guidelines
- Company information guidelines

#### Supplier Address Information Guidelines

When you review supplier address information for 1099s, consider that:

- The mailing name prints as the payee name on 1099 forms. If this is not the legal name of supplier, you must enter a mailing name on Who's Who and flag it as the legal name.
- The last non-blank line of the mailing address prints as the street address on 1099 forms.
- You must indicate which suppliers who do not have a U.S. address.
- You must have a valid tax identification number (TIN) for each supplier.

- You must assign a Person/Corporation code of P (person) or N (non-corporate entity) to suppliers for whom you want to process 1099s.
- You can combine supplier records that collectively constitute a single legal entity by using one of the five alternate Address Number fields on Address Book-Additional Information. This lets you select the correct mailing name.

### See Also

- *Entering Supplier Information (P01054)*

## Company Information Guidelines

When you review company information for 1099s, consider that:

- If the company number is different than the company's address book number, you must assign the company address book number to the company on Company Numbers and Names.
- If a payee's legal name is different from the name under which the company is doing business, T (1099 legal name) should appear in the Type Code field.
- You must have a valid TIN for each company. One TIN can be used for multiple companies.
- The address for the company prints on 1099 forms.
- You can combine company records that collectively constitute a single legal entity by using one of the five alternate Address Number fields on Address Book-Additonal Information. This lets you select the correct mailing name.

## Verifying Supplier Information for 1099s

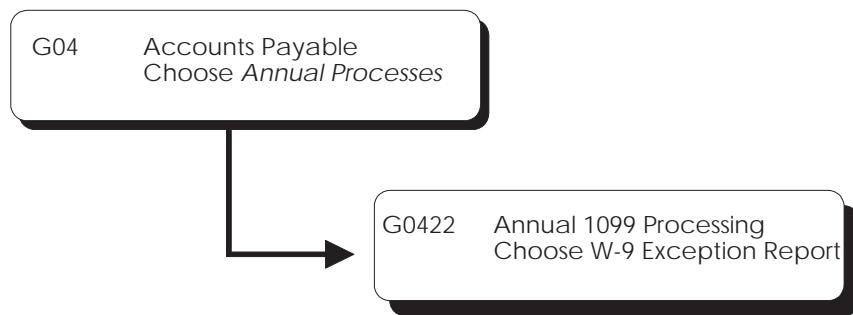
A tax ID is required for each supplier. The system uses this information for the TIN on 1099 forms, which is required by the IRS for 1099 purposes.

You can verify the completeness and accuracy of your supplier tax ID information by:

- Reviewing the W-9 Exception Report
- Reviewing the W-9 Report with Tax ID

These reports list suppliers who are individuals (P) or non-corporate entities (N), as assigned on Supplier Master Information. After you review each report, make any corrections, then print and review the reports again.

### Reviewing the W-9 Exception Report



You must have a tax identification number (TIN) for each supplier to meet IRS requirements. The W-9 Exception Report lists suppliers who are missing this number.

#### See Also

- *Updating Supplier YTD Voucher Amount (P04820)*

# Accounts Payable

Page - 3  
Date - 10/18/98

J.D. Edwards & Company  
Employees only  
Suppliers without Tax IDs

014021

Address Number	Name	Phone Number	Mailing Name	Line 1	City	ST	Postal Code	Country
5776 A T & T Long Distance		(303) 744-7554	A T & T Long Distance	2455 Market St	Denver	CO	80204	USA
4006 A&B Electric Motor Service		(212) 234-1887	A&B Electric Motor Service	5907 Fifth Avenue	New York	NY	10019	USA
4175 Abernathy & Hitch		(303) 555-7855	Abernathy & Hitch	2350 Broadway	Denver	CO	80204	USA
6584 Aerobolt Conveyance Systems		(303) 773-3711	Aerobolt Conveyance Systems	5107 DTC Pkwy	Denver	CO	80237	USA
2284 Airline Travels Inc		(619) 555-1285	Airline Travels, Inc	8321 Fillmore Circle	San Diego	CA	90027	USA
6003 Akin, Dwight		(703) 893-5703	Dwight Akin	410 17th Avenue	Fairfax	VA	22040	USA
6001 Allen, Ray		(303) 695-6200	Mr. Raymond Allen	3800 Kalanath St.	Denver	CO	80204	USA
4008 Allied Steel		(303) 236-6485	Allied Steel	Clerk of Court	Aurora	CO	80012	USA
5557 Arapahoe County, Clerk of Cou		(303) 883-5602	Arapahoe County	1950 N.W. Expressway	Shreveport	LA	70206	USA
5784 Arkla Gas Company		(602) 555-9577	Arkla Gas Company	6577 E. Waterford St.	Denver	CO	80222	USA
6331 Atlantis Water and Sewer Co.		(303) 270-1111	Atlantis Water and Sewer Co.	10000 East Airport Blvd	Denver	CO	80207	USA
6171 Attrium Mail		(303) 892-4859	Michael Austin	3925 S. Kalamath	Englewood	CO	80110	USA
6779 Austin, Michael		(303) 555-2795	ABF Freight Systems	4567 Navajo Blvd.	Denver	CO	80227	USA
6656 ABF Freight Systems		(303) 320-1111	Balboa & Creede, Ltd	Property Managers,	Denver	CO	80206	USA
5418 Balboa & Creede		(301) 225-7775	Bestway Paving	5600 E. Asphalt Road	Maryland,	VA	80561	USA
5231 Bestway Paving		(303) 795-1711	Blue Cross Blue Shield	110 Speer Blvd	Denver	CO	80111	USA
5178 Blue Cross Blue Shield		(418) 697-1919	Bonjour Baking Company	5951 Tonquierre	Quebec City	QU	G1M 6K8	Canada
6795 Bonjour Baking Company		(303) 555-2525	Brookville Grille & Door Co.	6500 E. Evans Ave.	Denver	CO	80222	USA
6533 Brookville Grille & Door Co.		(212) 455-5474	Central Electric	102 South Hilltop Drive	Washington	DC	10023	USA
5805 Central Electric		(404) 629-3400	Centralized Apparel	Peachtree Center	Atlanta	GA	30303	USA
3005 Centralized Apparel		(703) 355-4850	Classic Copier Service	4525 E. Evans Ave.	Denver	CO	80235	USA
6648 Classic Copier Service		(303) 555-7854	Cleantree Landscaping	3275 Oak Circle	Arlington	VA	80011	USA
5240 Cleantree Landscaping		(57) 121136387	Cleartree Landscapers	1492 Columbus St.	Denver	CO	80237	USA
5032 Cleartree Landscapers		(408) 392-9807	Colombian Coffee	Carrera 18 No. 94-67	Bogota	CO	90222	Colombia
7501 Colombian Coffee Company		(32) 368-7001	Ms. Suzanne D'Angelo	5672 Noraza Drive	San Jose	CA	95129	USA
2057 D'Angelo, Suzanne		(303) 640-2644	City & County of Denver	Frankrijklei, 118	Antwerpen	BE	9302	Belgium
7005 De Vydt S.A./N.V.		(416) 645-9800	Leslie Derrick	Taxpayer Service Division	Denver	CO	80202	USA
5071 Denver City & County Tax		(212) 545-5000	Dunlop Construction Co	198 Pine Ave	North York	ON	M5R 6T5	Canada
7702 Derrick, Leslie		(619) 794-2331	Dynamic Works Incorporated	75 Rockefeller Plaza	New York	NY	10019	USA
2330 Dunlop Construction Co		(713) 693-6200	E.Z. Rentals	P.O. Box 44	San Diego	CA	91441	USA
4431 Dynamic Works Incorporated		(303) 555-8930	Eagle Insulation	4200 E. Greenway Blvd.	Houston	TX	77041	USA
4002 E.Z. Rentals		(303) 237-1254	Mr. Melvyn Easter	1212 Kalanath St.	Denver	CO	80222	USA
6509 Eagle Insulation		(213) 445-1325	Elmer's Wood and Plastic	1601 Old Bayshore Highway	Burlingame	CA	94010	USA
6000 Easter, Melvyn		(44) 71-340-6500	Equitable Insurance Company	214 Potomac Circle	Washington	DC	10023	USA
3035 Elmer's Wood and Plastic		(202) 773-3732	European Motors	414 So. Syracuse	Englewood	CO	80121	USA
5186 Equitable Insurance Company		(303) 555-4100	EverReady Lumber Co	50 Buckingham Gate	London	W2CH 9ED	United Kingdom	
7004 European Motors		(212) 554-5811	Federal Mechanical	4000 South Highway 5	Washington	DC	20237	USA
5010 EverReady Lumber Inc		(303) 769-2772	Federal Furnishings	2600 Federal Blvd.	Denver	CO	80204	USA
6592 Federal Mechanical		(303) 498-4500	Fremont Furnishings	1441 West Mainstreet	Washington	DC	10023	USA
5821 Fremont Furnishings		(303) 555-1034	Gilpin's Office Supply	5432 Main Street	Englewood	CO	80237	USA
5830 Gilpin's Office Supply		(303) 488-4500	Gourmet & More	1234 Sunny Drive	Denver	CO	80237	USA
4010 Gourmet & More		(303) 555-1034	Great Southwest Utilities	457 Electric Lane	Dallas	TX	75043	USA
6314 Great Southwest Utilities		(303) 489-0022	Halliburton Services	123 W. Bitterroot	Denver	CO	80014	USA
5856 Halliburton Services		(303) 825-7041	Holiday Express	8900 South Dayton Avenue	Denver	CO	80100	USA
6752 Holiday Express		(213) 789-2332	Internal Revenue Service	District Office	Denver	CO	80222	USA
5549 Internal Revenue Service		(56) 012 221 5555	Johnson Wholesale Autos	432 Oak Street	Houston	TX	49876	USA
5881 Johnson Wholesale Autos		(32) 2-647-08.00	JD Edwards - Chile	Av. El Bosque Sur No. 156	Santiago	Chile		
7575 JD Edwards - Chile		(33) 1-40 90 08 07	JDE Europe	Ave. Louise, 480	Brussels	Belgium	B-1050	
7001 JDE Europe		(33) 555-6418	JDE France	Ave du President Wilson, 70	Paris	France	92058	
7002 JDE France		(303) 544-6750	Kaiser Medical Companies, Inc.	Elk Grove Village	Elk Grove Village	IL	65231	USA
5899 Kaiser Medical Companies, Inc		(303) 425-2071	Laborer's International Union of N 875 Elati	Denver	CO	80255	USA	
5645 Laborer's Internat'l Union of		(303) 694-2116	Tien Mai	156 W. Dartmouth	Aurora	CO	80101	USA
7508 Mai, Tien			Jake Manderfield	12662 E. Bates Circle	Aurora	CO	80014	USA
7500 Manderfield, Jake			Cathy Mcdougle					

## Processing Options for W-9 Exception Report

### **Address Book Reports W/Out Who'S Who**

1. Select the format you wish to print.  
1 - Mailing Labels  
1A - Mailing Labels/Bulk  
(Address Format 04 Only)  
2 - One Line per Address  
3 - Full Address w/o Codes and Notes  
4 - Full Address w/ Codes and Notes  
9 - Mailing Labels w/Address number  
and Phone number  
9A - Mailing Labels w/Address number  
9B - Mailing Labels w/Phone number

Note: When running Form 3 the based on file must be the F0101JB. All other forms must be based on the F0101JC.

### **Page Break:**

2. Enter 1 to skip to a new page when the first alpha character changes.  
Default of blank will not page break.

### **Generic Text:**

3. Enter a '1' to print the Address Book Generic Text in a 40 character width, a '2' to print text in an 80 character width. If left blank, Generic Text will not be printed.

### **Format Override:**

4. Enter the Address Format ID to be used for labels. If left blank, the format ID associated with the address book country will be used.

Note: If you are printing Bulk Mail Labels, the override entered will not be used.

### **Type Of Printer:**

5. Enter a '1' if you are using a laser printer to print your labels.  
Default of blank indicates you are using a dot matrix printer.

### **Characters Per Inch:**

6. Enter a '1' if you want your dot matrix printer to print with 15 characters per inch and 40 character labels. Default of blank will set your dot matrix printer to 10 characters per inch and 32 character labels.

## Data Selection for W-9 Exception Report

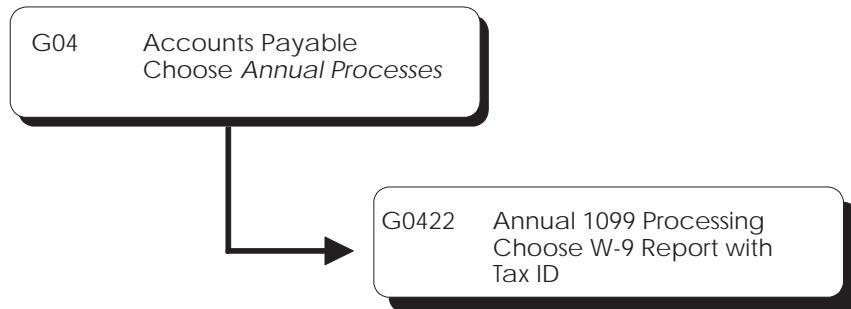
Depending on whether you updated YTD voucher amounts for the 1099 calendar year you are reporting, the data selection should be as follows:

- If you ran the update program, Amount Vouchered PYE should not equal (NE) \*ZERO.
- If you did not run the update program, Amount Vouchered YTD should not equal (NE) \*ZERO.

### See Also

- *Update YTD Voucher Amount (P04820)* in the *Accounts Payable Guide*

### Reviewing the W-9 Report with Tax ID



The W-9 Report with Tax ID lists suppliers who are assigned a TIN. You can use this report to locate duplicate tax IDs.

## Accounts Payable

014032	J.D. Edwards & Company A/B with Tax ID and Person/Corp Code One Line Address	Page - 10 Date - 10/18/98
Address Number	Name	Phone Number
5282	Jackson, Andy	(714) 879-3321
5291	Jackson, Janice Bates	(714) 879-3321
2129	Jackson, John	(714) 773-3748
5274	Jackson, John Jr	(714) 879-3321
530	Jet Airlines	(503) 777-8243
198282	Joe Customer	
1862542	Johnson Freezing Specialists	(212) 456-8897
5881	Johnson Whoesale Autos	(213) 789-2532 X1234
9002	Johnson, Debra	(412) 985-1111
11773	Jones Manufacturing Co	(719) 473-1818
8002	Jones, Grace	(717) 902-7211
7575	JD Edwards - Chile	(56 ) (0)2 221.5555
5194	Kaiser Companies, The	(312) 555-6418
5899	Kaiser Medical Companies, Inc.	(312) 555-6418
198271	Kathleen's Address Error Test	(303) 555-7878
198266	Kay's Tiny Tots	
198265	Kay's Wonderland	
2022	Kellerman, James	(214) 541-8871
7778	Klassen, Lisa M.	( )

### What You Should Know About

**Abbreviated column headings** P indicates Person/Corporation code.

### See Also

- *Updating Supplier YTD Voucher Amounts (P04820)* for an explanation of amounts vouchered

### Processing Options for W-9 Report with Tax ID

#### Address Information:

1. Enter a '1' to print the full address for each address number.

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## Data Selection and Sequence for W-9 Report with Tax ID

Depending on whether you updated YTD voucher amounts for the 1099 calendar year you are reporting, the data selection should be as follows:

- If you ran the update program, Amount Vouchered PYE should not equal (NE) \*ZERO.
- If you did not run the update program, Amount Vouchered YTD should not equal (NE) \*ZERO.

You can use Tax ID as the first data sequence to locate suppliers with duplicate tax IDs.

## Accounts Payable

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# Choose a 1099 Method

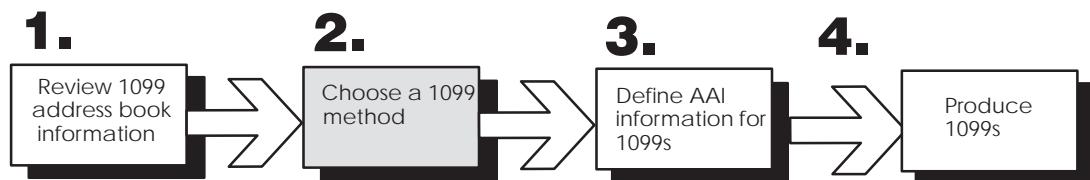
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## Choosing a 1099 Method

Before processing 1099s, you must decide which of the following 1099 methods you will use:

- G/L method
- A/P Ledger method

The method you choose depends on how complete the data is in your system.



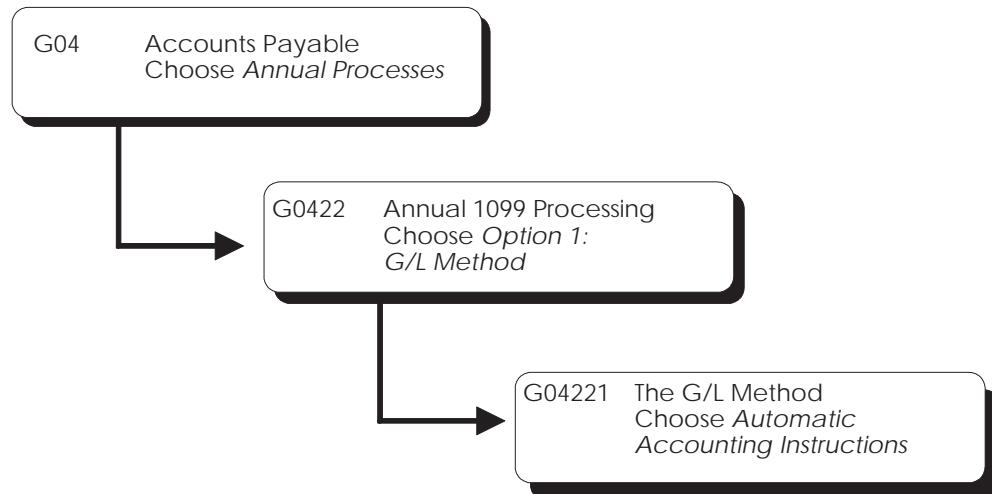
This is the second task in the 1099 process. The following table compares the two methods.

G/L Method	A/P Ledger Method
Use if you have information in the Account Ledger table (F0911) for all or most of the calendar year that you are reporting.	Use if you have only a small part of the year's information in the general ledger or if you have information from an external system. You might have a partial year if you started using the system mid-year or if you purged the Account Ledger table.
Uses information in the Account Ledger table (F0911).	Uses information in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.
Creates the 1099 G/L Worktable (F045141).	Creates the 1099 A/P Worktable (F045143).
Uses automatic accounting instructions (AAIs) to determine if account items should appear on the 1099.	Summarizes all of the payments for a supplier. You associate amounts with specific boxes on a form using data selection, or Category Code 07 or the 1099 Flag field on Standard Voucher Entry.
Lets you review items and make changes, such as partial payments and retainages.	Lets you review items and make changes, such as partial payments and retainages.
Lets you repeat the process several times to ensure that each box on the 1099 form is correct.	Lets you repeat the process several times to ensure that each box on the 1099 form is correct.
Writes 1099s.	Writes 1099s.

The following factors might also affect your decision about which method to use:

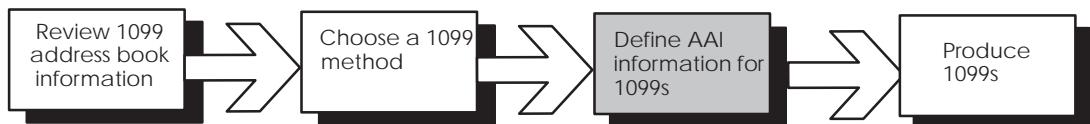
- If you have a partial year of voucher information in the system, you can use a combination of the two methods.
- If you use three-way voucher matching (for example, matching system purchase orders to vouchers to payments), you must use the A/P Ledger method because the expense is not related directly to the voucher.

## Set Up AAIs for 1099s



### Setting Up AAIs for 1099s

The G/L method uses AAIs to determine G/L account number ranges for 1099 processing. You must edit the 1099 AAI items to tie your chart of accounts to the corresponding IRS form and box.



This is the third task in the 1099 process.

You need to define the following AAI items, depending on the type of 1099 forms you will process:

**PXAxxx** 1099-MISC (Miscellaneous) form

**PX1xxx** 1099-DIV (Dividend and Distribution) form

**PX6xxx** 1099-INT (Interest Income) form

Individual AAI items are associated with boxes on the 1099 form. For example, PXA1xx is associated with Box 1 on the 1099-MISC form, PXA2xx is associated with Box 2, and so forth. Each pair of AAI items defines the beginning and end of a range of object accounts.

## What Are AAI Object Accounts?

Object accounts and object account ranges determine which voucher payments are included in 1099 processing. Before processing 1099s using the G/L method, you need to determine which object accounts are eligible for 1099s. After you determine the accounts, you must define the following AAI information:

- AAI items
- Object accounts

You assign object or expense accounts to AAIs for 1099 processing. When deciding which object accounts to assign, do not include the following:

- Cash accounts
- A/P trade accounts
- A/R trade accounts

Follow these guidelines when you define object account ranges for your AAIs for 1099s:

- Set up AAIs for company 00000 only.
- Do not leave object account for any item blank.
- Use odd numbers to indicate the beginning of a range and even numbers to indicate the end of a range. For example, 01–02, 03–04, and so on.
- Do not overlap ranges.

- Do not skip ranges. For example, do not use 01–02 and 05–06 without also using 03–04.
- Enter the object and subsidiary for the end of the range.
- Use up to 49 ranges for each type of 1099.
- Delete any unused 1099 ranges. You cannot just clear the Business Unit, Object Account, and Subsidiary fields.

## ► To set up AAIs for 1099s

On Automatic Accounting Instructions

The screenshot shows a Windows application window titled "[00121] - Automatic Accounting Instruction". The menu bar includes Functions, Options, Tools, and Help. A toolbar at the bottom has icons for a checkmark, a close button, and other functions. The main area contains a table with the following data:

Company				
O	Sequence P Number	Description	Bus. Unit	Object Sub Item
	1.520	1099-MISC Rents Beginning Range 1	8350	PXR101
	1.520	1099-MISC Rents Ending Range 1	8350	PXR102
	1.520	1099-MISC Rents Beginning Range 2	8820	PXR103
	1.520	1099-MISC Rents Ending Range 2	8820	PXR104
	1.520	1099-MISC Royalties Beginning Range 1	2256	PXR201
	1.520	1099-MISC Royalties		PXR202

At the bottom of the window, there is a status bar with the text "Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW" and navigation arrows.

1. Choose one of the following:
  - Single AAI Revisions to access Single AAI Revisions
  - Multiple AAI Revisions to access Multiple AAI Revision
2. On either Single AAI Revisions or Multiple AAI Revision, complete the following fields:
  - Item Number
  - Company
  - Business Unit
  - Object Account
  - Subsidiary (optional)

### See Also

- *Setting Up AAIs for A/P (P00121)*

# Setup

## Accounts Payable

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# System Setup

## Objectives

- To understand how to set up the A/P controls that let you process payables information

## About A/P System Setup

Before you use the Accounts Payable system, you need to define certain information that the system will use during processing. This information is used to customize the system for your business needs. For example, you might want to enter the totals for a batch of vouchers first and have the system verify the totals after you enter the batch.

System setup consists of:

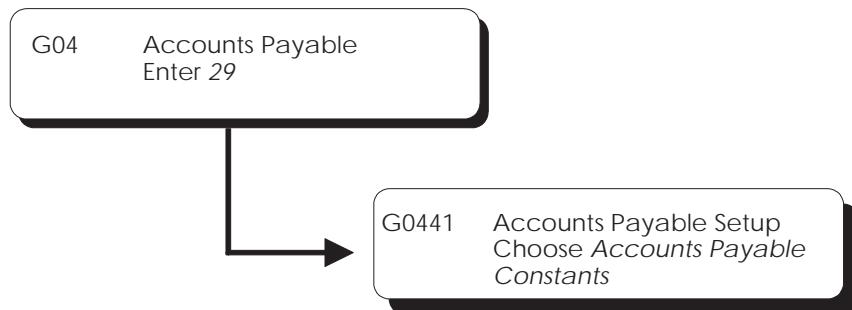
- Setting up constants for A/P
- Setting up payee control for A/P
- Setting up payment terms for A/P
- Understanding AAIs
- Understanding AAIs for A/P
- Working with AAIs
- Understanding user defined codes for A/P
- Setting up user defined codes
- Setting up next numbers



The following describes the Accounts Payable setup features:

<b>Constants</b>	Establish system basics, such as: <ul style="list-style-type: none"><li>• Whether the system verifies that the amount and number of documents in a batch of vouchers balance to the totals that you enter separately</li><li>• Whether you require management approval of batches of documents before posting</li><li>• How you want the system to create automatic offsetting entries</li><li>• Whether the system verifies that suppliers' invoice numbers are not duplicates</li><li>• The number of days in the time intervals on your aging reports</li></ul>
<b>Payment terms</b>	Identify the various types of payment terms that your suppliers use, such as net, net with discount, and due upon receipt
<b>AAIs</b>	Define accounting information and general ledger relationships for interacting with the General Accounting system
<b>User defined codes</b>	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs
<b>Next numbers</b>	Establish an automatic numbering system for documents

## Set Up Constants for A/P



From the System Controls menu (G0441), choose *Accounts Payable Constants*.

### Setting Up Constants for A/P

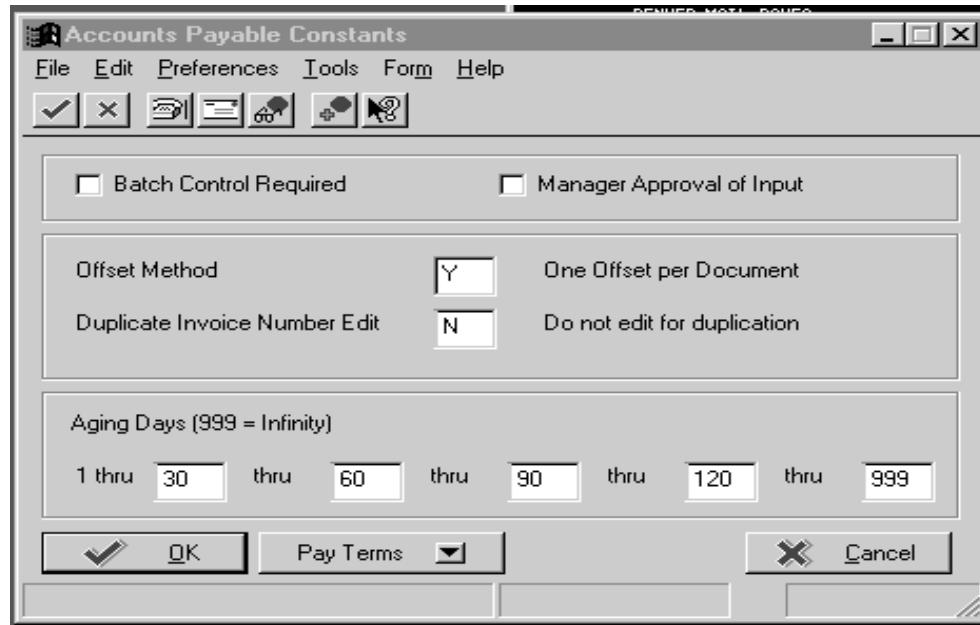
Constants provide a basic framework for how your Accounts Payable system works, based on your business needs.

Setting up accounts payable constants consists of:

- Setting up batch control
- Setting up management approval
- Setting up the automatic offset method
- Setting up invoice number editing
- Setting up time intervals for A/P aging reports

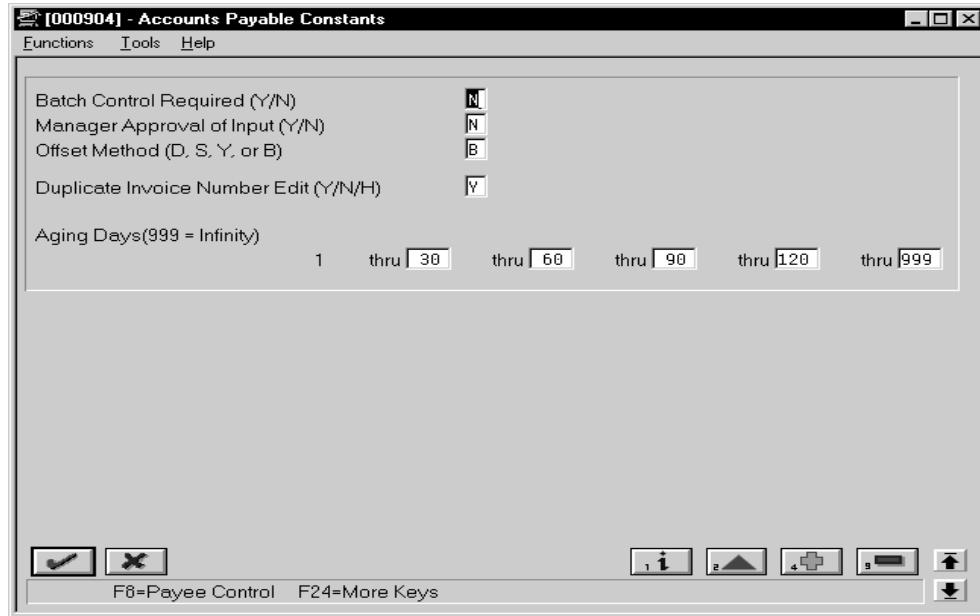
Information about constants is stored in the General Constants table (F0009).

## Accounts Payable



### Before You Begin

- Ensure that only authorized personnel can access and change accounts payable constants



## ► To set up batch control

You might want to track the total number of vouchers and total amount for a batch of vouchers and then verify those totals after you complete entering a batch.

On Accounts Payable Constants

Click the following option:

Complete the following field:

- Batch Control Required

Field	Explanation
Batch Control Required	<p>A code that generates automatic verification of the totals entered for each batch. Valid codes are:</p> <p style="margin-left: 20px;">Y     Batch control on. A batch header control form appears when you select voucher or payment entry. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered.</p> <p style="margin-left: 20px;">N     Batch control off.</p>
Batch Control Required	<p>A code that generates automatic verification of the totals entered for each batch. Valid codes are:</p> <p style="margin-left: 20px;">Y     Batch control on. A batch header control form appears when you select voucher or payment entry. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered.</p> <p style="margin-left: 20px;">N     Batch control off.</p> <p>In OneWorld, the batch control on option is represented by a check mark.</p>

### ► To set up management approval

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You can specify that management approves each batch of vouchers before they are posted. Management approval allows you to designate a default status for your batches. The default statuses are:

- Pending, which requires them to be approved before posting
- Approved

On Accounts Payable Constants

Click the following option:

Complete the following field:

- Manager Approval of Input

Field	Explanation
Manager Approval of Input	A code that controls approval of batches for posting. Valid codes are:  Y     Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will post the batch. N     Management approval is not required. The system approves all batches for posting.
Batch Management Approval Required – A/P	A code that controls approval of batches for posting. Valid codes are:  Y     Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will post the batch. N     Management approval is not required. The system approves all batches for posting.  In OneWorld, the option for management approval required is represented by a checkmark.

## ► To set up the automatic offset method

You need to designate how the system makes offsetting entries to the A/P liability and discount accounts when you post vouchers to the general ledger.

On Accounts Payable Constants

Complete the following field:

- Offset Method

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

### Example: Journal Entry Created by Automatic Offset

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

09801	J.D. Edwards & Company General Ledger Post - Voucher Entry										Page 1	
Batch Type - V											Date 4/10/98	
Batch Number - 75206												
Batch Date - 04/10/98												
Posting Journal												
Post Out of Balance :												
Create Intercompany Settlements: *												
Do Document Ty	G/L Date	Co	Account Description	G/L Account Subldgr-Ty/Asset Number	.....	Amounts	.....	LT	Units			
-----	-----		Explanation	-----	Debit		Credit	-----	-----			
PV 8324	06.30.98	00100	Entertainment Gourmet & More Customer Number-43058	USD 90.8665		1,500.00			AA			
AE 75206	06.30.98	00100	Accounts Payable-Trad Post Offset by Batc V 00080173	USD 100.4110			1,500.00-	AA				
Batch Total					1,500.00		1,500.00-	AA				

### ► To set up invoice number editing

---

When you enter a voucher, you can have the system notify you if an invoice number is a duplicate for a supplier.

On Accounts Payable Constants

Complete the following field:

- Duplicate Invoice Number Edit

Field	Explanation
Duplicate Invoice Number Edit	A code that designates how an invoice number should be edited. The codes and handling are as follows:  H     Edit the invoice number for duplication. The system issues an error message requiring you to enter a unique invoice number. Y     Edit the invoice number for duplication. The system issues a warning message, but does not require action. N     Do not edit the invoice number for duplication.  To edit the number in batch, run the Suspected Duplicate Payments report (P04601).

### ► To set up time intervals for A/P aging reports

---

The columns on your aging reports are calculated based on the number of days in each time interval that you set up.

On Accounts Payable Constants

Complete the following field:

- Aging Days

Field	Explanation
Aging Days	A field that lets you determine the time intervals for calculating aging. You can specify the numerical intervals to be used as aging categories for the columns on A/P aging reports. You can override these intervals by setting the processing options of the individual aging reports.

# Set Up Payee Control

## Setting Up Payee Control

Use payee control to control changes made to selected, critical payee and bank account information. It prevents payments to a payee pending review and approval of the changed information.

Setting up payee control consists of:

- Installing the Payee Control table (F0450) in your production environment
- Setting up action code security for the Payee Control Approval program
- Setting up security for the Payee Control server
- Setting the processing options for the Payee Control server
- Setting up security for manual payments

## What You Should Know About

### Setting up security for the payee control server

To set up security for the payee control server:

- Set up report version security so a user cannot modify the version of the payee control server
- Set up function key security so that a user cannot exit from A/P constants to the version of the payee control server to modify it

To make changes to the payee control server, you must change DEMO version ZJDE0001. If you change a different version, you must rename that version to ZJDE0001.

### Accessing the payee control server

You can use Versions List to change the processing options for the payee control server. You can also access the server by choosing Payee Control in the A/P constants.

### See Also

- The A7.3 technical upgrade notes for information on creating the tables required to implement payee control
  - Technical Foundations Guide* for information on system security and using Versions List to change processing options

# Processing Options for Payee Control Server

### **File Control Levels:**

1. Enter the level desired for each of the files. If left blank, no control records will be written.

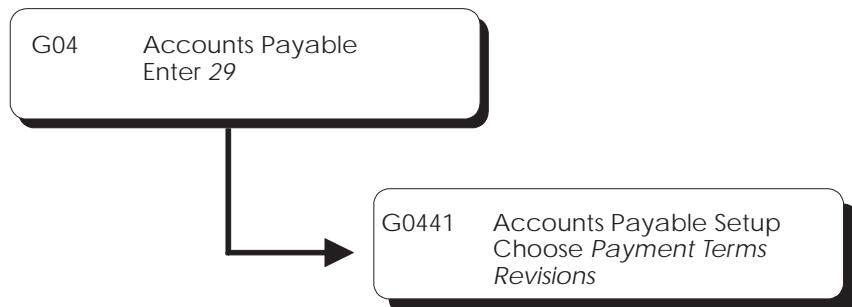
Levels: ' ' = No controls (Default)  
'1' = Changes only  
'2' = Adds and changes

A/P Ledger (F0411): Payee . . . . .  
Bank Acct (F0030): Account, Transit,  
                      SWIFT . . . . .  
Address BK (F0101): Alpha,Special Payee  
Who's Who (F0111): Mailing Name. . . .

### **File Options:**

2. Enter a '1' to create Payee Control records regardless of whether a Supplier Master record exists. Leave blank to limit the Payee Control records to addresses with a Supplier Master (F0401) record.

## Set Up Payment Terms for A/P



From the System Controls menu (G0441), choose *Payment Terms*.

### Setting Up Payment Terms for A/P

You can set up codes for the various payment terms, such as net and due upon receipt, that your suppliers use. This makes entering your vouchers easier.

When you enter a supplier record, you specify the payment terms that the supplier uses most frequently. Then, when you enter or release a voucher, you can either:

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

The system calculates discounts and payment due dates based on the payment terms you set up.

Setting up payment terms consists of:

- Setting up net payment terms
- Setting up net with discount payment terms
- Setting up proximate date payment terms
- Setting up due upon receipt payment terms
- Setting up split payment terms

Information about payment terms is stored in the Payment Terms table (F0014).

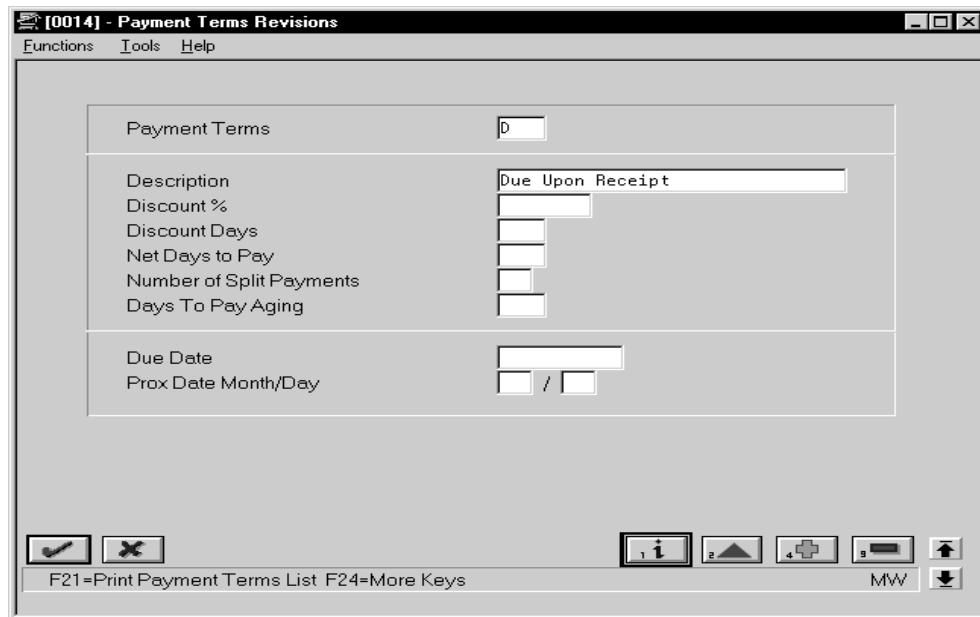
### About Payment Terms Codes

To set up a payment terms code, you use one, or a two- or three-character combination, of the following:

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

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

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



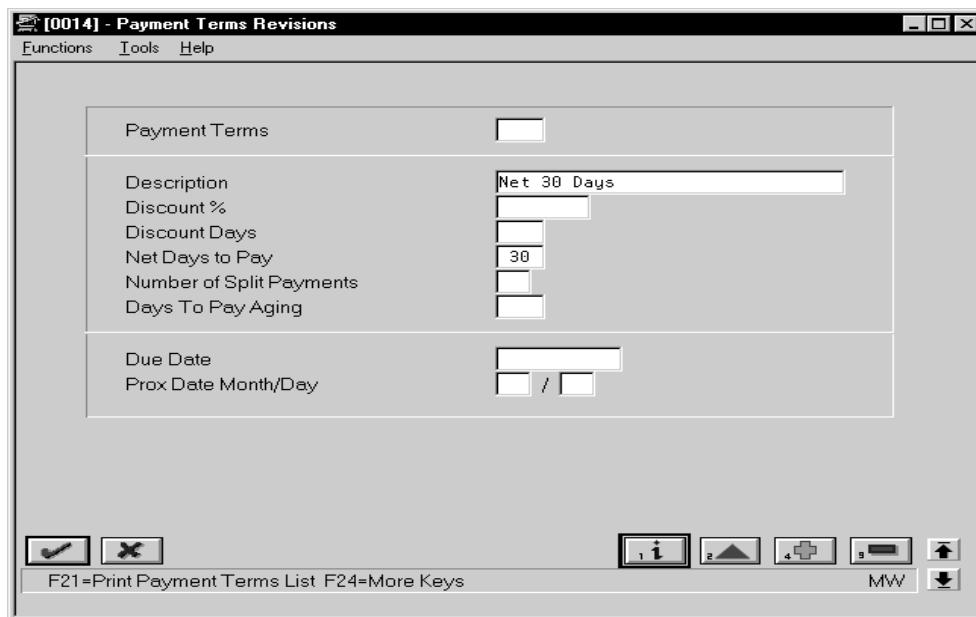
#### ► **To set up net payment terms**

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A supplier might give you a specific number of days to pay an invoice. When you enter a voucher, the system calculates the net due date by adding the number of days to the invoice date.

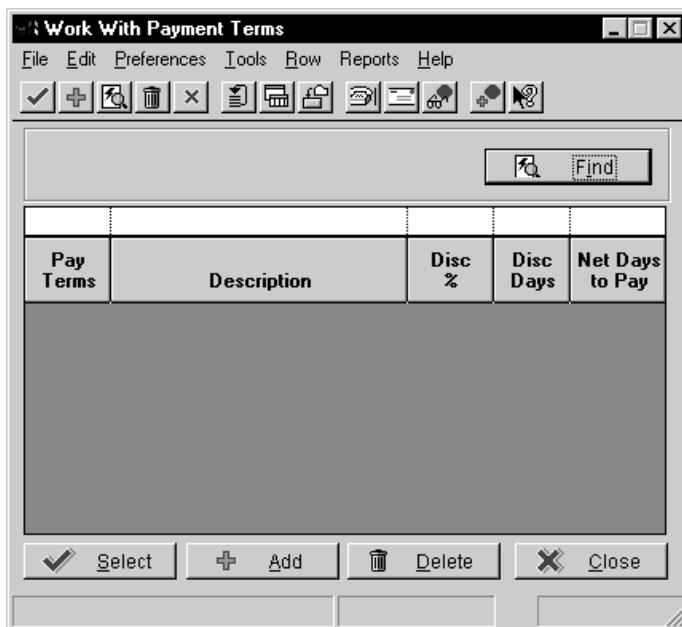
For example, if the net days to pay is 30, and the invoice date is June 14, the due date is July 14.

## On Payment Terms Revisions



1. Complete the following fields:
  - Payment Terms
  - Net Days to Pay
2. Complete the following optional field:
  - Description

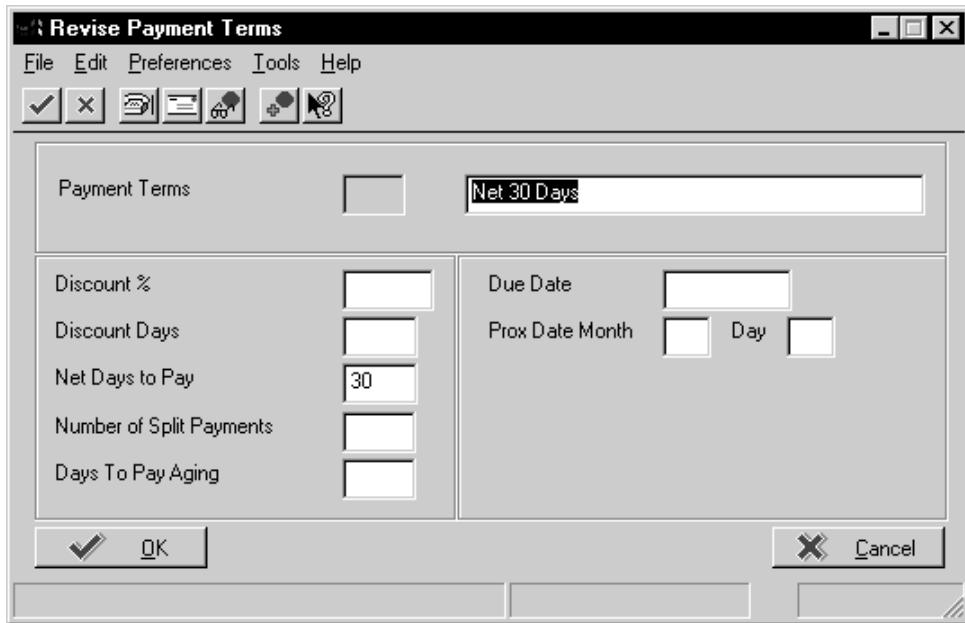
## On Work with Payment Terms



## Accounts Payable

---

3. Click Add to access Revise Payment Terms.



4. On Revise Payment Terms, complete the following fields:

- Payment Terms
- Net Days to Pay

5. Complete the following unlabelled field:

- Description

---

Field	Explanation
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example: blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th Z Net 90  This code prints on customer invoices.

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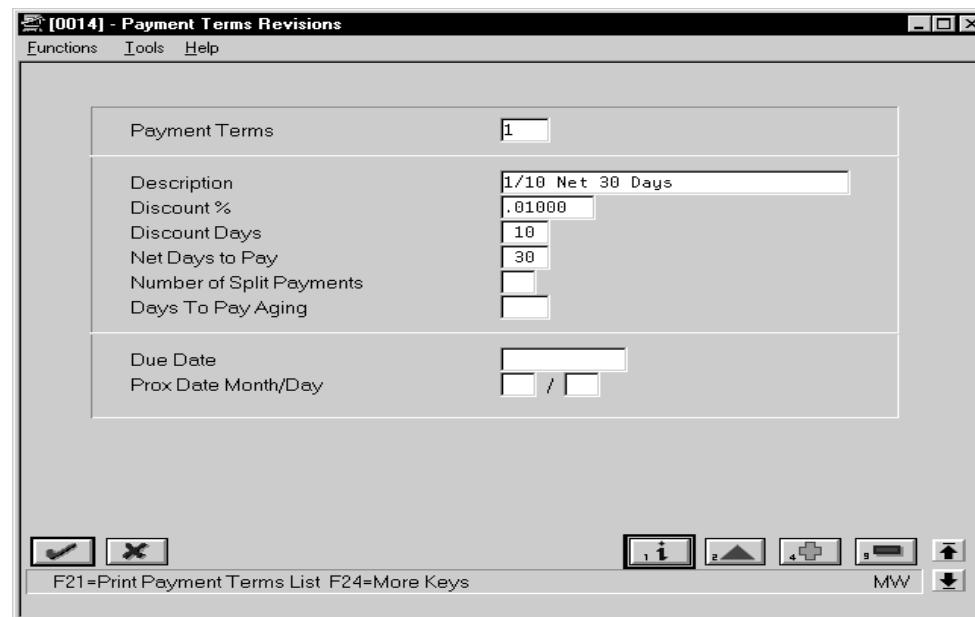
Field	Explanation
Net Days to Pay	The number of days allowed for payment. This field works in conjunction with the Discount Days field. For example, Payment Terms of 2/10 net 30 indicates that the customer has 10 days to pay and receive a 2% discount, or pay the full amount within 30 days (net 30). Payments after 30 days are delinquent. This is also the number of days after the invoice date when the first split payment is due, if the customer is using that option.
Description	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30 Prox 25.

### ► To set up net with discount payment terms

A supplier might allow a discount if you pay an invoice within a certain number of days. The system calculates the due date by adding the invoice date to the number of discount days.

For example, if an invoice has a discount of 1%, discount days of 10, and net days to pay of 30, the payment terms allow a 1% discount if you pay the invoice within 10 days of the date of the invoice. If you do not pay within 10 days, you have 30 days to pay the net amount.

#### On Payment Terms Revisions



1. Complete the following fields:
  - Payment Terms
  - Discount %
  - Discount Days
  - Net Days to Pay
2. Complete the following optional field:
  - Description

On Work with Payment Terms

1. Click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following fields:
  - Payment Terms
  - Discount %
  - Discount Days
  - Net Days to Pay
3. Complete the following unlabelled field:
  - Description

---

Field	Explanation
Discount Percent	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.
Discount Days	A number indicating how many days after the invoice date that the discount is available. The system uses this number to compute the discount due date.

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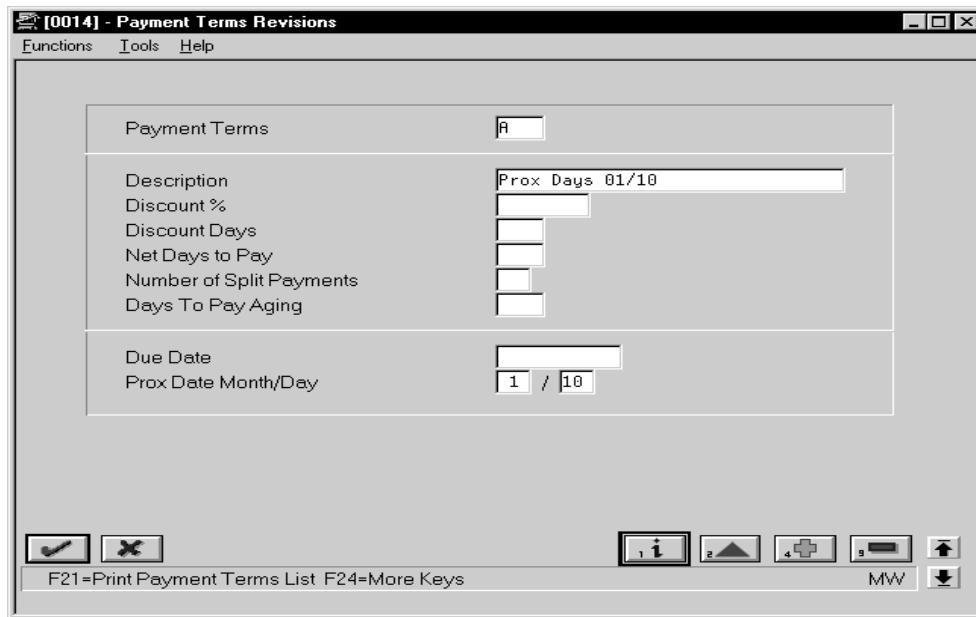
### ► To set up proximate date payment terms

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A supplier might specify an invoice due date by indicating the proximate, or subsequent, month and day. The system calculates the month that the invoice is due by adding the proximate month to the month of the invoice. The proximate day is the date in that month.

For example, an invoice date is May 20, the proximate month is 1, and the proximate day is 10. In this case, the payment is due on June 10.

## On Payment Terms Revisions



1. Complete the following fields:
  - Payment Terms
  - Proximate Date Month
  - Proximate Date Day
2. Complete the following optional field:
  - Description

## On Work with Payment Terms

1. Click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following fields:
  - Payment Terms
  - Proximate Date Month
  - Proximate Date Day
3. Complete the following unlabelled field:
  - Description

Field	Explanation
Proximate Date Month	This field represents the month increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.
Proximate Date Day	This field represents the day increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.

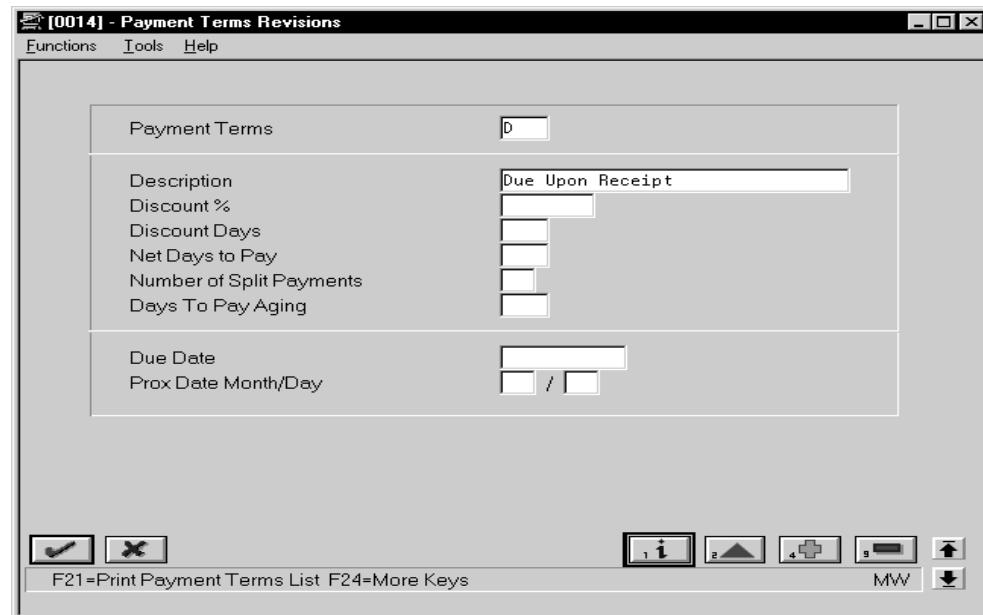
### ► To set up due upon receipt payment terms

---

A supplier might expect payment upon receipt of an invoice. For due upon receipt payment terms, the system sets the due date equal to the invoice date.

For example, if the invoice date is June 10, the due date is June 10. If there is no invoice date, the system uses the G/L date.

On Payment Terms Revisions



1. Complete the following field:
  - Payment Terms
2. Complete the following optional field:
  - Description

3. Leave the following fields blank:

- Due Date
- Net Days to Pay

On Work with Payment Terms

1. Click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. Complete the following unlabelled field:
  - Description
4. Leave the following fields blank:
  - Due Date
  - Net Days to Pay

#### ► **To set up split payment terms**

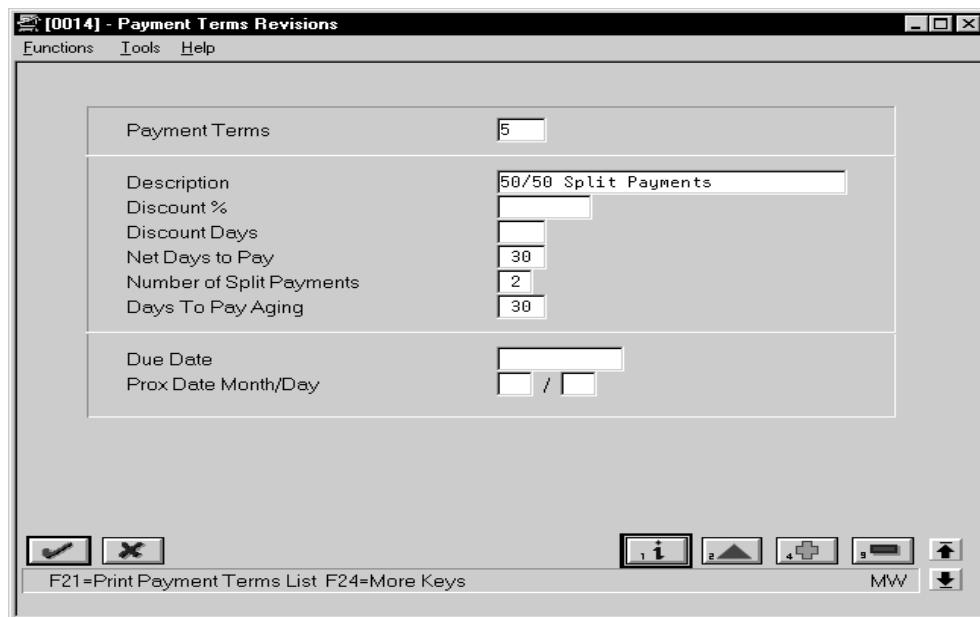
Instead of paying all of an invoice at one time, you might arrange with a supplier to pay an invoice with equal, consecutive payments. To do this, set up split payment terms.

For example, an invoice has a date of July 1, two equal payments are due, and the number of days between payments is 30. In this case, the first payment is due July 31, 30 days from the invoice date. The second payment is due August 30, 30 days from the first payment due date.

If the supplier allows a discount, the system applies the entire discount to the first pay item.

## Accounts Payable

### On Payment Terms Revisions



1. Complete the following fields:
  - Payment Terms
  - Net Days to Pay
  - Number of Split Payments
  - Days to Pay Aging
2. Complete the following optional fields:
  - Description

### On Work with Payment Terms

1. Click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following fields:
  - Payment Terms
  - Net Days to Pay
  - Number of Split Payments
  - Days to Pay Aging
3. Complete the following unlabelled field:
  - Description

Field	Explanation
Number of Split Payments	<p>The number of equal, consecutive payments that the system divides the invoice into. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, 90 days, respectively, the number of split payments is 3. Days to pay aging, then, is 30.</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p>
Days to Pay Aging	<p>The number of days that the system uses to calculate the due date for each payment if you are using split payments. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, and 90 days, respectively, the number of split payments is 3, and the days to pay aging is 30 (30 days between payments).</p> <p>You can use split payments only if the number of days between payments is a constant number, such as 30.</p>



### Exercises

See the exercises for this chapter.

## Accounts Payable

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# Understand AAIs

## About AAIs

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the J.D. Edwards General Accounting system has AAIs.

The system uses a company/AI item combination to determine which account to use. For example, AAIs tell the system to credit an A/P trade account when posting vouchers or to make a payment from a bank account when posting payments.

To allow for more flexibility, some AI items have one of the following user defined suffixes:

- x suffix. The x suffix indicates a currency code. Some AAIs have a suffix of xxx to accommodate three-character currency codes. Use these AAIs to set up multiple AI types for each company.
- y suffix. The y suffix indicates a G/L class code. Some AAIs have a suffix of yyyy to accommodate one- to four-character class codes. For example, the object account for notes payable (A/P class NOTE) can be different from the one for trade accounts payable (A/P class TRAD).

Information about AI items is stored in the Automatic Accounting Instructions Master table (F0012).

## What Are Default AAIs?

Your system includes AAIs that are already assigned to company 00000. You must customize these AAIs to fit your company, business unit, or object account setup.

You must assign a valid account to the default AAIs for company 00000. If the system cannot find an AI for a specific company, it uses the AI for company 00000. You do not need to set up an AI for any company that uses the default AI.

Item PB tells the system what payables bank account to use.

CO	Business Unit	Obj	Item
Company 00000	100	1110.BEAR	PB
Company 15	15	1110.FIB	PB
Company 50	50	1110.BEAR	PB

Default information is used when no company-specific AAI can be located.

If entering vouchers for company 15, the payables bank account would be 15.1110.FIB.

If paying vouchers for company 300, the offset would be made to default account 100.1110.BEAR.

## How Does the System Search for AAIs?

The following example uses company 00100 and A/P class code TRAD to show the sequence that the system uses to search for AAIs:

1. Search for company 00100, item PCTRAD.
2. If not found, search for company 00000, item PCTRAD.
3. If not found, search for company 00100, item PC \_\_\_\_.
4. If not found, search for company 00000, item PC \_\_\_\_.

If none of these AAI items are found, there is an error in the AAI setup.

# Understand AAIs for A/P

## About AAIs for A/P

AAI items for A/P always start with the letter P. For example, PC is the AAI item for payables class and PB is the AAI item for payables bank.

The name of an AAI item, such as PC, is hard coded. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

The following diagram shows how the Accounts Payable system uses AAIs for instructions during voucher and payment processing:

Proc

## What AAIs Are Available?

The following is a brief description of the AAI items available in the Accounts Payable system. If an AAI item has an x suffix (one or more lowercase x letters), the system replaces the x letters with numbers. Groups of AAI items with a common purpose have a similar prefix.

- Default Bank Account (PBxxxx or PBxxx)
- Payables Bank Accounts (PByyyy)
- Trade Accounts Payable (PCyyyy or PCxxx)
- Payables Class Accounts (PCyyyy)
- Payable Discounts Available (PKD)
- Payable Discounts Lost (PKL)
- Preliminary Distribution for Voucher Logging (PPyyyy)
- Suspense A/P Trade Account (PQyyyy)
- Payables Tax (PTyyyy)
- Drafts Payable (PDx)
- Gain on Foreign Currency (PGxxx)
- Loss on Foreign Currency (PLxxx)

- Unrealized Gain on Foreign Currency (PVxxxx)
- Unrealized Loss on Foreign Currency (PWxxxx)
- Unrealized Gain/Loss Offset on Foreign Currency (PRyyyy or PRxxxx)

### Payables Bank Accounts

An AAI item for default bank account (PB) is required. These AAIs define the default bank accounts that the system assigns when paying a voucher if you do not enter a bank account number during voucher entry.

If some suppliers or invoices must be paid from a specific bank, you must set up a bank-specific PByyyy item.

#### Example

Gourmet and More must be paid from OMNI National Bank, which is not the default payables bank. Set up the G/L class code of OMNI in the supplier master record or on each voucher for Gourmet and More.

The following example illustrates how to set up a PB item:

Item	Description	Co	BU	Obj	Sub	Seq No.
PBOMNI (PByyyy)	OMNI bank-specific code		100	1110	OMNI	4.015
PCOMNI (PCyyyy)	OMNI bank-specific class code		100	4110		4.020

The following example uses company 00070 (a company that works with multiple currencies) to show the sequence that the system uses to search for different types of AAIs:

1. Search for company 00070, item PCUSD, where USD is the currency code.
2. If not found, search for company 00000, item PCUSD.
3. If not found, search for company 00070, item PCTRAD, where TRAD is the default G/L class from the supplier master information.
4. If not found, search for company 00000, item PCTRAD.
5. If not found, search for company 00070, item PC\_\_\_\_.
6. If not found, search for company 00000, item PC\_\_\_\_.

If none of these AAI items are found, there is an error in the AAI setup.

## Payables Class Accounts

An AAI item for trade accounts payable (PC) is required. These AAIs act as a holding or clearing account until you pay the voucher. The payables class AAIs specify the default trade accounts that the system uses when you do not enter a specific trade account in the G/L Offset field of a voucher.

For the payables class, you need to set up the following:

- Default AAI item for company 00000
- Company-specific AAI items
- Class codes PCyyyy (PCNOTE) for company 00000
- Company-specific class codes
- Company-specific currency codes PCxxx (PCUSD)

If some suppliers or invoices must be paid from a specific bank, you must set up a bank-specific PCyyyy item.

The payables class code can be specific to a supplier so that when you enter a voucher, the system uses the class code from the supplier master record.

### Example

The following example illustrates how to set up PC items:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC (PC____)	Defaults Payables Class		100	4110		4.020
PC (PC____)	Company 200-specific Payables Class	200	200	4110		4.020
PCNOTE (PCyyyy)	Default Notes Payables Class Code		100	4110		4.020
PCNOTE (PCyyyy)	Company 200-specific Payables Class	200	200	4110		4.020
PCUSD (PCxxx)	Company-specific Currency Class	70	70	4110		4.020

## Payable Discounts Available

An AAI item for payable discounts available (PKD) is required if you are taking discounts. This item defines the profit and loss accounts for discounts available. The system uses PKD for the automatic offsets that it creates when posting a payment.

Discounts taken is the net of discounts available and discounts lost. Both AAI PKD and its associated item PKL can point to the same general ledger account number.

Set up a default PKD and PKL account or a specific PKD and PKL account per company.

### Payable Discounts Lost

An AAI item for payable discounts losts (PKL) is required if you are taking discounts. This item defines the profit and loss accounts for discounts lost. The system uses PKL for the automatic offsets that it creates when posting a payment.

Discounts taken is the net of discounts available and discounts lost. Item PKL and its associated item PKD can point to the same general ledger account number.

Set up a default PKD and PKL account or a specific PKD and PKL account per company.

### Preliminary Distribution for Voucher Logging

An AAI item for preliminary distribution (PPyyyy) is required if you are using voucher logging. This item defines the preliminary expense account that the system uses during voucher logging. Normally, this is a suspense account.

### Suspense A/P Trade Account

The AAI item for suspense A/P trade account (PQyyyy) is optional. You use it for voucher logging. This item defines the A/P trade account that the system uses during voucher logging. Normally, this is a suspense account.

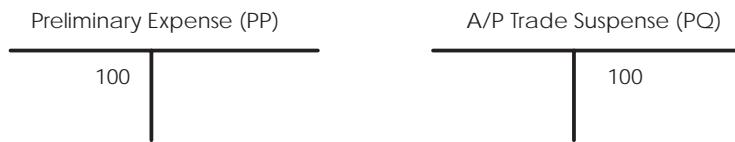
You designate the use of the suspense trade account on Company Numbers and Names in the General Accounting system:

- If you enter 0 (zero), the system uses the A/P payables class (PC) AAI item to post the liability to a regular trade account.
- If you enter 1, the system uses the voucher logging - trade (PQ) AAI item to post the liability to a suspense trade account.

When the preliminary expense account is redistributed to the actual expense account, the system adjusts the suspense trade account (PQ) to the actual expense account (PC).

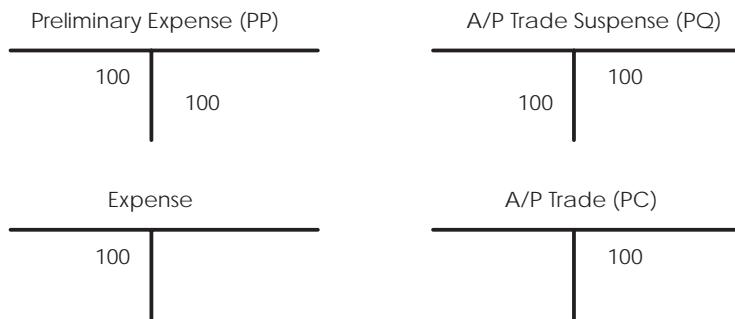
## Example

You enter a voucher in the amount of 100 in Voucher Logging Entry. If the suspense flag is set to 1, the system debits the preliminary expense account in AAI item PP and credits the trade suspense account in AAI item PQ.



When you know the expense trade accounts to post the voucher to, you use Voucher JE Redistribution. You must manually enter the expense account. The system:

- Credits the preliminary expense (PP)
- Debits the A/P trade suspense (PQ)
- Credits the A/P trade (PC)



## Payables Tax

### See Also

- *Understanding AAIs for A/P Taxes (P0012)*
- *Understanding AAIs for A/P Taxes*

## Drafts Payable

An AAI item for drafts payable (PDx) is required if you are using drafts.

### See Also

- *Understanding AAIs for A/P Drafts (P0012)*

### Gain on Foreign Currency

An AAI item for gain on foreign currency (PGxxx) is required if you are using multiple currencies.

#### See Also

- *Understanding AAIs for A/P Gains and Losses (P0012)*

### Loss on Foreign Currency

An AAI item for loss on foreign currency (PLxxx) is required if you are using multiple currencies.

#### See Also

- *Understanding AAIs for A/P Gains and Losses (P0012)*

### Unrealized Gain on Foreign Currency

An AAI item for unrealized gain on foreign currency (PVxxx) is required if you are using multiple currencies.

#### See Also

- *Understanding AAIs for A/P Gains and Losses (P0012)*

### Unrealized Loss on Foreign Currency

An AAI item for unrealized loss on foreign currency (PWxxx) is required if you are using multiple currencies.

#### See Also

- *Understanding AAIs for A/P Gains and Losses (P0012)*

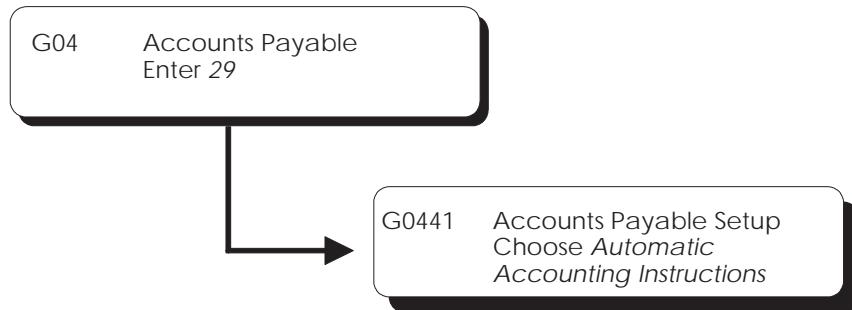
### Unrealized Gain/Loss Offset on Foreign Currency

An AAI item for unrealized gain/loss offset on foreign currency (PRyyyy or PRxxx) is required if you are using multiple currencies.

#### See Also

- *Understanding AAIs for A/P Gains and Losses (P0012)*

## Work with AAIs



From the System Controls menu (G0441), choose *Automatic Accounting Instructions*.

### Working with AAIs

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Working with AAIs consists of:

- Reviewing AAIs
- Revising AAIs
- Setting up AAIs

#### Before You Begin

- Set up your chart of accounts. See *Creating Your Chart of Accounts* (P0901) in the *General Accounting I Guide*.
- Set up your chart of accounts. See *Creating Your Chart of Accounts* in the *General Accounting I Guide*.

### What You Should Know About

#### Item numbers

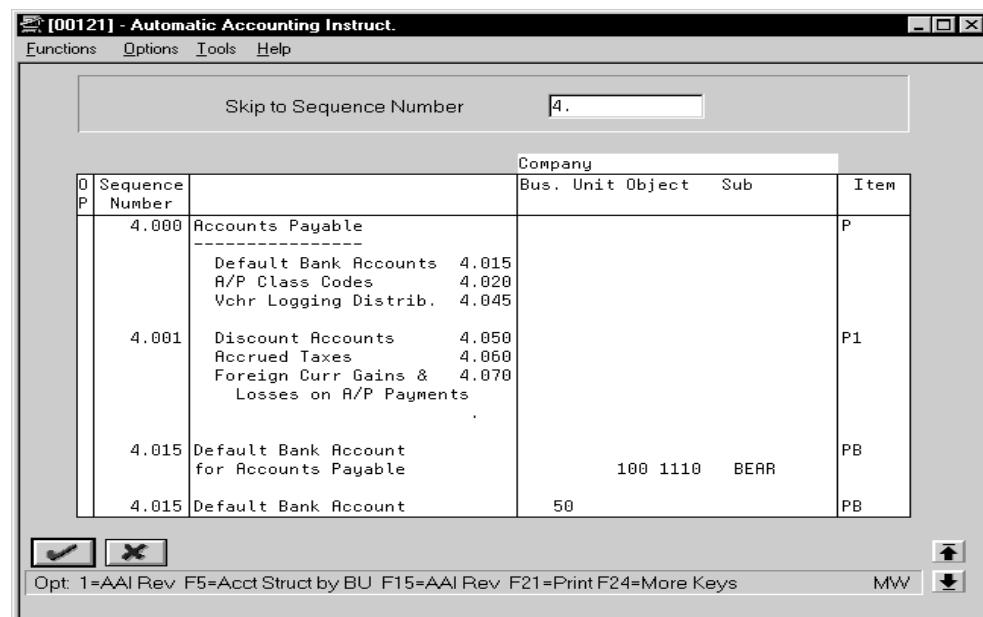
You must use a valid item number when setting up AAIs.

See the *Technical Foundation Guide* for information about adding item numbers.

#### ► To review AAIs

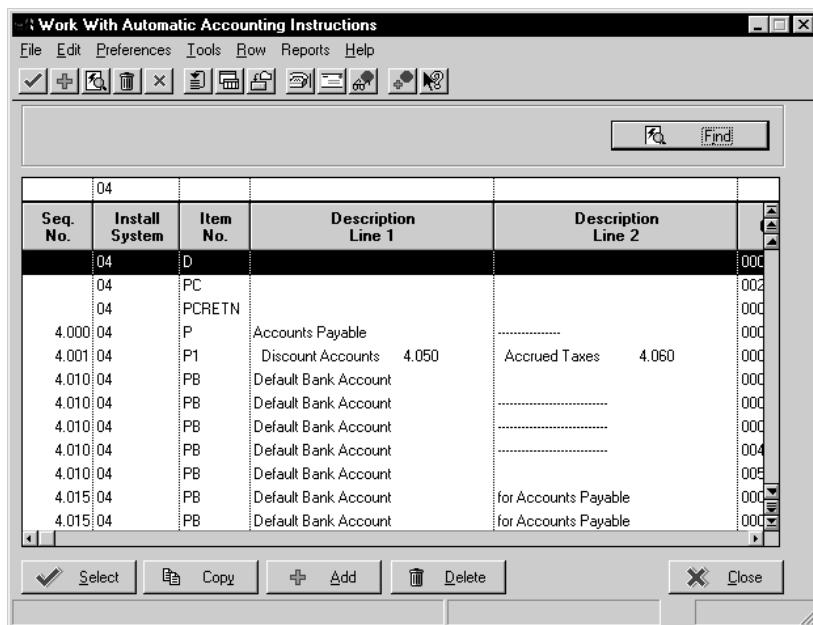
Before you add or revise AAIs, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exists.

On Automatic Accounting Instructions



1. Complete the following optional field:
  - Skip to Sequence Number
2. Locate the appropriate AAI item.

## On Work with Automatic Accounting Instructions



3. In the QBE (Query by Example) line, enter any search criteria and click Find.
4. Choose the appropriate AAI item and click Select.

The system displays Set Up Single AAI Item.

Field	Explanation
Skip to Sequence Number	A field that controls the sequencing of information on the form.

### What You Should Know About

#### Sequence numbers

This Skip to Sequence Number field lets you begin the display of AAIs with a specific sequence number. AAIs for the Accounts Payable system have sequence numbers that start with 4. You can use this field to advance to account ranges associated with this sequence number.

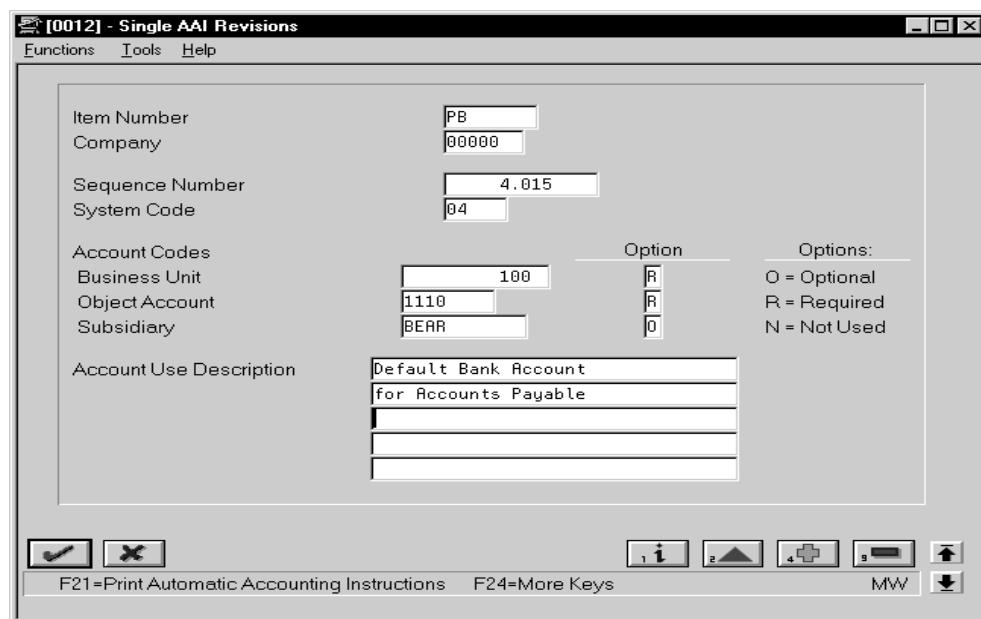
### ► To revise AAIs

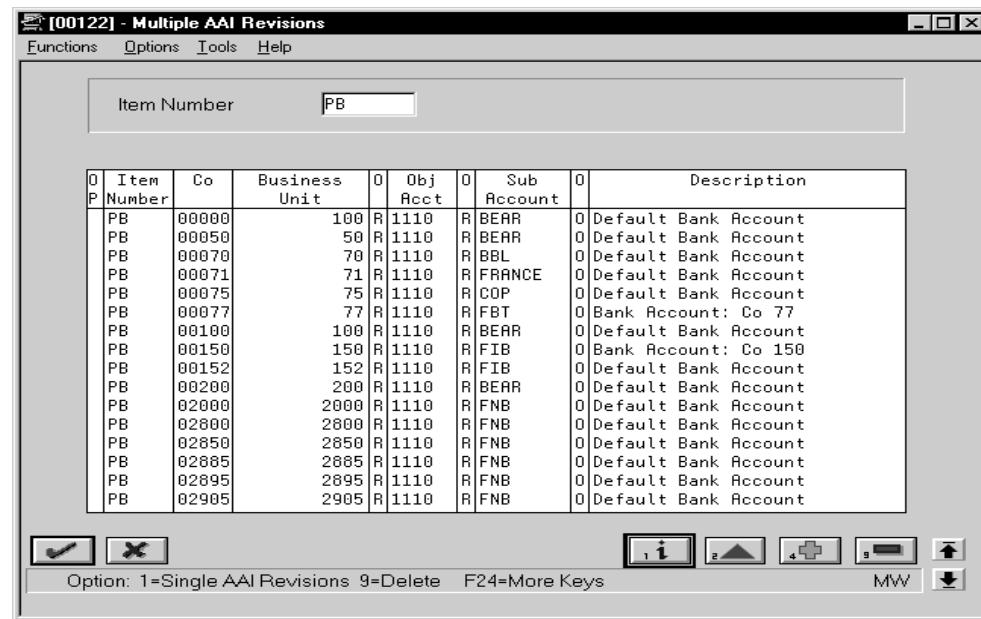
Depending on your needs, you can revise AAIs on either of the following forms:

- Single AAI Revisions, if you want to revise one AAI
- Multiple AAI Revision, if you want to revise more than one AAI

On Automatic Accounting Instructions

1. Do one of the following:
  - Choose the AAI Revision option to access Single AAI Revisions
  - Choose Multiple AAI Revisions





2. Change any of the following fields:

- Business Unit
- Object Account
- Subsidiary

3. Do not change the following fields:

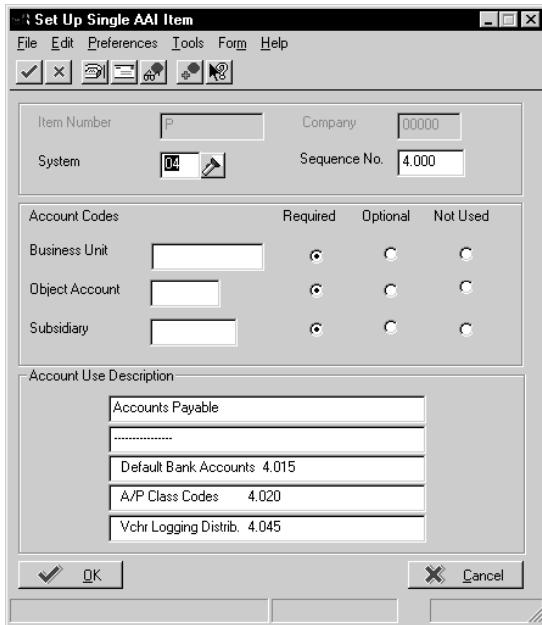
- Item Number
- Option

#### On Work with Automatic Accounting Instructions

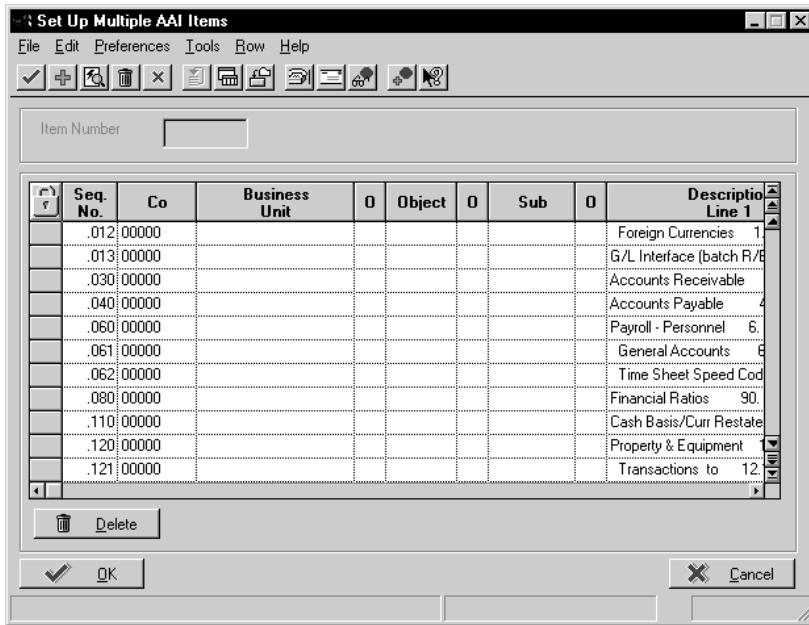
1. In the QBE (Query by Example) line, search on any criteria and click Find.
2. Choose the appropriate AAI item.
3. Depending on the number of AAIs that need revising, do one of the following:
  - Click Select to access Set Up Single AAI Item.

## Accounts Payable

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- Choose Multiple AAIs from the Row menu to access Set Up Multiple AAI Items.



- On Set Up Single or Multiple AAI Items, change any of the following fields and click OK:
  - Business Unit
  - Object Account
  - Subsidiary

5. Do not change the following fields:

- Item Number
- Option

<b>Field</b>	<b>Explanation</b>
Business Unit	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use a business unit number associated with the company number for the transaction.</p>
Object Account	<p>The object account portion of a general ledger account. The terms “object account” and “cost type” are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.</p>
Subsidiary	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> <p>..... <i>Form-specific information</i> .....</p> <p>This number identifies the general ledger subsidiary account for the AAI when one is required.</p> <p>Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.</p>

Field	Explanation
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.
Option	A code that specifies whether the object account is required for this AAI. Codes are: O      Optional R      Required N      Not used  ..... <i>Form-specific information</i> ..... Do not change this field.

### ► To set up AAIs

---

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

#### On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:

- Item Number
- Company
- Business Unit
- Object Account
- Subsidiary (optional)
- Description (optional)

2. Use the Add action.

#### On Work with Automatic Accounting Instructions

1. Do one of the following:

- Click Add to access Set Up Single AAI Item
- Choose Multiple AAIs from the Row Menu to access Set Up Multiple AAI Items

2. On Set Up Single or Multiple AAI Items, complete the following fields and click OK:

- Item Number
- Company
- Business Unit
- Object Account
- Subsidiary (optional)
- Description (optional)

## What You Should Know About

### Optional fields

The subsidiary and description fields are optional for all A/P AAIs.

Business Unit is optional for discounts available (PKD) and discounts lost (PKL).

Object Account is optional for voucher logging expense (PP).

### Optional fields

The subsidiary and description fields are optional for all A/P AAIs.

Business Unit is optional for discounts available (PKD) and discounts lost (PKL).

## Processing Options for Automatic Accounting Instructions

Enter the starting sequence number. \_\_\_\_\_

## Test Yourself: Working with AAIs

1. Which AAI item does the system use to determine the accounts to use for A/P bank account entries?
- 

2. Which AAI item does the system use to determine the accounts to use for A/P trade account entries?
- 

3. When does the system take discount amounts on discount available/lost accounts?
- 

4. How do you set up the system to use AAI item PQ?
- 

5. What does the “yyyy” at the end of AAI item PCyyyy mean?
- 
- 

The answers are in *Appendix B*.



## Accounts Payable

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# Understand User Defined Codes for A/P

## About User Defined Codes for A/P

You need to set up and customize user defined codes for your business needs. Many fields in the Accounts Payable system accept only user defined codes. For example, when you enter a supplier's invoice, you must enter a user defined code to specify a voucher's payment status. The system does not accept a payment status that is not in the user defined list of valid payment statuses.

Each user defined code in the Accounts Payable system is either soft-coded or hard-coded. You can customize any soft-coded user defined code to accommodate your specific business needs, and you can set up additional codes that are soft-coded. You cannot customize a hard-coded user defined code.

A type of user defined code is identified by the system code and the user defined code list. For example, 00/DV represents system 00 and user defined code list DV.

## Which User Defined Codes Are Available?

The user defined codes in the Accounts Payable system are:

- Document type codes
- Payment status codes
- Payment instrument codes
- Tax calculation codes
- Special handling codes

Information about user defined codes is stored in the User Defined Codes table (F0005).

### Document Type Codes

When you enter a transaction, such as a voucher or a draft, you must specify the document type,

The document type code, document number and company, and G/L date are the link between the Accounts Payable system and the General Accounting system.

The system maintains two groups of document type codes:

- Voucher document type codes
- Matching document type codes

#### Voucher Document Type Codes

Voucher document types (00/DV) are also known as original documents. Original documents can exist by themselves. You must attach (or match) a matching document to an original document. All original documents are soft-coded.

Set up a code for each type of original document that you use when you enter vouchers.

<b>PV (voucher)</b>	The system creates this voucher when you enter a supplier's invoice during voucher entry. You can associate this document type with matching document types PE, PK, PN, PT, and PO.
<b>PR (recurring voucher)</b>	The system creates this voucher for a specific number of payments.
<b>PM (manual voucher)</b>	The system creates this voucher when it creates the corresponding payment.
<b>PD (debit memo)</b>	The system creates this voucher when you enter a supplier's credit.
<b>PL (voucher logging)</b>	The system creates this voucher when you enter a supplier's invoice using a suspense account.
<b>P1 (draft)</b>	The system creates this draft voucher when you use draft processing. This replaces the original (underlying) voucher.

## Matching Document Type Codes

Matching Document Types (00/DT) represent documents that cannot exist by themselves. You must attach (or match) each to a corresponding original document. For example, a manual payment is a matching document that must have a corresponding voucher as the original document. All matching documents are hard-coded.

The system provides the following codes for the matching documents that you use when you enter vouchers.

<b>PE (change the voucher amount)</b>	The system creates an audit trail record by changing the amount of a posted voucher or voiding the voucher.
<b>PK (automatic payment)</b>	The system creates an offsetting payment, using the automatic payment process.
<b>PN (manual payment)</b>	The system creates an offsetting payment during manual payment entry.
<b>PT (electronic funds transfer)</b>	The system creates an offsetting payment, using the electronic payment process.
<b>P1 (draft)</b>	The system creates an offsetting payment, using draft processing.
<b>PO (void payment)</b>	The system creates a negative amount voucher and an audit trail record when voiding a payment.

## Payment Status Codes

Payment status codes (00/PS) indicate if a voucher is approved, pending, paid, and so on. You assign a payment status code if you need to change the status that the system has assigned. Payment status codes are hard-coded.

The system provides the following payment status codes:

<b>A (hard-coded)</b>	Approved for payment.
<b>D (hard-coded)</b>	Draft accepted.

<b>E (hard-coded)</b>	Draft expired.
<b>H (soft-coded)</b>	Held/pending approval. You can set up additional codes for each type of hold status for vouchers.
<b>P (hard-coded)</b>	Paid in full.
<b>R (hard-coded)</b>	Retainage.
<b>% (hard-coded)</b>	Withholding tax applies.
<b># (hard-coded)</b>	Payment in-process. The system marks any vouchers you select during pre-payment processing with # (pound sign). This prevents any changes to the voucher until payment processing is complete.

## Payment Instrument Codes

Payment instrument codes (00/PY) indicate various methods of payment, such as draft, check, and electronic funds transfer. You assign a payment instrument code to each voucher. Set up a code for each type of payment instrument that you use.

<b>C (soft-coded)</b>	Check (8.75 inches)
<b>D (soft-coded)</b>	Draft
<b>N (soft-coded)</b>	Note
<b>T (hard-coded)</b>	Electronic funds transfer (EFT)
<b>W (soft-coded)</b>	Check (8.5 inches)
<b>X (hard-coded)</b>	Electronic data interchange (EDI) check
<b>Y (hard-coded)</b>	EDI wire
<b>Z (hard-coded)</b>	EDI

## Tax Calculation Codes

You assign codes (00/EX) for various methods of calculating taxes, such as sales tax and VAT. You then use AAIs to direct each code to a different account. The first letter of the code is hard-coded. You cannot change it. Set up a code for each type of tax calculation method that you use.

<b>B</b>	VAT + use tax
<b>C</b>	VAT + sales tax
<b>S</b>	Sales tax
<b>U</b>	Use (self-assessed) tax
<b>V</b>	VAT

### See Also

- *About AAIs for A/P (P00121)*
- *About Tax Explanation Codes for A/P (P00051)*
- *About AAIs for A/P*
- *About Tax Explanation Codes for A/P*

## Special Handling Codes

You assign codes (00/HC) for various types of special handling instructions, such as remittance attachment. Special handling codes are soft-coded. Set up a code for each type of special handling instructions that you use.

<b>1</b>	Remittance attachment
<b>2</b>	Application form attachment
<b>3</b>	Return payment to tax department

## Accounts Payable

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## Set Up User Defined Codes

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To access a user defined code, enter UDC on the command line of any menu. On General User Defined Codes, enter the system code, such as 00, and the user defined code list, such as DV for voucher document types.

From the System Controls menu (G0441), choose an option under *User Defined Codes*.

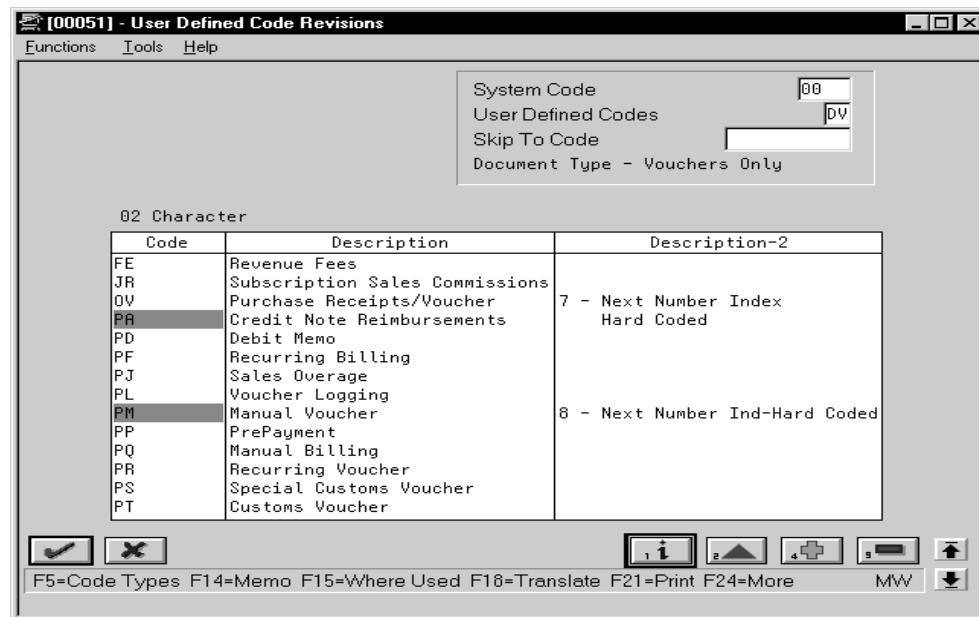
### Setting Up User Defined Codes

Because the Accounts Payable system already has some user defined codes in place, you need to verify that they are appropriate for your business needs. You can set up additional user defined codes as needed.

#### ► To set up a user defined code

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On the appropriate user defined codes form



## Accounts Payable

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1. Complete the following fields:

- Character Code
- Description
- Description-2 (optional)

2. Use the Add action.

On Work with User Defined Codes

The screenshot shows a software application window titled "Work With User Defined Codes". The menu bar includes File, Edit, Preferences, Tools, Row, Form, and Help. Below the menu is a toolbar with various icons. The main area has two search fields: "System Code" containing "00" and "User Defined Codes" containing "DV". To the right of these fields is a "Find" button. The central part of the window is a table with columns: Codes, Description 01, Description 02, Special Handling, and Hard Coded. The table contains the following data:

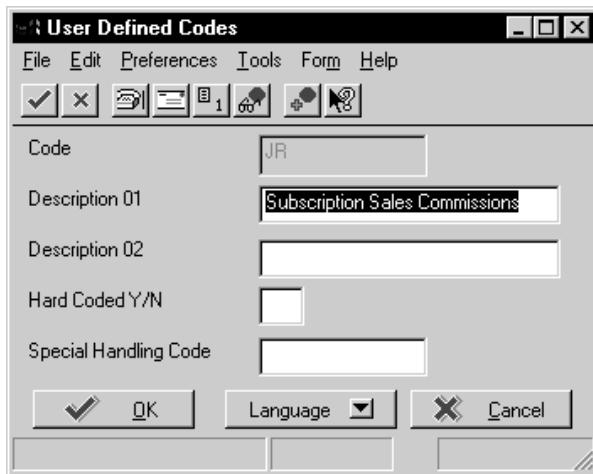
Codes	Description 01	Description 02	Special Handling	Hard Coded
FE	Revenue Fees			
JR	Subscription Sales Commissions			
OV	Purchase Receipts/Voucher	7 - Next Number Index		
P1	A/P Drafts			
PA	Credit Note Reimbursements	Hard Coded		
PD	Debit Memo			

At the bottom of the window are buttons for Select, Add, Language, Delete, and Close.

3. If the user defined code list that you want to work with does not appear complete the following fields and click Find:

- System
- User Defined Code

4. Click Add to access User Defined Codes.



5. On User Defined Codes, complete the following fields:
  - Code
  - Description 01
6. Complete the following optional fields and click OK:
  - Description 02
  - Hard Coded
  - Special Handling

---

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.
Description	A user defined name or remark that describes a field.

---

## What You Should Know About

**User defined code forms** Depending on the user defined code, the following applies:

- The Code field accepts 1, 2, 3, or 10 characters
- The Description 02 field might not appear

<b>Deleting a user defined code</b>	To delete a user defined code, remove the information in the Character Code and Description fields. The Delete action deletes the entire list.
<b>Deleting a user defined code</b>	To delete a user defined code, choose the code on Work with User Defined Codes and click Delete.
<b>Printing a list of user defined codes</b>	Choose User Defined Codes List from the Accounts Payable Setup menu (G0441) and run the appropriate DREAM Writer version.

### Processing Options for User Defined Codes

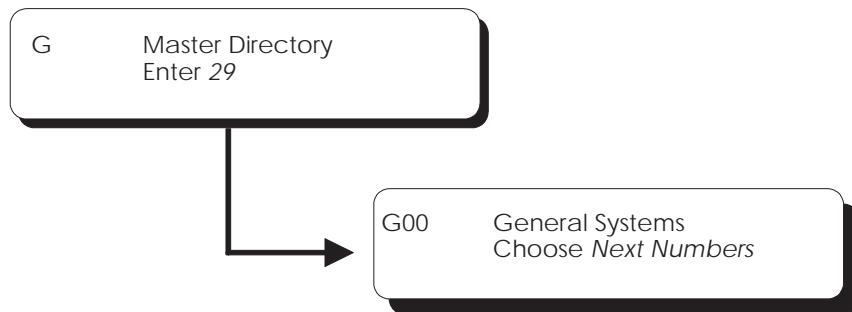
**Default Code/Type:**

1. Enter the desired Install System Code. \_\_\_\_\_
2. Enter the desired Record Type. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Accounts Payable

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## Set Up Next Numbers



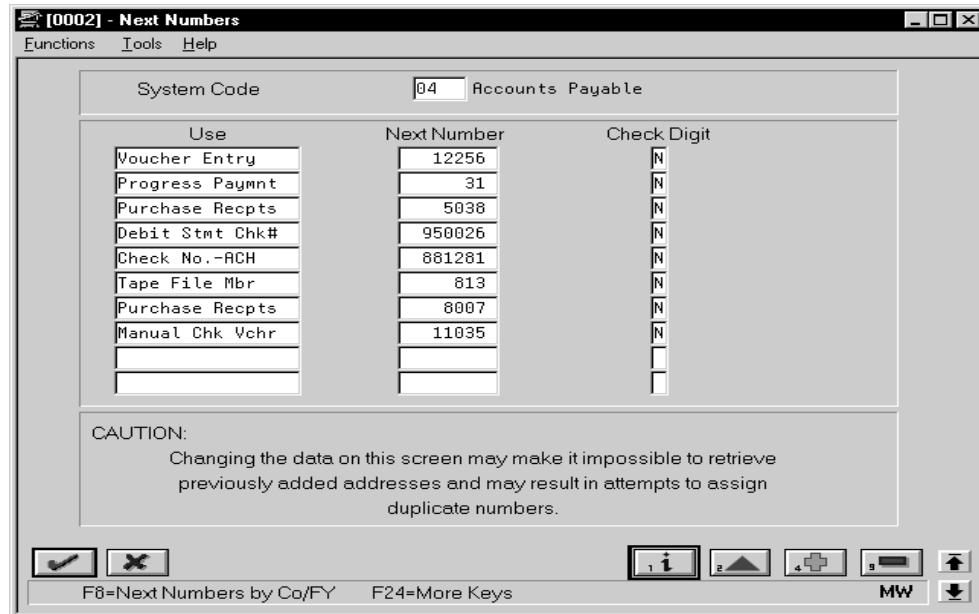
### Setting Up Next Numbers

When you enter a document, such as a voucher, you can assign a document number or you can let the system assign it using next numbers. The next numbers program assigns numbers to accounts, journal entries, and other documents using either or both of the following:

- Standard next numbers. The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- Next numbers by company and fiscal year. The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
- Assigning next numbers by company and fiscal year



### What You Should Know About

**Changing next numbers** Do not change the next numbers after you start using the J.D. Edwards systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

**Changing the sequence of next numbers** Do not change the sequence of the next numbers on the form. Each next number must remain on its current line because programs use a specific line.

For example, in the General Accounting system, the next number for journal entries must be on the second line.

### See Also

- *Technical Foundation Guide* for a complete explanation of next numbers

## ► To review standard next numbers

You can review the next numbers that the system will assign to vouchers and other documents.

### On Next Numbers

1. Complete the following field:
  - System Code
2. Review the following field:
  - Next Number

Field	Explanation
System Code	A user defined code (98,/SY) that identifies a J.D. Edwards system.
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

## ► To activate check digits for standard next numbers

You can have the system assign check digits for any set of standard next numbers. Check digits prevent transposition errors on next numbers, such as supplier master numbers. Do not use check digits for general accounting next numbers.

### On Next Numbers

1. Complete the following field:
  - System Code
2. For each set of next numbers, complete the following field:
  - Check Digit
3. Use the Change action.

Field	Explanation				
Check Digit	<p>A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes are:</p> <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes, add a check digit to this next number</td> </tr> <tr> <td>N</td> <td>No, do not add a check digit</td> </tr> </table> <p>Use this field only for address book numbers.</p>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				

### ► To assign next numbers by company and fiscal year

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You can have the system assign a unique set of next numbers to vouchers and other documents for a specific company and fiscal year.

#### On Next Numbers

1. Choose Next Numbers by Company/Fiscal.

Doc Co	Dispaly Seq	Do Sm Tys	Description	Fisc Year	I D	Next Number	C D	Auto Reset
00100		FP	Field Progress Reporting			26	N	
00100		IR	Inventory Adjustments			1526	N	
00100		II	Inventory Issue			1000	N	
00100		IT	Inventory Transfers			128	N	
00100		JE	Journal Entry			1535	N	
00100		OP	Purchase Order			2065	N	
00100		DV	Do Not Use--Receiving Document			1117	N	
00100		RI	Invoice			2238	N	
00100		SO	Sales Order			2086	N	
00200		JE	Journal Entry			13	N	
00200		OB	Blanket Order			12	N	

2. On Next Numbers by Company/Fiscal, complete the following field:

- Next Number Constant

3. Complete the following optional fields:

- Fiscal Year
- Document Company
- Same-As Document Type
- Imbed Digits
- Check Digit
- Auto-Reset Next Numbers

<b>Field</b>	<b>Explanation</b>
Next Number Constant	<p>A code that specifies which processing option to implement for next numbers.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> <li>0 Do not implement next numbers by Company/Fiscal Year. Continue using the standard next numbers setup.</li> <li>1 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, a next number record is created and the next number default is 1.</li> <li>2 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, the standard next numbers setup is used.</li> </ul> <p>If you leave this field blank, the system uses 0.</p> <p>This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).</p>
Fiscal Year	The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.
Document Company	<p>A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>

<b>Field</b>	<b>Explanation</b>
Same As Document Type	<p>If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses.</p> <p>For example, you are creating a document with a document type of RR. The document you are creating should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.</p>
Imbed Digits	<p>The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are:</p> <ul style="list-style-type: none"><li>1      Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 80012345, represents the 8 from 1998 and 0012345 is the next number.</li><li>2      Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 98012345, represents the 98 from 1998 and 012345 is the next number.</li></ul>
Auto Reset	<p>The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.</p>

# Automatic Payment Setup

## Objectives

- To set up automatic payment processing

## About Automatic Payment Setup

After you set up the Accounts Payable system, you define how you want the system to process automatic payments. You use automatic payments to group vouchers and produce multiple payments in a single payment run.

Setting up automatic payment processing consists of the following required tasks:

- Setting up bank account information for A/P
- Setting up print sequence for payments
- Setting up payment instruments
- Processing options for payment instruments

Setting up automatic payment processing consists of the following optional tasks:

- Setting up business unit information, if you produce payments by business units
- Setting up company information, if you produce payments by company or if you want to print company information on your payments
- Setting up bank account information for A/P, if you use bank tapes to transmit payments
- Setting up Italian messages, if you use Italian bank tapes to transmit payments
- Setting up draft processing for A/P, if you use draft payment instruments

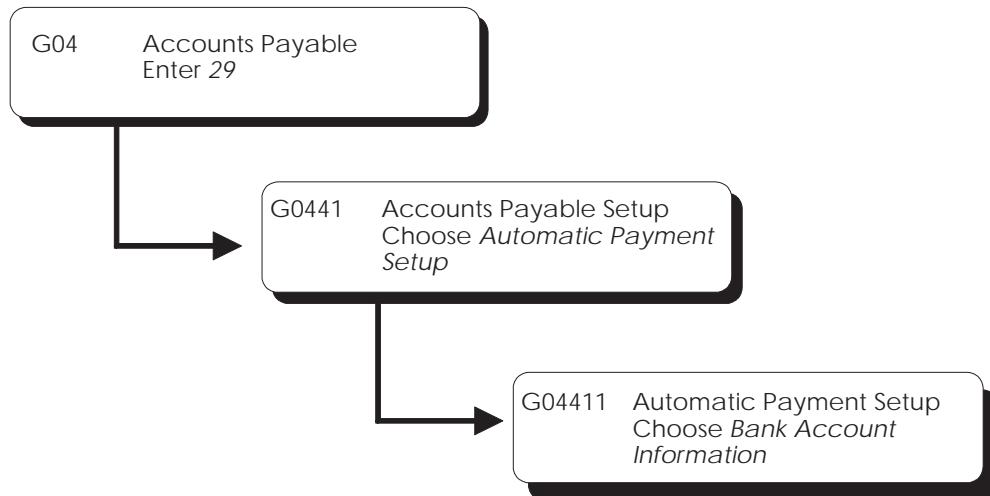


## Accounts Payable

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## **Set Up Bank Account Information for A/P**

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### **Setting Up Bank Account Information for A/P**

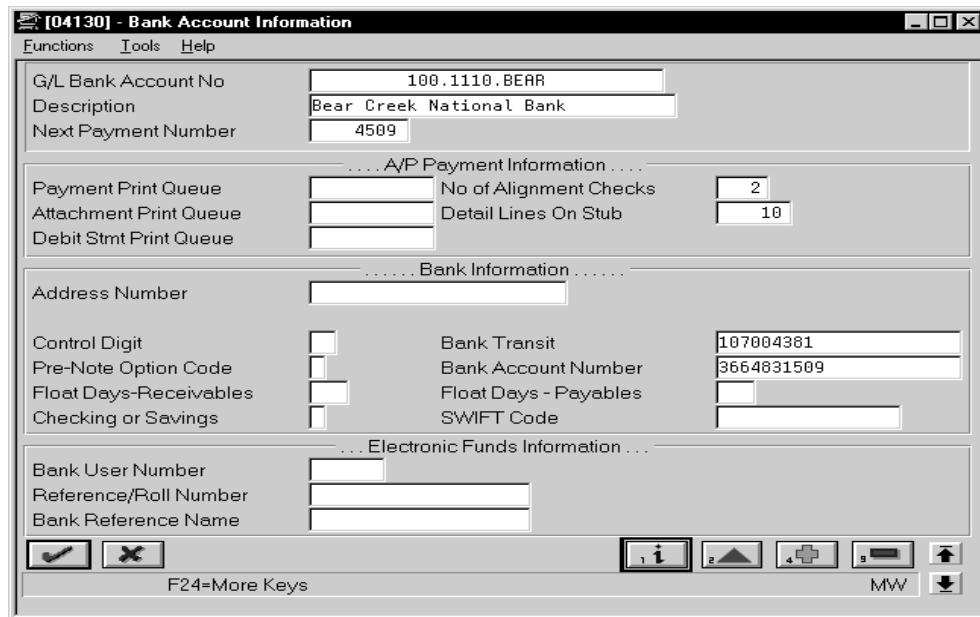
Set up bank account information for each bank account that you make payments from. Both the Accounts Payable and Accounts Receivable systems use bank account information.

#### **Before You Begin**

- Set up the G/L account for each bank account

► To set up bank account information for A/P

On Bank Account Information



1. Complete the following fields:
  - G/L Bank Account Number
  - Description
2. Complete the following optional fields:
  - Next Payment Number
  - Payment Print Queue
  - Attachment Print Queue
  - Debit Statement Print Queue
  - Number of Alignment Checks
  - Detail Lines on Stub
  - Address Number
  - Control Digit
  - Pre-Note Option Code
  - Float Days – Receivables
  - Float Days – Payables
  - Checking or Savings
  - SWIFT Code

3. If you use drafts or BACS, complete the following optional fields:

- Bank User Number
- Reference/Roll Number
- Bank Reference Name

4. Use the Add action.

<b>Field</b>	<b>Explanation</b>				
Next Payment Number	The system updates the next available payment number during automatic payment print processing.				
Print Queues	<p>The name of the object.</p> <p>Objects can be libraries, source members, job queues, print queues, and files. Consult your IBM documentation for a full explanation of objects.</p> <p>..... <i>Form-specific information</i> .....</p>				
You can define three print queue fields on this form:					
	<ul style="list-style-type: none"> <li>• Payment Print Queue</li> <li>• Attachment Print Queue</li> <li>• Debit Statement Print Queue</li> </ul> <p>If you leave a print queue blank, the system uses the print queue specified by your user profile.</p>				
Number of Alignment Checks	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.				
Detail Lines on Stub	The number of detail lines that can appear on an A/P payment stub.				
Control Digit	This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).				
Pre-Note Option Code	<p>The code used to override the Pre-Note processing for electronic funds transfers. Valid values are:</p> <table style="margin-left: 20px;"> <tr> <td>blank</td> <td>Use the Pre-Note code assigned to the supplier.</td> </tr> <tr> <td>1</td> <td>Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.</td> </tr> </table>	blank	Use the Pre-Note code assigned to the supplier.	1	Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.
blank	Use the Pre-Note code assigned to the supplier.				
1	Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.				
Float Days—Receivables	The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.				
Float Days—Payables	<p>Future Use – The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p> <p>The value date is calculated by adding the float days to the payment date.</p>				

Field	Explanation
Checking or Savings	A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments.  Valid values: blank checking account 0 checking account 1 savings account
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.
Bank User Number	The number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number will be included on all files submitted by the user.
Reference/Roll Number	The recipient's reference number.  For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.
Bank Reference Name	The name of the account associated with the user number (within the particular bank system).

### What You Should Know About

#### Online fields

You can set processing options to prevent electronic funds and bank system information from displaying online.

### Processing Options for Bank Account Information

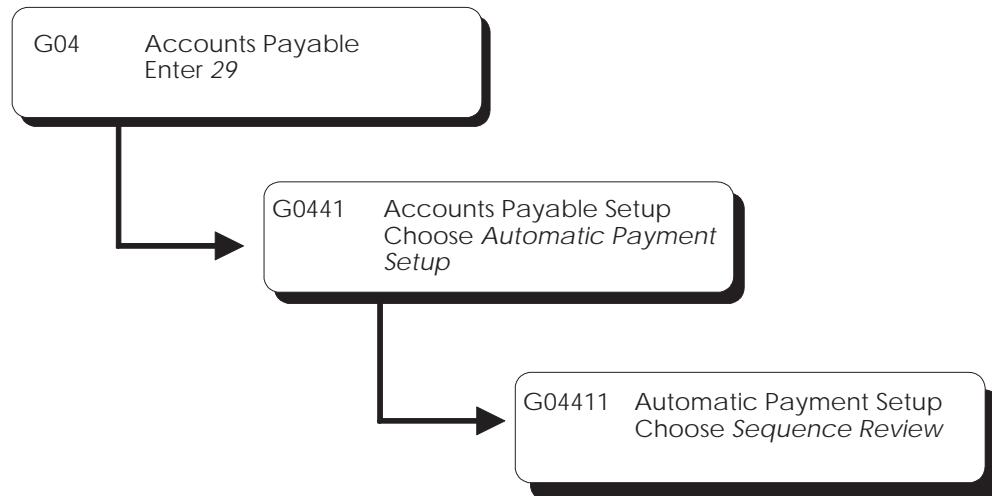
#### Electronic Information:

1. Enter a '1' to display Electronic Information. \_\_\_\_\_

#### Bank System Information:

2. Enter a '1' to display Bank System Information. \_\_\_\_\_

## Set Up Print Sequence for Payments



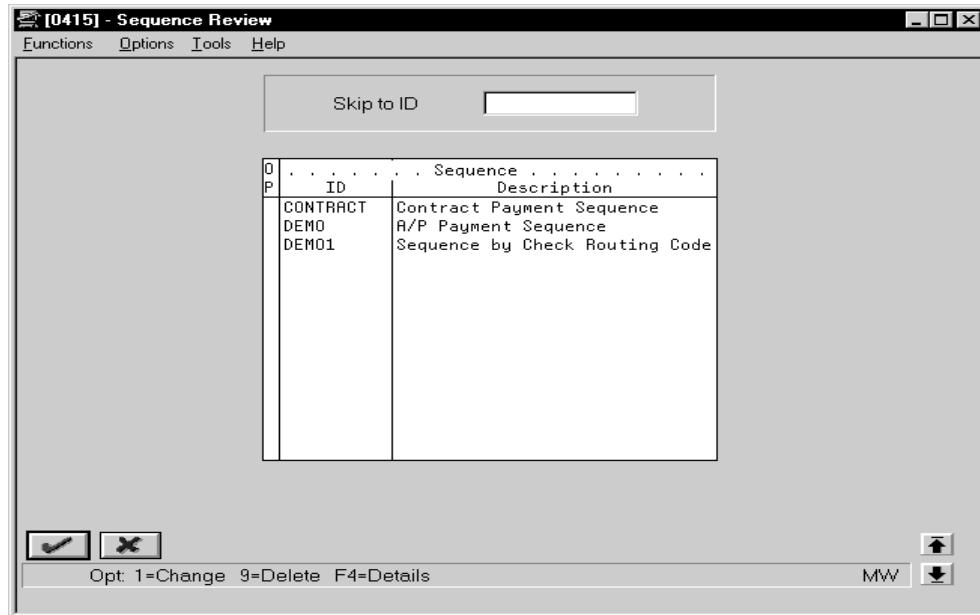
### Setting Up Print Sequence for Payments

You must set up the order in which you want payments to print within a payment group. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first.

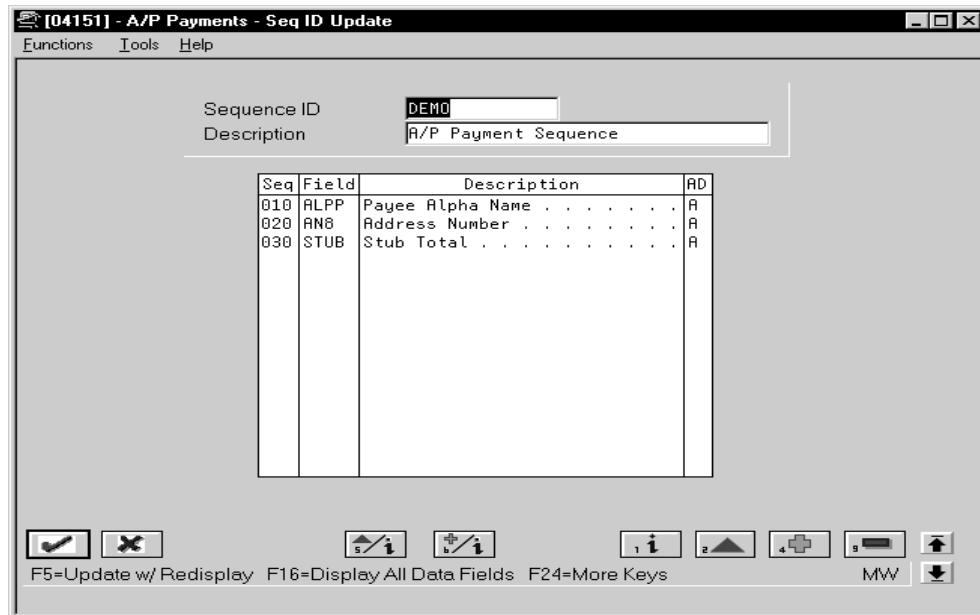
The system uses the sequence ID that you set up to establish the printing order when you create payment groups. A sequence ID contains up to six data items from the fields in the A/P payments worktable.

### ► To set up a print sequence for payments

On Sequence Review



1. Complete the following field:
  - Sequence ID
2. Choose Change for a sequence ID to access A/P Payments - Sequence ID Update.



3. On A/P Payments - Sequence ID Update, complete the following fields:

- Description
- Sequence ID
- Sequence A/D

<b>Field</b>	<b>Explanation</b>
Sequence ID	The sequence ID used during A/P payment processing to determine in which order the payments should be processed.
Sequence (A/D)	A code that determines the sorting sequence. The following codes are allowed: A      Ascending D      Descending

## What You Should Know About

### **Using the payment handling code**

If you add Payment Handling Code (CRC) as the first field to sequence, you can use the Payment Handling field on Standard Voucher Entry to assign a voucher a user defined code (00/HC) that is meaningful to your organization.

### **Creating payment groups**

When you create payment groups, you can enter a sequence ID in a processing option. You can either set up different versions for each sequence review or change the processing option each time you create a payment group.

## Accounts Payable

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# Set Up Payment Instruments

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## Setting Up Payment Instruments

You must define your payment instruments. Payment instruments can be checks (of different sizes), tapes, drafts, BACS, and so on. Clients outside the U.S. must set up automatic payments for country-specific payment instruments. You determine the format of each payment instrument by choosing the programs that produce its component parts:

- Payment. This is the printed copy or tape table for the payment.
- Payment register. This is the printed list of payments.
- Attachment. This is a printed report that contains the detail information that does not fit on a payment stub.
- Debit statement. This is a printed list of debit balances. It shows net amounts that are either a credit or that zero out a voucher.

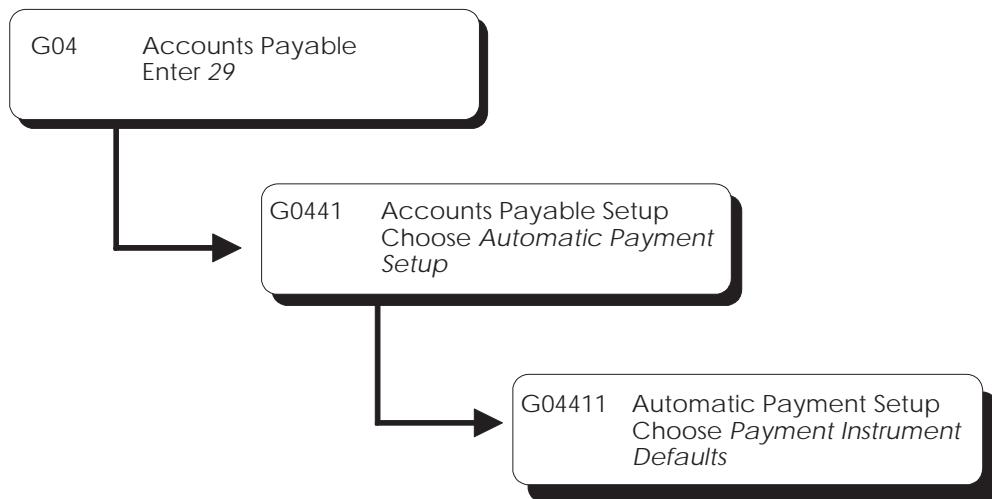
Setting up payment instruments consists of:

- Verifying and assigning programs to payment instruments
- Defining payment instrument formats
- Assigning payment instruments to suppliers
- Setting up debit statements

### Before You Begin

- Determine what payment instruments you use
- Set up a code on the user defined code list (00/PY) for each payment instrument, if necessary

## Verifying and Assigning Programs to a Payment Instrument



You choose the programs that produce each component part of a payment instrument. Typically, you set up the most commonly used payment instrument as the default so you do not have to define a payment instrument for each supplier.

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

► To verify and assign programs to a payment instrument

On Payment Instrument Defaults

The screenshot shows a SAP application window titled "0417 - Payment Instrument Defaults". The window has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu is a toolbar with icons for "Skip To", "Delete", "Details", "User Defined Codes", "More Keys", and "MW". The main area is a grid table with columns: P (Program), I (Instrument), Description, Bank Account, Write Program, and Register Program. The data in the table is as follows:

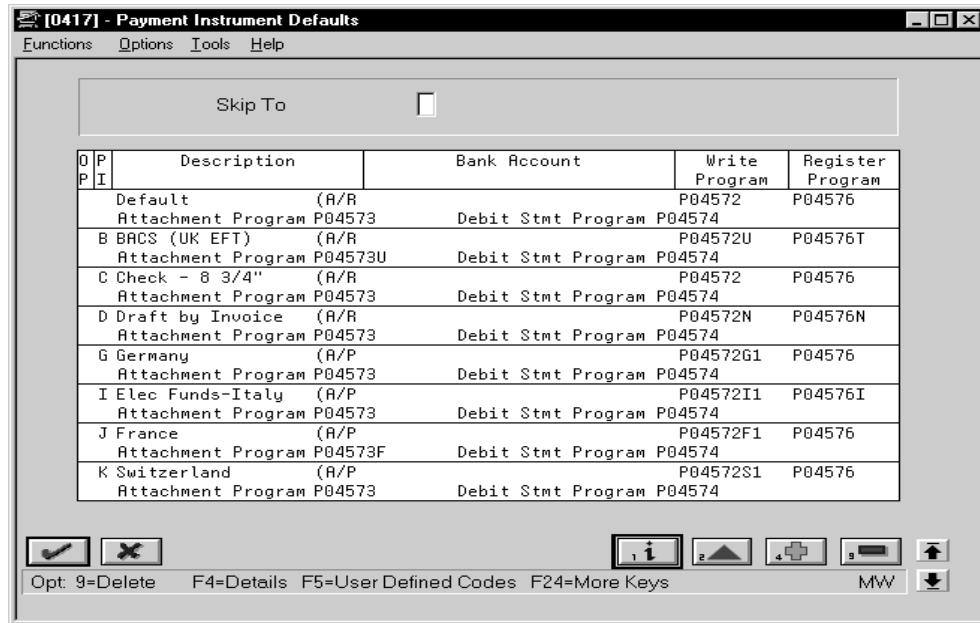
P	I	Description	Bank Account	Write Program	Register Program
	A	Default	(A/R)	P04572	P04576
	B	BACS (UK EFT)	(A/R)	P04572U	P04576T
	C	Check - 8 3/4"	(A/R)	P04572	P04576
	D	Draft by Invoice	(A/R)	P04572N	P04576N
	G	Germany	(A/P)	P04572G1	P04576
	I	Elec Funds-Italy	(A/P)	P04572I1	P04576I
	J	France	(A/P)	P04572F1	P04576
	K	Switzerland	(A/P)	P04572S1	P04576
	L	Belgium	(A/P)	P04572L1	P04576
	M	Contract Checks	(A/R)	P04572J	P04576
	R	French Payment Print		P04572F2	P04576
	T	Elec Funds Transfer(A/R)		P04572T	P04576T
	T	Elec Funds Transfer(A/R)	70.1110.BBL	P04572L1	P04576
	T	Elec Funds Transfer(A/R)	100.1110.FRANCE	P04572F1	P04576
	U	UK Check	(A/P)	P04572U	P04576
	V	EFT PPD Format	(A/P)	P04572T1	P04576T

1. Complete the following optional field:
  - Bank Account
2. Verify the following fields:
  - Write Program
  - Register Program

## Accounts Payable

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3. Access the detail area.



4. Verify the following fields:

- Attachment Program
- Debit Statement Program

5. To change a program, access the field level help for a list of choices.

---

Field	Explanation
Write Program	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register Program	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment Program	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statement Program	A user defined program used to print debit statements in A/P payment processing. Only programs set up in user defined codes for 04/PD may be entered.

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## What You Should Know About

### Setting up BACS

There are two additional requirements for setting up a BACS payment instrument:

- Set a processing option for Work With Payment Groups to display the BACS processing date.
- Set a processing option for Copy Bank Tape File to Tape to display the BACS format.

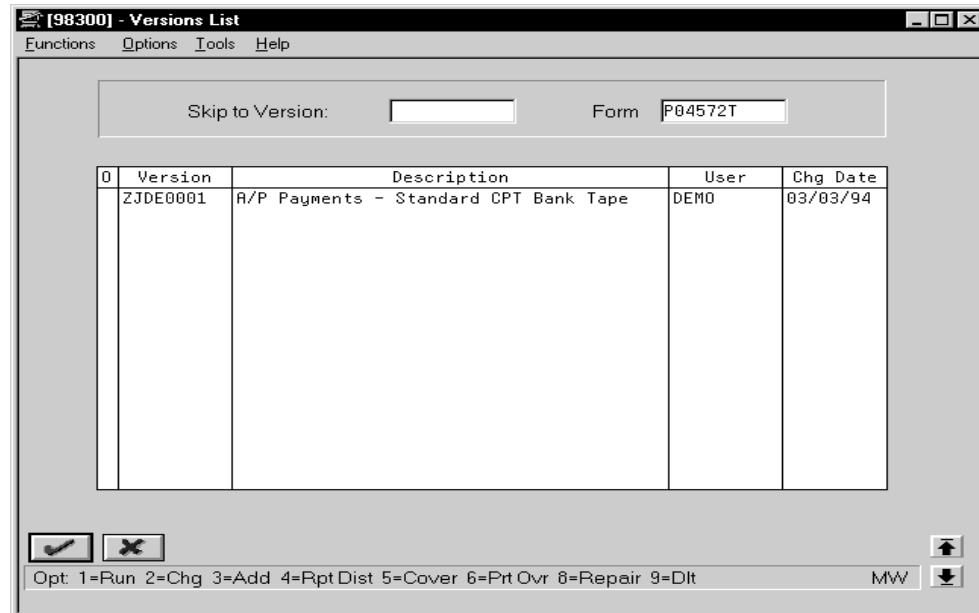
## Defining Formats of Payment Instruments

To access the versions list, enter VL on the command line of any menu.

Each program associated with a payment instrument has processing options that further define the format of each component of a payment instrument. Review these processing options before using each program.

### ► To define the format of a payment instrument

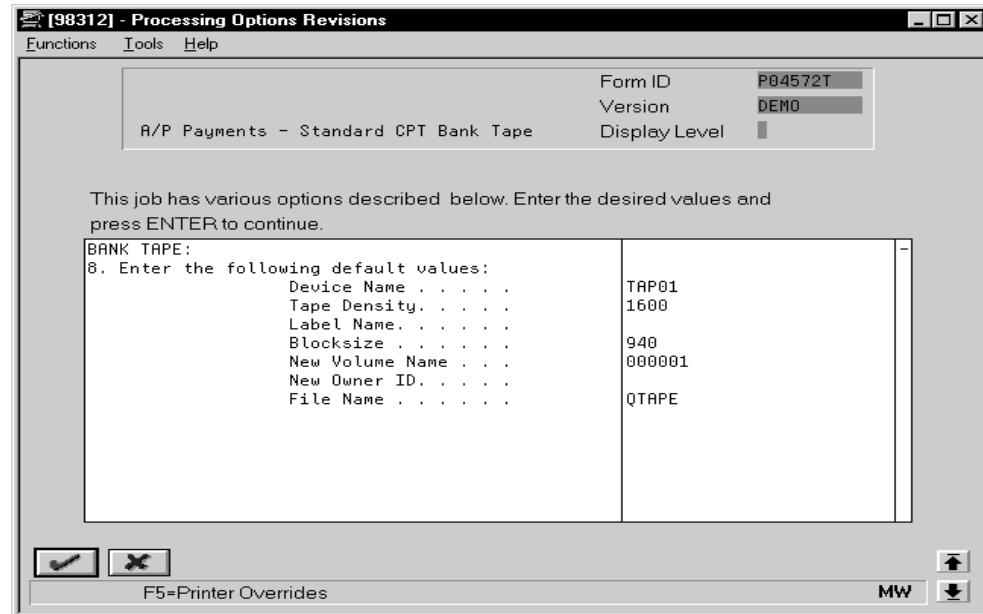
On Versions List



1. Complete the following field and press Enter:

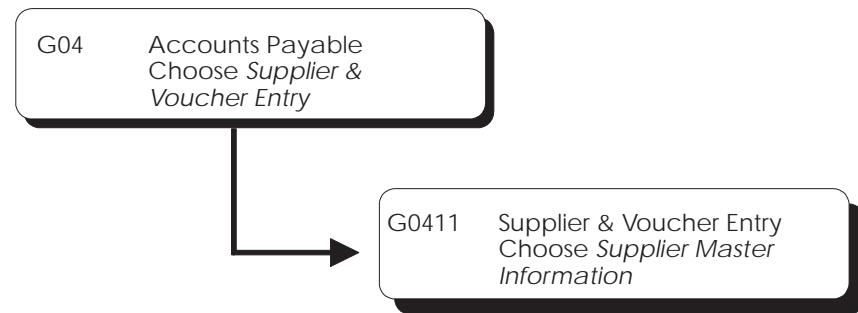
- Form

2. Choose Change for a version.



3. On Processing Options Revisions, complete changes to the processing options, if necessary.

## Assigning Payment Instruments to Suppliers



When you print payments, the system uses the payment instrument defined in the supplier record. If the payment instrument is not defined, the system uses the default payment instrument.

► To assign a payment instrument to a supplier

On Supplier Master Information

The screenshot shows the 'Supplier Master Information' window (01054). At the top, the supplier number '4010' is entered, and the name 'Gourmet & More' is displayed. Below this, the 'Payment Information' tab is selected. In the 'Payment Instr' field, the value 'T' is entered. To the right of this field, the 'Elec Funds Transfer' checkbox is checked. The 'Pre-Note Code' field contains 'P'. Other fields like 'Factor/Special P' and 'Parent Number' are also visible.

1. Locate the supplier.
2. Complete the following fields:
  - Payment Instrument
  - Pre-Note (optional)
3. Choose Bank Codes.

The screenshot shows the 'Bank Accounts by Address' window (00301). An address number '4010' is entered, and the name 'Gourmet & More' is displayed. A single row of data is shown in the table:

O	P	Bank Routing/Transit	Number Account No	Cn	T
	135897538		6895492432	V	

4. On Bank Accounts by Address, complete the following fields:
  - Routing/Transit
  - Account Number
5. Access the detail area.

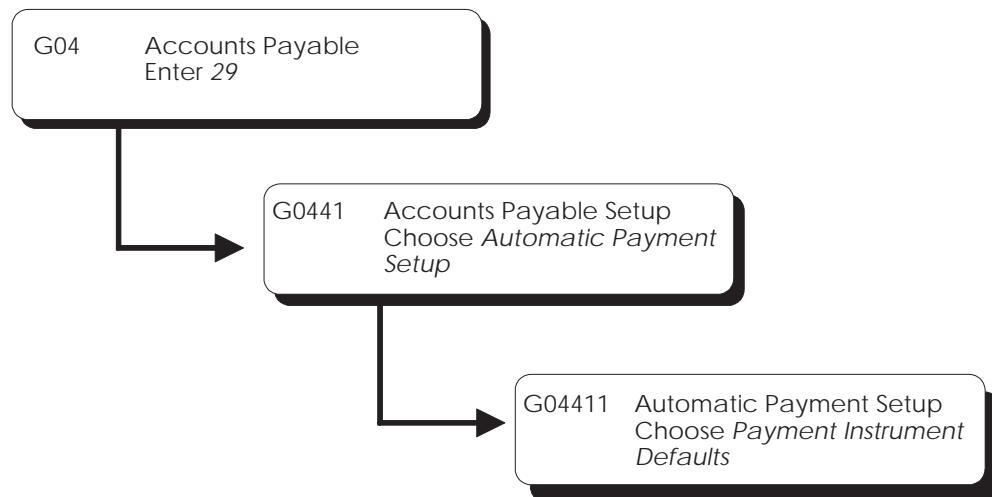
6. Complete the following optional field:

- Account Description

7. Use the Add action.

Field	Explanation
Payment Instrument	The user defined code that determines the type of payment to be made to the supplier. ..... <i>Form-specific information</i> .....
Pre-Note Code	The system uses this information as the default value when you enter vouchers. The default is blank.  A code that indicates whether a supplier is in a setup or pre-note status for electronic funds transfer. Valid codes are:  P      Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N      Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer.  If you leave this field blank, the system uses N.  NOTE: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.
Routing/Transit	The routing and transit number for a particular bank account.  The combination of account number and transit number must be unique. ..... <i>Form-specific information</i> .....
Account Number	The account number for a customer's bank account.

## Setting Up Debit Statements



You can create debit statements to notify your suppliers that you have overpaid them. To handle debit statements, you can:

- Print a separate debit statement form
- Include a debit memo amount with a payment

### See Also

- *Appendix F - Payment Processing (A5.2 to A7.3 Comparison)*

#### ► **To set up debit statements**

On Payment Instrument Defaults

1. Access the detail area.
2. Complete the following field with a debit statement program:
  - Debit Statement Program
3. Choose User Defined Codes.
4. On User Defined Code Revisions, change the following field to 04:
  - System Code

5. Change the following field to PD and press Enter.
  - User Defined Codes
6. Complete the following fields:
  - 10 Character Code
  - Description

# Processing Options

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## Processing Options for Payment Instruments

The following subsections include the processing options for all of the payment instruments.

### Processing Options for Print A/P Payments

#### **Translation Program:**

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.

#### **Address Format:**

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

#### **Payment Information:**

3. Enter a '1' if you would like to print the company name and address on the payment. If left blank, no company information will print.
4. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.
5. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

#### **Print Information:**

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

### Processing Options for A/P Payments – Create Austrian Bank Tape

**Electronic Funds Transfer:**

1. Enter the tape payment detail  
(10 pos.) description. For example,  
you may want to enter EXP REIMB for  
expense reimbursements. This  
description may be used by the bank  
and printed on the supplier's bank  
account statement.

**Bank Tape:**

2. Enter the following default values:

Device Name . . . . .	_____
Tape Density. . . . .	_____
Label Name. . . . .	_____
Blocksize . . . . .	_____
New Volume Name . . . .	_____
New Owner ID. . . . .	_____
File Name . . . . .	_____

### Processing Options for A/P Payments – Create BACS Bank Tape

**Electronic Funds Transfer:**

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

**Bacs Bureau Number:**

2. Enter your six-digit BACS bureau  
number.

**Bank Tape:**

3. Enter the following default values:  
Device Name . . . . .

**Remittance Information:**  

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

### Processing Options for A/P Payments – Print Canadian Cheques

**Translation Program:**

1. Enter the program name to translate  
payment amounts from numbers to  
words. (See User Defined Codes  
system code '98', record type 'CT'  
for program names.) If left blank,  
the translation program associated  
with the payment currency code will  
be used.

**Address Format:**

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

**Payment Information:**

3. Enter a '1' if you would like to print the company name and address on the payment. If left blank, no company information will print.
  
4. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.
  
5. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

**Print Information:**

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

**Processing Options for A/P Payments – Create French Bank Tape****Processing Mode:**

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

**Tape Information:**

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

**Bank Tape:**

6. Enter the following default values:
 

Device Name . . . . .	_____
Tape Density. . . . .	_____
Label Name. . . . .	_____
Blocksize . . . . .	_____
New Volume Name . . .	_____
New Owner ID. . . . .	_____
File Name . . . . .	_____

### Processing Options for A/P Payments – Print French Payments

**Address Format:**

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

**Payment Information:**

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

**Print Information:**

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

### Processing Options for A/P Payments – Create German Bank Tape

**Electronic Funds Transfer:**

1. Enter the city of origin.

**Bank Tape:**

2. Enter the following default values:

Device Name . . . . .	
Tape Density. . . . .	
Label Name. . . . .	
New Volume Name . . . . .	
New Owner ID. . . . .	
Tape File Name. . . . .	

### Processing Options for A/P Payments – Create German Bank Diskette

**Electronic Funds Transfer:**

1. Enter the city of origin.

**Bank Tape:**

2. Enter the following default values:

Device Name . . . . .	
Tape Density. . . . .	
Label Name. . . . .	
New Volume Name . . . . .	
New Owner ID. . . . .	
Tape File Name. . . . .	
Block Size. . . . .	

## Processing Options for A/P Payments – Print German Cheques

**Translation Program:**

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.

**Address Format:**

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

**Print Information:**

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

## Processing Options for A/P Payments – Create Italian Bank Tape

**Print Program:**

1. Enter the check print program to use if the pre-note status is set to 'P', requiring a check print.
2. Enter the line number from address book for supplier name continuation.
3. Enter the line number from address book for supplier street address.
4. Enter a '1' to print value date.  
Default = blank will print due date

**Bank Tape:**

5. Enter the following default values:
 

Device Name . . . . .	_____
Tape Density. . . . .	_____
Label Name. . . . .	_____
Blocksize . . . . .	_____
New Volume Name . . .	_____
New Owner ID. . . . .	_____
File Name . . . . .	_____

## Processing Options for A/P Payments – Print Italian Payments

**Translation Program:**

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.

## Accounts Payable

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**Address Format:**

2. Enter an override address format.  
If left blank, the address number's country format will be used.
- 

**Print Information:**

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

## Processing Options for A/P Payments – Create Belgian Bank Tape

**Bank Information:**

1. Enter one of the following to indicate the bank's payment method:  
blank = Normal SWIFT  
TLX = Urgent SWIFT  
(other codes available from the bank)
- 

2. Enter the cost code to indicate where the bank's charges will be applied:  
NOR = Normal Costs  
BEN = All costs to beneficiary  
OUR = all costs to orderer
- 

3. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are:  
'1' = IRS Employer ID Number  
'3' = Data Universal Numbering Syst  
'9' = User Assigned Number  
If left blank, the Tax ID for the Bank Account's company will be used. Please note that if this field is blank on the tape, the tape will be rejected by the banking clearing house.
- 

**Bank Tape:**

4. Enter the following default values:
- |                         |       |
|-------------------------|-------|
| Device Name . . . . .   | _____ |
| Tape Density. . . . .   | _____ |
| Label Name. . . . .     | _____ |
| Blocksize . . . . .     | _____ |
| New Volume Name . . . . | _____ |
| New Owner ID. . . . .   | _____ |
| File Name . . . . .     | _____ |
- 

## Processing Options for A/P Payments – Create Belgian Bank Diskette

**Bank Information:**

1. Enter one of the following to indicate the bank's payment method:  
blank = Normal SWIFT  
TLX = Urgent SWIFT  
(other codes available from the bank)
-

2. Enter the cost code to indicate where the bank's charges will be applied:

NOR = Normal Costs  
 BEN = All costs to beneficiary  
 OUR = all costs to orderer

**Bank Tape:**

3. Enter the following default values:

Device Name . . . . .	_____
Tape Density. . . . .	_____
Label Name. . . . .	_____
Blocksize . . . . .	_____
New Volume Name . . .	_____
New Owner ID. . . . .	_____
File Name . . . . .	_____

**Processing Options for A/P Payments – Print Promissory Notes (Drafts)****Address Format:**

1. Enter an override address format.  
 If left blank, the address number's country format will be used.

**Print Information:**

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

**Processing Options for A/P Payments – Create Swiss Bank Tape****Record Format**

1. Enter the payment instrument to be associated with the following formats:  
 826 = Structured Invoice Number  
 827 = Normal Bank Transfers  
 830 = International Transfer  
 If a payment instrument is used that is not associated with a format, the 826 format will be used.

**Remittance Advice**

2. Enter a '1' to always print a remittance advice. Leave blank to only print a remittance advice if five or more detail records are created.

**Bank Tape:**

3. Enter the following default values:

Device Name . . . . .	_____
Tape Density. . . . .	_____
Label Name. . . . .	_____
Blocksize . . . . .	_____
New Volume Name . . .	_____
New Owner ID. . . . .	_____
File Name . . . . .	_____

### Processing Options for A/P Payments – Create Swiss Bank Diskette

**Record Format**

1. Enter the payment instrument to be associated with the following formats:

826 = Structured Invoice Number  
827 = Normal Bank Transfers  
830 = International Transfer

If a payment instrument is used that is not associated with a format, the 826 format will be used.

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**Remittance Advice**

2. Enter a '1' to always print a remittance advice. Leave blank to only print a remittance advice if five or more detail records are created.

---

**Bank Tape:**

3. Enter the following default values:

Device Name . . . . .  
Tape Density. . . . .  
Label Name. . . . .  
Blocksize . . . . .  
New Volume Name . . .  
New Owner ID. . . . .  
File Name . . . . .

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### Processing Options for A/P Payments – Produce Bank Tape

**Electronic Funds Transfer:**

1. Enter the File ID modifier (1 pos.).

This is used to distinguish between multiple files created on the same date. Default value is '1'.

---

2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.

---

3. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are:

'1' = IRS Employer ID Number  
'3' = Data Universal Numbering Syst  
'9' = User Assigned Number

If left blank, the Tax ID for the Bank Account's company will be used. Please note that if this field is blank on the tape, the tape will be rejected by the banking clearing house.

---

4. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank, the Discretionary Data field will be blank.

**Print Program:**

5. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.
6. Enter the version to be used for the call to X00PPAT1 to send a PPAT in lieu of a remittance advice. If left blank, a PPAT will not be sent. If a version is selected, a remittance advice will not be created.
7. Enter a '1' to override the PPAT to the internet. If left blank, the message will be sent via PPAT.

**Bank Tape:**

8. Enter the following default values:
- |                        |  |
|------------------------|--|
| Device Name . . . . .  |  |
| Tape Density . . . . . |  |
| Label Name . . . . .   |  |
| Blocksize . . . . .    |  |
| New Volume Name . . .  |  |
| New Owner ID. . . . .  |  |
| File Name . . . . .    |  |

**Processing Options for A/P Payments – Create Bank Tape****Electronic Funds Transfer:**

1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default value is '1'.
2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.
3. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are:  
 '1' = IRS Employer ID Number  
 '3' = Data Universal Numbering Syst  
 '9' = User Assigned Number  
 If left blank, the Tax ID for the Bank Account's company will be used. Please note that if this field is blank on the tape, the tape will be rejected by the banking clearing house.

4. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank, the Discretionary Data field will be blank.

**Print Program:**

5. Enter the check print program to use if the pre-note status is set to 'P', requiring a check print.

**Bank Tape:**

6. Enter the following default values:

Device Name . . . . .	_____
Tape Density. . . . .	_____
Label Name. . . . .	_____
Blocksize . . . . .	_____
New Volume Name . . .	_____
New Owner ID. . . . .	_____
File Name . . . . .	_____

## Processing Options for A/P Payments – Print British Payments

**Address Format:**

1. Enter an override address format. If left blank, the address number's country format will be used.

**Print Information:**

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

## Processing Options for A/P Payments – Print Register

**For Subcontract Payments:**

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

## What You Should Know About Processing Options

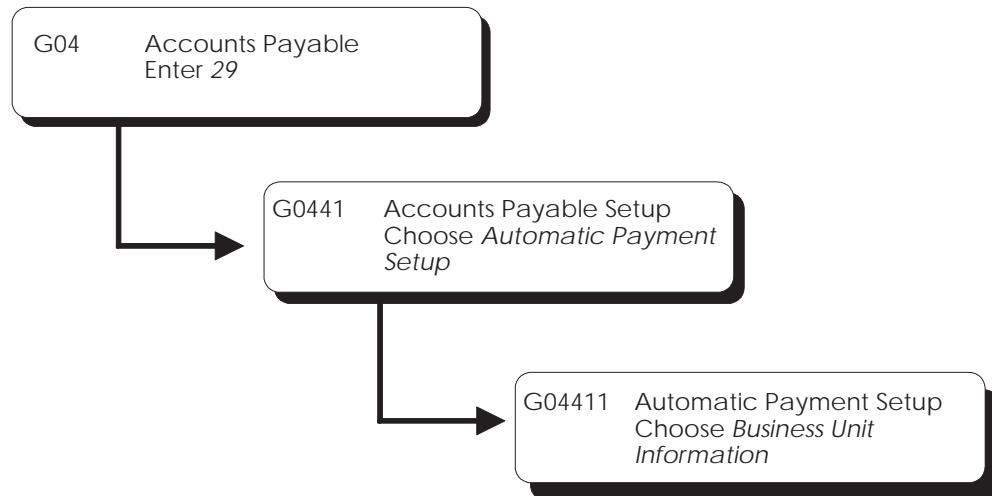
**Payment register programs**

The A/P payment register programs have identical processing options:

- P04576 A/P Payments – Print Register
- P04576I A/P Payments – Print Register – Italy
- P04576N A/P Payments – Print Register – Drafts
- P04576T A/P Payments – Print Register – EFT Tape

{Import processing options.}

## Set Up Business Unit Information



### Setting Up Business Unit Information

You set up business unit information if the following conditions apply:

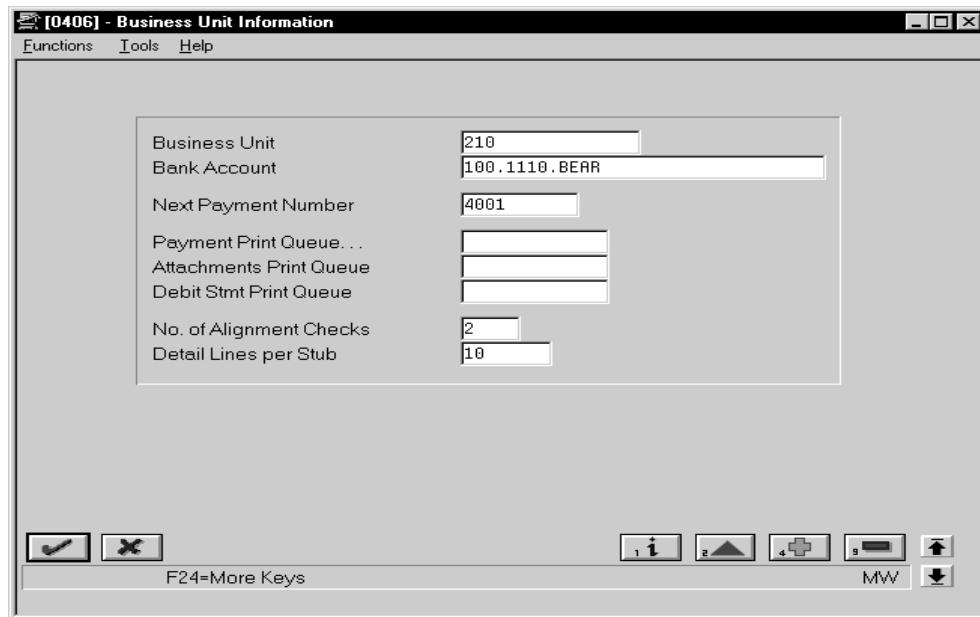
- You produce payments by business unit.
- Each business unit has its own checking account (optional).

If you use this feature, the business unit information overrides the bank account information. The system processes payments using the following:

- Business unit information from the voucher information in the A/P Ledger table (F0411)
- Bank account information from the business unit

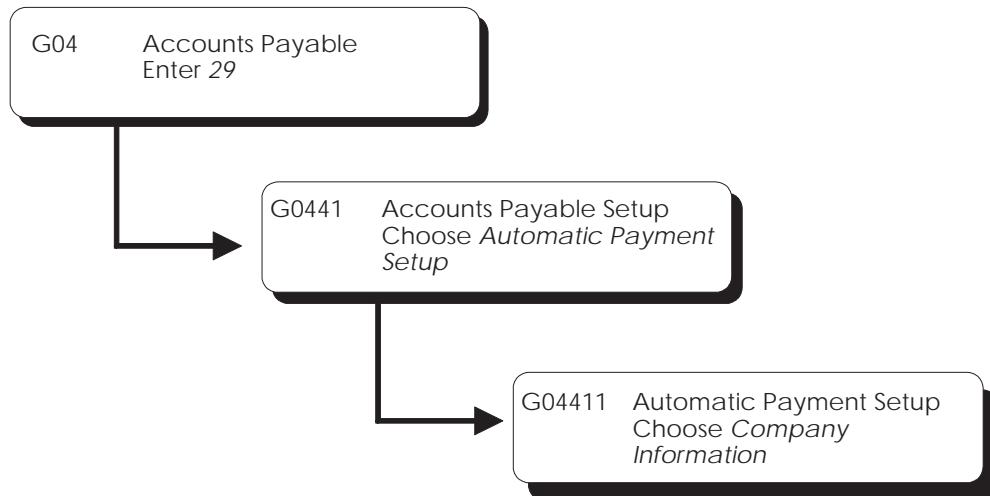
► To set up business unit information for A/P

On Business Unit Information



1. Complete the following field:
  - Business Unit
  - Bank Account
2. Complete the following optional fields:
  - Next Payment Number
  - Payment Print Queue
  - Attachments Print Queue
  - Debit Statement Print Queue
  - Number of Alignment Checks
  - Detail Lines per Stub
3. Perform the Add action.

# Set Up Company Information



## Setting Up Company Information

Set up company information if you produce payments by company, or if you want to print your company name on checks.

This program creates records in the Company Constants table (F0010).

► **To set up company information for A/P**

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On Company Information

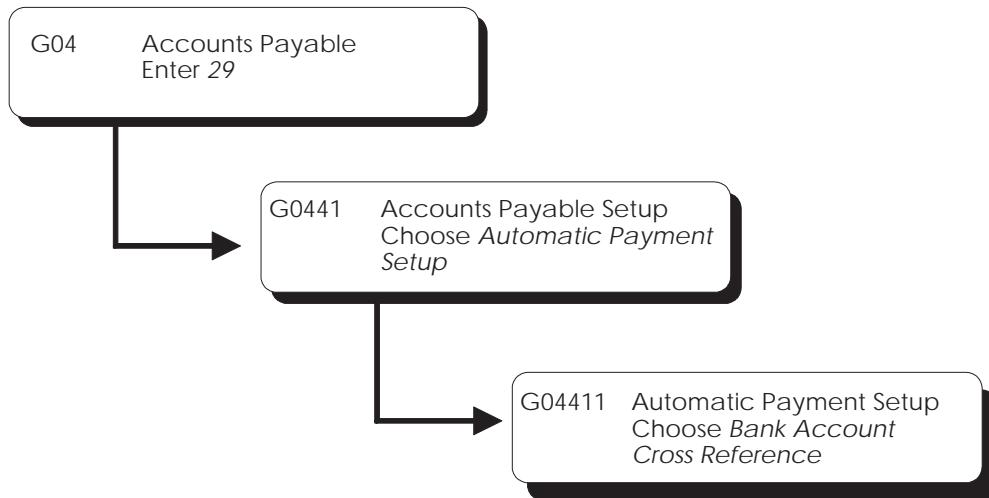


Complete the following fields:

- Company
- Print Company Name
- Signature Block (optional)
- Alternate Company Name (optional)

Field	Explanation
Print Company Name	This data item is used in A/P payment processing to print the company name on checks. Valid values are: 0 Print the company name on the checks (default) 1 Do not print the company name 2 Print programs  If you leave this field blank, the system uses 0.
Signature Block	Denotes the title of the authorized payor whose signature appears on the check.  For future use.
Alternate Company Name	This data item represents the alternative company description that can be printed on the checks.  For future use.

## Set Up Bank Account Information for A/P



### Setting Up Bank Account Information for A/P

You must set up account bank account cross-references for suppliers to whom you transfer funds electronically. These cross-references supply bank account information for your suppliers. You can also add this information on Supplier Master Information.

Setting up bank account cross-references consists of:

- Setting up bank account cross-references for A/P
- Verifying bank account cross-references for A/P

Bank account cross-references link supplier addresses in the Address Book Master table (F0101) to their bank account information in the Bank Transit Number Master table (F0030). Both the Accounts Payable and Accounts Receivable systems maintain this information.

### Before You Begin

On Supplier Master Information:

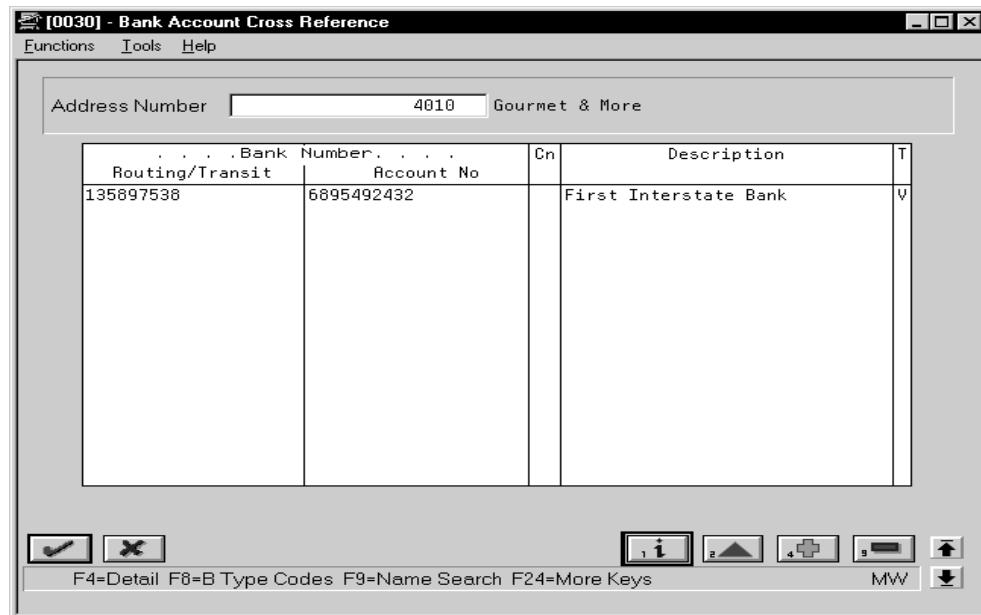
- Set the payment instrument to T for each supplier to whom you want to transfer funds electronically
- Set the pre-note code to P for each supplier to whom you want to transfer funds electronically

### Setting Up Bank Account Cross-References for A/P

► **To set up a bank account cross-reference for A/P**

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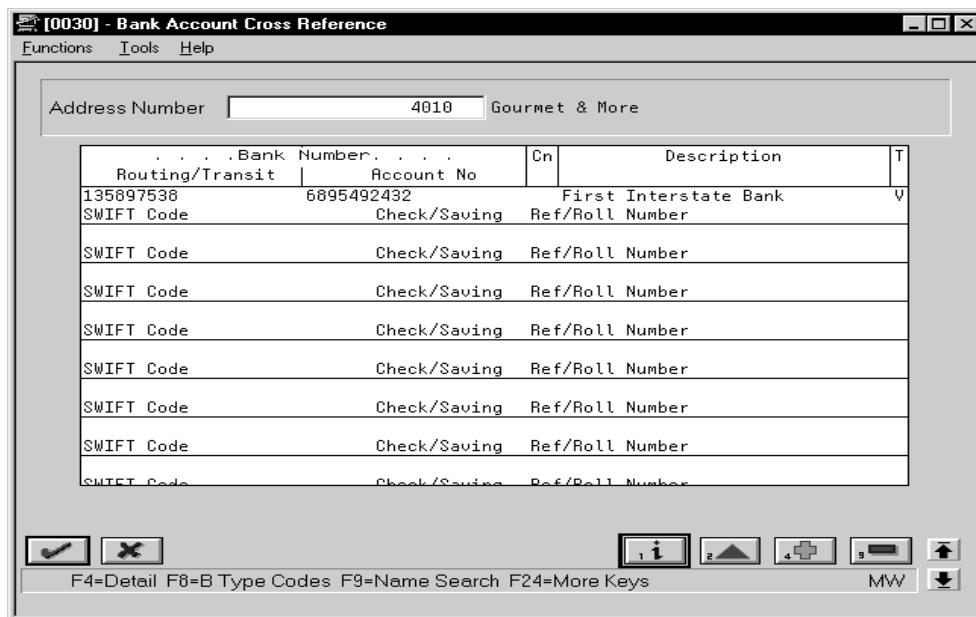
On Bank Account Cross Reference



1. Complete the following fields:

- Address Number
- Routing/Transit
- Account Number
- Description (optional)
- Bank Type

2. Access the detail area.



3. Complete the following optional fields:

- SWIFT Code
- Check/Savings
- Reference/Roll Number

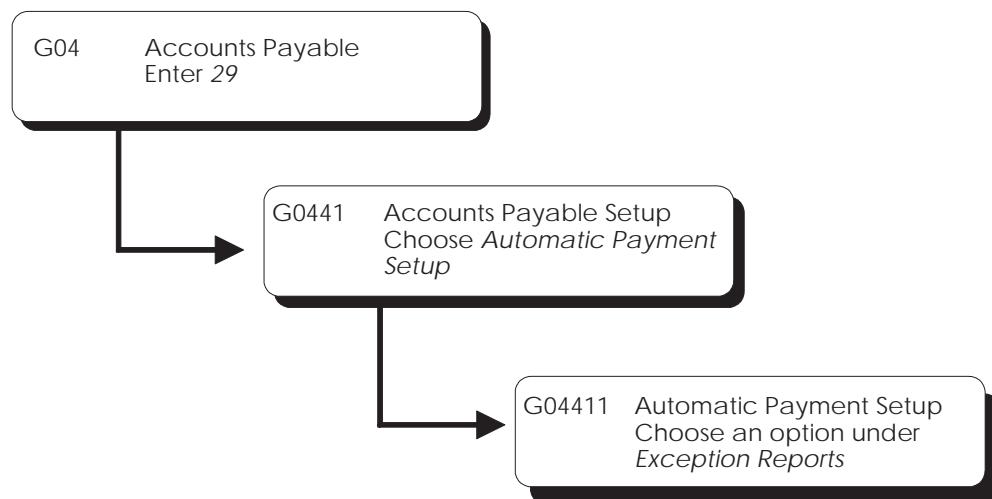
4. Perform the Add action.

## Accounts Payable

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Field	Explanation												
Routing/Transit	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The combination of account number and transit number must be unique.</p>												
Type	<p>A code used to distinguish external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <table><tr><td>C</td><td>Customer Bank Accounts</td></tr><tr><td>G</td><td>Internal G/L Bank Accounts</td></tr><tr><td>V</td><td>Supplier Bank Account for payment via bank tape</td></tr><tr><td>D</td><td>Default Bank Account for A/R Drafts and Auto Debits</td></tr><tr><td>B</td><td>Valid Bank Transit Numbers</td></tr><tr><td>M</td><td>G/L Bank Account/Business Unit used to define print information in A/P payments</td></tr></table> <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p>	C	Customer Bank Accounts	G	Internal G/L Bank Accounts	V	Supplier Bank Account for payment via bank tape	D	Default Bank Account for A/R Drafts and Auto Debits	B	Valid Bank Transit Numbers	M	G/L Bank Account/Business Unit used to define print information in A/P payments
C	Customer Bank Accounts												
G	Internal G/L Bank Accounts												
V	Supplier Bank Account for payment via bank tape												
D	Default Bank Account for A/R Drafts and Auto Debits												
B	Valid Bank Transit Numbers												
M	G/L Bank Account/Business Unit used to define print information in A/P payments												
SWIFT Code	<p>The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.</p>												
Reference/Roll Number	<p>The recipient's reference number.</p> <p>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.</p>												

## Verifying Cross-References for A/P



After you set up bank account cross-references, run two exception reports to verify the information before you produce your first batch of automatic payments.

Verifying cross-references consists of:

- Printing the Bank Account Exception Report
- Printing the Address Book Exception Report

These DREAM Writer reports compare information in the Address Book Master table (F0101) and the Bank Transit Number Master table (F0030).

### Printing the Bank Account Exception Report

This report edits all the addresses for each cross-reference on Bank Account Cross Reference. The report lists any record that does not exist in the Address Book Master table and bypasses bank account records that have a blank address number.

This report does not update any information. You must either enter missing address records in the address book master or remove them from Bank Account Cross References.

## Accounts Payable

00310	J.D. Edwards & Company Bank Account/Address Book Exception Rpt			Page - 2	Date - 4/11/98
Address Number	Bank Transit	Cust Bank Acct #	R	Ref/Roll Number	
1891896	123456789	5896752	V		

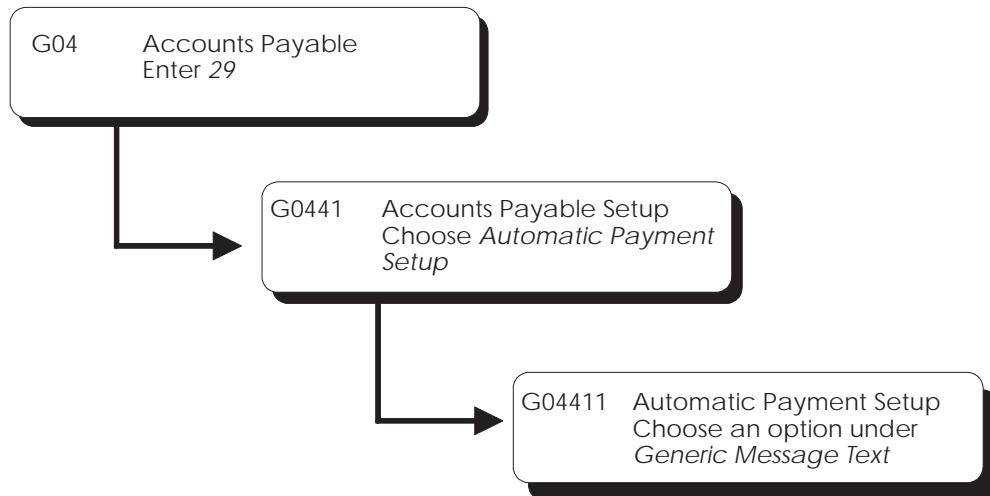
### Printing the Address Book Exception Report

This report lists any suppliers and customers in the Address Book Master table that do not have a corresponding bank account record on Bank Account Cross References. The system only edits customers and suppliers with a method of payment that requires a bank account record. For example, A/P bank tape processing requires bank account records.

This report does not update any information. You must either enter missing bank account records in the Bank Transit Number Master table or change the payment instrument code for the address in the supplier master or the customer master.

00311	J.D. Edwards & Company Addr Book/Bank Acct Excpt - Suppliers			Page - 2	Date - 04/11/98
Address Number	Description	P S	I T	- -	
4010	Gourmet & More	T V			

## Set Up Italian Messages



### Setting Up Italian Messages

If you prepare Italian bank tapes using the I (Electronic Funds-Italy) payment instrument, you can set up custom messages for the payment register and advice report. These messages print as follows:

**Italian register messages** These messages print at the top of the payment register.

**Italian payment advice messages** These messages print at the top of the advice report that accompanies bank tapes.

Setting up Italian messages consists of:

- Setting Up message codes
- Setting Up message text

The system stores message codes in the Generic Message/Rate Types (F0019), Generic Message/Rates (F00191), and General Message Detail (F00192) tables.

### Setting Up Message Codes

Each message code represents one message.

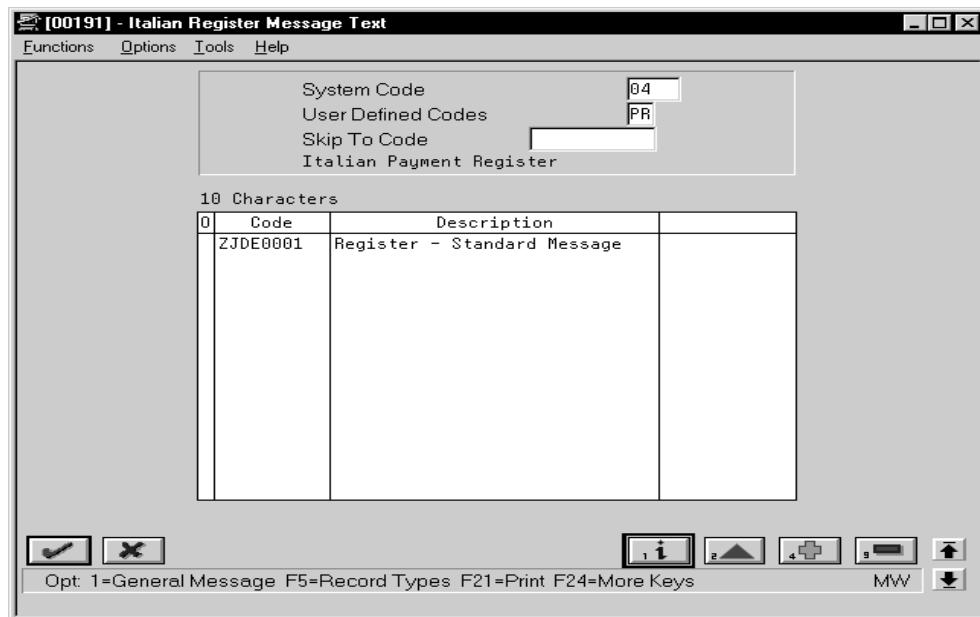
Each version of a bank tape with a payment instruction of I has a separate code (or version). The default is ZJDE0001.

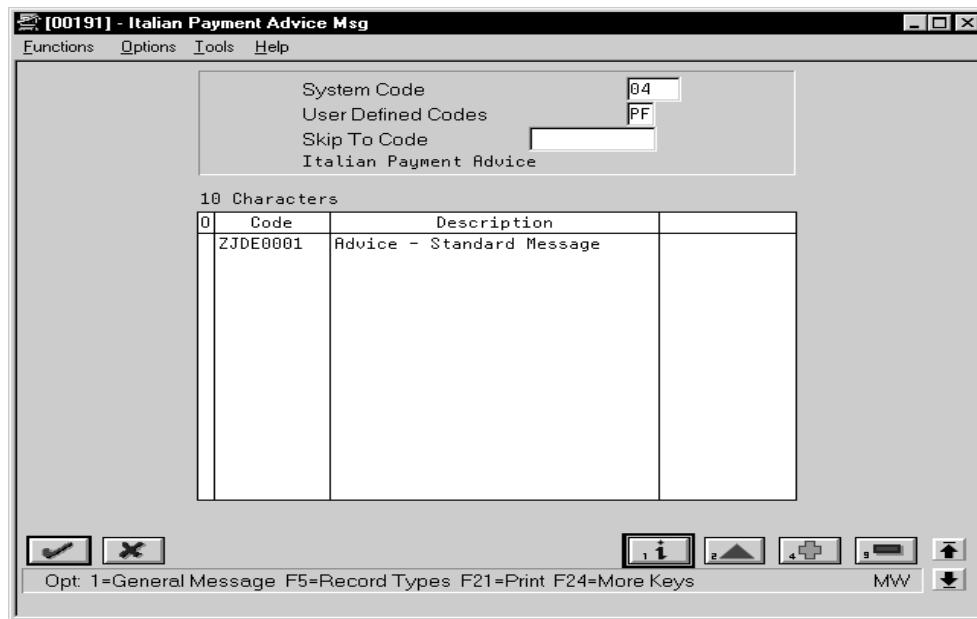
#### ► To set up a message code

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On either Italian Register Message Text or Italian Payment Advice Message

On Generic Rate/Message Records





1. Complete the following fields:
  - Code
  - Description
2. Do one of the following:
  - In WorldSoftware, press Enter
  - In WorldVision, click Add

### What You Should Know About

**Deleting message codes** Action code D deletes all companies and supplier addresses in the list.

### Setting Up Message Text

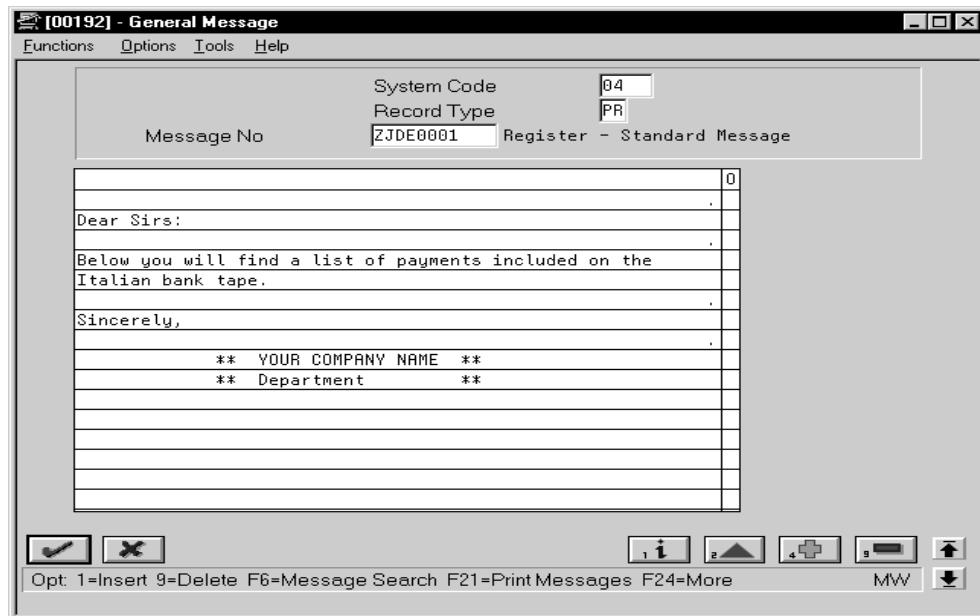
After you add a message code, you must add the text messages that print on reports.

#### ► To set up message text

On either Italian Register Message Text or Italian Payment Advice Message

### On Generic Rate/Message Records

1. Choose General Message for a particular code.



2. On General Message, type the text of the message.
3. Do one of the following:
  - In WorldSoftware, press Enter
  - In WorldVision, click Add

### Processing Options for Generic Rate/Message Records

#### User Defined Codes:

1. Enter the desired System Code. \_\_\_\_\_

2. Enter the desired Record Type. \_\_\_\_\_

#### Display Information

3. Enter an '1' to display Rate Text or  
Enter an '2' to display Message Text \_\_\_\_\_

4. If displaying Message Text,  
Enter an '1' for 60 column display or  
Enter an '2' for 80 column display \_\_\_\_\_

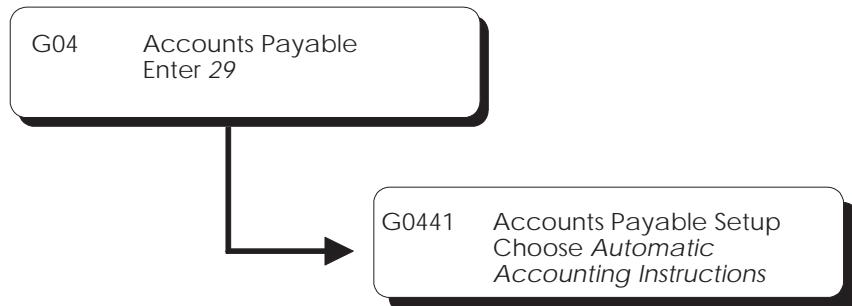
# Set Up Draft Processing for A/P

## Setting Up Draft Processing for A/P

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup. However, to process drafts you must also:

- Set up AAIs for A/P drafts
- Set up user defined codes for A/P drafts

## Setting Up AAIs for A/P Drafts



AAIs define rules for programs that automatically generate journal entries. You should set up draft AAIs for each company if you use a different account number for it. That is, you do not need to set up an AAI for each company if they use the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

Draft processing uses a single AAI that defines the drafts payable account. This account acts as a holding or clearing account until you pay the draft. When you create a draft, the system:

- Debits A/P trade
- Credits drafts payable

When you pay the draft, the system:

- Debits drafts payable
- Credits your bank account

You set up a single AAI for the drafts payable account (item PD), which the system uses as the default. You can also set up one AAI for each payment instrument (item PDx, where x equals the user defined code for a payment instrument).



### To set up AAIs for drafts payable (PDx) accounts

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On Automatic Accounting Instructions

1. Do one of the following:
  - Press F15 to access Single AAI Revisions
  - Press F16 to access Multiple AAI Revisions
2. Complete the following fields:
  - Item Number
  - Company
  - Business Unit
  - Object Account
  - Subsidiary (optional)
3. Use the Add action.

### See Also

- *Setting Up AAIs for A/P (P00121)*

## Setting Up User Defined Codes for A/P Drafts

To access a user defined code, enter UDC on the command line of any menu. On General User Defined Codes, enter the system code, such as 00, and the user defined code list, such as DV for voucher document types.

The following user defined codes are required for draft processing:

- |  |   |
|--|---|
| <b>Document types<br/>(00/DV)</b>      | <ul style="list-style-type: none"><li>• PV (voucher)</li><li>• P1 (draft)</li></ul>   |
| <b>Payment status (00/PS)</b>          | <ul style="list-style-type: none"><li>• D (draft accepted)</li><li>• # (payment in-process)</li><li>• P (paid)</li><li>• Other payment statuses, as necessary</li></ul> |
| <b>Payment instruments<br/>(00/PY)</b> | <ul style="list-style-type: none"><li>• A code for each payment instrument you use</li></ul>  |

### ► To set up user defined codes for drafts

On the appropriate user defined codes form

1. Complete the following fields:
  - Character Code
  - Description
  - Description-2 (optional)
2. Use the Add action.

### See Also

- *About User Defined Codes for A/P (P00051)*
- *Setting Up User Defined Codes (P00051)*

## Accounts Payable

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# A/P Tax Setup

## Objectives

- To understand the types of taxes you work with in A/P
- To set up tax authorities (agencies and governments) that assess taxes
- To set up tax rates and areas (jurisdictions and rates for the tax authorities)
- To control how taxes are assessed using tax explanation codes
- To understand which AAIs are used by taxes
- To set up tax rules for companies in your organization

## About A/P Tax Setup

Various tax authorities assess and collect taxes. In order to comply with governmental tax regulations, you need to set up tax information in your Accounts Payable system. After you set up this information, you can:

- Track taxes according to different tax rates and areas
- Assign a default tax rate to a supplier
- Apply a tax rate to an entire voucher or individual pay items
- Enter a tax amount or have the system calculate the amount
- Track tax history in a separate table

A/P tax setup consists of:

- Setting up tax authorities for A/P
- Setting up tax rates and areas for A/P
- Understanding tax explanation codes for A/P
- Setting up AAIs for A/P taxes
- Setting up tax rules by company for A/P

Alternatively you can set up your taxes with Vertex(tm). This consists of:

- Working with Vertex for A/P



Vertex, Inc. (tm), Vertex (tm), and GeoCode (tm) are trademarks of Vertex, Incorporated.

After you set up your tax information, you designate tax amounts in the supplier master record or when you enter a supplier's invoice.

### What Are the Different Types of Taxes?

You might be assessed one of the following types of taxes:

#### **Sales tax**

This tax is calculated on the gross sales price of the goods. Customers who buy goods for their own use pay sales tax at the time of purchase. Suppliers who buy goods for resale do not pay sales tax.

#### **Use tax**

This tax is a sales tax, calculated and self-assessed by the buyer. A use tax might be levied when a company keeps the goods it manufactures for its own use. For example, a pencil manufacturer might owe a use tax when it keeps some of the pencils it manufactures for the use of its own employees. A use tax might also be levied when a buyer in one tax area is responsible for direct payment of local sales taxes on goods and services purchased outside the local tax area. For example, a catalog company in New York does not collect sales taxes from buyers in Colorado, but the buyers must pay the Colorado tax authorities directly.

#### **Value Added Tax (VAT)**

This tax is collected at each stage in the production and distribution of goods and services as value is added. As a business adds value to a product, the business pays VAT on the added value.

#### **Canadian Goods and Services Tax (GST) and Provincial Sales Tax (PST)**

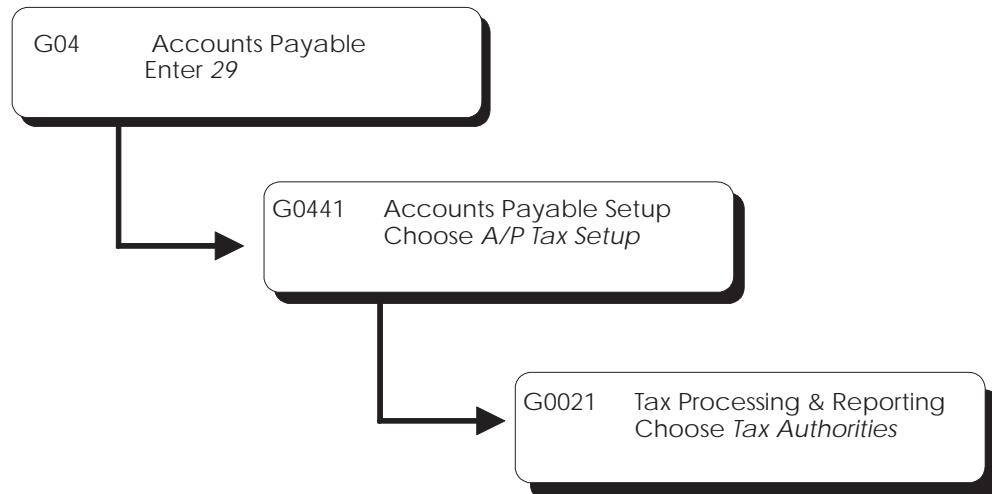
In Canada, the federal government assesses a GST. The provincial governments assess a PST. The tax rates vary from province to province and are calculated using either the value of the goods or the value plus GST.

Tax types are not exclusive to a single country. For example, VAT is used worldwide and encompasses a variety of value added taxes, such as:

- IVA in Italy
- TVA in Belgium
- GST in Singapore

## **Set Up Tax Authorities for A/P**

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### **Setting Up Tax Authorities for A/P**

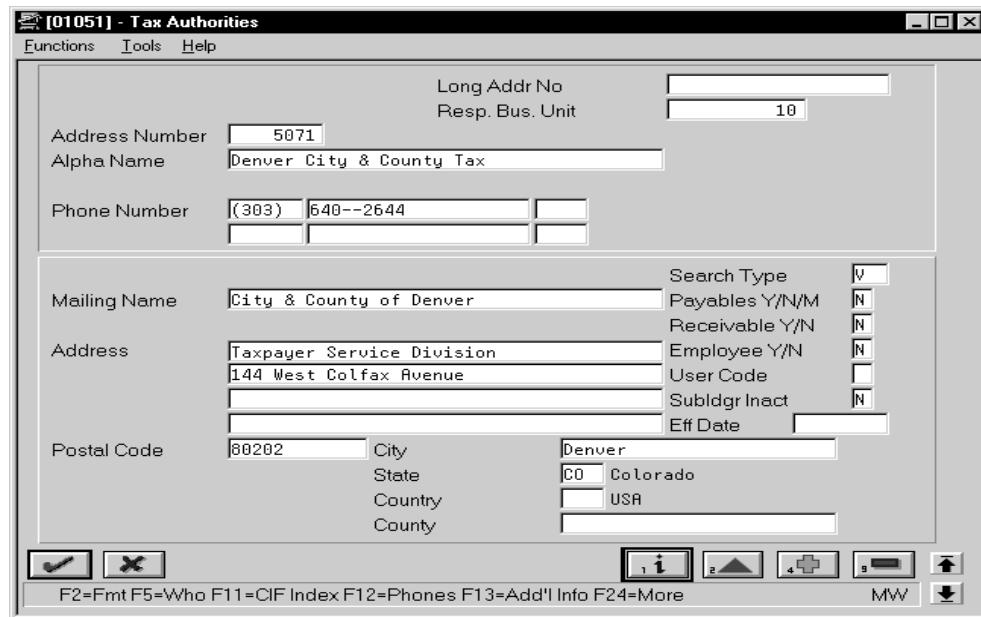
Tax authorities are government agencies that assess and collect taxes. For tracking and reporting purposes, your organization must set up an address book record for each tax authority that it reports to.

#### **Before You Begin**

- Set up a user defined code (01/ST) for search type T (tax)

### ► To set up tax authorities

#### On Tax Authorities



Complete the following fields:

- Alpha Name
- Mailing Name
- Search Type
- Payables

Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists ..... <i>Form-specific information</i> .....

J.D. Edwards recommends that you use T as the search type for each tax authority.

<b>Field</b>	<b>Explanation</b>
Payables	<p>A code that identifies the address as a supplier. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.</li> <li>N No, this is not a supplier. This code does not prevent you from entering a voucher for the address.</li> <li>M This is a miscellaneous, one-time supplier.</li> <li>F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.</li> </ul> <p>You should code tax authorities as suppliers.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>

## See Also

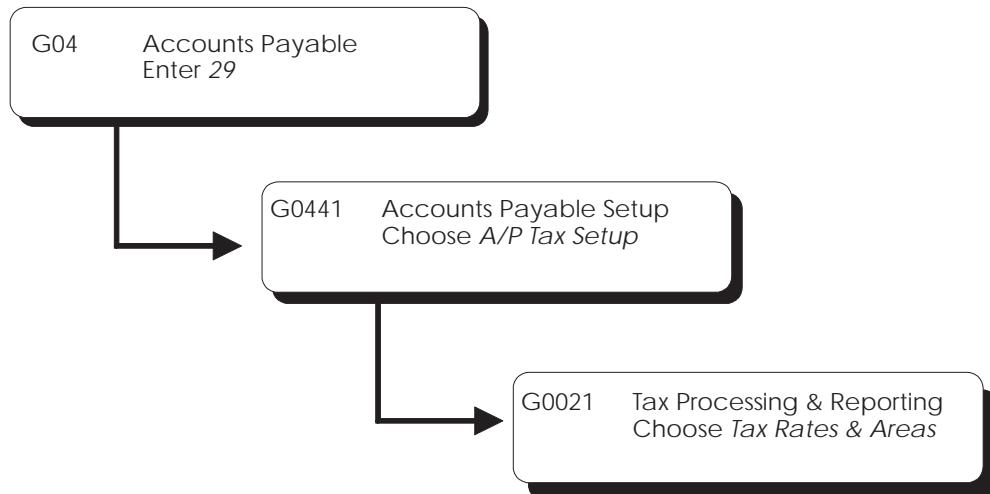
- *Working with Address Book (P01051)* in the *Address Book Guide*

## Accounts Payable

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## **Set Up Tax Rates and Areas for A/P**

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### **Setting Up Tax Rates and Areas for A/P**

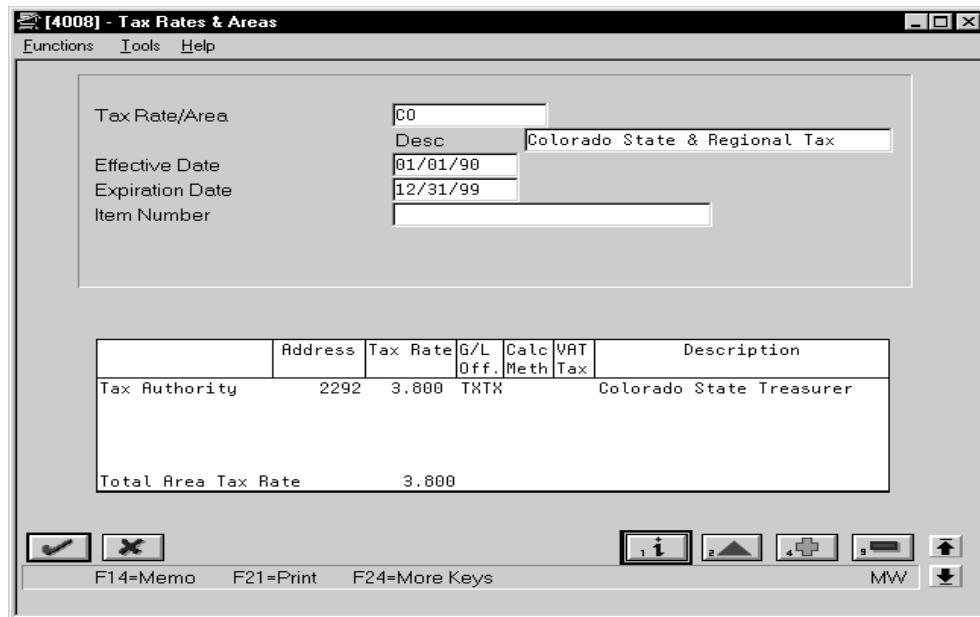
In order to calculate and track the different taxes you pay to your suppliers, you must set up:

- Tax areas
- Tax rates

Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate.

► **To set up tax rates and areas**

On Tax Rates & Areas



1. Complete the following fields:
  - Tax Rate/Area
  - Description
  - Effective Date
  - Expiration Date
  - Item Number
  - Tax Authority Address
  - Tax Rate
  - G/L Offset
2. Perform the Add action.
3. Verify the system-supplied information in the following fields:
  - Calculation Method
  - VAT Expense
  - Total Area Tax Rate

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p>
	<p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p>
	<p>The system uses this code to properly calculate the tax amount.</p>
	<p>If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p>
Item Number	<p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> <p>..... <i>Form-specific information</i> .....</p>
	<p>Identifies either a group of items or a single item. Items that are assessed VAT generally use the group code number. Items that are assessed a luxury tax generally use a specific item number.</p>
	<p>NOTE: Only sales order and purchase order processing use this field. You can suppress this field with processing options.</p>
Tax Authority Address	<p>The address book number of a tax authority that has jurisdiction in the tax area. This is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on.</p>
	<p>You can have up to five tax authorities for a single tax area.</p> <p>..... <i>Form-specific information</i> .....</p>
	<p>For Canada, the GST tax authority must be on the first line. PST tax authorities can be on lines 2 through 5. If a GST input credit is applicable, the authorities on lines 3 through 5 can identify the GST percentage not eligible for input credits.</p>
Tax Rate	<p>A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7% as 7. The system displays 7.000.</p>

<b>Field</b>	<b>Explanation</b>
G/L Offset	<p>A code that indicates how to locate the tax account for general ledger entries. This field points to automatic accounting instructions (AAIs) that, in turn, point to the tax account.</p> <p>Examples are:</p> <ul style="list-style-type: none"> <li>PTxxxx — for A/P (VAT only)</li> <li>RTxxxx — for A/R (VAT only)</li> <li>GTxxxx — for G/L (VAT only)</li> <li>4320 — for Sales Orders</li> <li>4400 and 4410 — for Purchase Orders</li> </ul> <p>Only PTxxxx, RTxxxx, and GTxxxx are valid for VAT and Canadian GST.</p> <p>For sales taxes, the Accounts Payable and Accounts Receivable systems ignore the values in this field. For the General Accounting system, VAT journal entries require values in this field. For sales taxes, the Sales Order Management and Purchase Order Management systems require values in this field. For use and Canadian PST, this field is ignored. At this time, however, the system only uses the first G/L offset.</p>
Calculation Method	<p>A code that indicates whether the tax rate for the tax authority is calculated pre-GST (taxable amount plus any GST for a previous tax authority) or calculated as a tax on a tax. Valid values are:</p> <ul style="list-style-type: none"> <li>Y      Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority.</li> <li>N      Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority.</li> </ul> <p>NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>This code is available only for the second tax authority (line 2 in the list on this form) and must identify a non-GST tax authority.</p>

<b>Field</b>	<b>Explanation</b>
VAT Expense	<p>A code that identifies the percentage of the VAT (GST) amount that is not eligible for input credits. Valid values are:</p> <p>R Not recoverable. The tax is an expense and is not a receivable.</p> <p>Blank Recoverable. The tax is a receivable. This is the default.</p> <p>NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V.</p> <p>..... <i>Form-specific information</i> .....</p> <p>This code is available only for the third, fourth, fifth tax authorities (lines 3 through 5) on the form.</p>
Total Area Tax Rate	<p>A number that identifies the sum of the tax rates for all tax authorities in the tax rate/area.</p> <p>..... <i>Form-specific information</i> .....</p> <p>A system-displayed number that indicates the sum of the tax rates for all the tax authorities. If you typee Y in the Calculation Method field, the total reflects compound taxes (tax on a tax). If you typed R in the VAT Expense field, the total does not include the input credit amount.</p>

## See Also

- *Tax Reference Guide* for information about the different types of taxes and what you should consider when setting up tax rates and areas

## Accounts Payable

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# **Understand Tax Explanation Codes for A/P**

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## **About Tax Explanation Codes for A/P**

You might be required to calculate, pay, and track taxes on some invoices you receive from your suppliers. When this is necessary, you need to enter a tax explanation code on the supplier or voucher record. This code controls how you:

- Assess taxes
- Distribute taxes to specific G/L revenue and expense accounts

Tax explanation codes are user defined codes (00/EX).

### **See Also**

- *Setting Up User Defined Codes (P00051)*
- *About Tax Calculation Codes for A/P (P00051)*

### **What Are the Types of Tax Explanation Codes?**

The following describes the tax explanation codes that J.D. Edwards provides for A/P voucher processing. You can create additional codes.

<b>B</b>	GST + PST, where PST is self-assessed (Canadian).
<b>BT</b>	Same as B, but taxes only.
<b>C</b>	GST + PST, where PST is seller-assessed (Canadian).
<b>CT</b>	Same as C, but taxes only.
<b>E</b>	Exempt.
<b>S</b>	Sales tax. Seller-assessed (PST in Canada and sales in U.S.).

<b>ST</b>	Same as S, but taxes only.
<b>U</b>	Use tax. Seller-assessed (PST in Canada).
<b>UT</b>	Same as U, but taxes only.
<b>V</b>	VAT (VAT in Europe and GST in Canada).
<b>VT</b>	Same as V, but taxes only.
<b>V +</b>	Same as V, but calculated as a tax on tax.

### How Are Taxes Calculated?

The following examples show how the system calculates some commonly used taxes.

#### Sales Tax

The system calculates the tax amount but does not make a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the voucher. The system updates the Sales/Use/VAT Tax table (F0018) for tax reporting purposes.

<b>Tax rate</b>	7.3%
<b>Taxable amount</b>	1,000
<b>To calculate sales tax</b>	Taxable amount x sales tax rate $1,000 \times .073 = 73$
<b>Voucher amounts</b>	Taxable 1,000 Tax amount 73 Gross amount 1,073
<b>Journal entries</b>	Expense 1,073
<b>Automatic offsets</b>	A/P trade 1,073-

## Use Tax

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the voucher. The system updates the Sales/Use/VAT Tax table for tax reporting purposes.

<b>Tax rate</b>	7.3%
<b>Taxable amount</b>	1,000
<b>Formula to calculate use tax</b>	Taxable amount x use tax rate $1,000 \times .073 = 73$
<b>Voucher amounts</b>	Taxable 1,000 Tax amount 73 Gross amount 1,073
<b>Journal entries</b>	Expense 1,073
<b>Automatic offsets</b>	A/P trade 1,000– Use tax payable 73–

## VAT

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount.

<b>Tax rate</b>	7.3%
<b>Taxable amount</b>	1,000
<b>Formula to calculate VAT tax</b>	Taxable amount x VAT tax rate $1,000 \times .073 = 73$

<b>Voucher amounts</b>	Taxable 1,000
	Tax amount 73
	Gross amount 1,073
<b>Journal entries</b>	Expenses 1,000
<b>Automatic offsets</b>	A/P trade 1,073-
	VAT recoverable 73

### VAT + Sales Tax

The system calculates taxes on a tax amount. The following example shows both VAT plus use tax and GST plus PST.

<b>Tax rate/area calculation method</b>	Y (tax on tax)
<b>Tax rate</b>	7% GST, 8% PST
<b>Taxable amount</b>	1,000
<b>Formula to calculate GST tax</b>	Taxable amount x GST rate $1,000 \times .07 = 70$
<b>Formula to calculate PST tax</b>	(Taxable amount + GST) x PST rate $(1,000 + 70) \times .08 = 85.60$
<b>Tax amount</b>	GST + PST $70 + 85.60 = 155.60$
<b>Voucher amounts</b>	Taxable 1,000 Tax amount 155.60 Gross amount 1,155.60
<b>Journal entries</b>	Expense 1,085.60 (Taxable + PST)

**Automatic offsets**      A/P trade 1,155.60–

VAT recoverable 70

### VAT + Use Tax

The system calculates use tax on amounts that include GST (Canadian VAT).

**Tax rate/area calculation method**      Y (tax on tax)

**Tax rate**      10% VAT (GST), 5% Use

**Taxable amount**      1,000

**Formula to calculate VAT tax**      Taxable amount x VAT (GST) rate  

$$1,000 \times .10 + 100$$

**Formula to calculate use tax**      (Taxable amount + VAT) x Use rate  

$$(1,000 + 100) \times .05 = 55$$

**Tax amount**      VAT (or GST) + Use

$$100 + 55 = 155$$

**Voucher amounts**      Taxable 1,000

Tax amount 155

Gross amount 1,100

**Journal entries**      Expense 1,055

**Automatic offsets**      VAT recoverable 100

A/P trade 1,100–

Taxes payable 70–

## Accounts Payable

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# Understand AAIs for A/P Taxes

## About AAIs for A/P Taxes

If you are required to pay taxes on a supplier's invoice, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT or sales tax, you designate which accounts you want to debit and credit for an invoice tax amount.

### Which AAIs Do You Need to Set Up for Taxes?

An AAI item for payables taxes (PT) is required. Tax explanation codes use item PTyyyy to point to various types of taxes, including sales and VAT. PTyyyy is similar to PCyyyy, but the offset, which you can change, is defined in the Tax Rate/Area table.

The character code yyyy represents a G/L offset account for the tax explanation code, such as PTSALE or PTVAT. The character code \_ \_ \_ \_ represents that there is no G/L offset account. This code points to the AAI item, which, in turn, points to the appropriate tax account. For example, for the code PTVATB, PT is the AAI item for a payables tax account and VATB is the character code that identifies the G/L offset account.

The following table shows the different tax codes and the corresponding AAI items which identify the debit and credit tax accounts.

#### VAT

When you enter the total amount of a voucher, you debit the G/L distribution accounts for the purchase goods. The system debits a VAT recoverable account and credits the accounts payable trade account.

PTyyyy identifies the VAT recoverable account and PCyyyy identifies the A/P trade account. For example:

- Dr 1000 – G/L accounts (goods of 1000)
- Dr 100 – PTyyyy (VAT recoverable account for the tax rate/area)
- Cr 1100 – PCyyyy Gross (A/P for goods of 1000 + VAT of 100)

#### V+

VAT (calculated as a tax on a tax). The accounts are the same as those for VAT.

**VT**

VT (Taxes only). The accounts are the same as those for VAT. For example:

- Dr 0 – G/L distribution (goods of 0)
- Dr 100 – PTyyyy (VAT receivable account for the tax rate/area)
- Cr 100 – PCyyyy Gross (accounts payable for VAT of 100)

**U**

Use Tax (PST in Canada), self-assessed. When you enter a voucher, you debit G/L distribution accounts (for the goods plus the sales tax). The system credits the self-assessed use tax payable account and credits the A/P account. PT\_\_\_\_\_ identifies the business unit and object of the use tax account and the tax rate/area. It can be identified as the subsidiary portion of the use tax account. PCyyyy identifies the A/P account. For example:

- Dr 1050 – G/L distribution (goods of 1000 and use tax of 50).
- Cr 50 – PT\_\_\_\_\_ + tax rate/area (self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT\_\_\_\_\_.
- Cr 1000 – PCyyyy Gross (A/P account for goods of 1000).

**UT**

Use Tax (PST in Canada), self-assessed. Taxes only. The accounts are the same as those for U. For example:

- Dr 50 – G/L distribution (use tax of 0).
- Cr 50 – PT\_\_\_\_\_ + tax rate/area (self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT\_\_\_\_\_.

**S**

Sales Tax (PST in Canada), seller-assessed. When you enter a voucher, you debit G/L distribution accounts (for the goods plus the sales tax). The system credits an A/P payable account. PCyyyy identifies the A/P account. For example:

- Dr 1050 – G/L distribution (goods of 1000 + sales tax of 50)
- Cr 1050 – PCyyyy Gross (A/P for goods of 1000 + sales tax of 50)

**ST**

Sales Tax (PST in Canada), seller-assessed. Taxes only. The accounts are the same as those for S. For example:

- Dr 50 – G/L distribution (sales tax of 50)
- Cr 50 – PCyyyy Gross (A/P for sales tax of 50)

**E**

Exempt. When you enter a voucher, the system performs no tax calculations. You debit G/L distribution accounts and the system credits an A/P account. For example:

- Dr 1000 – G/L distribution (goods of 100)
- Cr 1000 – PCyyyy Gross (A/P account for goods of 1000)

**B**

GST + self-assessed PST (Canada only). When you enter a voucher, you debit G/L distribution accounts (for the goods + PST). The system debits a GST receivable account, credits the self-assessed tax payable account, and credits the A/P account. PT\_\_\_\_\_ identifies the business unit and object of the self-assessed tax account and the tax rate/area. It can be referenced as the subsidiary portion of the self-assessed tax account. The tax rate/area is the subsidiary portion of the self-assessed tax account. PTyyyy identifies the GST receivable account and PCyyyy identifies the A/P account. For example:

- Dr 1030 – G/L distribution (goods of 1000 + PST of 30).
- Dr 70 – PTyyyy (GST receivable account for the tax rate/area).
- Cr 30 – PT\_\_\_\_\_ + tax rate/area (PST self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT\_\_\_\_\_.
- Cr 1070 – PCyyyy Gross (A/P account for goods of 1000 + GST of 70).

**BT**

GST + self-assessed PST (Canada only). Taxes only. The accounts are the same as those for B. For example:

- Dr 30 – G/L distribution (PST of 30).
- Dr 70 – PT\_\_\_\_\_ (GST receivable account for the tax rate/area).
- Cr 30 – PT\_\_\_\_\_ + tax rate/area (PST self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT\_\_\_\_\_.
- Cr 70 – PCyyyy Gross (A/P account for GST of 70).

**C**

GST + seller-assessed PST (Canada only). When you enter a voucher, you debit G/L distribution accounts (for the goods +PST). The system debits a GST receivable account and credits a GST payable account. PTyyyy identifies the GST receivable account and PCyyyy identifies the A/P account. For example:

- Dr 70 – PTyyyy (GST receivable account for the tax rate/area)
- Dr 1030 – G/L distribution (goods of 1000 + PST of 30)
- Cr 1100 – PCyyyy Gross (A/P for goods of 1000 + GST of 70 + PST of 30)

**CT**

GST + seller-assessed PST (Canada only). Taxes only. Accounts are the same as those for C. For example:

- Dr 70 – PTyyyy (GST receivable account for the tax rate/area)
- Dr 30 – G/L distribution (PST of 30)
- Cr 100 – PCyyyy Gross (A/P for GST of 70 + PST of 30)



### To set up AAIs for A/P taxes

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On Automatic Accounting Instructions

1. Choose one of the following:
  - Single AAI Revisions
  - Multiple AAI Revisions
2. On either Single AAI Revisions or Multiple AAI Revision, complete the following fields:
  - Item Number
  - Company
  - Business Unit
  - Object Account
  - Subsidiary (optional)

## What You Should Know About

### VAT

The amount distributed to the general ledger includes the goods and the sales tax because this is the true cost of purchased goods. VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods.

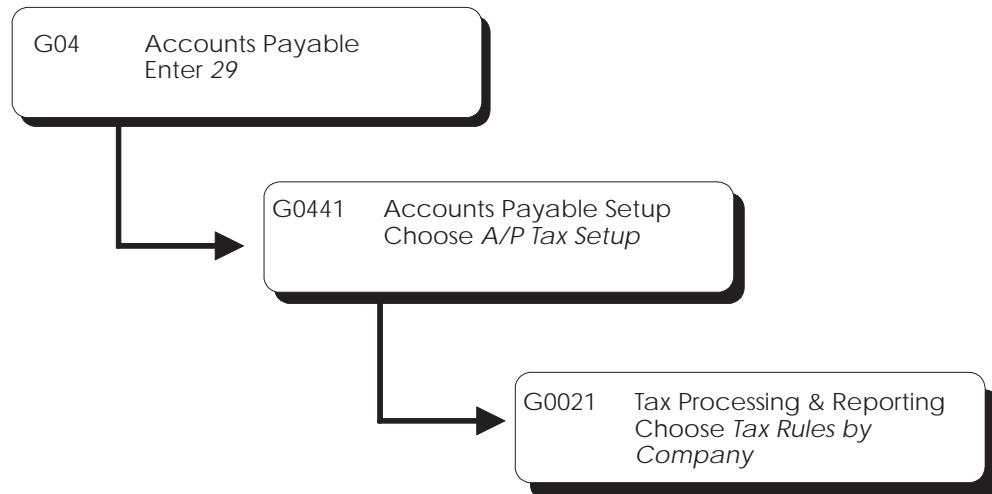
## See Also

- *Setting Up AAIs for A/P (P00121)*

## Accounts Payable

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## **Set Up Tax Rules by Company for A/P**



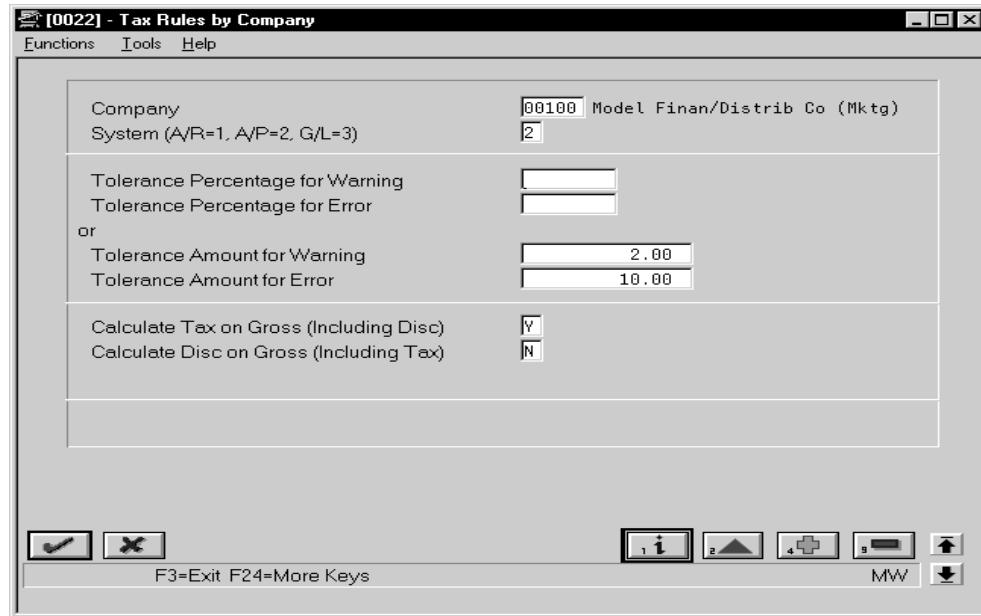
### **Setting Up Tax Rules by Company for A/P**

Set up your tax rules so that the Accounts Payable system can calculate any applicable taxes when you enter a supplier's invoice. You need to set up tax rules for each company. The system uses these rules to:

- Display a warning message (or reject a transaction altogether) whenever someone enters a tax amount that differs from the system-calculated tax
- Calculate discounts on a gross amount that already includes tax
- Calculate tax on a gross amount that includes the discount amount

Setting up tax rules by company consists of:

- Setting up tolerance information for A/P
- Setting up calculation rules for A/P



### What You Should Know About

#### **Updating tax amounts**

You must set three processing options in the post program for voucher entry so that tax amounts are updated in the Sales/Use/VAT Tax Worktable (F0018). If they are not set correctly, the system cannot process tax information.

### Setting Up Tolerance Information for A/P

When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning message. By setting up tolerance information, you control the type of message that the system issues for different tolerance ranges. Tolerance ranges apply only to VAT and GST, and can be a percentage or monetary amount.

#### ► To set up tolerance information for A/P

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On Tax Rules by Company

1. Complete the following fields:

- Company
- System

2. Complete one of the following groups of fields:

- Tolerance percentage ranges
  - Tolerance Percentage for Warning
  - Tolerance Percentage for Error
- Tolerance amount ranges
  - Tolerance Amount for Warning
  - Tolerance Amount for Error

3. Perform the Add action.

<b>Field</b>	<b>Explanation</b>		
Tolerance Percentage for Warning	<p>Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Accept</td> <td style="vertical-align: top;">           difference is 9.99% or less              Warning            difference is 10% or more         </td> </tr> </table> <p>The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax.</p> <p>NOTE: This field applies only to VAT and GST.</p>	Accept	difference is 9.99% or less  Warning difference is 10% or more
Accept	difference is 9.99% or less  Warning difference is 10% or more		

<b>Field</b>	<b>Explanation</b>						
Tolerance Percentage for Error	<p>Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses the percentage to determine whether to reject the tax entry.</p> <p>This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows:</p> <table> <tr> <td style="padding-left: 20px;">Accept</td><td style="padding-left: 20px;">difference is 9.99% or less</td></tr> <tr> <td style="padding-left: 20px;">Warning</td><td style="padding-left: 20px;">difference is between 10% and 14.99%</td></tr> <tr> <td style="padding-left: 20px;">Reject</td><td style="padding-left: 20px;">difference is 15% or more</td></tr> </table> <p>The default (blank) indicates that no entry is to be rejected.</p> <p>NOTE: This field applies only to VAT or GST.</p>	Accept	difference is 9.99% or less	Warning	difference is between 10% and 14.99%	Reject	difference is 15% or more
Accept	difference is 9.99% or less						
Warning	difference is between 10% and 14.99%						
Reject	difference is 15% or more						
Tolerance Amount for Warning	<p>Amount used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this amount to determine whether to display a warning message. For example, if you enter .50 and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows:</p> <table> <tr> <td style="padding-left: 20px;">Accept</td><td style="padding-left: 20px;">difference is .49 or less</td></tr> <tr> <td style="padding-left: 20px;">Warning</td><td style="padding-left: 20px;">difference is .50 or more</td></tr> </table> <p>The default (zero) causes a warning message to display if you enter a tax that does not exactly match the system-calculated tax.</p> <p>NOTE: This field applies only to VAT and GST. You cannot enter both tolerance percentages and tolerance amounts.</p>	Accept	difference is .49 or less	Warning	difference is .50 or more		
Accept	difference is .49 or less						
Warning	difference is .50 or more						

Field	Explanation
Tolerance Amount for Error	Amount used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this amount to determine whether to reject the tax entry.
	This amount is used in conjunction with the Tolerance Amount for Warning field. For example, a .50 tolerance amount for warning and a 1.00 tolerance amount for error works as follows:
Accept	difference is .49 or less
Warning	difference is between .50 and .99
Reject	difference is 1.00 or more
	The default (zero) indicates that no entry is to be rejected.
	NOTE: This field applies only to VAT and GST. You cannot enter both tolerance amounts and tolerance percentages.

## Setting Up Calculation Rules for A/P

Calculation rules identify which method to use for calculating tax and discount amounts when both are specified. The rules control how the system validates the correct tax amount, based on the total amount of the voucher.

### ► To set up calculation rules for A/P

On Tax Rules by Company

1. Complete the following fields:
  - Calculate Tax on Gross (Including Discount)
  - Calculate Discount on Gross (Including Tax)
2. Perform the Add action.

<b>Field</b>	<b>Explanation</b>
Calculate Tax on Gross (Including Tax)	<p>A code that indicates whether to calculate the tax on a gross amount that includes the discount amount. Valid codes are:</p> <p style="margin-left: 40px;">Y      Calculate the tax amount on the gross.</p> <p style="margin-left: 40px;">N      Calculate the tax amount on the gross less the discount amount.</p> <p style="margin-left: 40px;">Blank   Defaults to Y.</p> <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase orders use it.</p>
Calculate Discount on Gross (Including Tax)	<p>A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are:</p> <p style="margin-left: 40px;">Y      Calculate the discount amount on the gross with tax.</p> <p style="margin-left: 40px;">N      Calculate the discount amount on the gross less the tax amount.</p> <p style="margin-left: 40px;">Blank   Defaults to N.</p> <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use it.</p>

### Examples: Calculation Rules

The system calculates gross and discount amounts using the tax rules that you set up. Each of the following examples uses a different combination of rules to calculate the following:

- Tax on gross with or without discounts
- Discount on gross with or without tax

The examples use the following amounts:

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

**Example 1**

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	$(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate \%}) = \text{Discount Available}$
	$(1,000 + 100) \times .01 = 11.00$
Gross Formula	$\text{Taxable Amt} + \text{Tax} = 1,000 + 100 = 1,100$

**Example 2**

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	No
Discount Formula	$\text{Taxable Amount} \times \text{Discount Rate \%} = \text{Discount Available}$
	$1,000 \times .01 = 10.00$
Gross Formula	$\text{Taxable Amount} + \text{Tax} = 1,000 + 100 = 1,100$

**Example 3**

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	$[(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate \%})] / (1 - \text{Discount Rate \%})$
	$[(1,000 + 100) \times .01] / (1 - .01) = 11.11$

## Accounts Payable

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Gross Formula                      Taxable Amount + Tax + Discount =  $1,000 + 100 + 11.11 = 1,111.11$

### Example 4

Calculate Tax on Gross              No  
(Including Discount)

Calculate Discount on              No  
Gross (Including Tax)

Discount Formula                       $(\text{Taxable Amount} \times \text{Discount Rate \%}) / (\text{Discount Rate \%} \times \text{Tax Rate})$

$$(1,000 \times .01) / (.01 \times .10) = 10.10$$

Gross Formula                      Taxable Amount + Tax + Discount =  $1,000 + 100 + 10.10 = 1,110.10$

# Work with Vertex for A/P

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## Working with Vertex for A/P

If your company wants to apply sales taxes automatically, you can use Vertex software along with the J.D. Edwards system. Vertex software can coexist with the J.D. Edwards tax calculation software, which means that you can perform tax calculations using either or both of them. If, however, you want to perform a tax only calculation, you must use the J.D. Edwards software.

When tax laws change, the Vertex software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Vertex software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records

Vertex software calculates the tax for customers and suppliers based on GeoCode (U.S. jurisdictions) and other special considerations, such as tax-exempt status or non-standard tax rates.

Working with Vertex consists of:

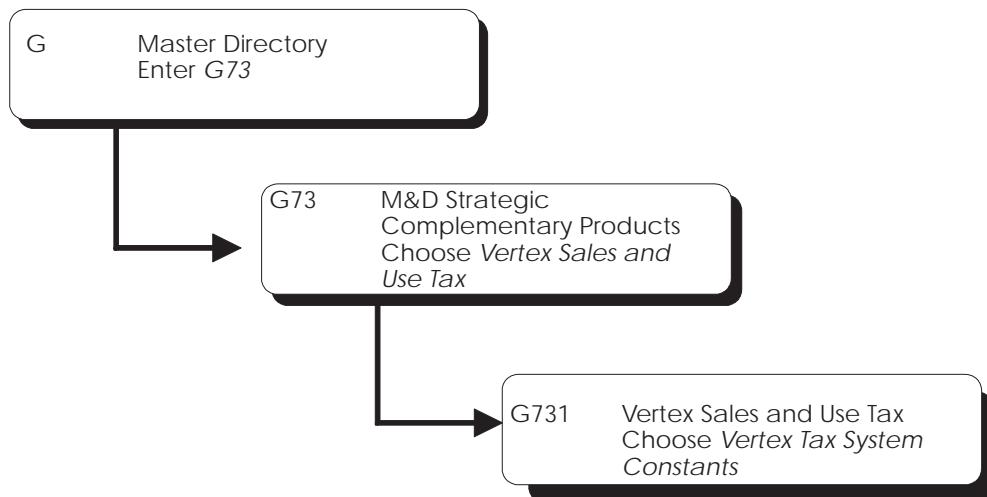
- Activating Vertex
- Globally assigning GeoCodes to address book records
- Assigning GeoCodes to suppliers
- Overriding Geocodes on vouchers

## What You Should Know About

### Tax only calculations

For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a GeoCode.

## Activating Vertex



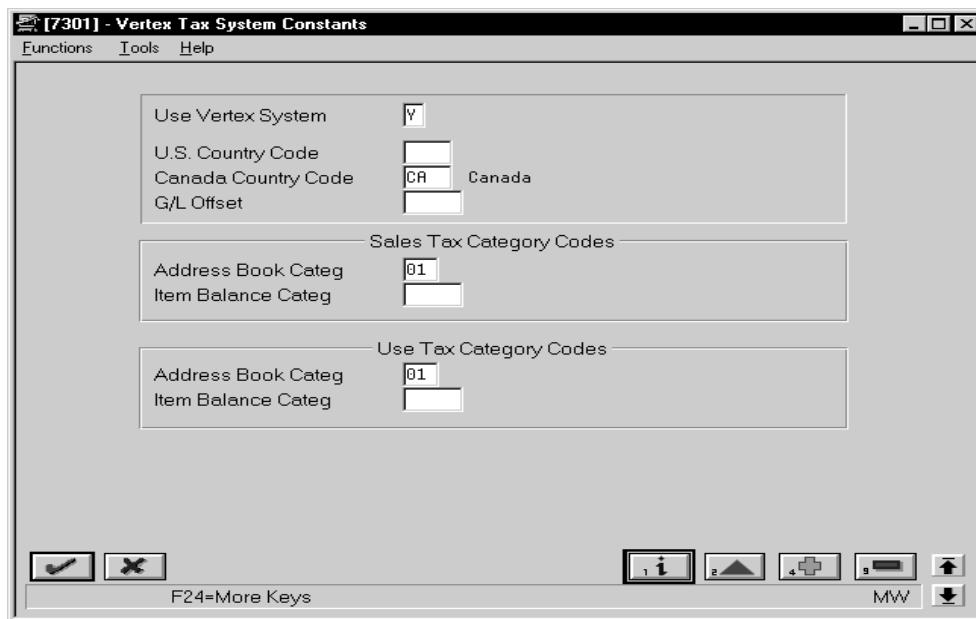
You must activate the Vertex feature before you can use GeoCodes to perform tax calculations.

### Before You Begin

- Read the *Vertex SalesTax Compliance System Modules and Reference Manuals* for more information about installation

## ► To activate Vertex

On Vertex Tax System Constants



1. Complete the following fields:
  - Use Vertex System
  - U.S. Country Code
2. Complete the following fields for sales tax category codes:
  - Address Book Category
  - Item Balance Category
3. Complete the following optional fields for use tax category codes:
  - Address Book Category
  - Item Balance Category
4. Do not complete the following field (it is not applicable):
  - Canada Country Code
  - G/L Offset

### What You Should Know About

**Item Balance Categories** Distribution clients who process sales and purchase orders use these categories.

## Globally Assigning GeoCodes to Address Book Records

After you activate Vertex, you must assign GeoCodes to existing address book records. To accomplish this, you complete three steps that use a combination of J.D. Edwards and Vertex programs. The following describes the purpose of these steps and programs:

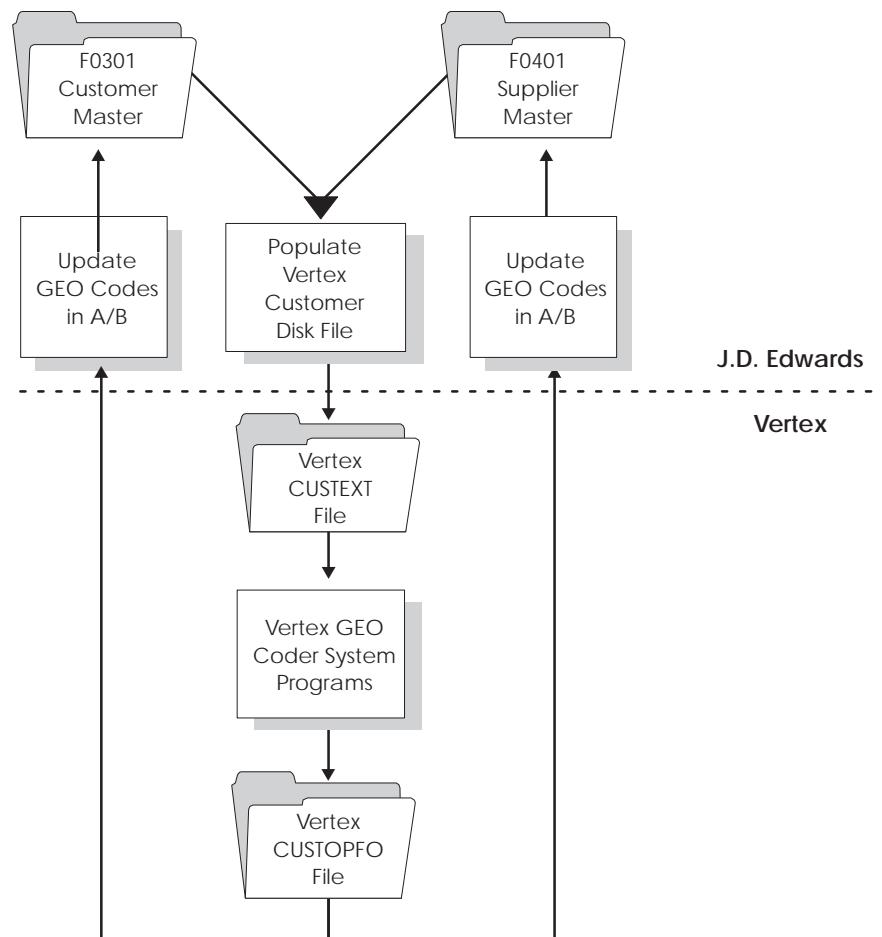
1. Populate the Vertex disk file. This J.D. Edwards program moves the address book records for suppliers and customers to the Vertex CUSTEXT file. Vertex then uses this file to locate records that have matching GeoCodes.

The address book records you want to move into the CUSTTEXT file are defined by search type in a user defined code list (73/ST).

2. Populate the out file with vertex information. These Vertex programs do the following:
  - Process records from the CUSTTEXT file identifying GeoCodes
  - Move the information to the Vertex CUSTFO file
  - Create records with the GeoCodes assigned to them or records without GeoCodes that need to be researched
3. Update address book with GeoCodes. This is a J.D. Edwards program that moves supplier and customer information with GeoCodes from the CUSTFO file to the customer master and supplier master records. It loads the Tax Rate/Area field on these records with the GeoCode. This program updates the Customer Master (F0301) and Supplier Master (F0401) tables.

The system produces reports that show both unmatched records and records that you might want to match. Use these reports to identify any address book records that did not get updated with GeoCodes. You will need to manually update those records.

The following graphic illustrates how the system updates the address book records with GeoCodes.



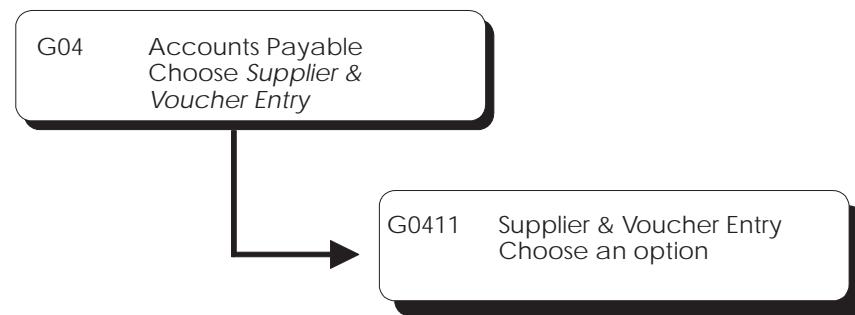
### ► To assign GeoCodes to address book records

1. Run Populate Vertex Disk File.
2. Run the following Vertex programs, in sequence:
  - Reformat Customer File
  - Match GeoCoder File with Customer File
3. Update Address Book GeoCodes.

### See Also

- *Setting Up User Defined Codes (P00051)* in the *Address Book Guide*
- *Working with Basic Address Book Information (P01051)* in the *Address Book Guide*

### Assigning GeoCodes to Suppliers



After you globally assign GeoCodes to your address book records, you might need to assign a GeoCode to a supplier.

#### ► To assign a GeoCode to a supplier

After you globally assign GeoCodes to your existing suppliers, you might need to individually assign a GeoCode when you create a new supplier record.

On Supplier Master Information

The screenshot shows the 'Supplier Master Information' window (P01054) with the following details:

- Supplier Number:** 4010      **Long Address Number:** Gourmet & More
- Payment Information:** Long Address Number
- Currency & Tax Information:**
  - Withholding %: [ ]
  - Tax ID: [ ]
  - Add'l Ind Tax ID: [ ]
  - Tax Expl Code: [ ]
  - Tax Rate/Area: V060310140
  - Currency: USD
  - Tax Authority: [ ]
  - Person/Corporation Code: [ ]
- Accounting Distribution Information:**
  - G/L Class: [ ]
  - Model JE Type/Doc/Co: [ ]
  - Default Exp Acct: [ ]
- Buttons at the bottom:** Save (checkmark), Cancel (X), Help (i), Print (triangle), Add (plus), Delete (minus), Up (up arrow), Down (down arrow).
- Keyboard Shortcuts:** F5=Who, F6=Memo, F8=Bank codes, F9=Srch, F11=Addr, F14=Cat codes, F24=More, MW.

1. Enter basic supplier information.

See *Entering Suppliers (P01054)*.

2. For WorldVision, click the Additional Information tab.
3. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
  - Tax Rate/Area

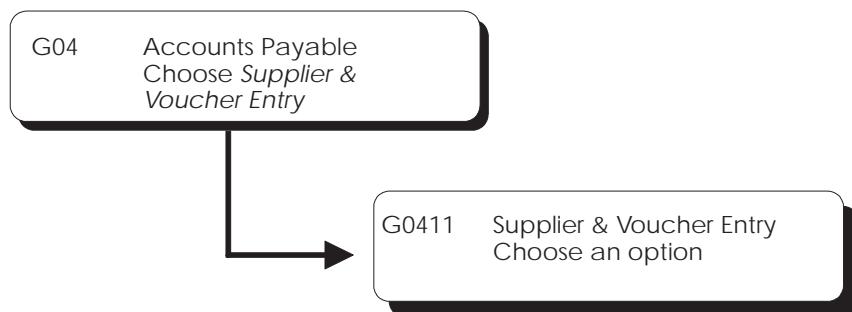
Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographical area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province) and their rates.</p> <p>Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The system uses this information as the default when you enter vouchers.</p> <p>If you use Vertex, the Vertex GeoCode appears in this field. The system retrieves the Vertex GeoCode based on the supplier's city, state, and zip code.</p>

## What You Should Know About

### Changing an address

When you change an address for a supplier, the system updates the GeoCode if one was previously entered.

## Overriding GeoCodes on Vouchers



After you globally assign GeoCodes to your address book records, you might need to override a GeoCode on a voucher.

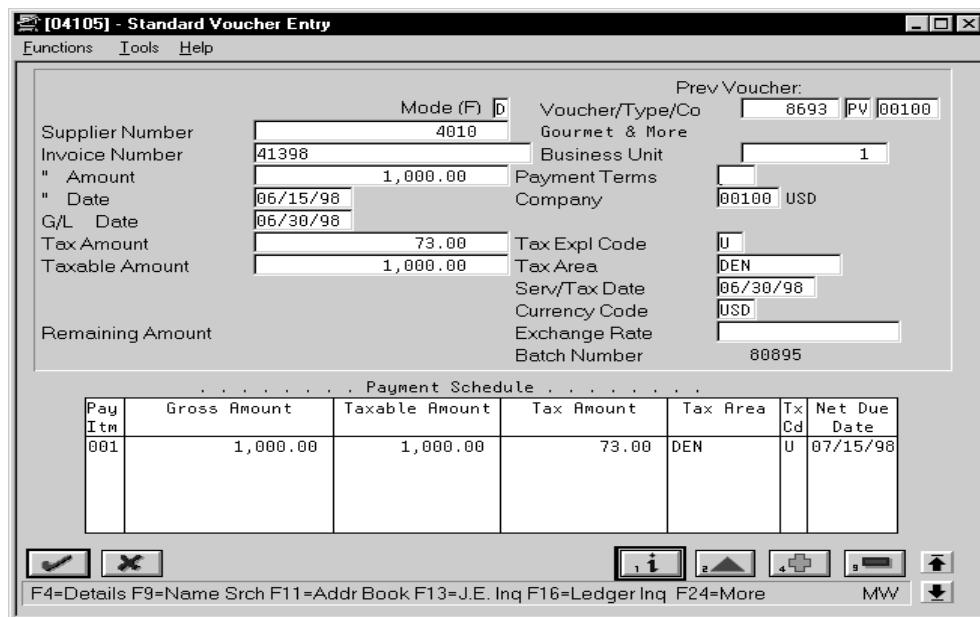
### ► To override a GeoCode on a voucher

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

On Standard Voucher Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter basic information for a standard voucher.

See *Entering Standard Vouchers (P04105)*.



3. Complete the following fields:

- Tax Amount (optional)
- Tax Explanation Code (optional)
- Taxable Amount

Field	Explanation
Tax Explanation Code	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>If you use Vertex, the system accepts only E (exempt), S (sales tax), and U (use tax) for GeoCodes.</p>
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p style="text-align: center;">..... <i>Form-specific information</i> .....</p> <p>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.</p>

## What You Should Know About

Use tax	The system makes accounting entries for use taxes when you post the voucher. AAI item PT_____ (no G/L offset) points to the use tax account.
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## Accounts Payable

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# Advanced & Technical

## Accounts Payable

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# A/P Cash Forecasting

## Objectives

- To summarize open vouchers for cash forecasting purposes

## About A/P Cash Forecasting

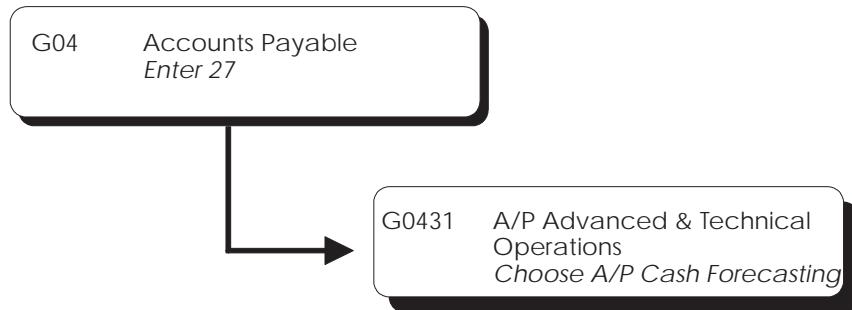
As part of your cash forecasting activities, you might find it helpful to review a summary of your open vouchers.



## Accounts Payable

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## Forecast A/P Cash Flow



### Forecasting A/P Cash Flow

A/P Cash Forecasting is a DREAM Writer program that generates a Cash Summarization table (F0032). The information in this table consists of:

- Total amount of all open vouchers
- Due dates of open vouchers
- Amount required to pay vouchers

The Cash Summarization table contains summary information from G/L, A/P, and A/R. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. The default cash type for A/P records is 04. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, there will be two sets of A/P information in the Cash Summarization table.

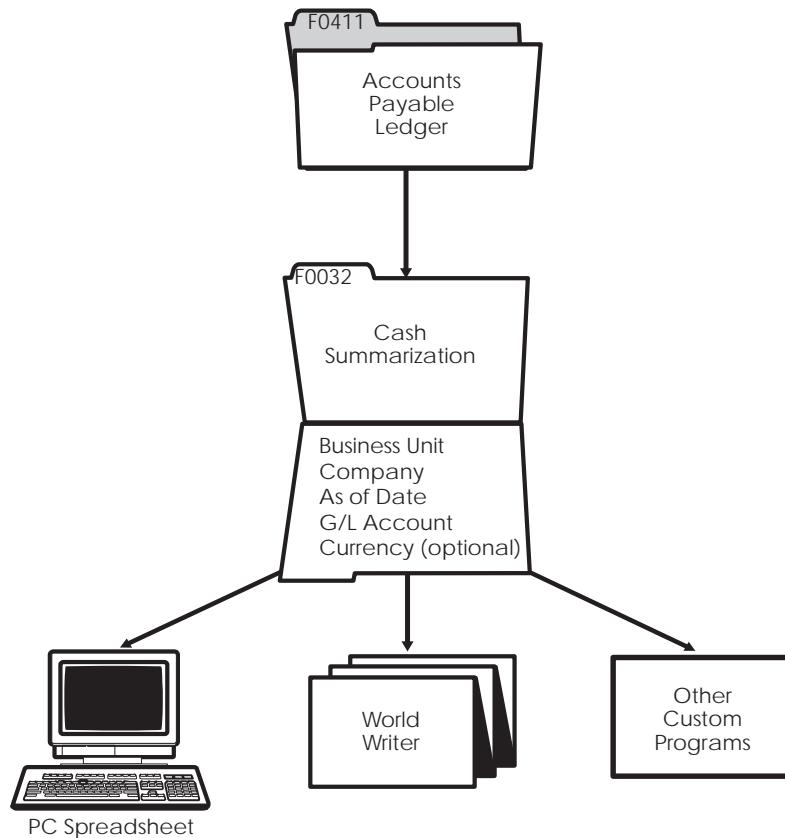
You can use World Writer to view the information created by this program. The information can also be downloaded to a standard spreadsheet program or used by custom programs to perform cash analysis.

When you run A/P cash forecasting, the system:

1. Consolidates open vouchers from the A/P Ledger table (F0411).
2. Summarizes information by business unit, company, due date, and currency.

3. Deletes existing records in the Cash Summarization table with the cash type you specify in a processing option.
4. Updates the Cash Summarization table with the new information.

The following graphic illustrates the cash forecasting process.



### What You Should Know About

#### **Multi-Currency**

When using multiple currencies, vouchers are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic vouchers, the foreign amount and currency code are the same as the domestic amount and currency code.

## Processing Options for A/P Cash Forecasting

**Cash Type:**

1. Enter a cash type to designate an A/P record in the Cash Forecasting file. If left blank, '04' will be used as the cash type.

**Reverse Amount Signs:**

2. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts in the F0032 file will appear as they would in the F0411 file.

## Accounts Payable

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# Batch Voucher Processing

## Objectives

- To understand batch voucher processing and its requirements
- To revise batch vouchers prior to processing
- To process batch vouchers
- To purge processed batch vouchers

## About Batch Voucher Processing

When you create vouchers through an external source, such as a personal computer, you can transfer them to the J.D. Edwards Accounts Payable system for processing.

Batch voucher processing consists of:

- Reviewing batch vouchers
- Revising batch vouchers
- Processing batch vouchers
- Purging processed batch vouchers

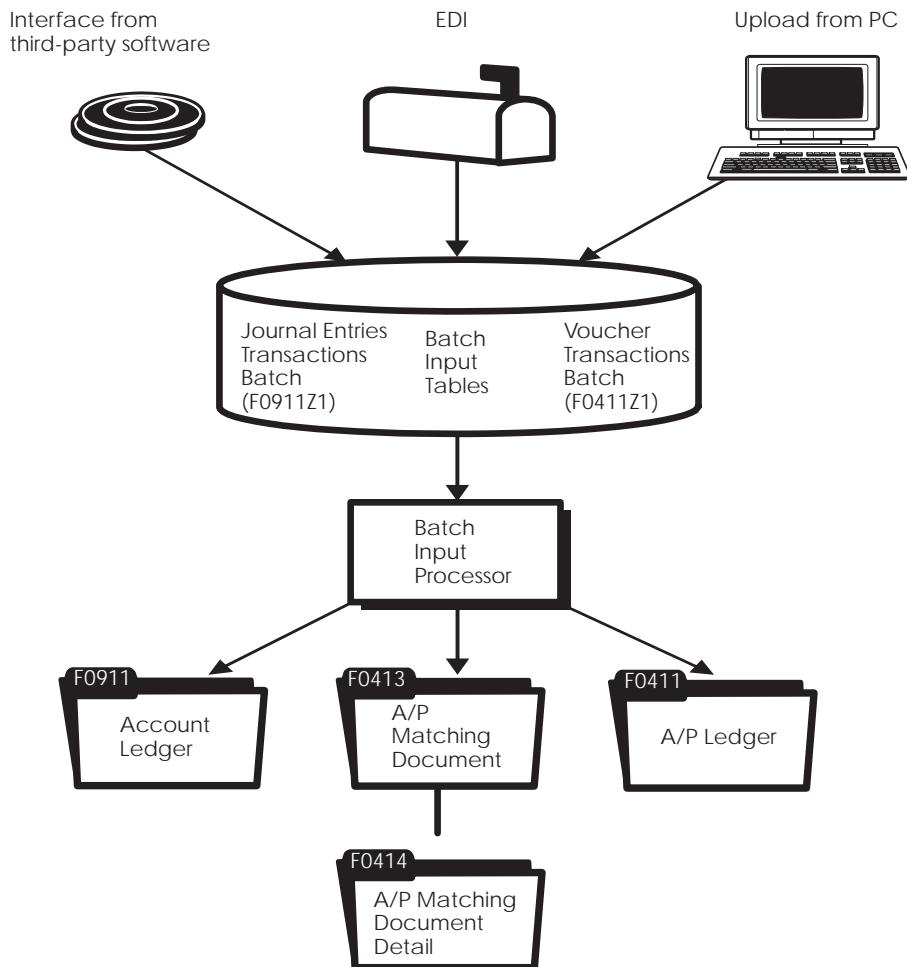
## What Happens During Batch Voucher Processing?

After you transfer, review, and revise batch vouchers, you process the batch of voucher, which creates the following:

- Voucher information in the A/P Ledger table (F0411)
- Associated accounting distribution information in the Account Ledger table (F0911)
- Payment information in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables



The following graphic illustrates the batch voucher process.



### Before You Begin

- Map vouchers from their external source into the J.D. Edwards system in the appropriate format

### What You Should Know About

#### Multi-Currency

Use Batch Voucher Processing to process foreign-currency vouchers in the same way you enter vouchers directly into the J.D. Edwards Accounts Payable system.

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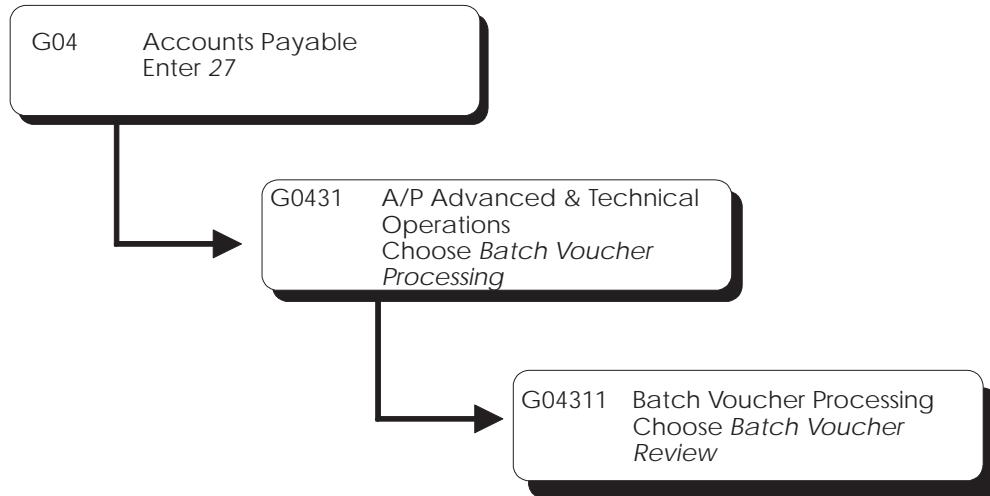
## See Also

- *Appendix E* for technical information about setting up vouchers for batch voucher processing

## Accounts Payable

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## Review Batch Vouchers



### Reviewing Batch Vouchers

After you transfer batch vouchers, you might want to verify the accuracy of information before you process them. Alternatively, you can set a processing option to automatically review batch vouchers before you revise an existing one or enter a new one. You can also review a batch voucher in proof mode, prior to final processing.

Reviewing batch vouchers consists of:

- Reviewing batch voucher information
- Reviewing batch voucher detail

Batch voucher information is stored in the Voucher Transactions – Batch (F0411Z1) and Journal Entry Transactions – Batch (F0911Z1) tables.

## Reviewing Batch Voucher Information

After you transfer vouchers, you can review specific information about the batch. For example, you might want to verify the number of vouchers in a batch for a specific date.

### ► To review batch voucher information

On Batch Voucher Review

The screenshot shows a Windows-style application window titled "0001Z - Batch Voucher Review". The menu bar includes "Functions", "Options", "Tools", and "Help". The main area contains several input fields: "User ID" (containing "\*"), "Batch Number" (containing "\*"), "Processed (0/1)" (containing "1"), "From Date" (empty), and "Thru Date" (empty). Below these are "Transaction Number" and "Address Number" fields, both containing empty boxes. A note "(\*\* = All Batches)" is displayed next to the Batch Number field. At the bottom of the window, there is a toolbar with a checkmark icon, a clear icon, and a status bar with the text "Opt: 1=Transaction Detail F4=Detail F9=Name Search F24=More Keys MW".

O	User ID	Batch Number	Transaction Number	Transmit Date	Total Amount
1	STUDENT		865	11/16/93	5,000.00
2	STUDENT		866	11/16/93	550.00
3	STUDENT		867	11/16/93	750.00

1. Locate all batch vouchers entered by all users by pressing Enter, or limit your search by completing the following fields:
  - User ID
  - Batch Number
2. To further limit the vouchers displayed, complete one or more of the following fields and press Enter:
  - Processed
  - From Date
  - Thru Date
  - Transaction Number
  - Address Number

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Processed	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.
	Valid values are:
0	Unprocessed only
1	Processed and unprocessed
From Date	The beginning date in the date range. This is the date starting with which you want the system to display information.
	<i>Form-specific information</i>
	Enter the beginning date of the batches you want to review. This is the date that the transactions were entered into the batch input table, regardless of the original source or the method of transfer.
Thru Date	The ending date in the date range. This is the date through which you want the system to display information. If you leave this field blank, the system uses the current period.
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.

### Reviewing Batch Voucher Detail

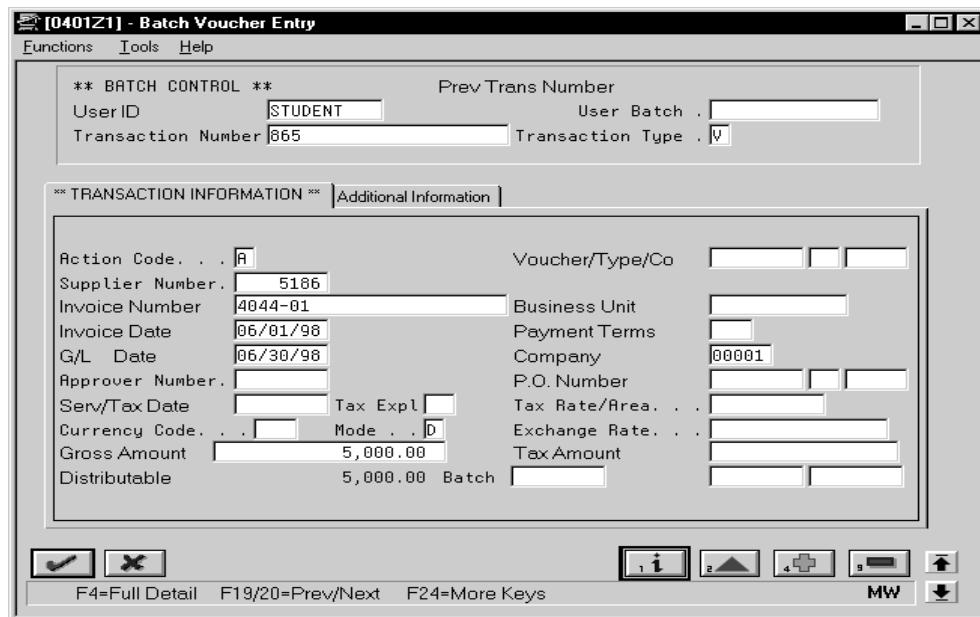
When viewing information about your batch vouchers, you might want to see the supplier number and G/L distributions associated with a voucher. To do so, review the detail of the batch voucher.

#### ► To review batch voucher detail

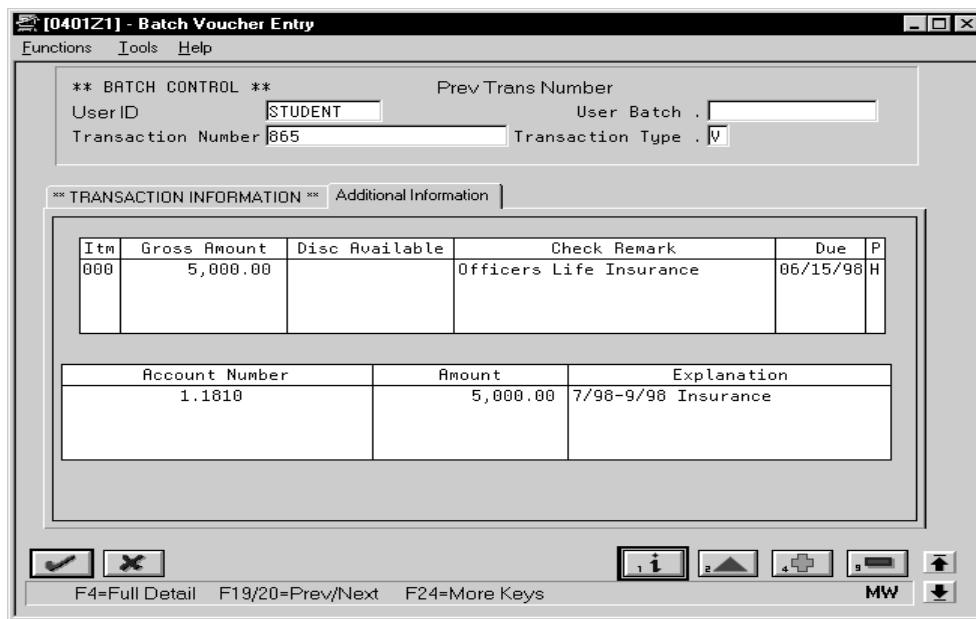
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##### On Batch Voucher Review

1. Locate the necessary batch information.
2. Choose Transaction Detail for a voucher to access Batch Voucher Entry.



3. Click the Additional Information tab.



## Processing Options for Batch Voucher Entry

### Batch File Review:

1. Enter a '1' to view the Batch Review screen prior to working with the Batch Voucher Entry. A default of blank will take you directly to the Entry screen.
2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen.

### A/P Maintenance

#### Field Display Control:

3. You may suppress certain capabilities of the program by placing a '1' next to the following:  
Sales/Use/VAT Tax Processing. . .  
PO Number Entry . . . . .  
Extra Date for Service/Tax. . .

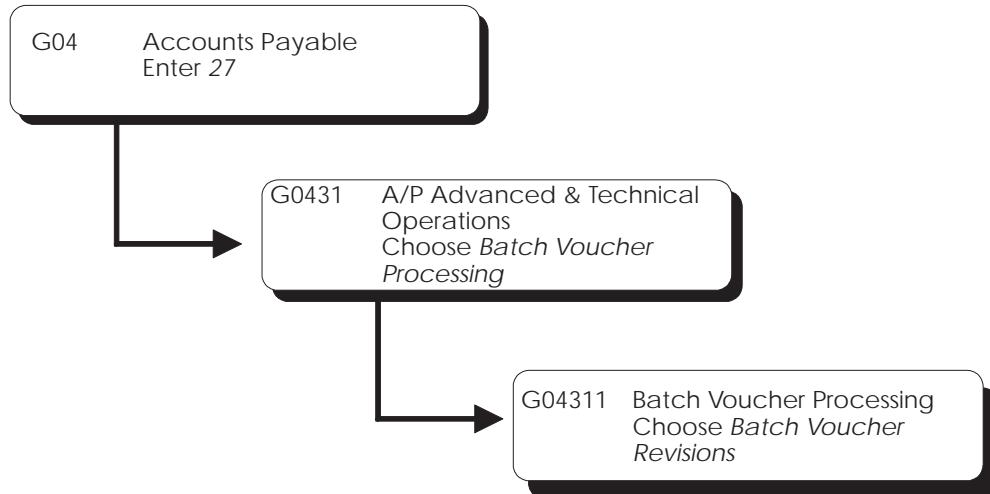
#### Out-Of-Balance:

4. Enter a '1' to bypass the out-of-balance edits between the voucher and the journal entries.

## Accounts Payable

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## Work with Batch Vouchers



### Working with Batch Vouchers

After you transfer vouchers to the J.D. Edwards Accounts Payable system from another source, you might need to correct or delete them. Revise batch vouchers by manually entering a new one, or by changing or deleting an existing one.

Typically, you should not need to add a voucher to a batch. An exception is when you experience difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare the voucher you manually enter to the voucher that the interface system creates.

Revising batch vouchers consists of:

- Adding vouchers to batches
- Revising unprocessed batch vouchers

When you revise a batch voucher, you update information in the Voucher Transactions – Batch (F0411Z1) and the Journal Entry Transactions – Batch (F0911Z1) tables.

### What You Should Know About

#### **Multi-Currency**

You can enter a batch voucher in foreign currency, domestic currency, or both.

When you leave the mode blank (domestic), the system uses ledger type AA and calculates amounts in domestic currency.

When you use 3 as the mode, you can enter both the domestic and foreign amounts without either amount being recalculated.

When you enter a currency code different from the domestic currency, the system uses ledger type CA and calculates domestic amounts (ledger type AA).

#### **Preassigning document and batch numbers**

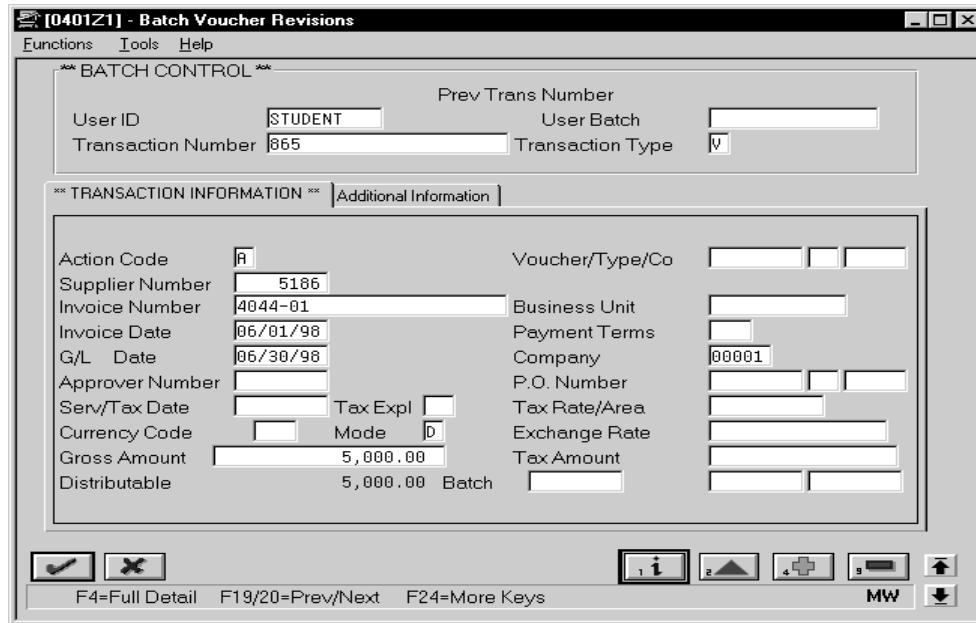
The system uses next numbers to automatically assign document and batch numbers during final processing. J.D. Edwards recommends you use next numbers so that duplicate documents are not created. You can, however, manually assign the document number to facilitate a smooth transition between two systems.

### Adding Vouchers to Batches

When you add a voucher to a batch, you supply limited information and the system supplies the remaining data. The transaction information you enter creates J.D. Edwards vouchers in the batch A/P ledger and the batch account ledger. Vouchers remain in the batch table until you process and purge them from the Voucher Transactions – Batch table.

► To add a voucher to a batch

On Batch Voucher Revisions

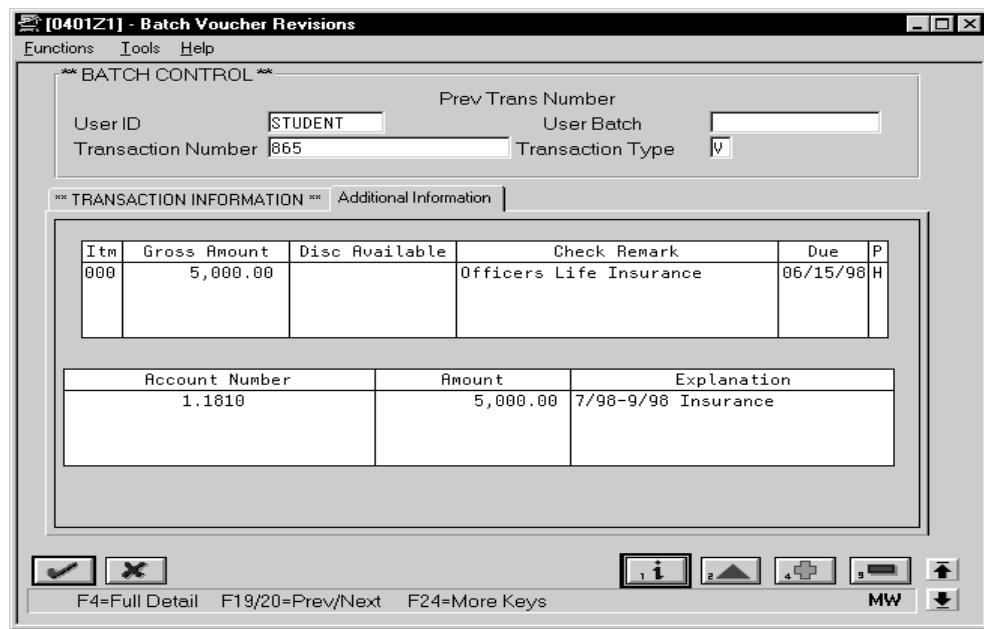


1. To uniquely identify a batch, complete the following key fields:
  - User ID
  - User Batch Number
  - Transaction Number
2. Complete the following fields for the first voucher in the batch:
  - Supplier Number
  - Invoice Number (optional)
  - Invoice Date (optional)
  - G/L Date
  - Company
  - Gross Amount

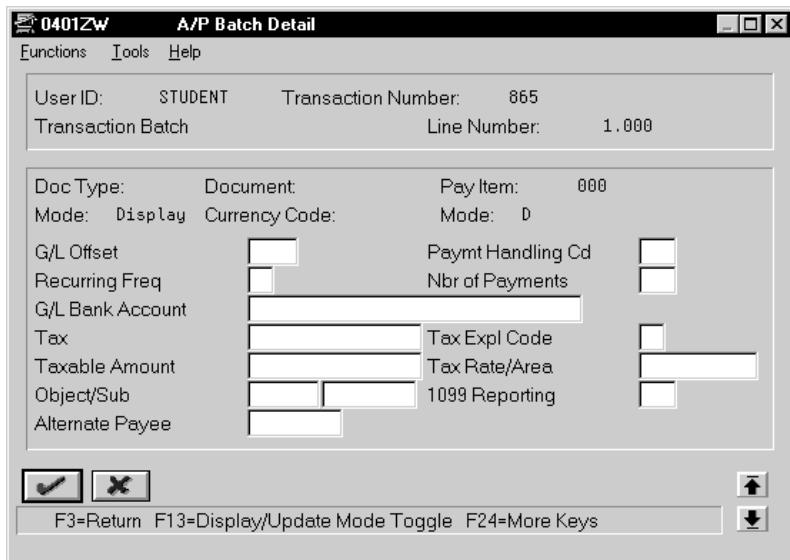
## Accounts Payable

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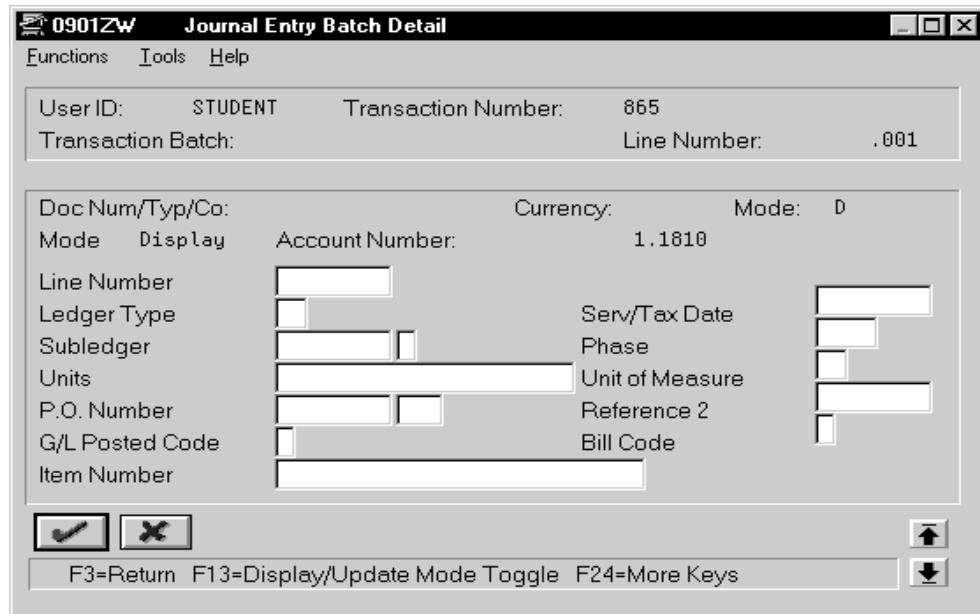
3. For WorldVision, click the Additional Information tab.



4. Complete the following fields and press Enter:
  - Payment Number/Date
  - Gross Amount
  - Check Remark
  - Due Date
  - Pay Status Code
5. Locate the batch.
6. Position your cursor on a pay item line and choose Full Detail to access A/P Batch Detail.



7. On A/P Batch Detail, choose Display/Update Mode Toggle to change to update mode.
  8. Complete the necessary voucher detail information.
- Voucher detail varies, depending on how you map information to your J.D. Edwards Accounts Payable system.
9. Choose Return.
  10. On Batch Voucher Revisions, complete the following fields:
    - Account Number
    - Amount
    - Explanation
  11. Position your cursor on a G/L distribution line and choose Full Detail to access Journal Entry Batch Detail.



12. On Journal Entry Batch Detail, choose Display/Update Mode Toggle to change to update mode.
13. Complete the necessary journal entry detail information.

Journal entry detail varies, depending on how you map information to your J.D. Edwards Accounts Payable system.

## Revising Unprocessed Batch Vouchers

When you find an error in an unprocessed batch voucher, change or delete it. In order to revise transaction information for a batch voucher, it must include a:

- Voucher type
- Voucher number
- Document company
- Company

► **To revise an unprocessed voucher**

On Batch Voucher Revisions

In the batch control information, do one of the following:

- Make changes to the unprocessed voucher
- Delete the unprocessed voucher

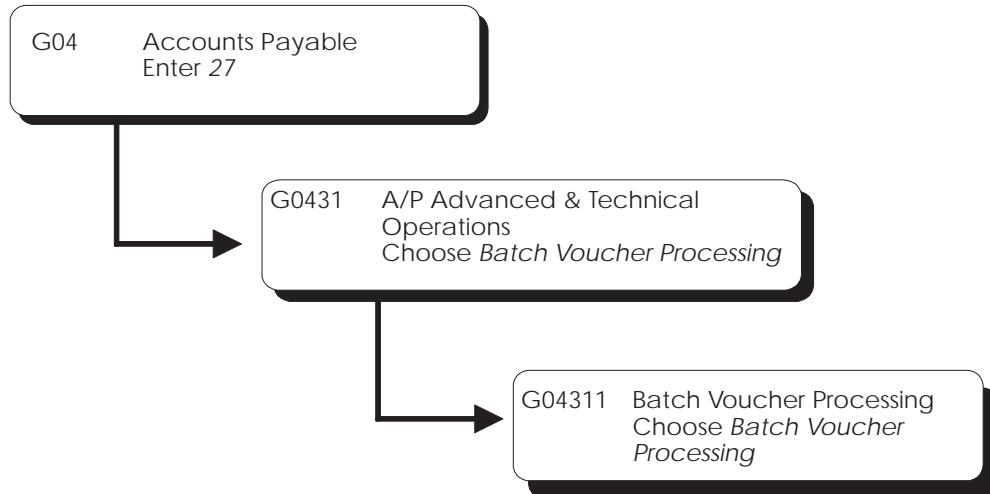
**See Also**

- *Reviewing Batch Vouchers Entry (P0401Z1)* for information on processing options

## Accounts Payable

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## Process Batch Vouchers



### Processing Batch Vouchers

After you review and revise your batch vouchers, you can process them. When you process batch vouchers, the system creates transactions in A/P ledger.

Processing batch vouchers consists of:

- Submitting vouchers for batch processing
- Verifying batch voucher information
- Correcting batch vouchers
- Posting batch vouchers

This process creates records in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

### Submitting Vouchers for Batch Processing

When you are ready to process your batch vouchers, submit the batch. Batch Voucher Processing is a DREAM Writer program that processes batch vouchers in proof or final mode.

#### **Proof mode**

In proof mode, the system:

- Verifies the data
- Produces an exceptions report, if there are errors

#### **Final mode**

In final mode, the system:

- Creates J.D. Edwards vouchers in the A/P Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911)
- Creates J.D. Edwards payments in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables, if you supply a payment number and date
- Assigns document and batch numbers
- Supplies information you leave blank
- Verifies voucher entries for errors
- Produces an exceptions report, if there are errors

Use processing options to automatically perform the following tasks in final mode:

- Post vouchers and payments to the A/P Ledger
- Post journal entries to the general ledger
- Purge posted and processed vouchers from the Voucher Transactions – Batch (F0411Z1) and Journal Entry Transactions – Batch (F0911Z1) tables.

### Verifying Batch Voucher Information

When the system cannot process a batch voucher, it lists the voucher on an exceptions report. Use this report to detect the errors and verify batch voucher information.

The system produces this report in proof mode, prior to final processing.

00110Z	J.D. Edwards & Company Batch File Entry - Exceptions						Page No. . . . .	4
							Date - . . .	10/04/98
A/P Voucher Entry - PROOF								
Batch Number	Transaction Number	Line Number	Tran Set	Supplier	T T P Fld in C R Error	Description	Field Value	
Batch File -	F0411Z1							
User ID: STUDENT								
	865	1.000		5186 V C 0	Error:	2344	Batch File Action Invalid	
	F0411 :	Updates		Transactions Records				
	F0411Z:	Errors		1 Transactions 4,000.00				
	F0911 :	Updates		Transactions Records				
	F0911Z:	Errors		Transactions				

In the example above, the invalid batch action shows that the transaction code has been changed to C. This code should always be A.

## What You Should Know About

### Abbreviated column headings

TT (EDI Transaction Type). This column is used to identify the type of transaction:

- V Voucher
- D Debit memo
- I Invoice
- J Journal Entry

TC (EDI Transaction Code). This column is used to identify how the system should process a transaction during final processing:

- A Add a new transaction
- C Change a transaction
- D Delete an unprocessed transaction

PR (EDI Successfully Processed). This column is used to indicate if a record has been successfully processed:

- 0 Unprocessed record
- 1 Processed record

### Processing Options for A/P Batch File Processing

**Proof Or Final Mode**

1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.
- 

**Process Out-Of-Balance**

2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out-of-balance. (A/P amounts are not equal to G/L amounts). If left blank, the transaction will not be processed if the amounts are out-of-balance.
- 

**Bypass Tax Defaults:**

3. Enter a '1' to bypass the defaulting of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master files.
- 

**Automatic Purge**

4. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.
- 

**Automatic Post**

5. Enter a '1' to automatically submit the post after processing/creating voucher transactions. This option is effective if only one batch is created by the processing program. If left blank, the post is not submitted.
- 

**Error File**

6. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040). If left blank, no records will be written to the file.
- 

**Suppress Warnings**

7. Enter a '1' to suppress the printing of warnings on the error report and in the PC Batch Entry Error file. If left blank, warnings will print on the error report and be placed into the error file.
- 

**Dw Version For A/P Voucher Processor**

8. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.
-

**Dw Version For Journal Entry Processor**

9. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

**Payment Processing Only:**

The following processing options are valid only if you are adding payments through the batch process.

10. Enter a '1' if you are creating draft receipts. If left blank, automatic payments will be created.
11. Enter a '1' if you would like the post automatically submitted for the payments created. If left blank, the payment post will not be submitted.
12. To override standard A/P Payment processing (DREAM Writer XT0413, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide set up.

**What You Should Know About Processing Options****Processing option 8**

See *Processing Options for Voucher Entry (P04105)* for information on the XT0411Z1 functional server.

**Processing option 9**

See *Entering Speed Vouchers (P041015)* for information on the XT0911Z1 functional server.

### Correcting Batch Vouchers

If you find an error in a batch voucher, correct it prior to final processing. Before you transmit the corrected voucher, you should purge the records from the Voucher Transactions – Batch and Journal Entry Transactions – Batch tables to prevent duplicate records.

#### ► **To correct batch vouchers**

---

1. Do one of the following:
  - Change the voucher data at its source and re-transmit the batch to the J.D. Edwards Accounts Payable system
  - Update the individual batch records on Batch Voucher Revisions
2. Submit your batch of vouchers for processing again.

### What You Should Know About

#### **Revising a processed batch voucher**

Use standard voucher entry to revise or delete a voucher processed in final mode or an invoice for a different accounting period.

### See Also

- *Revising Batch Vouchers (P0401Z1)*
- *Entering Standard Vouchers (P04105)* for more information about changing or deleting unposted vouchers
- *Revising Posted Vouchers (P04105)* for more information about revising posted vouchers
- *Working with Manual Payments (P04102, P04106)* for more information about changing and deleting manual payments

## Posting Batch Vouchers

After you process your batch vouchers, post them to the general ledger.

### ► To post batch vouchers

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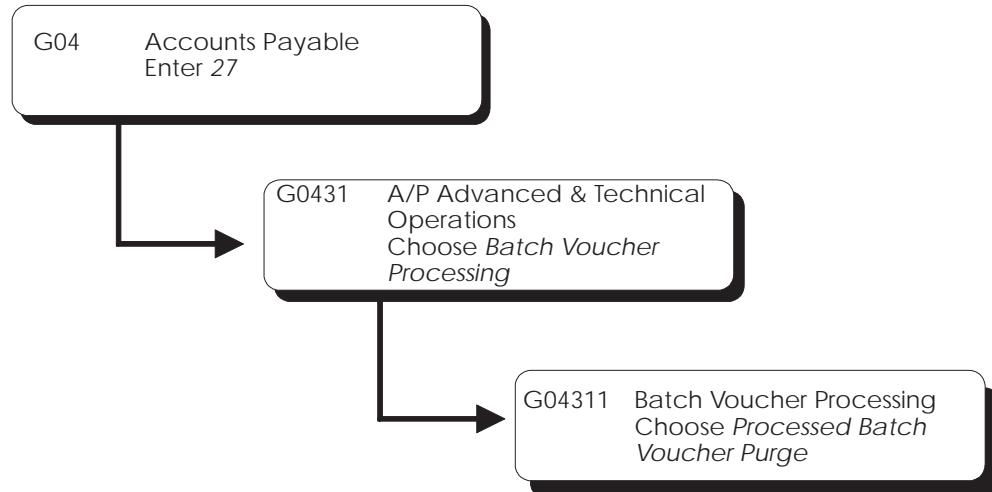
Do one of the following:

- On Post Vouchers to G/L, submit the post
- On Batch Voucher Processing, set the appropriate processing option to automatically post vouchers after processing

## Accounts Payable

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## Purge Processed Batch Vouchers



### Purging Processed Batch Vouchers

To remove your batch vouchers from the batch table, purge them. Purge batch vouchers after you review, process, and post them. You can choose to automatically purge them after processing or do it later as a separate task. If you purge them later, the vouchers remain in the system as processed until you purge them.

Processed Batch Voucher Purge is a DREAM Writer program that removes all processed vouchers from the Voucher Transactions – Batch table (F0411Z1) regardless of the batch they are in.

If you use the Open Query File command (OPENQRYF) instead of the logical file build to select the records to purge, you must also complete the following:

- Additional parameters
- At least one field in data sequencing

If you submit the purge using the logical build instead of OPNQRYF, the system reorganizes both the logical and the purged files. This might increase the time it takes to run the reorganize program.

Purging only removes batch vouchers and does not affect A/P ledger vouchers.

### Processing Options for Generic Purge Program

**Save Purged Records:**

1. Enter a '1' to save the purged records to a special purge library.  
(Default of blanks will NOT save any purged records.)

---

**Reorganize File:**

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

---

# Payee Control

## Objectives

- To audit changes to vouchers

## About Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical transaction information. When changes are made to a transaction, this feature holds payments to the payee pending review and approval of changed information. One person enters the change and another approves it. Thus, the involvement of two people is required to affect changes to transactions.

Depending on how you set the processing options for the payee control server, you can control changes, or additions and changes to each of the following fields (and corresponding tables):

<b>Alpha name (F0101)</b>	Changes to a supplier's alpha name can divert the physical payment. The alpha name can be changed on Address Book Information and the Address Book Addition window.
<b>Bank account number (F0030)</b>	Changes to a bank account number can divert an electronic payment. The bank account number can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.
<b>Bank transit number (F0030)</b>	Changes to a bank transit number can divert an electronic payment. The bank transit number can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.
<b>Bank account type (F0030)</b>	Changes to a bank account type can divert an electronic payment. The bank account type can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.



<b>Mailing name (F0111)</b>	Changes to the mailing name can divert the physical payment. The mailing name can be changed on Address Book Information, the Address Book Addition window, and Who's Who.
<b>Payee (F0411)</b>	Changes to the payee can divert the payment after – or while – a voucher is being entered. The payee can be changed on Standard Voucher Entry, alternate voucher entry forms, Speed Release, and Supplier Ledger Inquiry.
<b>Special payee (F0101)</b>	Changes to the special payee can divert a payment at the time a voucher is entered. The special payee can be changed on Address Book-Additional Information and Supplier Master Information.
<b>SWIFT code (F0030)</b>	Changes to a SWIFT code can divert an electronic payment. The SWIFT code can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.

When the system detects a change to a controlled field, it writes a record to the Payee Control table (F0450). This record includes the original information, the changed information, and the address book number of the person who made the change.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The programs for creating payment groups and writing payments do not process these payments. However, the system does not prevent you from writing manual payments.

Payee control consists of:

- Reviewing and approving changes to controlled data
- Printing changes to controlled data
- Purging approved payee control records

### Example: How Payee Control Works

In this example, Gourmet & More is set up as follows:

Supplier number = 4010

Alternate payee number = 4010

---

You add a voucher for supplier number 4010 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the alternate payee numbers (4010 and 5910) do not match. This record must be approved by another person before payment can be issued.

## What You Should Know About

### **Limitations**

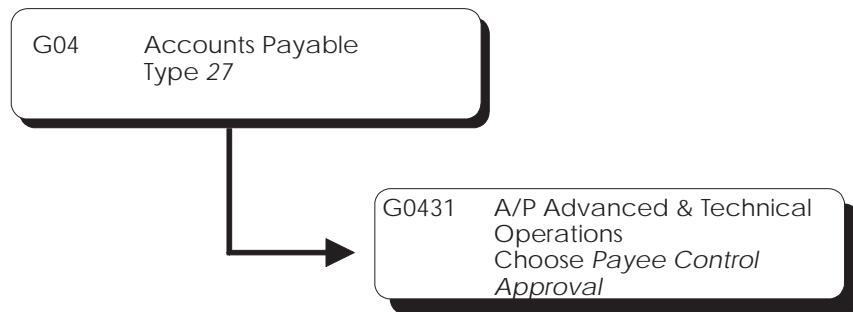
Payee control is not a fail-safe system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the:

- Payee Control table (F0450). Deleting this table disables the audit trail.
- Payee Control server. Changing the processing options for this server affects the way the system monitors changes.
- Manual payments program. You can write manual payments to payees for whom controlled information has been changed.

## Accounts Payable

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## Review and Approve Changes to Controlled Data



### Reviewing and Approving Changes to Controlled Data

In order to remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including:

- The data that existed before the change
- The data that existed after the change
- The user ID of the person who made the change
- The date and time of the change

When you approve a change, the system records:

- The user ID of the person who approved the change
- The date and time that the change was approved

This program reads information in the Payee Control table (F0450).

► To review and approve changes to controlled data

---

On Payee Control Approval

The screenshot shows a Windows application window titled "[0450] - Payee Control Approval". The menu bar includes "Functions", "Options", "Tools", and "Help". Below the menu is a search bar with fields for "Changed Data Item" and "Skip to Payee". The main area displays a table with four columns: "OP", "Payee", "Payee Name", and "Changed Item Description". The data in the table is as follows:

OP	Payee	Payee Name	Changed Item Description
	2085	Finance Department	Alpha Name . . . . .
	2085	Finance Department	Factor/Special Payee (Hard Cod)
	4010	Gourmet & More	Customer Bank Acct # . . . . .
	4010	Gourmet & More	Bank Transit . . . . .
	6005	Ellis, Fred	Factor/Special Payee (Hard Cod)

At the bottom of the window are standard Windows-style buttons for "OK" and "Cancel", and a status bar with the text "1=Transaction Source 3=Approve 5=Details F24=More Keys MW".

1. Review all records by pressing Enter, or limit your search by completing the following fields:
  - Changed Data Item
  - Skip to Payee
2. To review the form where the change was made, choose Transaction Source for an item.
3. Return to Payee Control Approval.
4. To access Payee Control Details, choose Detail for an item.

The screenshot shows a Windows application window titled "[0450W] - Payee Control Details". The menu bar includes "Functions", "Tools", and "Help". The main area displays a table with two sections of data:

Payee Number	4010 Gourmet & More
Changed Data Item	Customer Bank Acct # . . . . . RYCBNK
Data Before Change	3669538743
Data After Change	6895492432

User ID	JS689549T
Program ID	P00301
Work Station ID	V3197JI55
Date Updated	02/09/96
Time Updated	14:38:10

At the bottom of the window are standard Windows-style buttons for "OK" and "Cancel", and a status bar with the text "F3=Exit F9=Approve/Reset Roll=Next/Prev F24=More Keys".

## Review and Approve Changes to Controlled Data

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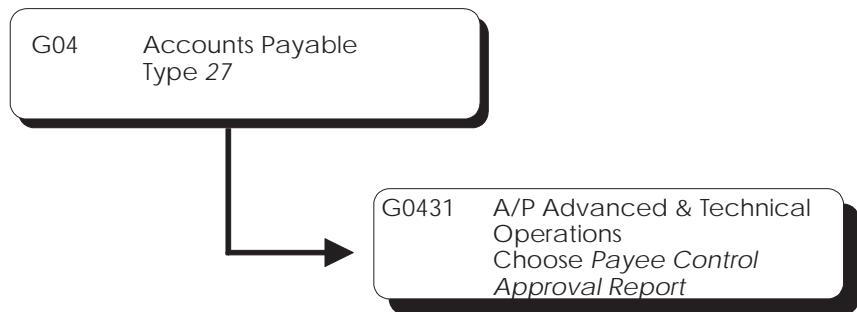
5. Return to Payee Control Approval.
6. On Payee Control Approval, choose Approve for an item.

Field	Explanation
Changed Data Item	The data item that was subject to data changes and has been monitored by the payee control program.

## Accounts Payable

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## Print Changes to Controlled Data



### Printing Changes to Controlled Data

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval Report shows information such as:

- The data that existed before the change
- The data that existed after the change
- The user ID of the person who made the change
- The user ID of the person who approved the change
- The date and time of the change
- The date and time the change was approved

This is a DREAM Writer report.

It retrieves information from the Payee Control table (F0450).

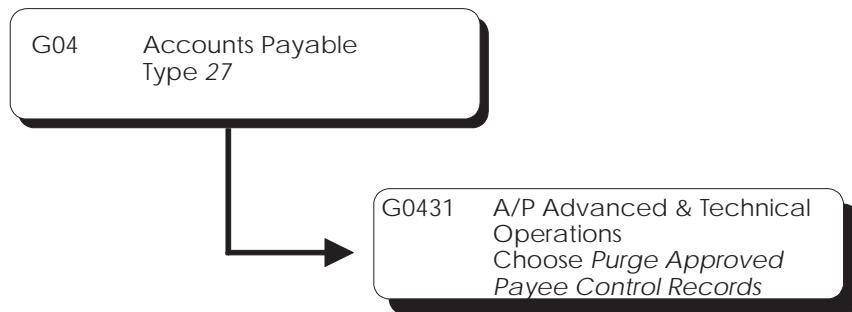
## Accounts Payable

04505

J.D. Edwards & Company  
Payee Control Approval ReportPage - . . . . 2  
Date - . . . . 3/08/98

Payee Number	Name	Changed Item	Previous/Revised Value	User /Approver	Date
Payee Address Number . . . . . 00000460		Highway Contractors Inc.			
Data Item. . . . . ABALPH					
460 Highway Contractors Inc.		Alpha Name . . . . .	Acme Drilling Co. Highway Contractors, Inc.	RA144266T JS689549T	02/21/96 02/22/96
460 Highway Contractors Inc.		Alpha Name . . . . .	Highway Contractors, Inc. Highway Contractors Inc.	RA144266T JS689549T	02/21/96 02/22/96
Payee Address Number . . . . . 00000461		Rocky Mountain Paving Inc.			
Data Item. . . . .					
461 Rocky Mountain Paving Inc.		Alpha Name . . . . .	Bestway Paving, Inc. Rocky Mountain Paving Inc.	RA144266T JS689549T	02/21/96 02/22/96
Payee Address Number . . . . . 00004010		Gourmet & More			
Data Item. . . . . AYCBNK					
4010 Gourmet & More		Customer Bank Acct # . .	3669538743 6895492432	JS689549T	02/09/96
Data Item. . . . . AYTNST					
4010 Gourmet & More		Bank Transit . . . . .	107004381 135897538	JS689549T	02/09/96

## Purge Approved Payee Control Records



### Purging Approved Payee Control Records

After you approve changes to controlled data, purge the control records. This purge is a version of the generic purge program. It selects and purges records in the Payee Control table (F0450). Purging control records removes the audit trail.

This is a DREAM Writer program.

#### See Also

- *Purging Processed Batch Vouchers (P00PURGE)* for the processing options for this program

## Accounts Payable

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# Technical Processes

## Objectives

- To update year-to-date voucher amounts
- To update the approver/category code 7 information
- To purge closed A/P records

## About Technical Processes

Periodically, you might need to purge or update A/P information. To do so, complete the following:

- Work with YTD voucher amounts
- Update approver/category code 7 information
- Purge A/P records

## Accounts Payable

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# Work with YTD Voucher Amounts

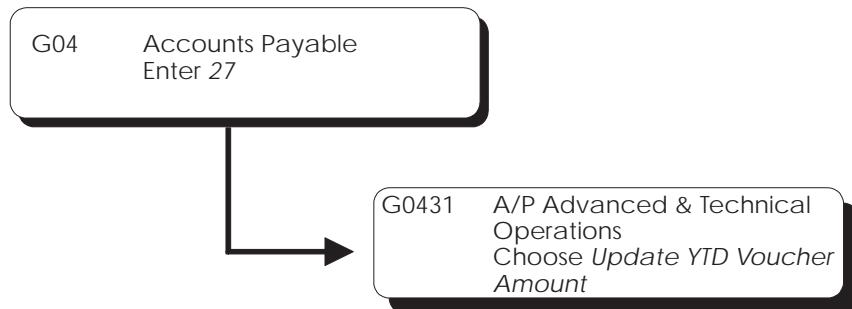
## Working with YTD Voucher Amounts

As part of your cash management procedures, you might want to see the total vouchered amount for a supplier. To see accurate totals, update the supplier's year-to-date (YTD) voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

Working with YTD voucher amounts consists of:

- Updating YTD voucher amounts
- Correcting YTD voucher amounts
- Reviewing YTD voucher amounts

## Updating YTD Voucher Amounts



When you update YTD amounts for your vouchers, the system does the following for all suppliers across all companies based on the beginning and ending date you specify:

- Calculates total voucher amounts from the A/P Ledger table (F0411)
- Updates the following in the Supplier Master table (F0401):
  - Year-to-date voucher amounts
  - Prior year-end voucher amounts

Updating YTD Voucher Amounts is a DREAM Writer process.

### Before You Begin

- Enter all vouchers for all companies for the period or fiscal year

### What You Should Know About

#### **Multi-Currency**

If you use multiple currencies, you must enter an amount currency for each supplier in the supplier master.

#### **Purging A/P records**

If you purge your A/P records more than once a year, update your supplier YTD voucher amounts prior to purging the first time that year.

### Processing Options for Update YTD Voucher Amount

#### **Date Options:**

1. Enter a "From" date to be used as the beginning period for the close. \_\_\_\_\_
2. Enter a "Thru" date to be used as the ending period for the close. \_\_\_\_\_

#### **Update Control:**

3. Enter a '1' to update the Supplier Master in Final Mode. If left blank, the balances in the Supplier Master will not be updated (Proof Mode).

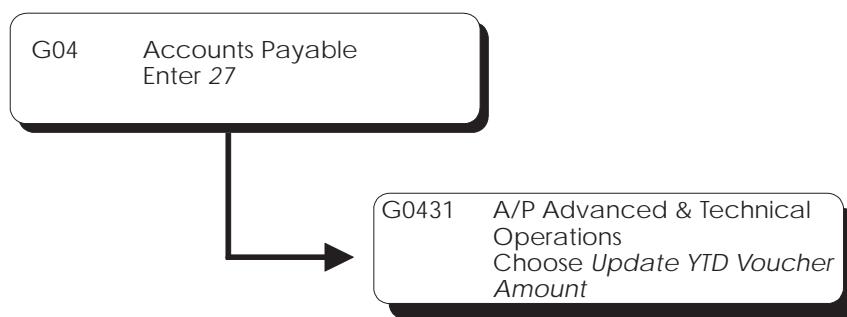
NOTE: A run in proof mode is highly recommended if using computation method 2.

#### **Computation Method:**

4. Enter a '1' to compute prior vouchered using the "From" and "Thru" dates. This method is based on a complete F0411 with no purged records since the "From" date.  
Enter a '2' to compute prior vouchered by taking the existing YTD vouchered less the computed YTD vouchered, using the "Thru" date only. This method CANNOT be repeated without creating erroneous results.

**Change Amount Currency:**

5. For COMPUTATION METHOD '1' only; Final Mode only. Enter a currency here to be updated to the Amount Currency in your Supplier Master file. If left blank, the Supplier Master file will not be updated.
- CAUTION:** All of the records in your DREAM Writer Data Selection will be updated.

**Correcting YTD Voucher Amounts**

If the system cannot update a supplier's balances, it lists the supplier on the A/P Annual Close report as an error. Use this report to review and correct the problems.

After you update YTD voucher amounts, run Rework A/P Annual Close. Use data selection to select only those suppliers not updated.

04820		J.D. Edwards & Company A/P Annual Close	Page - . . . 1 Date - . . . 10/04/98	
Address	Alpha	Error Message	Document	Reference
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	404 PD 000	Blank CRCA in F0401
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	5263 PL 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	10013 PM 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	405 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	406 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	409 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	578 PV 001	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	1501 PV 001	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	2314 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	2412 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	2804 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	3071 PV 001	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	3098 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	3196 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	3392 PV 000	
1001 Edwards, J.D. & Company		3845 Currency Exchange Rate Not Found	5447 PV 000	

### Reviewing YTD Voucher Amounts

After you update YTD voucher amounts, you might want to review the updated information. You can:

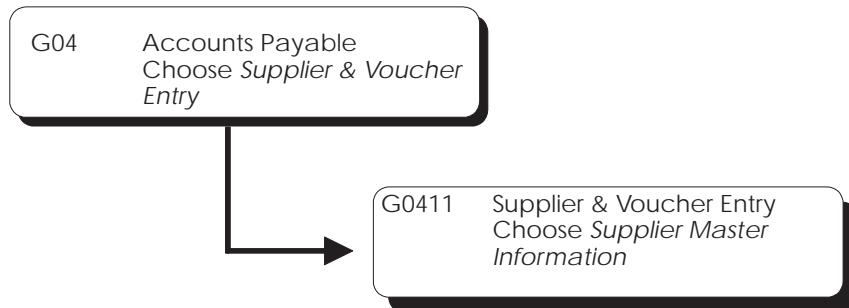
- Review supplier balances online
- Review supplier balances on a report

#### Before You Begin

- Update YTD voucher amounts to update supplier records with year-to-date and prior year-end amounts

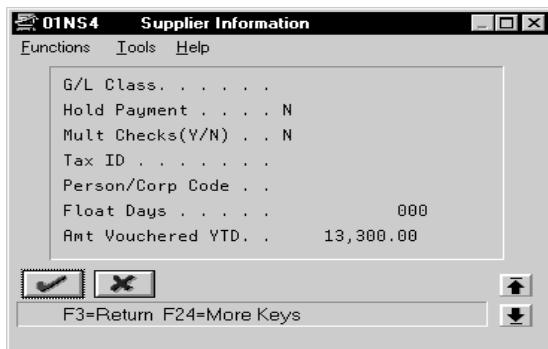
#### ► To review supplier balances online

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On Supplier Master Information or any form that displays the supplier number

1. Position your cursor in the following field and choose Field Sensitive Help:
  - Supplier Number
2. On Name Search, complete the following field (or portion thereof) and press Enter:
  - Alpha Name
3. Enter a 3 in the following field for a supplier to access Supplier Information:
  - Option



4. On Supplier Information, roll down to review additional information.

### ► To review supplier balances on a report

From the A/P Reports menu

Print a version of the Supplier Analysis report.



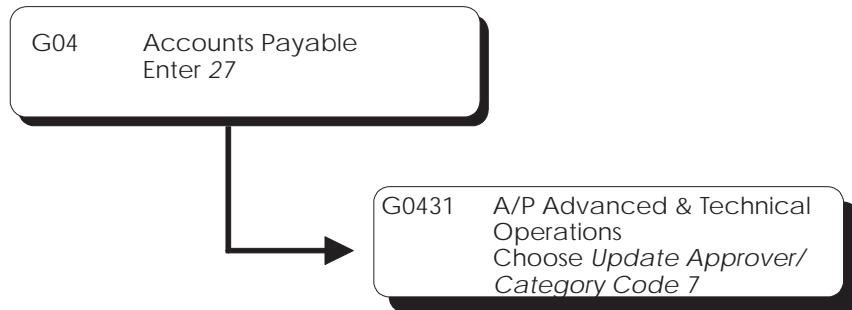
### Exercises

See the exercises for this chapter.

## Accounts Payable

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## Update Approver/Category Code 7 Information



### Updating Approver/Category Code 7 Information

You should update approver/category code 7 information periodically if you use:

- An approver number when entering logged vouchers
- Category code 7 when entering vouchers with 1099 information

This ensures that you are working with current information.

When you change the approver number or category code 7 in the supplier record, the system does not automatically change existing transactions in the A/P Ledger table (F0411). To update the A/P ledger with your changes, run Update Approver/Category Code 7.

Plan to run this process during off-peak hours.

#### See Also

- *Using Category 07 in the 1099 Processing Guide*
- *Working with Logged Vouchers (P04105)* for information on approver numbers

### What Happens if You Do Not Update Approver/Category Code 7?

This example illustrates a problem you might encounter if you do not update the approver and category code 7 information.

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. You set a processing option to display the Approver Number field on Voucher Logging Entry. On June 1, you enter two vouchers for A & D Parts. Dominique Abbott is the approver for these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following shows the information in the A/P Ledger table.

Date	Transaction Records	Approver Number
06/01/98	PV 3285	4002 Dominique Abbott
06/01/98	PV 4267	4002 Dominique Abbott
06/10/98	PV 5342	6000 Melvyn Easter

- Voucher PV 3285, dated 06/01/98, with #4002 Dominique Abbott as approver
- Voucher PV 4267, dated 06/01/98, with #4002 Dominique Abbott as approver
- Voucher PV 5342, dated 06/10/98, with #6000 Melvyn Easter as approver

Melvyn Easter enters his approver number (6000) on Voucher J. E. Redistribution. The system displays all vouchers that have Melvyn Easter (number 6000) as approver depending on the following:

- If you do not update approver/category code 7 information, Voucher J. E. Redistribution only displays PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.
- If you update approver/category code 7 information, Voucher J. E. Redistribution displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

### Before You Begin

- Ensure that users are not on the system

### What You Should Know About

#### **Processing 1099 information**

If you use category code 7 for 1099 processing, you might want to set a processing option to prevent this category code from being updated.

### Processing Options for Update Approver/Category Code Information

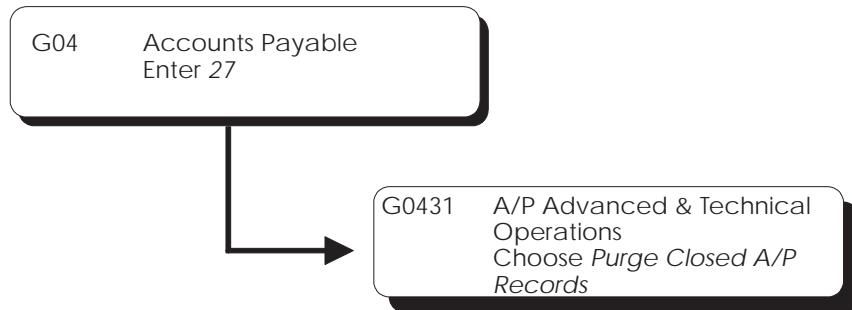
#### **Field Protection**

1. Enter a '1' to protect the Category Code '07' from being updated with the Address Book value. If left blank, the field will be updated.
-

## Accounts Payable

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## Purge A/P Records



### Purging A/P Records

To conserve system disk space, purge your paid A/P records periodically.

When you purge A/P records, you run a DREAM Writer that:

- Removes paid transactions from the A/P Ledger, A/P Matching Document, and A/P Matching Document Detail tables if:
  - The G/L date of the transaction is on or before the “as of” date set in a processing option.
  - The open amount is zero.
- Removes A/P payment summary information from the A/P Matching Document table if the payment date of a record is on or before the payment date set in a processing option
- Copies purged records to the following tables:
  - Purge-A/P Ledger (F0411P)
  - Purge-A/P Matching Document (F0413P)
  - Purge-A/P Matching Document Detail (F0414P)

For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

After you purge A/P records, contact your System Administrator to run Reorganize Files. This reorders the remaining records, maximizes system disk space, and speeds system processing.

### Before You Begin

- Complete 1099 processing for the fiscal period, if applicable
- Back up the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables
- Update YTD voucher amounts

### What You Should Know About

**Purging associated journal entries**

When you purge A/P records, the system does not purge the associated journal entries. Contact your System Administrator to develop a program to purge the Account Ledger table (F0911).

**Removing tables of purged records**

To remove the tables of purged records from your system, use IBM AS/400 commands to copy the tables to another medium and then delete them from the system.

### Processing Options for Purge Closed A/P Records

**As Of Date:**

1. Enter G/L Purge 'As Of' Date.
- 

### Data Selection and Sequence for Purge Closed A/P Records

To prevent the system from purging recurring vouchers, set the Number of Payments to equal (EQ) ZERO.

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

# Appendices

## Accounts Payable

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## **Appendix A — Data Models**

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The flowchart on the following page illustrates the relationships among the principal physical tables in the Accounts Payables system. In order to present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom used features have been omitted. The flowchart flows left to right and top to bottom. Control tables are on the left, master tables are toward the center, and transaction tables are on the right.

## Accounts Payable

A-2

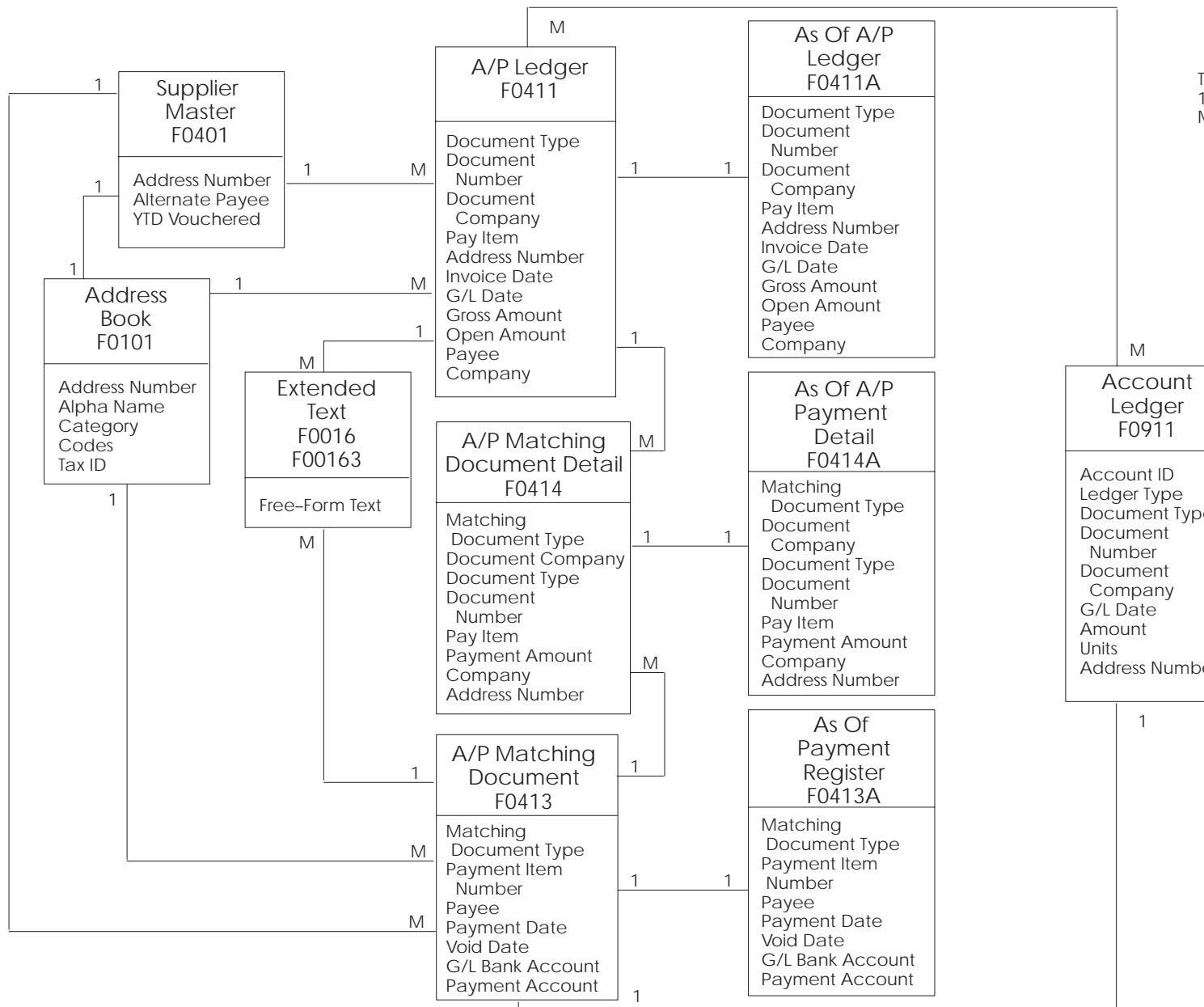


Table Relationships  
1 = 1 record  
M = many records

## **Appendix B — Test Yourself Answers**

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### **Entering Suppliers**

1. Enter a 2 in the Hold Payment field
2. Supplier Master table (F0401)
3. To enter the address book number of a special payee address
4. The system supplies the primary address from the Supplier Number field

### **Entering Vouchers**

1. PV
2. PD
3. V
4. Any two of the following:
  - Voucher number
  - Document number/Company
  - Supplier number
  - Company
  - G/L date
  - Currency code
5. A/P Ledger table (F0411)
6. Account Ledger table (F0911)
7. When you post the payment

## **Posting Vouchers**

1. When you post
2. D
3. P
4. D
5. AE
6. V

## **Working with Recurring Vouchers**

1. Enter the following:
  - Number of payments
  - Recurring frequency
2. PR

## **Entering Multiple Vouchers for Suppliers**

1. To enter several vouchers with one G/L distribution to the same supplier
2. To enter several vouchers with one G/L distribution to multiple suppliers
3. False
4. F10

## **Preparing Vouchers for Payment**

1. In the processing options
2. It shows:
  - The balance in your balance sheet
  - The amount due for your vouchers by bank account
  - The total amount due for all vouchers for all companies
3. Change the data selection to Pay Status equal to (EQ) A

## **Entering Manual Payments**

1. When you need to remit payment immediately to a supplier for an invoice that currently exists in the A/P system
2. When you need to remit payment and enter an invoice as a voucher for a supplier at the same time
3. W
4. PN

## **Reviewing Supplier Ledger Information**

1. On Supplier Ledger Inquiry, access Additional Selections, specify the amount range, and press Enter
2. On Supplier Ledger Inquiry, access the fold area, or toggle the form format
3. On Supplier Ledger Inquiry, enter option 5 for the voucher to access the Detail window

## **Reviewing Payment Information**

1. On Supplier Payment Inquiry, access Additional Selections and enter 100.1110.BEAR in the G/L Bank Account field
2. On Supplier Payment Inquiry, enter T in the Payment Instrument field

## **Working with AAIs**

1. PB
2. PC
3. When you pay the voucher
4. Use the Voucher Suspense field on Company Constants
5. It is a one- to four-character user defined code that defines the A/P liability account by A/P class code (G/L offset) for each company

Accounts Payable

## **Appendix C — Quick Reference for A/P Codes**

### **A/P Codes**

<b>Menus</b>		<b>Payment Status Code</b>	
G04	Accounts Payable	A	Approved for payment
G0411	Supplier & Voucher Entry	#	Payment in-process
G04111	Other Voucher Entry Methods	P	Paid in full
G0412	Manual Payment Processing	%	Withholding applies
G0413	Automatic Payment Processing		
G0414	Accounts Payable Reports		Any others are a type of payment hold:
G0421	Periodic Processes	H	Held/Pending approval
G0422	Annual 1099 Processing	R	Retainage
G0431	Advanced & Technical Operations	D	Draft accepted
G04311	Batch Voucher Processing		
G04312	Download Master Files to PC		
G0441	Accounts Payable Setup		
<b>Payment Terms</b>			
Blank	Net 30	A	Due on the 10th of the next month
1	1/10, Net 30	D	Due upon receipt
5	Split payment (50/50)	R	Due on the 1st of next month
<b>Document Types</b>			
<b>Original Documents</b>		<b>Matching Documents</b>	
PV	Voucher	PE	Change to Voucher Amount
PR	Recurring invoice		(when amount on a posted voucher is changed)
PM	Manual voucher (w/o Voucher Match)	PK	Created when voucher is paid through automatic payment processing
PD	Debit memo	PN	Created when manual payment is processed
PL	Manual voucher (Voucher Logging)	PO	Created when posted payment is voided
		PT	Electronic Funds Transfer Payment

Accounts Payable

## **Appendix D — Currency Codes and Decimals**

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### **Multi-Currency Option “Off”**

If the multi-currency option is not activated, the decimals associated with specific amount fields are determined by the Display Decimals defined in the data dictionary by your System Administrator.

### **Multi-Currency Option “On”**

#### **“Units” Ledgers**

Decimals for amounts representing associative units ledger types, such as BU and AU, are determined by the Display Decimals in the data dictionary.

#### **“Amounts” Ledgers**

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered “foreign.”
- The decimal position is determined by the transaction’s currency code.
- The number of decimals for a currency is defined in the Currency Codes table (F0013).

All ledger types other than CA or any units ledger type, as mentioned above, are considered “domestic” ledgers. The currency’s decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has French francs (FRF) as its base currency, and its AA ledger then represents FRF.

An exception to this rule occurs when a currency has been assigned to a ledger type in the user defined code list (09/LT). If the special handling code of a ledger type contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of French francs (FRF). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of the user defined code list (09/LT). Any entry made to that ledger is considered USD and not FRF.

The designation of a currency code for a ledger type should only be done as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

## Totals on Reports

The decimal position for totals on reports follow the same rules as presented above. The currency code defined for the ledger type is the first determining factor. If that is blank, the currency of the company to which the last account is associated determines the decimal position. For summary amounts representing “foreign” currency in the CA ledger, the following rules apply:

- F0902/F1202 – Balance reports use the “denominated in” Currency Code field on the record.
- F0911 – Transaction reports use the account currency code. If it is blank, the transaction currency code of the last record is used.
- F0311/F0411 – Customer and Supplier Ledger reports use the currency code on the last record. In some cases, reports have been changed to indicate that a total is not applicable if multiple currencies are summed. You would then see “\*\*\*N/A\*\*\*” used instead of a total.

## Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so entry can be made directly to the AA ledger.

## Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD – This code represents the original transaction currency.
- CRCX – This code represents the denominated currency.

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted in detail by the originating currency of the transaction.

For every transaction currency, you will have a corresponding balance. If this amount of detail is not required, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

<b>Posting Option</b>	<b>Ledger Type</b>	<b>Originating Currency (CRCD)</b>	<b>“Denominated In” Currency (CRCX)</b>
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency
Detailed Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Detailed Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency (if specified in the user defined code list (09/LT) or Company Currency

The result of posting a similar set of transactions in both summary and detail is shown below. This example shows a Belgian franc (BEF) company with sales originating in Belgian francs, French francs (FRF), U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRC<sub>D</sub> = Original transaction currency

CDC<sub>X</sub> = Denominated currency

### Detailed Posting by Currency

Account	CRC <sub>D</sub>	CRC <sub>X</sub>	AA Ledger Amount	CRC <sub>D</sub> CA	CRC <sub>X</sub> CA	CA Ledger Amount
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

### Summary Posting by Currency

Account	CRC <sub>D</sub> AA	CRC <sub>X</sub> AA	AA Ledger Amount	CRC <sub>D</sub> CA	CRC <sub>X</sub> CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

## Appendix E — Batch Input Setup

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To successfully upload batch vouchers from outside sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), to the Voucher Transactions – Batch Table (F0411Z1), you must enter data into certain fields.

Table 1 in this appendix lists the fields required by the Batch Voucher Processing program for uploading. Tables 2 and 3 list optional fields that might be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the J.D. Edwards fields.

Each field in tables 1–3 is shown as required, conditional, or optional, as follows:

- R = Required. You must enter data in this field to successfully upload the transactions to the Voucher Transactions - Batch table.
- C = Conditional. Under certain conditions, you must enter data into this field to successfully upload the transactions to the Voucher Transactions - Batch table. The conditions are listed in the table under Explanation.
- O = Optional. You may enter data in this field.

Other information in the tables includes:

- Value. The valid input value is edited. If no value is listed, you may enter any value that meets the field's alpha/numeric specifications.

If the table shows DD as the value, the system takes valid values from the data dictionary specifications for the data item. The system can validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.

If a file or user defined code (xx/xx) is listed in the table, the system validates the value you enter against that file or user defined code.

- Default. The default value that the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0411Z1).

- Formats. Julian Date. The J.D. Edwards Julian date format is CYYDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year. The different formats are:
  - Numeric amounts. The data dictionary shows amounts with a 0 data file decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the file keeps \$5.50 as 550. If display decimals = 0, the file keeps \$1000 as 1000.
  - Multi-currency. If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).

Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

### Table 1 – Required or Conditionally Required Fields

The Batch Voucher Processing program (P04110Z) requires the fields in this table for adding or deleting A/P transactions.

Field	Description	R C O	Explanation	Value	Default
ACR	Foreign Amount	R	Required to enter amounts in foreign mode (CRRM=F)	Not zero	Calculated from AG if working in multi-currency and domestic mode.
AG	Amount	R	Required to enter amounts in domestic mode (CRRM=D)	Not zero	Calculated from ACR if working in multi-currency and foreign mode.
AN8	Address Number	R	Required to add a transaction (EDTC=A or blank)	F0101 Address Number	
CO	Company	R	Required to add a transaction (EDTC=A or blank)	F0101 Address Number	
DCT	Document Type	R	Required to delete a transaction (EDTC=D or blank)	F0005 00/DT	PV if VJAG > 0 PD if VJAG < or = to 0
DEJ	G/L Date	R	Required to add a transaction (EDTC=A or blank)	Valid date	

## Appendix E — Batch Input Setup

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Field	Description	R C O	Explanation	Value	Default
DOC	Document Number	R	Required to delete a transaction (EDTC=D). If you leave this field blank when you add a transaction, the system uses Next Numbers to assign a document number. If you enter a document number, it must not already exist for an add.	F0411 Document	For an add, this is assigned by Next Numbers.
DOCM	Payment/Item Number	C	This field is required when entering paid vouchers. This field must be a unique number within J.D. Edwards.	F0413 F0414	Blank User assigned only
EDTC	Transaction Action	R	Required to delete a transaction (EDTC=D). Enter only one line to indicate the J.D. Edwards document and document type to be deleted.	A = Add D = Delete	A
EDTN	Transaction Number	R	The user transaction, voucher number, or sequential number for batch processing. This field, or this field in combination with EDUS and EDBT, should contain unique identification for a specific A/P voucher transaction.		
ICU	Batch Number	R	This field must be left blank. The system assigns the number through the Batch Edit/Update program. Each change in the EDBT field causes the creation of a new batch number.		Assigned by Next Numbers.
KCO	Document Company	C	This field is required for a delete transaction (EDTC=D) and if assigning next numbers by company or fiscal year.  If you enter a Document Company, it must not already exist for an add, but must exist for a delete.	F0010	CO

**Table 2 – Optional Control Fields**

The fields in this table might be useful in processing and organizing batch data.

Field	Description	R C O	Explanation	Value	Default
ATXA	Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.		X4008C or calculated if working in multi-currency and foreign mode.
CRCD	Currency Code	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	F0013	F0101
CRR	Exchange Rate	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.		F0013 for CRCD if CRRM = F or D. Calculated from AG and ACR if CRRM = 3 for both AG and ACR.
CRRM	Mode of Entry	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	D Domestic F Foreign	DD
CTAM	Foreign Tax Amount	O	Ignored if both EXR1 and TXA1 are blank.	3 Pre-calculated	X4008C or calculated if working in multi-currency and domestic mode.
CTXA	Foreign Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.	X4008C	X4008C or calculated if working in multi-currency and domestic mode.
EDAN	User Address Number	O	A number you assign in both the voucher record and the address book record, when the actual address number is assigned by the system using Next Numbers. This number is used to link the new address number to this transaction.		

## Appendix E — Batch Input Setup

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Field	Description	R C O	Explanation	Value	Default
EDBT	User Defined Batch Number	O	This field, in combination with EDTN and EDUS, uniquely identifies a specific voucher entry. This field also acts as a level break and causes the assignment of a J.D. Edwards batch number each time this value changes.		
EDUS	User ID	O	User defined ID number. This field, in combination with EDTN and EDBT, uniquely identifies a specific voucher entry. PC processing uses this field as the PC terminal ID number.		
EXR1	Tax Explanation Code	O	If you enter a code here, the system performs tax calculations.	00/EX	
ICUT	Batch Type	O	This field identifies the system that the batch pertains to.  For example: G = General Accounting V = A/P Vouchers I = A/R Invoices	98/IT	
STAM	Tax Amount	O	Ignored if both EXR1 and TXA1 are blank.	X4008C	X4008C or calculated from CTAM if working in multi-currency and foreign mode.
TXA1	Tax Rate/Area	O	If you enter a code here, the system performs tax calculations.	F4008	MCTXA1 or ABTXA2 (if EXR1 is not blank).
URDT	User Reserved Date	O	If a payment number is entered and this field is left blank, the voucher G/L date is used.  If the payment has a different G/L date, that date is entered in this field.	Valid Date	

Field	Description	R C O	Explanation	Value	Default
GLBA	G/L Bank Account	C or O	When processing a payment, if left blank, the PB AAI is used to determine the bank account.  You should enter the specific bank account.		
PYE	Alternate Payee	O	In payment processing, if the payment went to an alternate payee, this field must have a value.  If left blank, the determination of the PYE value in the XT0411Z1 is used.		

**Table 3 – Additional Fields**

The fields in this table are optional. You can use them to provide additional information about the A/P transactions. Some of these fields are for future use with EDI processing.

Field	Description	R C O	Explanation	Value	Default
AAP	Open Amount	O			AG if domestic, calculated from FAP if working in multi-currency and foreign mode.
AC07	Category Codes	O			F0101 ABAC07
ADSA	Discount Taken	O			Calculated from CDSA if working in multi-currency and foreign mode.
ADSC	Discount Available	O		Less than the gross amount	Calculated from CDS if working in multi-currency and foreign mode.
BAID	Bank Transit Account	O			
BALJ	Balanced JEs	O			Y
CDS	Foreign Discount Available	O		Less than the gross amount	Calculated from ADSC if working in multi-currency and domestic mode.

<b>Field</b>	<b>Description</b>	<b>R C O</b>	<b>Explanation</b>	<b>Value</b>	<b>Default</b>
CDSA	Foreign Discount Taken	O			Calculated if working in multi-currency and domestic mode.
CRC	Check Routine Code	O			
DD#	Due Date (Net) Century	O			
DDM DDD DDJ DDY	Due Date Net	O		Valid date	From G/L or voucher Date
DIC#	Batch Date Century	O			
DMCD	Domestic Multi-Currency Code	O			
DMTM DMTD DMY	Matching Document Date	O		Zeros	
DMT#	Matching Document Date Century	O		Zeros	
DOCM	Matching Document	O		Zeros	
DSV#	Service/Tax Date Century	O			
EDCT	Transaction Type	O			
EDDL	Number of Detail Lines	O	This number should be the number of detail lines included in the specific transaction. For user verification only.		
EDDT	Transmission Date	O		Valid calendar date	Date processed Format: YYDDD (Julian)
EDER	Send/Receive Indicator	O	Future EDI field.	DD	
EDFT	Translation Format	O	Future EDI field.	A valid translation format set up through the third-party translators for EDI.	
EDGL	Create G/L record	O	Future use.		

## Accounts Payable

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Field	Description	R C O	Explanation	Value	Default
EDLN	Line Number	O	This field might be useful to the user in identifying specific transaction lines.		
EDSP	Processed	O	The batch processing program bypasses transactions marked 1 (processed).	0 = No 1 = Yes	0
EDSQ	Record Sequence	O			
EDST	Transaction Set	O	Future EDI field.	A standard EDI set number.	
EDTS	Transaction Type	O	Identifies the type of voucher to be added or deleted.	I = voucher	I
EDTY	Record Type	O	Future EDI field.		
FAP	Foreign Open Amount	O			ACR if working in multi-currency and domestic mode.
GLC	G/L Offset	O		AAI	F0101 ABAPC
ITM	Item Number (short)	O			
MCU	Business Unit	O		F0006	F0101 ABMCU
OBJ	Object Account	O			
OPSQ	Operation Sequence Number	O			
PDCT	Order Type	C	Required if PO not blank.	00/DT	DD if PO not blank.
PKCO	Order Key Company	C	Required if PO not blank.	F0010	CO if PO not blank.
PO	Purchase Order	O			
POST	G/L Posted Code	O			
PST	Pay Status	O		DD	DD
PTC	Payment Terms	O		F0014	F0101 ABTRAP
PYIN	Payment Instrument	O			F0101 ABPYIN
RDS#	Reminder Stop Date Century	O			
RDSM	Reminder Stop Date	O		Valid date	
RDSD					
RDSY					
RF	Recurring Frequency	C	Required if DRF not blank.		
RMK	Remark	O			

Field	Description	R C O	Explanation	Value	Default
RP1	Misc. Codes 1,2, and 3	O	Used for tax editing purposes.		
RP2					
RP3					
SBL	Subledger	O			
SBLT	Subledger Type	O			
SDCT	Sales Document Type	O			
SDOC	Sales Document				
SFX	Pay Item	O	Ignored for delete transaction (EDTC = D). If left blank, is assigned by the Batch Edit/Update Program.		Assigned
SFXE	Pay Item Extension Number	O		Blanks	
SKCO	Sales Document Company	O			
SUB	Subsidiary Account	O			
U	Units	O			
UM	Units of Measure	O			

**Table 4 – Ignored Fields**

If you enter data into these fields, the functional server does not pass it to the J.D. Edwards fields. The Batch Voucher Processing program (P04110Z) supplies blank, zero, or the default shown in the table below.

Field	Description	Value	Default
AID2	G/L Credit Account		
AM	Account Mode		F0901
PYE	Alternate Payee Address		
ATXN	Non-Taxable Amount		X4008C or calculated from CTXN if working in multi-currency and foreign mode.
CTRY	Fiscal Century		G/L Date Century
CTXN	Foreign Non-Taxable Amount		X4008C or calculated from ATXN if working in multi-currency and domestic mode.
DDN#	Due Date (Net) Century		

## Accounts Payable

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Field	Description	Value	Default
DDNM	Due Date (Net)		
DDND			
DDNJ			
DDNY			
DIC#	Batch Date Century		
DICJ	Batch Date		F0011 Batch Header
DICM			
DICD			
DICY			
FNLP	Closed Item		
FY	Fiscal Year		G/L Date Fiscal Year
GLBA	G/L Bank Account		
ITI#	Interest Invoice Date Century (A/R only)		
ITIM	Interest Invoice Date (A/R only)		
ITID			
ITIY			
JOBN	Workstation ID		System
LNID	Line Number		
MCU2	Business Unit		
ODCT	Original Document Type		Document Type
ODOC	Original Document		Document
OKCO	Original Document Company		Document Company
OSFX	Original Pay Item		Pay Item
PID	Program ID		System
PN	G/L Period		Current Company Period
RDD#	Last Sent Reminder Date Century (A/R only)		
RDDM	Last Sent Reminder Date (A/R only)		
RDDY			
RDRL	Level Last Reminder Sent (A/R only)		
RMDS	Total Sent Reminders (A/R only)		
SFXO	Order Suffix		
TORG	Transaction Originator		System
UNIT	Unit Number		
UPMJ	Date Updated		System
UPMT	Time Last Updated		System
USER	User Profile		System
VINV	Vendor Voucher Number		

<b>Field</b>	<b>Description</b>	<b>Value</b>	<b>Default</b>
VOD	Void Flag		
VR01	Reference		

Accounts Payable

## Appendix F — Payment Processing (A5.2 to A7.3 Comparison)

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This appendix contains important information for users who:

- Are upgrading from A5.2 or A6 to A7.3
- Are currently using the A/P Payment programs
- Have not already switched to the new A/P Payment programs, available with PTF A61PC000FA and A61PC000FB or A6.2

With the release of version A7.3, there are substantial changes to the way the system processes A/P payments. This appendix explains the setup and processing options for the old payment programs and relates each to how it is now handled for the new payment programs.

You should use this document as a supplement to the documentation for *Automatic Payment Processing*. The information in this appendix is presented in a format that should be helpful in guiding you through the change from the old to the new process.

This document is subdivided into sections, each dealing with a particular group of setup or processing procedures:

- A7.3 Installation
- Supplier and Voucher Setup
- Bank Account Information
- Pre-Payment Setup and Processing
- Payment Printing
- Other Changes

After you complete the conversion process and begin to use the new payment programs, you will notice the increased functionality of the new programs. Response Line representatives will assist you with any questions or concerns that you might have during this change.

## A7.3 Installation

### Application-Specific Instructions

If you are converting from A5.2 to A6 and then to A7.3, there are several A6 ASIs that you do not need to perform. These are not required to implement the new payment process:

<b>P04550 - DREAM Writer: system code 04</b>	This instruction tells you to verify that the worktable, F04550, exists in your production library and that all DREAM Writer versions have been converted from numeric to alphanumeric. This is no longer necessary because new Create Payment Groups (P04570) does not create the worktable or members that are based on the version identifier.
<b>P04552 - DREAM Writer: system code 04</b>	This instruction tells you to convert all of the DREAM Writer DEMO versions from numeric (for example, 001) to alphanumeric (for example, XJDE0001), and then to add three new versions for Italian, Canadian, and UK checks. This is no longer necessary because these DREAM Writer versions are obsolete in A7 and replaced with P04572xx.
<b>00/PY - user defined code: system code 04</b>	This instruction tells you to add a payment instrument I for Italian electronic funds transfer. You must still add the value I to the table, but the second description is no longer valid. The second description was used to specify the print and register programs for the payment instrument. This is now handled by Payment Instrument Defaults (P0417, menu G04411).
<b>00/PY - user defined code: system code 00</b>	This instruction tells you to add three payment instruments, X, Y, and Z, for EDI processing. You must still add these values, but the second description is no longer valid. The second description was used to specify the print and register programs for the payment instrument. This is now handled by Payment Instrument Defaults (P0417, menu G04411).

### Post-Install Menu

The new A/P Payment Process Setup (P04570QD) is a program on the Post-Install Menu for A6.2 (A97U2) as well as A7.3 (A97U2). You must run this program once, at either the A6.2 or A7 level. This program performs three steps:

1. Initializes the Alternate Payee field for all vouchers in the Account Ledger table (F0411)
2. Updates the F0030W table from data in the Bank Transit Number Master table (F0030)
3. Deletes the old A/P check libraries

### Supplier and Voucher Setup

Payment information is associated with the supplier or with the voucher. Most payment information is still used the same way, such as the pay status, payment terms, multiple payments, and so on. Data that requires different input or is used differently is listed below.

Old	New
<p>The <b>Payment Instrument</b> field on Supplier Master Information was a user defined code. The user defined code list was used to indicate which payment and register programs the program should use for a payment instrument.</p>	<p>The program still uses the <b>Payment Instrument</b> field to indicate the payment and register programs as well as the attachment and debit statement programs, but not through the user defined code lists. You must set up Payment Instrument Defaults (P0417, menu G04411) with the payment instruments and associated programs. The program uses information from this table during the Create Payment Groups process to establish the default programs. These programs can be overridden through the payment processing programs at print and update time, regardless of the payment instrument association.</p>
<p>The <b>Pre-Note Code</b> field on Supplier Master Information indicated that the tape has not passed bank inspection and hard copy payments must be printed during the first run for the supplier.</p>	<p>The <b>Pre-Note Code</b> field works the same way in the new process. However, you can override the pre-note code restriction by using the Pre-Note Option code associated with a bank account through Bank Account Information (P04130, menu G04411).</p>

### Old

An **alternate payee** was established by either entering a value manually through voucher entry or speed release, or during the pre-payment process by using the processing option for the special payee address in the address book.

The **Check Handling Code** on the voucher entry forms was used to sort, select and group vouchers for payment. However, only the left-most character of the three-character field was available for use.

### New

The program now updates the **Alternate Payee** field with a value when you enter a voucher. You can use this field and its corresponding bank account information for selection during the pre-payment process. This field must contain information in order for the payment process to function properly. If you leave it, the program uses either the supplier or the Address Book factor/special payee address as a default based on a processing option for the A/P Voucher functional server (XT0411Z1).

The purpose and function of the **Payment Handling Code** field are the same. However, all three characters are now available for use, because a code of 999 no longer holds any particular significance.

## Bank Account Information

There are two programs that allow you to update and maintain information related to bank accounts (either your bank account or your suppliers' bank accounts).

<b>Old</b>	<b>New</b>
<p>Bank account information was maintained in <b>Bank Account Information</b> (P04130, menu A04311).</p> <p><b>Bank Account Cross Reference</b> (P0030) and Bank Account Cross Reference Window (P0031) held information about the supplier's bank account.</p>	<p>The A/P payment process still uses <b>Bank Account Information</b> and still allows you to input the same information. There is now substantially more information that can, and in some cases must, be entered for each of the bank accounts that payments are generated from. The required information is Next Payment Number and Number of Detail Lines. You must also enter bank account information for any bank account used in the new payment process.</p> <p>The A/P payment process still uses the <b>Bank Account Cross Reference</b> programs and still allows you to input the same information. You can now also enter additional information for the supplier.</p>

## Pre-Payment Setup and Processing

Pre-Payment (P04550) has been replaced with a new Create Payment Groups program (P04570, menu G0413), which performs basically the same function. The vouchers to be paid are selected, marked as "in-process," and written to a payment worktable for printing and updating. While the overall function is similar, the actual program process is entirely different. Therefore, the input from you is also different. These differences are as follows.

<b>Old</b>	<b>New</b>
<p>The <b>A/P Payment Sequence</b> table (F04926) tracked what stage a particular pre-payment version was at. For example, blank indicated nothing in progress for the version, 1 indicated pre-processing complete, B indicated payment print currently executing, and so on. The program did this to prevent you from re-running the same version at the same time and causing problems with the payment worktable member.</p>	<p>There is no need for the <b>A/P Payment Sequence</b> table in the new A/P payment process. The new process does not rely on creating worktable members. Therefore, the program allows you to run the same version as many times as you want. Only new vouchers that meet the selection criteria for the pre-payment version are selected and processed on subsequent runs of the version. Vouchers already in the payment process are not affected.</p>

Old	New
If you ran the pre-payment program and decided you needed to <b>change the vouchers</b> , you were required to perform a Pre-Payment Unlock to release those vouchers from the process.	If you run the pre-payment program and need to <b>change the vouchers</b> , you now have several more options:  You can undo (remove) vouchers from the payment process through the payment processing programs, either before or after they have been written.  You can choose to undo all vouchers, selected groups of payments, selected payments, individual vouchers, and even individual pay items on a voucher (if the payment group has a next status of WRT (write)).  You can also split a pay item, releasing only part of it from the current payment process.
The old A/P payment process required the <b>DREAM Writer version identifier</b> to begin with an alpha character. This is because the program created a table member with that version identifier as its name to store the payment information in the worktable.	The <b>DREAM Writer version identifier</b> restriction is no longer necessary. The version identifier can be any alphanumeric combination. In the new process, the program uses worktables that are not composed of individual members. The worktables separate different version information using key identification fields in the table themselves.
The <b>DREAM Writer selection criteria</b> was based on the A/P Ledger table (F0411). If you were working in a multi-currency environment, data had to be selected in a way that ensured that only one currency would be processed in one pre-payment run. If you were working in a single currency environment, you had to run one pre-payment per bank account.	The <b>DREAM Writer selection criteria</b> are now based on a join table between the A/P Ledger table (F0411) and the Bank Transit Number Master table (F0030). Also, because the program now creates payment groups that automatically separate payments according to specific information, it is not necessary for you to limit the voucher selection based on criteria such as currency. You can now run the Pre-Payment program against a much wider selection of vouchers and against multiple bank accounts.
There was a required <b>DREAM Writer sort sequence</b> that allowed minimal variations so you could sort payments by such things as company, special handling code, and so on.	There is still a required <b>DREAM Writer sort sequence</b> but it is now based on those fields necessary to create the payment groups. The program allows minimal variations so you can sort payments by due date, payments by company, and so on. These are shown in the DEMO versions provided.
To get a <b>separate payment by company</b> , the pre-payment sequence had to include the company. This feature worked correctly if you selected enough supplier data.	There is now a processing option that forces <b>separate payments by company</b> , regardless of the data selected. You must still sequence the information by company as shown in the DEMO DREAM Writer version.

<b>Old</b>	<b>New</b>
If you used a monetary account, the program wrote payments in the <b>currency</b> of that account. If you used a non-monetary account, the program wrote payments in the domestic currency.	The system no longer requires you to use a monetary account for foreign currency payments. There is now a processing option that allows you to indicate which <b>currency</b> should be chosen for payment.

### **Processing Options**

Each processing option that was available for the old Pre-Payment program (P04550) is listed on the following pages. In this table, if an item is marked “Same,” the option is available for the new Create Payment Groups program (P04570, menu G0413) and functions the same way.

<b>Old</b>	<b>New</b>
<b>Pay Thru Date</b>	<input type="checkbox"/> This option still exists and you can enter a specific date. You now have the option of entering displacement days instead of a specific date. You can enter either positive or negative displacement days. This allows you to avoid manually changing the date each time you run the program.
<b>DW Version for Payment Print</b>	<input type="checkbox"/> This option is no longer necessary. The Pre-Payment program obtained the payment sequence from Print Payments (P04552). The program now handles this with a processing option that requests which print sequence ID should be used. You set up sequence IDs on Sequence Review (P0415, menu G04411). You can change the sequence at print time through the payment processing programs.
<b>Remit Payments to Special Payee Address</b>	<input type="checkbox"/> This option is no longer necessary. This is handled when you enter a voucher, through a processing option for the A/P Voucher functional server (XT0411Z1).
<b>Print Attachment</b>	<input type="checkbox"/> Same.
<b>Submit the Post</b>	<input type="checkbox"/> This option is now handled by a processing option for Work With Payment Groups (P04257, menu G0413).
<b>Discount Allowance</b>	<input type="checkbox"/> Same.

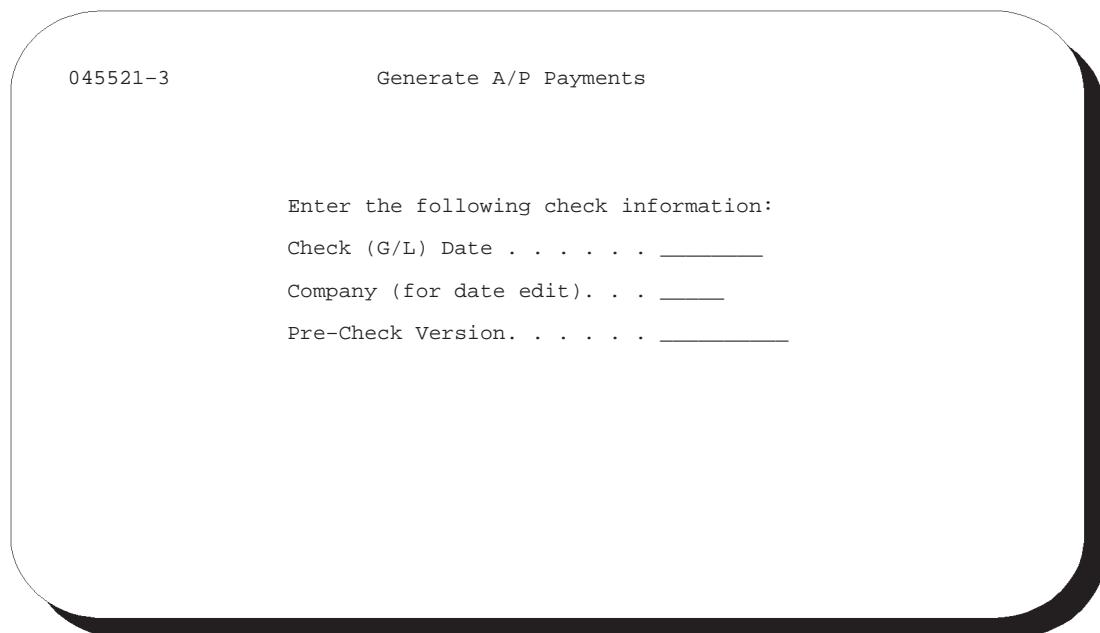
<b>Old</b>	<b>New</b>
<b>Override Bank Account</b>	<input type="checkbox"/> This option is still available but is no longer a required entry. If you do not enter a bank account, the program uses the bank account of the voucher.
<b>Check Separator Amount</b>	<input type="checkbox"/> This option is no longer available. There is a new option that allows you to specify both minimum and maximum amounts to limit the payments included in the run. This option also automatically changes the payment instrument on excluded vouchers, which simplifies selection in a later payment run. You can sort payments by amount by using the sequence ID, as discussed above.
<b>Electronic Funds Transfer/EDI</b>	<input type="checkbox"/> Same.
<b>Print Separate Draft by Due Date</b>	<input type="checkbox"/> This option has been modified to work for both drafts and standard payments. You must sequence by due date.
<b>Collate Checks by Contract Number or Job</b> <b>Print Subcontract Checks</b>	<input type="checkbox"/> The program now handles collating payments by contract number or job through the sequence ID setup. It handles printing of subcontract payments through the print program set up on Payment Instrument Defaults (P0417, menu G04411). You can override this setup at print time through the payment processing programs. There are processing options available for printing subcontract or job information on the Create Payment Groups report (P04570, menu G0413) and the Register (P04576).
<b>Submit Calculate Withholding Program</b> <b>Calculate Withholding Version</b>	<input type="checkbox"/> Same.

### **Custom Code**

If you have custom edits in the Pre-Payment program, J.D. Edwards has provided a user exit program from the new Pre-Payment program (X04570) that allows you to maintain your edits without having to modify the J.D. Edwards standard code. There is a processing option that activates the user exit from Create Payment Groups (P04570, menu G0413).

## Payment Printing

Print Payment (P04552x) has been replaced with a print driver program (P04571) that performs all necessary table updates and individual print programs for payments (P04572xx), attachments (P04573xx), and debit statements (P04574xx).



Old	New
The A/P payment process used a menu selection to call the payment prompt form and begin the <b>payment print</b> process for only those vouchers selected through one pre-payment version.	You invoke the actual <b>printing of payments</b> through the payment processing programs rather than from a menu selection. You can choose to print any combination of payments available for print, regardless of which pre-payment version they were created with. You can print all payments at one time, selected groups of payments, or individual payments.
You performed the <b>print and update</b> process together in an interactive mode.	You can choose to <b>print and update</b> the payments as separate steps (which is recommended for hard copy payments so you can verify that everything printed correctly), or you can choose to print and update in one step, (which is recommended when doing tape output). You can also choose to perform these processes interactively or in batch by using a processing option for Work With Payment Groups (P04257, menu G0413).

<b>Old</b>	<b>New</b>
<p>You specified the mode of payment on the payment prompt form to indicate which <b>payment print program</b> (including the attachment and debit statement) that the program should use. This meant that all the payments being paid at this time would print in the same format.</p>	<p>The <b>print program, attachment program, and debit statement program</b>, as well as their individual output queues, are associated with payment groups and maintained in the worktable. The default programs are set up on Payment Instruments Defaults (P0417, menu G04411). You can revise this information through the payment processing programs prior to printing. This also means that you can select many payments for print, each of which could potentially print in a different format, on different media (hard copy or tape) and print on different output queues.</p>
<p>The <b>DREAM Writer sequencing</b> determined the print or tape sequence of the actual payments.</p>	<p>The <b>sequence ID</b> associated with the payment group determines the print sequence. You can set up the sequence ID through Sequence Review (P0415, menu G04411). It is initially assigned from a processing option for Create Payment Groups (P04570, menu G0413) but can be revised through the payment processing programs prior to printing.</p>

### **Processing Options**

Each processing option that was available for the old standard print program (P04552) is listed on the following pages. In this table, if an item is marked "Same," the option is available for the new Print Payments program (P04571) and functions the same way.

<b>Old</b>	<b>New</b>
<b>Debit Statements</b>	<p><input type="checkbox"/> This option no longer exists. This is handled one of three ways in the new process:</p> <p>To <b>bypass</b> debit statements, set your minimum amount to exclude debit balances from the payment process. If you want to see what debit balances exist but bypass them during the payment process, you can allow them to be created during Create Payment Groups, run the Payment Analysis report to review them, or review them online through the payment processing programs and then undo them.</p> <p>To <b>print a separate debit statement form</b>, put that program into the user defined code list for debit statement programs (04/PD) and into the Debit Statement Program field for the payment instrument on Payment Instrument Defaults (P0417, menu G04411).</p> <p>To <b>print the debit statement as a payment</b>, (hard copy or tape), put the print program in the user defined code list for debit statement programs (04/PD) and into the Debit Statement Program field for the payment instrument on Payment Instrument Defaults (P0417, menu G04411).</p>
<b>Minimum Check Amount</b>	<p><input type="checkbox"/> This is now a processing option for Create Payment Groups (P04570, menu G0413). It allows both a minimum and a maximum requirement. It can automatically change the payment instrument for excluded vouchers for ease of processing at a later date.</p> <p>You can print payments within a range of amounts through Work With Payment Groups - Write. You can select payments to display using the Amount From and Amount Thru fields. After you display the payments, you can print them separately from the other payments in the payment group.</p>
<b>Void Checks</b>	<p><input type="checkbox"/> This is now a processing option for Work With Payment Groups (P04257, menu G0413).</p>
<b>Translation</b>	<p><input type="checkbox"/> Same.</p>
<b>DW Version for Check Register</b>	<p><input type="checkbox"/> This is now a processing option for Work With Payment Groups (P04257, menu G0413).</p>

## Accounts Payable

<b>Old</b>	<b>New</b>
Print Control	<input type="checkbox"/> This information is maintained at the bank account level and can be entered through Bank Account Information (P04130, menu G04411).
Number of Detail Lines	
Alignment Checks	
Summarization	<input type="checkbox"/> These options now appear on Create Payment Groups (P04570, menu G0413).
Summarize Pay Items	
Summary Description	
Display Payment Instrument	<input type="checkbox"/> This option is no longer necessary. Default print and update programs are determined by the payment instrument when you create payment groups. You can override the default at print and update time through the payment processing programs. You assign the default programs through Payment Instrument Defaults (P0417, menu G04411).
Electronic Funds	<input type="checkbox"/> Same. These options still appear on the tape print programs.
File ID Modifier	
Company ID	
Tape Payment Detail	
Description	
BACS European Tape Processing Processing Dates	<input type="checkbox"/> This option is now available on Work With Payment Groups (P04257, menu G0413).
BACS European Tape Processing Bureau Number	<input type="checkbox"/> Same. This option still appears on the BACS Tape Print program.
Value/Cleared Date	<input type="checkbox"/> This information can be updated through Work With Payment Groups (menu G0413).

### **Print Program Setup**

There are DREAM Writer processing options for most of the print and tape programs. There is a J.D. Edwards DEMO version, ZJDE0001, for each program. You should review these options and enter valid values for your specific company requirements, especially for the tape programs.

To access the DEMO version, locate the specific program through the Versions List (menu A81). Change the existing ZJDE0001 version or create multiple versions for your specific needs. In most cases, one version is sufficient.

Processing option 7 for Work With Payment Groups (P04257, menu G0413) allows you to specify the version of the print program to use at print time. The default is the ZJDE0001 version. To specify a different version, enter the version name in the option.

### Custom Code

If you have custom print payment, debit statements, register, or attachment programs, you can easily integrate them into the new process. The print programs have been separated into payment print, debit statement print, and attachment print programs. All table updates have been removed from the print programs and the register program. An image of the payment record is passed to all the print programs. From this information, you can retrieve any other necessary information from the tables.

To create your own custom print programs, use one of J.D. Edwards programs as a template. Replace the output table and field output code with your own format requirements. Add your new program to the user defined codes (system 04, user defined codes PP, PA, PD, and PR). You can also add your programs to Default Payment Instrument (P0417, menu G04411) as the default print programs.

To print a separate debit statement form, put that program in the user defined code list for debit statement programs (04/PD) and in the Debit Statement Program field for the payment instrument on Payment Instrument Defaults (P0417, menu G04411).

## Other Changes

### Automatic Accounting Instructions (AAIs)

There is no change to how AAIs are set up and used with automatic payments.

### BACS

The old A/P payment process used several programs to accomplish the required BACS tasks, such as translation, copy to tape, re-creation of the tape, and the approval process. These programs have been consolidated and are all available through Copy to Tape (P0457, menu G0413). Copy to Tape has a processing option for the BACS format and functions. There is also a processing option for Work With Payment Groups (P04257, menu G0413) that displays BACS date fields for input.

### **Payment Analysis Report versus Cash Requirements Report**

The Payment Analysis Report (P04578, menu G0413) allows you to review all payments currently in the payment process. This report can list payments ready to be written or those that have been written and are ready for the update process. This report can be printed in summary or detail, and DREAM Writer can be used for selecting and sequencing the data. Because it is so easy to run pre-payments for all vouchers and then undo them through the payment processing programs, you can use this report instead of the Cash Requirements Report to review the payments.

### **Update Address Book to Supplier**

In the old A/P payment process, you ran Update Address Book to Supplier (P04802) to update the alpha name in the A/P Ledger table (F0411) if you were sequencing your payments by alpha name. This is no longer necessary. The A/P Ledger table no longer has the alpha name in it. The program obtains the alpha name directly from the Address Book when it creates worktables.

### **Update Payments**

You can now perform the update process independently of printing payments. You can set up any register print program as the default and can have processing options associated with that register print program.

### **Withholding**

There is no change to how withholding is set up or used with automatic payments.

### **Menu Comparison**

The processing options now available for Work With Payment Groups (P04257, menu G0413) and Copy to Tape (P0457, menu G0413) allow you to set up different versions of these programs that are tailored to specific users, tasks, or functions (BACS). Therefore, you will most likely begin to set up your own menus based on these different versions.

There were five menus in the old A/P payment process that dealt with automatic payments. These have been replaced with three new menus.

	<b>Old</b>		<b>New</b>
A0411	Automated Payment Processing	G0413	Automatic Payment Processing
A0436	A/P Drafts Daily Operations	G04411	Automatic Payment Setup

<b>Old</b>	<b>New</b>
A04371      A/P Electronic Bank Payments	G0413      A/P Draft Daily Operations
A04372      BACS Electronic Bank Payments	
A0431      A/P System Setup	The option to go to Bank Account Information has been replaced with a call to the A/P Payments Setup menu (G04411).

## Program Comparison

The following table lists the old payment programs and their equivalents in the new payment process.

<b>Old</b>	<b>New</b>
P04550      Pre-Payment	P04570      Create Payment Groups
P04551      Pre-Payment Edit Report	
P04550C      Pre-Payment Control Field	P04570C      Pre-Payment Control Field
P04550U      Pre-Payment Unlock	P04257W2      Write Payments
P04553      Restart Procedure	P04577      Reset Procedure
P04552x      Print Payments	P04572xx      Print Payments P04573xx      Print Attachments P04574xx      Print Debit Statements P04571      Print Payments
P04554x      Update Payments/Register	P04576xx      Print Register P04575      Update Payments
P045521      Payment Prompt	P04257W2      Write Payments

## Accounts Payable

<b>Old</b>	<b>New</b>
P04555      Create EFT Tape	P0457      Copy to Tape
P04559      BACS Copy to Tape	
P04560      BACS Recreation	
P04561      BACS Approval	
P049261     Reset A/P Check Sequence	
P04558      BACS File Remittance	P04581      BACS File Remittance
P045601     BACS Update Tape	P045601     BACS Update Tape
P045561     Translate BACS	P045561     Translate BACS
P04556      Translate BACS	
P045621     BACS Update Primary #	P045621     BACS Update Primary #
P04562      BACS Update Primary #	

## **Processing Options Comparison**

The following table lists the processing options for the old pre-payment program and their equivalents in the new payment process.

<b>Pre-Payment (P04550)</b>	<b>Create Payment Groups (P04570)</b>	<b>Comments</b>
1	1	Added ability to use displacement days
2	---	Handled through Sequence ID (P0415)
3	---	Handled through voucher entry
4	7	---
5	---	Processing option 9 for Work With Payment Groups (P04257)
6	2	---
7	14	This option is no longer required
8	---	Processing option 3 for Create Payment Groups (P04570) allows you to specify minimum and maximum amounts
9	17	---

## Appendix F — Payment Processing (A5.2 to A7.3 Comparison)

Pre-Payment (P04550)	Create Payment Groups (P04570)	Comments
10	5	This option applies to all types of payments, not just to drafts
11	---	Handled through Sequence ID (P0415)
12	---	Handled through Payment Instrument Defaults (P0417)
13	19	---
14	20	---

The following table lists the processing options for the old payment program and their equivalents in the new payment process.

A/P Check (P04552)	A/P Payment (P04572)	Comments
1	---	Handled through Payment Instrument Defaults (P0417)
2	---	Processing option 3 for Create Payment Groups (P04570)
3	---	Processing option 11 for Work With Payment Groups (P04257)
4	1	
5	---	Processing option 10 for Work With Payment Groups (P04257)
6	---	Handled through Bank Account Information (P04130)
7	---	Handled through Bank Account Information (P04130)
8	---	Processing option 12 for Create Payment Groups (P04570)
9	---	Processing option 13 for Create Payment Groups (P04570)
10	---	Handled through Payment Instrument Defaults (P0417)
11	---	Processing option 1 for tape print programs (for example, P04572T)
12	---	Processing option 3 for tape print programs (for example, P04572T)
13	---	Processing option 2 for tape print programs (for example, P04572T)
14	---	Processing option 4 for Work With Payment Groups (P04257)

A/P Check (P04552)	A/P Payment (P04572)	Comments
15	---	Processing option 2 for BACS Tape (P04572B)
16	---	Displays automatically on Review Payment Groups - Write

## Document Location Comparison

The following table compares the location of A/P documents in A6.2 with their location in A7.3. In A6.2, all valid A/P documents were stored in the A/P Ledger table (F0411). In A7.3, documents are distributed among the Accounts Payable Ledger table, the A/P Matching Document table (F0413), and the A/P Matching Document Detail table (F0414).

A6.2	A7.3	Document Type
F0411	F0411	PV - Voucher
F0411	F0411	PR - Recurring voucher
F0411	F0411	PM - Manual voucher
F0411	F0411	PD - Debit memo
F0411	F0411	PL - Voucher logging
F0411	F0411	P1 - Draft
F0411	F0411	PE - Change to voucher amount
F0411	F0411	All document types in the 00/DV user defined code list
F0411	F0413	PK – Automatic payment, header level
F0411	F0413	PN - Manual payment, header level
F0411	F0413	PT - Electronic funds transfer, header level
F0411	F0413	P1 - Draft, header level
F0411	F0414	PK - Automatic payment, detail level
F0411	F0414	PN - Manual payment, detail level
F0411	F0414	PT - Electronic funds transfer, detail level
F0411	F0414	P1 - Draft, detail level
F0411	F0414	P0 - Void payment

See *About User Defined Codes for A/P (P00051)* for more information on document types.

## **Appendix G — Structured Query Language (SQL)**

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The time it takes to locate vouchers on Supplier Ledger Inquiry grows in proportion to the number of records in the system. Supplier Ledger Inquiry uses logical files whenever possible to speed processing time. You can, however, set up the selection criteria to use IBM's Structured Query Language (SQL). To increase processing speed, match the selection criteria with the correct sequence value. For example, to use only logical files, enter the following values:

- |  |   |
|--|---|
| <b>Supplier Number</b>   | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 4, 6, 7, 8*, A, 5</li></ul> |
| <b>Supplier Number,<br/>Document Type</b>                      | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 6, A</li></ul>              |
| <b>Supplier Number,<br/>Document Type,<br/>Document Number</b> | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 6, A</li></ul>              |
| <b>Document Number</b>   | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 1</li></ul>                 |
| <b>Document<br/>Number/Document<br/>Type</b>                   | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 1</li></ul>                 |
| <b>Supplier<br/>Number/Purchase Order<br/>Number</b>           | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 5*</li></ul>                |
| <b>Supplier<br/>Number/Invoice<br/>Number</b>                  | <ul style="list-style-type: none"><li>• Paid: Y/N/P</li><li>• Sequence Value: 4</li></ul>                 |
| <b>Supplier Number</b>   | <ul style="list-style-type: none"><li>• Paid: N</li><li>• Sequence Value: 2, B</li></ul>                  |

**Supplier Number,  
Document Number**

- Paid: N
- Sequence Value: 9\*, 1\*

**Supplier Number,  
Document Number,  
Document Type**

- Paid: N
- Sequence Value: 9\*, 1\*

# **Appendix H — Net Changes for Release A7.3**

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## **Summary of Net Changes**

The following is a checklist of net changes for Release A7.3 for the Accounts Payable system.

### **Accounts Payable**

- A/P Payee Control.** With this control feature, you can monitor and approve changes, such as the bank transit number, that are made to pertinent supplier information before payment is issued.
- A/P Integrity Reports.** When balancing to the general ledger, you can include unposted transactions on the A/P Integrity reports. The system tests both posted and unposted transactions.
- Supplier Ledger.** You can view associated payment information on Supplier Ledger Inquiry by setting both of the following:
  - The Paid field to 2 (Y) or 3
  - The appropriate processing optionYou can also view an unlimited number of parent/child relationships.
- Vertex Tax.** The vertex tax calculator can be used to calculate sales, use, and exempt taxes in A/P. Vertex is used for U.S. taxes only.

### **All Financials Systems**

- Batch Review Security.** You can protect batches from being reviewed by unauthorized users with batch review security. This feature is on the Batch Approval/Post form. You can activate the Batch Review Security field, in addition to the already existing field for approval and post security.

Accounts Payable

## Appendix I — Functional Servers

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Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

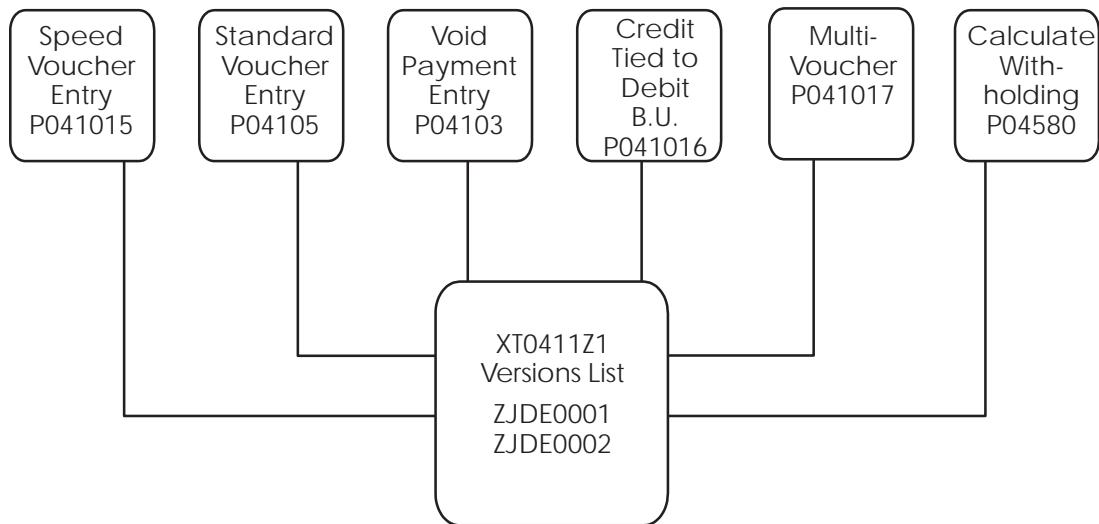
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

### Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



# Glossary



# Glossary

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

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

**AA ledger.** The ledger type used for transactions in domestic amounts (actual amounts).

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

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

**AZ ledger.** The ledger type used for cash basis accounting.

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

**account status.** The state or condition of a customer's accounts receivable transaction account.

**accounting period.** One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

**adjustment.** A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

**alphabetic character.** A letter or other symbol from the keyboard (such as \*#) that represents data. Contrast with *numeric character*.

**alphanumeric character.** A combination of letters, numbers, and other symbols (such as \*#) that represents data.

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

**"as of" report.** A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

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

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

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

**BACS.** Bank Automated Clearing System. An electronic process used in the United Kingdom.

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

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

**batch.** A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

**batch control.** The verification of the number of transactions and the total amount in each batch entered into the system.

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

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

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

**batch job.** A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

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

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

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

**batch type.** A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

**Boolean logic operand.** In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

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

**broadcast message.** An electronic mail message that you can send to a number of recipients.

**business unit.** A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

**calculation method.** When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

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

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

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

**chargeback.** A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

**check.** See *payment*.

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

**consolidations.** A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

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

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

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

**cost allocations.** A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

**cost center.** See *business unit*.

**credit message.** A code used to display information about a customer's account status, such as "Over Credit Limit".

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

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

**currency code.** A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

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

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

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

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

**customer payment.** The payment your company receives from a customer.

## Accounts Payable

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

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

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

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

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

**debit statement.** A list of debit balances.

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

**descriptive title.** See *user defined code*.

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

**display.** (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

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

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

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

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

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

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

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

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

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

**execute.** See *run*.

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

**expedient method.** See *A/P Ledger method*.

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**facility.** A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

**fast path method.** See *A/P Ledger method*.

**FASTR.** Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

**field.** (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

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

**finance charge.** An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

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

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

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

**fold area.** An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

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

**function key.** A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

**functional server.** A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

**general ledger receipt.** A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

**glossary.** See *data dictionary*.

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

**G/L offset.** An account used by the post program to create automatic offset entries.

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

**GST.** Goods and services tax. A tax assessed in Canada.

**hard copy.** A presentation of computer information printed on paper. Synonymous with *printout*.

**hash total.** A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

**header.** Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

**help instructions.** Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

**helps.** See *help instructions*.

**hidden selections.** Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

**indexed allocations.** A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

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

**input field.** An area on a form, distinguished by underscores ( \_\_ ), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

**install system code.** The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

**integrity test.** A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

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

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

**interest rate computation code.** A code used to define the rates and effective dates used for calculating interest charges.

**interface.** A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

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

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

**jargon.** A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

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

**job queue.** A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

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

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

**language preference.** An address book code used to specify a language to use when displaying information.

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

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

**level of detail.** (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

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

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized.

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

**logged vouchers.** See *voucher logging*.

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

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

**matching document.** A document associated with an original document to complete or change a transaction.

**menu.** A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

**menu levels.** See *level of detail*.

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

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

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

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

**multiple AAI revisions.** The process of revising several automatic accounting instructions at one time.

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

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

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

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

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

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

**operand.** See *Boolean logic operand*.

**option.** A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

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

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

**output queue.** A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

**override.** The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

**P&L.** Profit and loss statement.

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

**parent/child relationship.** A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

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

**pay item.** A line item in a voucher.

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

**payment.** The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

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**payment control group.** A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

**payment group.** See *payment control group*.

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

**payment stub.** The printed record of a payment.

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

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

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

**printout.** A presentation of computer information printed on paper. Synonymous with *hard copy*.

**print queue.** An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

**processing options.** A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

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

**program specific help text.** Glossary text that describes the function of a field within the context of the program.

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

**pseudo company.** A fictitious company used in consolidations.

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

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

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

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

**record.** A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

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

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

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

**recycle.** A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

**refresh.** A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

**reporting code.** See *category code*.

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

**reverse.** A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

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

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

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

**selection.** Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

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

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

**single AAI revision.** The process of revising one automatic accounting instruction at a time.

**soft coding.** A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

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

**special character.** Representation of data in symbols that are neither letters nor numbers. Some examples are \* & # /.

**special period/year.** The date used to determine the *source* balances for an allocation.

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

**spool.** The function by which the system puts generated output into a storage area to await printing and processing.

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

**spread.** A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

**Standard Industry Code (SIC).** A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

**stop date.** The date an allocation becomes inactive.

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**structure type.** A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

**subtable.** An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

**submit.** See *run*.

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

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

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

**supplier payment.** The payment your company makes to a supplier.

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

**system.** A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

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

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

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

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

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

**tolerance range.** The amount by which taxes entered manually can vary from the system-calculated tax.

**tough/right method.** See *G/L method*.

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

**transit account.** A G/L account used to hold funds until they can be allocated to the correct account.

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

**undo.** To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

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

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

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

**user defined code (type).** The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

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

**valid codes.** The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

**variable numerator allocations.** A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

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

**vendor.** See *supplier*.

**video.** The display of information on your monitor form. Normally referred to as the *form*.

**vocabulary overrides.** A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

**void.** A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

**voucher logging.** The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

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

**who's who.** A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

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

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

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

**write-off.** A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

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

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## **Enter Suppliers**

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## Exercise: Entering Suppliers

Enter the following suppliers and supplier information, where xx corresponds to your student number (01–12):

### **Supplier No.**

**Supplier 1:** Venture Ad Concepts 101xx  
4200 E. 9th Ave.  
Kansas City, MO 20004

(816) 555-3322 Business  
(816) 555-3300 Fax

Supplier Information:  
Corporate Tax ID: 87-1256931  
Amount Currency = USD  
Default Expense Account = 90.8605

Memo:  
Corporate advertising

**Supplier 2:** Victoria Artisans 102xx  
3999 Main St.  
Kansas City, KS 67093

(913) 444-6624 Business

Supplier Information:  
Payment Instrument = T  
Amount Currency = USD

Bank Account Information:  
Transit/Routing No. = 101135813  
Account No. = 283105  
Type = V  
Description = Kansas National

**Supplier 3:** Viking Design 103xx  
34 W. Alameda  
Casper, WY 80001

(307) 776-3219 Business

Supplier Information:  
Parent Number = Victoria Artisans  
Amount Currency = USD

**Supplier 4:** Vintage Associates 104xx  
690 E. 7th Ave.  
Atlanta, GA 30004

(404) 832-9564 Business

Supplier Information:  
Payment Terms = 1/10 Net 30  
Amount Currency = USD

Memo:  
Special Wine Bottle Openers

**Supplier 5:** Video Images 105xx  
106 Doray Dr.  
Phoenix, AZ 40000

(602) 683-4251 Business

Supplier Information:  
Amount Currency = USD



## Exercise: Entering Multi-Currency Suppliers (Optional)

Enter the following suppliers, where xx corresponds to your student number:

**Supplier No.**

**Supplier 6:** Australie 106xx  
28 Ave de la Bourbonnais  
75016 Paris,  
France

42-72-24-16 Business

Supplier Information:  
Currency Code = FRF  
Amount Currency = FRF

**Supplier 7:** R.S.C.G. 107xx  
15, rue St. Ferol  
130013 Marseilles,  
France

91-09-41-18 Business

Supplier Information:  
Payment Instrument = Drafts (D)  
Tax Explanation Code = Value Added Tax (V)  
Tax Rate/Area = French VAT Rate (FR18.6)  
Currency Code = FRF  
Amount Currency = FRF



## **Work with Standard Vouchers**

---





## Exercise: Entering Vouchers

Enter the following vouchers, where xx corresponds to your student number:

- G/L Date: July 31, 1998
- Company: 00100
- Write down the batch number assigned to your vouchers in the space provided.
- Write down the number you assign to your voucher.

Batch Number \_\_\_\_\_

Voucher Number \_\_\_\_\_

Voucher/Doc. Number: 200xx PV \_\_\_\_\_  
Supplier: Venture Ad Concepts  
Invoice Number: DR7601xx  
Invoice Amount: 545.00  
Invoice Date: July 31, 1998  
Payment Remark: Advertising for kits  
G/L Distribution: (Use the default value from the supplier record)

Voucher/Doc. Number: 201xx PV \_\_\_\_\_

Supplier: Viking Design  
Invoice Number: V1054xx  
Invoice Amount: 250.00  
Invoice Date: July 23, 1998  
Payment Terms: Due on receipt  
Payment Remark: Consulting fees – new package design  
G/L Distribution: 90.8685

Voucher/Doc. Number: 202xx PV \_\_\_\_\_

Supplier: Vintage Associates  
Invoice Number: 49xx  
Invoice Amount: 1543.00  
Invoice Date: July 2, 1998  
Payment Remark: Bottling for Atlanta Distribution Center  
G/L Distribution: 210.6030





## Exercise: Changing Vouchers

Change the following voucher using the number you assigned in the previous exercise:

Supplier:	Vintage Associates
Invoice Number:	49xx
Net Due Date:	Change to August 10, 1998



## Enter Other Types of Vouchers





## Exercise: Entering and Revising Other Voucher Types

1. Enter the following vouchers, where xx corresponds to your student number:

Voucher/Doc. Number:	<u>203xx</u>	<u>PV</u>
Supplier:	Victoria Artisans	
Invoice Number:	B1899xx	
Invoice Amount:	8800.00	
Invoice Date:	July 6, 1998	
G/L Date:	July 31, 1998	
Payment Terms:	50/50 Split Payment	
Payment Remark:	Advertising	
G/L Distribution:	400.8605	

Voucher/Doc. Number:	<u>204xx</u>	<u>PD</u>
Supplier:	Victoria Artisans	
Invoice Number:	C1054xx	
Invoice Amount:	-50.00	
Invoice Date:	July 2, 1998	
G/L Date:	July 31, 1998	
Payment Remark:	Advertising credit	
G/L Distribution:	400.8605	

Voucher/Doc. Number	<u>205xx</u>	<u>PV</u>
Supplier:	Venture Ad Concepts	
Invoice Number:	CD8503xx	
Invoice Amount:	250.00	
Invoice Date:	July 30, 1998	
G/L Date:	July 31, 1998	
Discount Amount:	2.5%	
Payment Remark:	Supplemental Advertising	
G/L Distribution:	90.8605	

2. Revise the following voucher:

Supplier:	Victoria Artisans	
Invoice Number:	B199xx	
Amount:	Change from 8,800 to 8,000	





## Exercise: Entering Vouchers with Taxes (Optional)

1. Change the format on Standard Voucher Entry to allow for entering taxes.
2. Review the following vouchers and enter the one that corresponds to your requirements. **Choose only one.**

The tax explanation code and the tax rate/area are default values from the supplier master record.

The tax codes you use determine how the system calculates the tax and taxable amounts.

### Canada

Voucher/Doc. Number:	<u>206xx</u> <u>PV</u> _____
Supplier:	Victoria Air Transport (4346)
Invoice Number:	25803xx
Invoice Amount:	10,000
Invoice Date:	July 25, 1998
Company:	00100
Tax Expl Code:	C
Tax Rate Area:	QUE
Account:	90.8730

### Europe

Voucher/Doc. Number:	<u>207xx</u> <u>PV</u> _____
Supplier:	European Motors (7004)
Invoice Number:	19807xx
Invoice Amount:	25,000
Invoice Date:	July 29, 1998
Company:	00070
Tax Expl Code:	V
Tax Rate Area:	BE19.5
Account:	7011.8685

### United States

Voucher/Doc. Number	<u>208xx</u> <u>PV</u> _____
Supplier:	Gilpin's Office Supply (5830)
Invoice Number:	8503-00xx
Invoice Amount:	10,000
Invoice Date:	July 19, 1998
Company:	00100
Tax Expl Code:	U
Tax Rate Area:	DEN
Account:	90.8720

**Europe**

Voucher/Doc. Number	<u>209xx</u> PV _____
Supplier:	R.S.C.G.
Invoice Number:	82095xx
Invoice Amount:	25,000
Invoice Date:	July 29, 1998
Company:	00070
Account:	7011.8685



## Exercise: Entering Foreign Currency Vouchers (Optional)

Enter the following vouchers to be used with foreign currency topics, where xx corresponds to your student number:

Voucher/Doc. Number:	<u>210xx</u>	<u>PV</u>
Supplier:	JDE France (7002)	
Invoice Number:	MC1768xx	
Invoice Amount:	1,500 FRF	
Invoice Date:	July 20, 1998	
Company:	00100	
G/L Distribution:	90.8685	

Voucher/Doc. Number:	<u>211xx</u>	<u>PV</u>
Supplier:	European Motors (7004)	
Invoice Number:	8110xx	
Invoice Amount:	5,520 GBP	
Invoice Date:	July 15, 1998	
Company:	0070	
G/L Distribution:	7001.8355	

Voucher/Doc. Number:	<u>212xx</u>	<u>PV</u>
Supplier:	Australie	
Invoice Number:	48253xx	
Invoice Amount:	3,500 FRF	
Invoice Date:	July 25, 1998	
Company:	0070	
G/L Distribution:	7001.8355	



## **Enter Speed Vouchers**

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## Exercise: Entering Speed Vouchers

Enter the following vouchers, where xx corresponds to your student number:

- Use Speed Voucher Entry
- G/L Date: July 31, 1998
- Company: 00100

Batch number

Voucher/Doc. Number	<u>213xx</u>	<u>PV</u>
Supplier:	Video Images	
Invoice Number:	CW7982xx	
Invoice Amount:	1,500	
Invoice Date:	July 5, 1998	
Payment Remark:	Summer advertising campaign	
G/L Distribution:	90.8605	Advertising





## Exercise: Entering Foreign Speed Vouchers (Optional)

Enter the following voucher, where xx corresponds to your student number:

- Use Speed Voucher Entry
- G/L date: July 31, 1998
- Company: 00070

Batch number

Voucher/Doc. Number:	<u>214xx</u>	<u>PV</u>
Supplier:	Australie	
Invoice Number:	42-0359xx	
Invoice Amount:	200 FRF	
Invoice Date	July 25, 1998	
Payment Remark:	For corporate visit brochures	
G/L Distribution:	7003.8605	



## **Post Vouchers**

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## Exercise: Reviewing and Posting Vouchers

Review and post the batches you entered:

1. Type your student/user ID in the User ID field to see only your batches.
2. Review and approve your batch of vouchers.
3. Post your batch of vouchers by using your student/user ID.



## **Revise Posted Vouchers**

---





## Exercise: Revising Posted Vouchers

Locate the vouchers you entered previously by using Voucher Journal Review.

1. Revise the following voucher:

Supplier:	Venture Ad Concept
Invoice Number:	DR7601
Invoice Amount:	545.00
Invoice Date:	July 31, 1998
Change:	Invoice amount should be 445.00 Adjust the amount accordingly

2. Void the following voucher:

Supplier:	Viking Design
Invoice Number:	V1054
Invoice Amount:	250.00
Invoice Date:	July 23, 1998
Void Instruction:	Void without changing the G/L date

3. Re-approve and post your batches, using your student/user ID.



## **Work with Logged Vouchers**





## Exercise: Entering Logged Vouchers

Enter a voucher, where xx corresponds to your student number:

- Use Voucher Logging Entry
- G/L Date: July 31, 1998
- Company: 00100

1. Enter the following:

Voucher/Doc. Number:	215xx	PL
Supplier:	Venture Ad Concepts	
Invoice Number:	DR8505xx	
Invoice Amount:	325.00	
Invoice Date:	July 6, 1998	
Approver Number:	Dominique Abbot	
Payment Remark:	Advertising	

2. Redistribute the Venture Ad Concepts voucher to account number 90.8605.



## **Work with Recurring Vouchers**





## Exercise: Entering Recurring Vouchers

Enter the following recurring voucher, where xx corresponds to your student number:

- G/L Date: July 31, 1998
- Company: 00100

Voucher/Doc. Number:	<u>216xx</u>	PV _____
Supplier:	Video Images	
Invoice Number:	BW7477xx	
Invoice Amount:	1,000.00 monthly (12,000.00 total contract)	
Invoice Date:	July 5, 1998	
Payment Remark:	Monthly Advertising	
Recurring Frequency:	Monthly	
Number of Payments:	12	
G/L Distribution:	90.8605	





## Exercise: Working with Recurring Vouchers

Review and recycle the recurring vouchers.

1. Review the recurring vouchers.

What are the number of payments remaining and the due dates for each of the following recurring vouchers?

### Video Images

Number of payments: \_\_\_\_\_  
Net Due Date: \_\_\_\_\_  
Voucher/Doc. No: \_\_\_\_\_

### Silver Property Mgt

Number of payments: \_\_\_\_\_  
Net Due Date: \_\_\_\_\_  
Voucher/Doc. No: \_\_\_\_\_

### Edwards & Edwards

Number of payments: \_\_\_\_\_  
Net Due Date: \_\_\_\_\_  
Voucher/Doc. No: \_\_\_\_\_

2. Change the due date for Edwards & Edwards to June 15, 1998.

3. Run the recycle program with the following options:

Copy version XJDE0002 to add a new version.  
In the processing options, increment the invoice date.  
In the data selection, select only the monthly frequency.

4. Use Voucher Journal Review to locate the new vouchers created through the recycle program.

What is the total number of vouchers recycled? \_\_\_\_\_  
Is there a change to the voucher/document numbers? \_\_\_\_\_

5. Review the recurring vouchers.

What are the due dates and number of the remaining payments now?

Video Images

Number of payments: \_\_\_\_\_  
Net Due Date: \_\_\_\_\_

Silver Property Mgt

Number of payments: \_\_\_\_\_  
Net Due Date: \_\_\_\_\_

Edwards & Edwards

Number of payments: \_\_\_\_\_  
Net Due Date: \_\_\_\_\_

6. Change the Edwards & Edwards voucher so it will no longer recycle.

## Enter Prepaid Vouchers





## Exercise: Entering Prepaid Vouchers

Enter a prepayment, where xx corresponds to your student number:

- Use Prepayment Voucher Entry
- G/L Date: July 31, 1998
- Company: 00100

1. You receive a travel advance request from Leslie Derrick for 1,500.
2. Add the 1,500 travel advance on Prepayment Voucher Entry.

Batch Number

Voucher/Doc. Number:	217xx	PV
Supplier:	Leslie Derrick (#7702)	
Invoice Number:	6/25 ADV	
Invoice Amount:	1,500.00	
Invoice Date:	July 25, 1998	
Payment Terms:	Due Upon Receipt	
Payment Remark	6/25 Travel Advance	
G/L Distribution:	90.8740	



## **Enter Vouchers for Multiple Companies**

---





## Exercise: Entering Multiple Company Vouchers

Enter multiple company vouchers, where xx corresponds to your student number:

- G/L Date: July 31, 1998
- Batch Number: \_\_\_\_\_

1. Enter the following vouchers:

Voucher/Doc. Number	<u>218xx</u>	<u>PV</u>
Supplier:	Public Service Co. of Colo. (#2495)	
Invoice Number:	605912xx	
Invoice Amount:	6,890.00	
Invoice Date:	July 25, 1998	
Payment Remark:	July Utility Charge	
G/L Distribution:		

<u>Account</u>	<u>Amount</u>	<u>Remark</u>
210.8370	2800.00	Den Utilities
600.8370	1090.00	SFO Utilities
205.8370	3000.00	Corp. Utilities

Voucher/Doc. Number	<u>251xx</u>	<u>PV</u>
Supplier:	Silver Property Management (#2268)	
Invoice Number:	S-33022xx	
Invoice Amount:	4,000.00	
Invoice Date:	July 5, 1998	
Payment Remark:	Allocation of Rent Expense	
G/L Distribution:		

<u>Account</u>	<u>Amount</u>	<u>Remark</u>
400.8350	1200.00	Houston Rent
205.8350	1750.00	Corporate Rent
210.8350	1050.00	Denver Rent

2. Locate the voucher for Public Service.

3. Access the detail area.

Notice that the related company number is placed there automatically.

4. Review and post this batch of vouchers, using your student/user ID.

5. Review your posting journal report, noting the offsetting entries that the system created.

## **Withhold Supplier Taxes**





## Exercise: Setting Up Withholding

Set up and calculate withholding tax for the following:

- G/L date: July 31, 1998
- Company: 00100

1. On Supplier Master Information, enter the following information for Vintage Associates:

Withholding:	20%
Tax Authority:	Denver City and County (#5071)

2. Use Standard Voucher Entry to enter the following voucher, where xx is your student number:

Voucher/Doc. Number:	220xx	PV
Supplier:	Vintage Associates	
Invoice Number:	CW4733xx	
Invoice Amount:	2,000	
Invoice Date:	July 5, 1998	
Payment Remark:	Contract Programming	
G/L Distribution:	100.1310	

3. Locate your assigned voucher/document number.

What is the pay status set to? \_\_\_\_\_

4. From the Automatic Payment Processing menu, choose Calculate Withholding. The system displays a message. To continue, press F6. Add a version for your use.
5. In the processing options, verify the following:

G/L Offset:	WHLD
G/L Account	100.1110.BEAR (use the short account ID)

6. In the data selections, enter:

Address Number: Vintage Associates

7. Process your report.

8. Review your report.



## Manage Vouchers for Payment





## Exercise: Printing the Cash Requirements Report

Run the Cash Requirements Report as follows:

1. Select Cash Requirements Report and add a version with seven days aging.
2. In the processing option for Aging, enter the following:

As of Date: August 15, 1998

3. In data selection, enter the following

Company: 100  
User ID: Your student/user ID

4. Submit the report.
5. Review the Cash Requirements Report.

What is the bank balance for 100.1110.BEAR? \_\_\_\_\_





## Exercise: Using Speed Release

Use Speed Release to do the following:

1. Split the following voucher:

Venture Ad Concepts	
Invoice Number:	DR7601
Amount:	445.00

First Pay Item:

Amount: 225.00

Use the same Remark, Due Date, and Pay Status as the original item.

Second Pay Item:

Amount:	220.00
Remark:	Second payment
Due Date:	September 15, 1998
Pay Status:	H

2. Change the pay status of the second pay item for the following voucher:

Victoria Artisans	
Invoice Number:	B1899
Amount:	Split into two payments of 4000.00
Pay Status:	H



## Update the A/P Ledger





## Exercise: Working with Payment Groups

1. Select Create Payment Groups and add your own version by copying version XJDE0001.
2. Run Create Payment Groups, using the following parameters:

Processing Options:

Pay Thru Date: August 31, 1998  
Print Special Attachments  
Sequence ID "DEMO" for the write payment order

Data Selection:

G/L Bank Account: 100.1110.BEAR  
(use the short account ID)  
User ID: Your student/user ID

3. Review the Payment Group Edit report.
4. Locate your payment groups by selecting your user ID in the Originator field on Work with Payment Groups.
5. Revise the following vouchers in your first payment group.

Our Houston office called. They are having problems with the property management company, Silver Property Management. We have decided not to pay the required rent of 1,200.00 for the Houston office until the problems are resolved.

Video Images invoiced us for 1,500.00 on invoice number CW7982. The receiving department notified us that only 1,000.00 in merchandise was received. Pay only 1000.00. The remainder will be paid when the merchandise is received.

6. Write your two payment groups with the following parameters:

Payment-G/L Date: August 15, 1998

Allow the system to supply the payment number from the Bank Account Information form.

7. Your payments for the first payment group jammed in the printer. Reset the payments and resubmit the payment group to write with a payment-G/L date of August 15, 1998.
8. Update your payment groups.



## **Work with Manual Payments**





## Exercise: Entering Manual Payments with a Matching

### Voucher

Approve a voucher pay item and enter the payment, where xx corresponds to your student number.

1. Using Speed Release, approve the following pay item for payment:

Venture Ad Concepts	
Invoice Number:	DR7601xx
Pay Item:	220.00
Net Due Date:	September 15, 1998

2. Enter the following payment with voucher matching:

Venture Ad Concepts	
Invoice Number:	DR7601xx
Payment Number:	342xx
Payment Amount:	220.00
Payment Date:	July 31, 1998

3. Review and post the payment.





## Exercise: Entering Manual Payments without a Matching

### Voucher

Enter a payment without matching it to a voucher, where xx corresponds to your student number:

1. Enter the following payment without a matching voucher:

Voucher/Doc. Number:	301xx PM
Supplier:	Viking Design
Payment Number:	65xx, dated July 31, 1998
Amount:	250.00
Company:	00100
Payment G/L Date:	July 31, 1998
Voucher-G/L Date:	July 31, 1998
Invoice Number:	1011Dxx
Invoice Date:	July 15, 1998
Remark:	Consulting Fees
Account:	90.8685

2. Access the Generic Text window and add the following:

“Payment authorized by J. Smith”

3. Review and post your batch.



## **Void Manual Payments**

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## Exercise: Voiding Posted Payments

Locate and void the following payments, using Void Payment Entry:

1. Void the following payment:

Batch No. \_\_\_\_\_

Vintage Associates  
Computer payment  
Payment Date: August 15, 1998

2. Void the following payment and associated voucher:

Viking Design  
Manual payment  
Payment Date: July 31, 1998  
Payment Amount: 250

3. Approve and post your batches, using your student/user ID.



## **Set Up Payment Terms**





## Exercise: Setting Up Payment Terms

Set up two different payment terms.

1. Set up a new proximate date code:

Add a payment term where the due date is always the 15th day of the next month.

2. Add a split payment term with the first payment due 10 days after the invoice date and the second payment due 30 days later.



## **Work with YTD Voucher Amounts**





## Exercise: Updating YTD Voucher Amounts

Locate voucher amounts and update them.

1. Review the YTD voucher amount:

On Supplier Master Information, locate the information for Venture Ad Concepts. Make a note of the amount in the following fields:

Amount Vouchered YTD \_\_\_\_\_

Amount Vouchered PYE \_\_\_\_\_

2. Select Update YTD Voucher Amounts. The system displays a message about the available modes. Continue.
3. Add a version of the update program, using your student/user ID.

In the processing options, enter:

From date: January 1, 1998

To date: December 31, 1998

4. Update the Supplier Master table in final mode:

Compute the prior voucherized amounts using the From and Through dates.

5. After the job is finished, repeat step 1 and note the amounts in the following fields:

Amount Vouchered YTD \_\_\_\_\_

Amount Vouchered PYE \_\_\_\_\_

